



Admission to CUESTE

Primary / Elementary Program

2010

Information and Forms

**Apply as early as January 4, 2010,
no later than March 15, 2010**

Dear CUESTE Applicant,

The College of Education at Eastern Oregon University is proud of its undergraduate teacher education program, CUESTE (Curriculum for Elementary School Teacher Education). The faculty believes that it offers you 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 in a timely manner will be given first consideration. If rank ordering is necessary due to the large number of qualified candidates, invitations to enter the program will be sent to the applicants who are rank-ordered by specific requirements. (See page 4)

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

1. Are you within 100 quarter hours of completion of all program and graduation requirements?
2. Are you 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 30 hours of experience with students between the ages of 3 and 12 in a school or similar setting?
4. Have you taken and passed the CBEST or Praxis PPST? (The test must be passed at the TSPC passing level prior to the completion of the admission process.) The CBEST in February and the PPST in March are the last acceptable test dates. Ontario students ONLY will be allowed to use April test scores.

To establish eligibility:

Submit all documents, including each item in the order listed below, to the College of Education Office **no later than 5:00 PM on March 16, 2010**. Complete admissions files submitted before the deadline will be given first consideration. Eleven documents are required. Each will be described fully following the list.

1. The application form
2. The cover letter which includes a statement of age-appropriate experience with children between the ages of 3 and 12
3. CUESTE Program Planning Form
4. Copy of all transcripts (these may be unofficial)
5. Academic degree program major checklist
6. Academic minor or approved alternative
7. A copy of CBEST score report (or Praxis PPST)
8. One letter of reference from the supervisor of your experience with children
9. One general letter of recommendation attesting to your professional qualifications
10. Character Questions Form
11. Optional: A statement of information for "Special Consideration"

Explanation of the items required for application

1. Application Form: The Application Form is in this packet. Fill it out completely and legibly. The program personnel need summer contact information as well as local information. If your contact information changes, contact the Education Office to update.
2. Cover Letter: The cover letter should be a formal business letter and should be word-processed. This letter has two purposes: to introduce yourself to the education faculty telling about your interests and goals and to provide information regarding your experience with children. You must have at least 30 hours of experience working with children, approximately ages 3-12. This experience may be through employment or volunteer work and may take place in a variety of settings: scouting, school, church, athletics, etc. Babysitting and working with a family member are **not** acceptable. These experiences must have taken place since graduation from high school and within the past 3 years. You should write a brief summary including the location, time frame, and the nature of the experience. You should also include a statement reflecting on what you learned from the experience. Please be concise. Your cover letter should be no more than 3 typed pages.
3. CUESTE Program Planning Form: The form is in this packet. With the help of an advisor, list all courses (prefix, number, title and credits) that are necessary to complete all degree and program requirements. Have the form signed by an advisor.
4. Transcripts: Obtain unofficial copies of transcripts from the Registrar's Office of all your coursework at all the colleges and universities you have attended. These may not be printouts from Webster (EOU's online transcript) because there is no identifying name or social security number on the printout. At EOU there is no charge for unofficial transcripts. If you have courses from colleges or universities other than Eastern, you must work with that institution to obtain transcripts. If the institution's web-based transcripts have your name and identification number on **each** printed page, you may use them. Otherwise, you will have to obtain transcripts from the registrar.
5. Academic Degree Program Major Checklist: Submit an updated Multidisciplinary Studies (MUD) checklist. Checklists are available from your advisor. This checklist should be filled out carefully and completely with the help of an advisor. The MUD checklist should include courses taken for your minor or course of study. The 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. If you do not have the required grades, you must explain your plan for acquiring them. The MUD checklist will be used to establish eligibility as well as to demonstrate planned completion of the MUD degree. An illegible or incomplete major checklist may cause you to be ineligible for CUESTE. **Take care to complete this form accurately.**
6. Academic Minor (or Course of Study): All Multidisciplinary Studies majors are required to have an academic minor or an approved course of study. Work with your advisor to obtain and complete the appropriate form. Individual courses of study need to have approval signatures **prior to** application for admission.
7. CBEST (or Praxis PPST) scores: The last test that will be accepted is February for CBEST and in March for PPST. Make a photocopy of your test report form to include with your application. Do not submit originals! **Even if you had your scores sent to Eastern, you must submit a copy of your scores with your application.** If you do not have a copy of your scores, request them from the testing company.

