



Admission to CUESTE

Primary / Elementary Program

2013-2014

Information and Forms

Applications accepted beginning January 2, 2013
Final Deadline: March 11, 2013

La Grande (EOU)

Core Leader

Allen Evans
541-962-3274

Advisors

Heather Stanhope
541-962-3623
Tawnya Lubbes
541-962-3329

Pendleton (BMCC)

Core Leader/Advisor

Miriam Munck
541-278-5805

Ontario (TVCC)

Core Leader

Kerri Wenger
541-889-8333
Jan Dinsmore

Advisor

Heidi Purnell
541-889-8333

Gresham (MHCC)

Core Leader

Aimee Alexander-Shea
503-491-7248

Advisor

Matt Tweedale
503-491-7685

Coos Bay (SWOUC)

Core Leader/Advisor

Mary Fields
541-888-7496

Dear CUESTE Applicant,

Thank you for your interest, in our CUESTE (Curriculum for Undergraduate Elementary School Teacher Education) undergraduate teacher education program here at Eastern Oregon University. The faculty believes that it offers a high quality experience both in campus-based courses and in field experiences.

Because of the program's excellence, many students apply for admission each year. Admission to CUESTE is a process that requires multiple forms of evidence that document your eligibility for the program. To be competitive in this process, you need to become fully aware of the qualifications and procedures that will help you present yourself at your best.

In any one cycle of admission to the CUESTE program, there may be space limitations at a particular site. Therefore, simply meeting eligibility requirements does not guarantee admission to the program. Students who have successfully met all admission criteria and submitted their applications by the deadline will be given first consideration.

Admission Decisions:

After your materials are reviewed, you will receive a letter informing you of the next step in the process. The letter should arrive about one month after the application due date. Those not meeting eligibility requirements will be advised about what additional steps may be necessary to become eligible.

Students who meet the requirements for CUESTE program admission will be assigned a program location depending on space available at the student's site preference. If there are more qualified applicants than available space for any particular site, first preference will be given to those individuals who bring the strongest academic, experiential or diverse cultural experience to the program. Students who qualify for admission but are not assigned to their first site preference will be offered placement at one of the other sites (Coos Bay, Gresham, La Grande, Ontario, and Pendleton).

The education faculty believes that becoming a teacher requires a serious commitment; thus, the process is meant to introduce candidates to high standards and to ensure quality in the teacher candidates for the CUESTE program. For success, read the Advising Guide and Admissions Packet materials thoroughly, adhere to all the requirements, prepare your documents carefully, and meet all the deadlines.

As Admissions Coordinators, we are available to assist you, as is your education advisor. Please do not hesitate to contact one of us.

Sincerely,

*Karyn Gomez
& Ray Brown*

Karyn Gomez and Ray Brown
Admissions Coordinators
(541)962-3312, kgomez@eou.edu
(541)962-3513, rbrown@eou.edu

To be eligible to apply for admission, you must answer "yes" to all the following questions.

1. Can you reasonably expect to complete degree and program requirements within 2 years?
2. Are you currently enrolled in, or have completed, ED 242 or its equivalent (equivalent courses include ED 200) - Exceptions may be made in Ontario due to course scheduling.
3. Have you completed and verified 30 hours of experience with elementary age students in a school or similar setting?
4. Have you taken and **passed** one of the following basic competency tests: **EAS** (Essential Academic Skills), **CBEST** or **Praxis PPST**? <http://www.orela.nesinc.com>, <http://www.cbest.nesinc.com> or <http://www.ets.org/praxis>,
5. Do you have a minimum calculated GPA of 2.75 or greater in your multidisciplinary studies coursework? GPA is based on MDST check sheet data.

To establish eligibility:

Submit all required information to the College of Education Office **no later than 5:00 PM on March 11, 2013.** Detailed directions for each of the admissions requirements are provided below.

