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Department of Education

To: Junior Applicants to the Teacher Preparation Program

From: Dr. Davis, Education Department

Date: April 1, 2009

Now is the time to make application for the Teacher Preparation Program. You are eligible to apply if you

- are a junior
- have at least a **2.6** overall Grade Point Average
- have at least a **2.6** Grade Point Average in your major
- have at least grades of C- or better in English Composition and Grammar, one semester of math and Speech 210 (each course).

To apply to the Teacher Preparation Program the enclosed forms must be completed. **Application (Form 101)** and the **Departmental Recommendation Form (Form 102)** should be sent to Professor Davis by April 14, 2009. Submit completed Form 101 to Dr. Davis and give Form 102 to your department chairperson or your advisor with a note requesting that it be returned directly to Dr. Davis from the department. It is **your responsibility to follow-up** and see that all the necessary forms are sent to the Education Department by the date of **April 14, 2009**. **If you are not applying to the Teacher Preparation Program**, please e-mail me (bdavis@rmc.edu) to let me know this, otherwise I will contact you about submission of your application if I have not received it by the deadline.

After all applications and recommendations are submitted, the Teacher Preparation Committee will review them. You will be notified of the Committee's decision after that time. You can expect a response by late April.

Please remember that you must pass Praxis II prior to completion of the Student Teaching Program (a requirement for licensure in Virginia).

If you have any questions, please call Dr. Davis (Ext. 3149). We look forward to receiving your application.

IMPORTANT – If at this time you do not fully meet the requirements for acceptance into the teacher preparation program (such as: your overall and major GPAs are not quite at the 2.6 minimum and/or you still lack a few points on passing Praxis I), I highly recommend that you apply for the program and continue to work on raising your GPA and achieving passing Praxis I scores. Even though you will not be accepted into the program without those, you can most likely be “conditionally” accepted. The conditions would be that you satisfy those requirements before classes start next fall – thus you have this spring and this summer to retake Praxis I and you have this current semester to bring up your grades. If however you do not meet these standards by next fall, you will not be accepted into the program and you may not continue to take Education courses. If you have any questions about this, please contact me.

Juniors

Date: _____

Please return to the Department of Education.

**Randolph-Macon College
Application for Admission to the Teacher-Preparation Program**

| | | | |
|-----------------------------------|--|-------------------------|--|
| Overall GPA _____ | | Major GPA _____ | |
| Name: _____ | | RMC P.O. Box: _____ | |
| RMC E-Mail: _____ | | Ext. _____ | |
| Home address: _____ | | City, State, Zip: _____ | |
| Phone: _____ | | Major: _____ | |
| | | Advisor: _____ | |
| Education Minor: Elementary _____ | | Secondary _____ | |

| | | | |
|--|-------|----------------|-------|
| Major courses completed: (if you need more space, please use back) | | | |
| Number | Title | Semester Taken | Grade |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| | | | |
|--|-------|-------|-------|
| Education minor courses completed in professional education: (if you need more space, please use back) | | | |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| | | | |
|--|--|--|--|
| Related courses required to have a C- or better in all of the following (if you have not yet taken these courses, please indicate when you plan to take them): | | | |
| Grades in: FYE _____ ; ENG 185 _____ ; Communications 210 _____ ; | | | |
| Please indicate course number: Math () _____ ; history () _____ ; () _____ | | | |

Standardized Tests: Please attach photocopies of all relevant/required standardized tests taken at this time. The Education Department WILL NOT provide copies for you.

- a. Praxis I – have you taken Praxis I? _____ yes _____ no
- Have you passed Praxis I (individual tests or composite)? _____ yes _____ no
 - If no, when will you retake? _____
 - Have you prepared using Plato review? _____

OR substitution of

SAT (1100 with 530 minimum Math/reading) _____ yes _____ no

OR

ACT (24 composite with minimum 22 mathematics and English Plus Reading score of no less than 46
_____ yes _____ no

b. VRA (elementary only)

- Have you taken VRA? _____ yes _____ no
- Passed? _____ yes _____ no
- If no, when will you take? _____

c. VCLA (elementary and secondary)

- Have you taken VCLA? _____ yes _____ no
- Passed? _____ yes _____ no
- If no, when will you take? _____

d. Praxis II

- Usually taken January or spring of final semester
- If taken, please list content area of Praxis II (ex. Elementary, Spanish, etc.)

- Passed? _____ yes _____ no
- If no, when will you retake? _____

Other Information:

- a. Have you ever been convicted of a felony? Yes ____ No ____ If yes, explain:
- b. Please attach a **hand written** statement, which discusses the reasons you have chosen to apply for the teacher preparation program and to prepare for a career as a teacher. Include any/all background experience related to teaching.
- c. Have the attached departmental recommendation form completed. Ask for form to be returned by the chair of the department or your department advisor and returned to the Education Department. (Form 102)
- d. Do you give the Education Department permission to request and review your transcripts?
_____ yes _____ no _____

Form 102

**Randolph-Macon College
Education Department**

Candidate's Name: _____ Major: _____

This form is to be completed by the chairman of the department (or designee) in which the student is a major.

Please evaluate student with regard to his/her application for admission for:

_____ Admission into the teacher-preparation program (junior year; March 1)

Based on the experience of the department with this student, please evaluate the student as compared to other majors within the department with regard to the following:

| | Exceptional | Above Average | Average | Below Average | Unsatisfactory | Not Applicable |
|--|-------------|---------------|---------|---------------|----------------|----------------|
| 1. General intellectual Ability | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Academic achievement in the major | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Dependability | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Initiative | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Cooperativeness | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Industriousness | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Tactfulness | 5 | 4 | 3 | 2 | 1 | NA |
| 8. Judgment | 5 | 4 | 3 | 2 | 1 | NA |
| 9. Attendance and punctuality | 5 | 4 | 3 | 2 | 1 | NA |
| 10. Attitude towards constructive suggestion | 5 | 4 | 3 | 2 | 1 | NA |
| 11. Rapport with peers | 5 | 4 | 3 | 2 | 1 | NA |
| 12. Rapport with faculty | 5 | 4 | 3 | 2 | 1 | NA |

This student demonstrates:

_____ Outstanding promise as a teacher _____ Above average promise as a teacher
_____ Average promise as a teacher _____ Below average promise as a teacher

Insofar as you know, is the applicant's physical condition, physical health, and mental health likely to be detrimental in any way to the student's teaching effectiveness? _____ Yes _____ No

(Continued)

Please use the space below for your general comments or recommendations.

Signature: _____
Department Chairperson (or designee)

Date: _____