8. Letter of Reference: You should obtain a letter of reference from the person who supervised your experience with children. If you cannot obtain this reference, seek assistance from an education advisor. You may have the person mail the letter directly to the College of Education (provide a stamped addressed envelope) or you may include the letter with the material you submit. Faxes and emails are not acceptable documents.
9. Letter of Recommendation: You must obtain an additional, general letter of recommendation from an individual who is in a position to attest to your positive character and potential as a classroom teacher. You may use the recommendation form included in the Admissions Packet, if desired, but **the person needs to include a written statement in addition to circling the ratings**. 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 appropriate references. You may have the person mail the letter directly to the College of Education (provide a stamped addressed envelope), or you may include the letter with the material you submit. Faxes and emails are not acceptable documents.
10. PA-1 Form. Please complete both pages for the PA-1 form. This form is provided in this packet. Answer all questions truthfully. If you must answer “yes” to any question, you must provide copies of court documents and your statement of the incident. If you have no documents, provide a written explanation. We will work with EOU’s licensure officer to determine if you are still eligible for program admission.
11. Optional: Statement Regarding “Special Consideration”: This statement is not a requirement, but if you have characteristics that might qualify you for special consideration, you may include this statement. “Special Consideration” includes persons from groups underrepresented in teaching or those who fill fields in which there is a teaching shortage. Please take advantage of this option if you qualify. In addition to any other special considerations you may have, please use this opportunity to explain if any of the above requirements have not been met. Explain how you plan to resolve any issues related to unmet requirements.

When you have the required items completed, put them in 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 261 or mail them to CUESTE Admissions, College of Education, Eastern Oregon University, One University Blvd., La Grande, OR 97580. Mailed materials must be RECEIVED by the deadline (March 15). Candidates at the branch campuses may hand deliver their materials to site coordinators or mail them directly to the EOU La Grande address.

Admission Decisions:

After your materials are reviewed and it is determined whether or not you have met the eligibility requirements, 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 steps may be necessary to become eligible.

Candidates will be assigned to sites based on their preferences and space availability, according to their qualifications. Letters of acceptance or denial will be sent to each candidate.

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

CUESTE Application Form - ELEMENTARY AND PRIMARY PROGRAM

Your complete application must be received by EOU's College of Education by 5:00 P.M., **March 15, 2010.**

Name _____ SS # (last 4 digits) X X 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 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. This form.
ED 242 (or equivalent): Course: _____ Grade: _____ (Must be B- or better, verified by transcript.)
Term taken: _____ (Winter 2010 is the last acceptable term.)
- _____ 2. Cover letter
- _____ 3. CUESTE Program Planning Sheet with advisor's signature affirming that you are within 100 hours of program completion.
- _____ 4. 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.
- _____ 5. A copy of the Multidisciplinary Studies Degree Checklist. Program requirement must have a grade of C- or better. ED 242 (or its equivalent) must have a grade of B- or better.
- _____ 6. A copy of the check sheet for an approved course of study with appropriate signature.
- _____ 7. CBEST (or PRAXIS PPST) Scores: **Include a copy of official score reports.**
Reading _____ Math _____ Writing _____ Test date: _____
- _____ 8. One letter of reference from the supervisor of the required experience with children. Name: _____
- _____ 9. One general letter of recommendation attesting to your professional qualifications. Name: _____
- _____ 10. Character questions.
- _____ 11. Information for special consideration - attach statement. (optional)

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 current status. I understand that if any of the above information is incorrect that it may jeopardize my admission status.