Admissions Requirements

1. EOU Application Form: If you are not already an admitted student at Eastern Oregon University, **submit an application for university admission to EOU's admissions department prior to submitting CUESTE program application.** Applications are located on the web at <http://www.eou.edu/admissions/> . Official transcripts from **all** of the colleges and universities you have attended are required for **admission to EOU.**
2. CUESTE Application Form: The Application Form is in this packet. Fill it out completely and legibly. Please include current and summer contact information. Notify Megan Caldwell (541-962-3411 or mcaldwell@eou.edu) in the Education Office if any of your contact information changes.
3. Personal Introduction/Experience with Children: This letter serves two purposes: 1) to introduce you to the education faculty, telling about your interests and goals; and 2) to provide information regarding your experience with children. In the personal introduction, describe why you want to be a teacher. Include relevant personal background information, as well as how your background and interests will help you as a future teacher. In stating your prior experience with children, describe the volunteer, practicum, and/or employment situation where you worked with children. Include how these specific experiences have given you a greater understanding of the rewards and challenges of working with children, thus making you a good candidate for a teacher-preparation program. You must have a minimum of 30 hours of experience¹ working with elementary-aged children occurring after high school graduation and within the past three years. Your personal introduction should be word-processed and no more than three typed pages. Be advised: spelling and grammatical errors will be taken into consideration.
* ¹ Babysitting and working with a family member are not acceptable as the only prior experience with children
4. Resume: Please provide a one-page professional resume, which highlights your Career Objectives, Education, Professional Experience, and Other Activities. Some districts or schools may require this when placing students, so the College of Education will have this on file and may distribute it for placement purposes. Please initial the statement on the check sheet (p. 4) providing permission to the College of Education to use your resume accordingly.
5. Diversity Essay: Please respond to the following prompt by submitting a 1-2 page, typed, double-spaced essay. Classrooms today are filled with students of diverse backgrounds, varied ability levels, and wide ranges of experiences. Discuss any personal attributes and experience you bring that can enrich the teaching community to meet the needs of students of diverse backgrounds. Highlight any special skills, knowledge, or experiences you have that would contribute to meeting the needs of the changing demographics of K-12 students. Examples of such attributes, skills, or experiences that may be included: being from a group underrepresented in teaching; interest or expertise in a field where there is a teaching shortage; expertise in more than one language; or having diverse cultural experiences (through public service, living in varied environments, travel). Think about where you have lived and where you have worked (paid and unpaid work) over your life, and weave in descriptions of experiences that you have had that have helped prepare you to understand diversity in ethnicity, culture, language, age, physical or cognitive ability, multiple socioeconomic levels, or community (urban, rural, suburban).
6. CUESTE Program Planning Form: The form is in this packet. Your advisor will list all courses (prefix, number, title and credits) that are necessary to complete all degree and program requirements. Only the form signed by your advisor will be accepted.
7. Transcripts: For admission to the CUESTE program, you must obtain unofficial transcripts from **ALL** colleges and universities you have attended. At Eastern, there is no charge for unofficial transcripts. **Printouts from Webster (EOU's online transcript) are not acceptable.**
8. Multidisciplinary Degree Program Major Check Sheet: Submit an updated Multidisciplinary Studies check sheet, available from your advisor. The multidisciplinary degree checklist should include courses taken for your minor or course of study. The calculated MDST coursework GPA must be 2.75 or higher to be considered for program admission. You must have grades of "C-" or better in all required courses (except ED 242 or equivalent, which requires a "B-" or better). The multidisciplinary degree check sheet will be used to establish eligibility as well as to demonstrate planned completion of the multidisciplinary degree.

9. Academic Minor (or Course of Study) Check Sheet: All Elementary Education majors are required to have a specialty focus or an approved course of study (e.g. Mathematical studies, Reading or ESOL). Work with your advisor to obtain and complete the appropriate checklist. Individual courses of study need to have signatures of approval **prior** to submitting the application for admission.

10. Basic Skills Exam scores: <http://www.orela.nesinc.com>, <http://www.cbest.nesinc.com/> or <http://www.ets.org/praxis>
You are required to take and pass a basic skills exam before you can be admitted to the program. Please refer to the ORELA website under Essential Academic Skills (EAS), or the CBEST or PPST web sites for complete testing information. Make a photocopy of your official test score report form and include with your application. Do not submit originals. **Even if you requested that the testing company send your scores to Eastern, you must submit a PHOTOCOPY of your individual scores with your application!** If you do not have a copy of your scores, request them from the testing company.

11. Letters of recommendation/reference: the same individual cannot write both of the required letters.
 - a. Letter of Reference: Please obtain a letter of reference from the supervising individual of your required minimum 30 hours of experience with children. If you cannot obtain this reference, seek assistance from an education advisor. You may have the person mail (provide a stamped addressed envelope) or email the letter directly to the College of Education at ed@eou.edu attn: CUESTE Support Specialist. You may also include the letter with the material you submit. Faxes are not acceptable documents.

