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Department of Education
Brenda G. Gilman, Chair

To: Junior Applicants to the Teacher Preparation Program

From: Dr. Gilman, Education Department

Date: March 17, 2008

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, two semesters 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 Gilman by April 16, 2008. Submit completed Form 101 to Dr. Gilman and give Form 102 to your department chairperson or your advisor with a note requesting that it be returned directly to Dr. Gilman 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 16, 2008**. **If you are not applying to the Teacher Preparation Program**, please e-mail me (bgilman@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. Gilman (Ext. 7334). 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 with out 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: _____

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

Please return to the Department of Education.

Overall GPA _____ Major GPA _____

Name: _____

P.O. Box _____ Ext. _____

Home address: _____ Phone: _____

Major: _____ Advisor: _____

1. Courses completed in the major: (if you need more space, please use back)

Number	Title	Semester Taken	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Courses completed in professional education: (if you need more space, please use back)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. 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 _____ ;

Math () _____ ; history () _____ ; () _____

4. Praxis I Test – Have you achieved passing scores in all three areas or by composite score or satisfied SAT scores? If not, when have you scheduled your retake? _____

5. Do you plan to pursue a minor in elementary education ____ or secondary education ____.

6. Have you ever been convicted of a felony? Yes ____ No ____ If yes, explain:

7. 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.

8. Have the attached departmental recommendation form completed and returned to the Education Department. (Form 102)

9. Do you give the Education Department permission to request and review your transcripts?
Yes ____ No ____

**Departmental Recommendation Form
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)

_____ Admission into student-teaching (senior year; November 1)

Based on the experience of the department with this student, please evaluate the student 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 on back)

Form 102

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

Signature: _____
Department Chairperson (or designee)

Date: _____