Student Signature
11/12/09 cal/kg

Date

Eastern Oregon University
 College of Education
CUESTE Program Planning Form

Courses to be taken in Spring 2010 term:

#	Title	Cr.
Sub Total		_____

CUESTE PROGRAM

#	Title	Cr.
ED 309	Structured Practicum	0-3
	Primary Core	17
	Elementary Core	16
	Student Teaching	12
Sub Total		_____

Name:
 All other courses needed to complete your program.

#	Title	Cr.
Minor or Course of Study: _____		

Other MUD requirements: _____

Sub Total _____

Total credits left to be completed (sum of 3 subtotals) _____
 (Must be 100 credit hours or less to be eligible for admission.)

Planned term/year of graduation? _____

Advisor's Signature _____
 (Advisor signature affirms course listings are accurate and candidate is within 100 credits.)





**College of Education
CUESTE Application
Recommendation Form**

Applicant: _____

Evaluator:

An important set of criteria that helps support a student’s candidacy towards Eastern’s undergraduate teacher preparation program are evidences 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	1	2	3	4	5
Sense of professional responsibility (to understand the nature of professional responsibilities and to be interested in the goals of education)	NA	1	2	3	4	5
Interpersonal skills (with peers, with others)	NA	1	2	3	4	5
Sensitivity to equity issues	NA	1	2	3	4	5
Verbal skills	NA	1	2	3	4	5
Written skills	NA	1	2	3	4	5
Ability to take constructive feedback and make changes	NA	1	2	3	4	5
Positive class attendance	NA	1	2	3	4	5
Preparation	NA	1	2	3	4	5
Personal hygiene	NA	1	2	3	4	5
I recommend this person as a potential teacher.	Yes	No				

Please complete and return to:
 CUESTE Admission Coordinator
 College of Education
 Eastern Oregon University
 One University Boulevard
 La Grande, OR 97850-2899

This form must be received by the application due date.

 Signature Date

Printed Name _____

Position _____

Relationship to candidate _____

Teacher Standards and Practices Commission



465 Commercial St NE
 Salem, OR 97301
 Voice (503) 378-3586
 Contact: tspc@state.or.us
www.tspc.state.or.us

Student Teaching Or Practicum Report – Form PA-1

Each student teacher, an intern, or a candidate for final practicum in personnel service and school administration shall file with the Commission a registration form (PA-1). The candidate must answer the character questions on page 2 of this form and shall submit a fingerprint card following TSPC instructions.

Type Of Experience

ENTER the term or semester: <input type="text"/>	ENTER the year during which you will be placed: <input type="text"/>
ENTER the type of practicum experience: <input type="text"/>	Please place an (X) in the box of the college or university you are attending
1. Student teaching for an initial teaching license 2. Final practicum for special education endorsement 3. Final practicum for licensure as a personnel specialist 4. Final practicum for licensure as a school administrator 5. Practicum – other	<input type="checkbox"/> Cascade College <input type="checkbox"/> Concordia University <input type="checkbox"/> Corban College <input type="checkbox"/> Eastern Oregon University <input type="checkbox"/> George Fox University <input type="checkbox"/> Lewis & Clark College <input type="checkbox"/> Linfield College <input type="checkbox"/> Marylhurst University <input type="checkbox"/> Multnomah Bible College <input type="checkbox"/> Northwest Christian College <input type="checkbox"/> Oregon State University <input type="checkbox"/> Pacific University <input type="checkbox"/> Portland State University <input type="checkbox"/> Southern Oregon University <input type="checkbox"/> University of Oregon <input type="checkbox"/> University of Phoenix <input type="checkbox"/> University of Portland <input type="checkbox"/> Warner Pacific College <input type="checkbox"/> Western Oregon University <input type="checkbox"/> Willamette University <input type="checkbox"/> Other _____

Student Teacher Or Practicum Applicant

LAST NAME	FIRST NAME	MIDDLE
<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE OF BIRTH	SEX	SOCIAL SECURITY NUMBER
<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>
ADDRESS:	CITY, STATE AND POSTAL CODE	
<input type="text"/>	<input type="text"/>	