 - b. Letter of Recommendation: Additionally, please submit a general letter of recommendation from an individual who is in a position to attest to your positive character and potential as a classroom teacher. If desired, you may use the recommendation form included in the Admissions Packet, however **the individual will also need to include a written statement in addition to the ratings page**. Please put your name on the recommendation form before giving it to your reference to complete. The person who writes this letter should be able to describe your professional qualities. A professor, employer, community member, or former teacher would be a good choice. Family members and other college students are *not acceptable* references. You may have the person mail (provide a stamped addressed envelope) or email the letter directly to the College of Education at ed@eou.edu attn: CUESTE Support Specialist. You may also include the letter with the material you submit. Faxes are not acceptable documents.

12. Character Questions: Please complete and sign the character question form (provided within this packet). Answer all questions truthfully. If you must answer “**YES**” to any question, you must provide copies of **official court documents** and a **personal written statement of the incident**. We will work with EOU's licensure officer and TSPC to determine your eligibility for program admission.

When you have the required items completed, put them in a manila envelope in the order listed above. Keep a copy of all the documents for your records. You may hand deliver them to the College of Education office in Zabel Hall 255 or mail them to:

Eastern Oregon University
College of Education
Attn: Megan Caldwell
One University Blvd.
La Grande, OR 97580.

Mailed materials must be **RECEIVED** in the Eastern Oregon University College of Education office no later than March 11, 2013. Candidates at the on-site campuses may hand deliver their materials to site coordinators or mail them directly to the EOU La Grande address.

If you have any additional questions please contact Megan Caldwell 541-962-3411 or mcaldwell@eou.edu.

CHARACTER QUESTIONS

Please carefully read the “Instructions for Answering Character Questions” before answering. You *must* answer either “yes” or “no” to each of the following questions; any other response will result in your application being considered incomplete. All “yes” answers must be *fully* explained in writing on a separate piece of paper and the explanations must be signed and dated by you.

1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?	1.
2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?	2.
3. Have you ever been placed on leave by your employer for any alleged misconduct?	3.
4. Have you ever had any adverse action taken on a <i>professional</i> certificate, license or charter school registration? Have you ever been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or credential?	4.
5. Have you ever been denied any professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct?	5.
6. Have you ever surrendered a professional license of any kind before its expiration?	6.
7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?	7.
8. Have you ever been convicted or been granted a diversion or conditional discharge by any court for any: (a) Felony; or (b) Misdemeanor; or (c) Major traffic violation including but not limited to: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident?	8.
9. Have you ever been arrested or cited for any offense listed in section (8) above which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed.	9.
10. Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?	10.

Check here if you provided an explanation for any “yes” answer with a prior application and received a specific response from the commission. Please know that any new incident that occurred since your last application requires that you answer “yes” and include a full written explanation, along with applicable court documents.

Your Signature and the Date

Under penalty of false swearing, I declare that the information in this application is true, correct, and complete. Providing false information on an application is grounds for the Commission to deny or revoke permission for student teaching or final practicum. I grant the Commission permission to check civil or criminal records to verify any statement made on this application and to release any information related to these character questions to educational institutions with which I am associated.

Signature of the Applicant*

Date*

***This application must be signed and dated within 60 days prior to the date the application is received by TSPC.**

You must print and mail this form directly to TSPC:

TSPC
250 Division St NE
Salem, OR 97301

CUESTE Application Form - ELEMENTARY AND PRIMARY PROGRAM
 EOU's College of Education must receive your complete application by 5:00 P.M., March 11, 2013.

Full Name: First _____ Middle _____ Last _____

Date of Birth ____/____/____ SSN # (last 6 digits) X X X – ____ - ____ - ____

Current Address: _____ Permanent Address: _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone () _____ Cell Phone () _____

E-mail _____ Ethnicity (optional) _____

Do you have a Bachelor's Degree?
 No _____ Yes: _____ If yes, please list major _____

Site preference (**circle location**) Coos Bay Gresham La Grande Ontario Pendleton

Primary Core and Elementary Core must be in the same site. Placements are made by Eastern. You may not receive your preferred placement. Do NOT make arrangements with schools or teachers, or make housing commitments until placements are confirmed by Eastern.

Minor (or Course of Study) Area/s: _____

- 1. Apply to EOU, if not already accepted.
- 2. **CUESTE Application Form** (This form)
- 3. Personal Introduction/Experience with Children – including experience with children essay
- 4. Resume – one-page, professional.
 _____ *By initialing here, I give my permission to the College of Education to distribute my resume for placement purposes.*
- 5. Diversity Essay
- 6. CUESTE Program Planning Sheet - with advisor's signature affirming that you are within two years of program completion
- 7. Copy of all transcripts - (**Computer printouts are not acceptable**) If you are transferring, you will also need to send official transcripts to the Admissions Office for admission to Eastern Oregon University.
- 8. A copy of the **Multidisciplinary Studies Degree Checklist**- Program requirements must have a grade of C- or better. ED 242 (or its equivalent) (**Must be B- or better, verified by transcript.**)
 - a. ED 242 (or equivalent): Course: ED _____ Grade: _____ Term taken: _____
 - b. Calculated GPA _____
- 9. Checklist for a minor or approved course of study- with appropriate signature.
- 10. Basic Skills Exam Scores: EAS, CBEST, or PRAXIS PPST - **Include a copy of official individual score report**
 Reading _____ Math _____ Writing _____ Total Score _____ Pass/No Pass _____ Test date: _____
- 11. Letters of recommendation/reference - *the same individual cannot write both of the required letters*
 - One letter of reference from the supervisor of the **required experience with children**
 Name: _____
 - One general letter of recommendation attesting to your **professional qualifications**
 Name: _____
- 12. Character questions- Provided in this packet (Pg 5)

I have read the *Advising Handbook* and I understand the conditions and rules of the CUESTE program. The information that I have supplied above is an accurate representation of my status. I understand that if any of the above information is incorrect that it may jeopardize my admission status.

 Student Signature _____ Date



**EASTERN
OREGON
UNIVERSITY**

Courses to be taken in Spring 2012:

Prefix/Number	Title	Credits
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Sub Total		_____

Summer 2012:

Prefix/Number	Title	Credits
_____	_____	
_____	_____	
_____	_____	
Sub Total		_____

CUESTE PROGRAM

Prefix/Number	Title	Credits
_____	_____	
_____	_____	
Sub Total		_____

Advisor's Signature _____

(Advisor signature affirms course listings are accurate and candidate is within 2 years of completion.)

Eastern Oregon University
College of Education
CUESTE Program Planning Form

Name: _____
Minor/Course of Study _____

All other courses needed to complete your program.

Minor/Course of Study

Prefix/Number	Title	Credits
_____	_____	
_____	_____	
_____	_____	
Sub Total		_____

Other MUD requirements:

Prefix/Number	Title	Credits
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Sub Total		_____

Total credits left to be completed _____

(sum of 3 subtotals – beginning with CUESTE)
Students must be within 2 years of program completion to be eligible for admission.

Planned term/year of graduation? _____



**College of Education
CUESTE Application
Recommendation Form**

Applicant Name: _____

Evaluator:

An important set of criteria that helps support a student's candidacy towards Eastern's undergraduate teacher preparation program is evidence of academic qualifications, personal strength, social skills, and professional attitudes. The purpose of this **non-confidential** questionnaire is to provide you with an easy format by which you may contribute specific information to the admissions process. This evaluation, along with other criteria, will be used to evaluate the candidate for admission to the CUESTE program.

Please include a written recommendation in addition to the rating. You may use the back of the form.

Rate the applicant on the following criteria:

	Weak					Strong						
Engagement (to be attentive, insightful, sensitive, concerned, involved)	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Sense of professional responsibility (to understand the nature of Professional responsibilities and to be interested in the goals of education)	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Interpersonal skills (with peers, with others)	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Sensitivity to equity issues	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Verbal skills	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Written skills	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Ability to take constructive feedback and make changes	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Positive class attendance	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Preparation	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Personal hygiene	NA	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
I recommend this person as a potential teacher.	Yes	<input type="checkbox"/>							No	<input type="checkbox"/>		

Please complete and return to the candidate or mail/fax/email directly to Eastern Oregon University:

CUESTE Admission Coordinator
College of Education
Eastern Oregon University
One University Boulevard
La Grande, OR 97850-2899

Fax Number: (541)962-3701
Email: ed@eou.edu
Attn: CUESTE Support Specialist

This form must be received by the application due date.

Signature Date

Printed Name _____

Position _____

Relationship to candidate _____

* This form will become part of the candidate's non-confidential file. The candidate may request access to this information even if it is sent directly to the college.*