Ethnic Status: (Optional-for statistical purposes only)

1. Which race or ethnicity best describes you?
- American Indian and Alaska Native Asian Black or African American Hispanic/Latino Multiethnic
 Native Hawaiian or Other Pacific Islander White Other

Check Level And Endorsements Being Completed

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> Elementary | <input type="checkbox"/> Middle Level | <input type="checkbox"/> High School |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Health Education | <input type="checkbox"/> Physics | |
| <input type="checkbox"/> Agricultural Science & Technology | <input type="checkbox"/> Family & Consumer Sciences | <input type="checkbox"/> Professional Technical Education | |
| <input type="checkbox"/> Art | <input type="checkbox"/> Integrated Science | <input type="checkbox"/> Reading | |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Japanese | <input type="checkbox"/> Russian | |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Language Arts | <input type="checkbox"/> School Counselor | |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Latin | <input type="checkbox"/> School Psychologist | |
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> Marketing | <input type="checkbox"/> Social Studies | |
| <input type="checkbox"/> Educational Media | <input type="checkbox"/> Math, Advanced | <input type="checkbox"/> Spanish | |
| <input type="checkbox"/> ESOL | <input type="checkbox"/> Math, Basic | <input type="checkbox"/> Speech | |
| <input type="checkbox"/> ESOL/Bilingual | <input type="checkbox"/> Multiple Subjects | <input type="checkbox"/> Technology Education | |
| <input type="checkbox"/> French | <input type="checkbox"/> Music | <input type="checkbox"/> Special Education | |
| <input type="checkbox"/> General Business Ed. | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Early Intervention /Special Ed. | |
| <input type="checkbox"/> German | <input type="checkbox"/> PE, Adapted | <input type="checkbox"/> Hearing Impaired | |
| | | <input type="checkbox"/> Communication Disorders | |
| | | <input type="checkbox"/> Visually Impaired | |

CHARACTER QUESTIONS

You must answer each question either "yes" or "no" whichever is true. Explain each "yes" answer in detail on a separate sheet, which also must be signed and dated.

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 or alleged violation of professional standards of conduct or when you had reason to believe such investigation was 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? 2. _____
3. Have you ever failed to complete a contract for educational services in any educational or school-related position, or for any alleged misconduct or alleged violation of professional standards of conduct been placed on leave by your employer or left such employment prior to the end of the contract term? 3. _____
4. Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct? 4. _____
5. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct? 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 conditional discharge by any court for: (a) any felony; (b) misdemeanor; or (c) any major traffic violation, such as: 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 question (8) above which is still pending in the court? 9. _____
10. Have you ever entered a plea of guilty or No Contest relative to any charge for an offense listed in question 8? 10. _____
11. Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons? 11. _____

NOTES: 1. Any false statement knowingly made in this application is grounds for refusal to issue an Oregon Educator License. If in doubt, disclose and explain rather than conceal. If you answer "no" to questions 8 through 11 based upon an "expungement", order "setting aside" or "sealing" of a record of a conviction or conditional discharge you must personally verify with the court directly involved that the expungement, setting aside or sealing actually has taken place. An erroneous belief that a conviction has been expunged, set aside or sealed, when in fact it has not, will be deemed a false statement.

2. If you answer "yes", a certified true copy of the court records must accompany this application (if not previously submitted to TSPC).

Signature and the Date

I hereby certify that the information submitted on or relating to this form is **true and correct** and grant the Commission permission to check civil or criminal records to verify any statement made on this application. The Commission may deny or revoke permission for student teaching or final practicum upon evidence that I knowingly made any false statements on this form. I also grant the Commission permission to release any information related to these character questions to the institution supervising my practicum, internship and/or student teaching.

Signature of the student teacher or practicum applicant

Date

***This application must be signed and dated within the 30-day period prior to submission to TSPC.**