

MSTEP Program Application



Please read all instructions carefully and thoroughly **BEFORE** completing the STEP I Program Application. Incomplete packets will not be accepted. Applicants **MUST SUBMIT ALL DOCUMENTS IN ONE EMAIL TO SOE@CALPOLY.EDU** by the deadline.

Multiple Subject Credential Program Coordinators:

Julee Bauer - jbauer@calpoly.edu

Jessica Jensen - jjensen@calpoly.edu

SOE Credential Analysts/Advisors

Alma Gama - agamao1@calpoly.edu

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PLEASE MAKE A COPY OF YOUR APPLICATION PACKET BEFORE YOU SUBMIT IT. ALL SUBMITTED ITEMS BECOME A PART OF THE CANDIDATE FILE AND WILL NOT BE RETURNED OR PHOTOCOPIED ONCE SUBMITTED.



MSTEP Program Application Checklist

MSTEP I Program Applications are due by the [deadline](#) listed on the SOE website by 4:30 PM. Applications are reviewed by the Credential Program Committee within four weeks from submission and a decision will be emailed to your Cal Poly email. All items are to be submitted together.

If you have questions about any item, contact the Credential Office at soe@calpoly.edu. By checking each box, you acknowledge that the following items are attached to this application packet in the listed order:

- PROGRAM APPLICATION PERSONAL INFORMATION – Page 3**
- ACADEMIC HISTORY – Page 4 & 5**
- ACCREDITED BACHELORS DEGREE** - Teacher candidates must be in possession of a Bachelor’s degree earned from a regionally accredited institution at the time they begin their teacher preparation program.
- PRE-REQUISITE COURSES** – To substitute a course or courses, include an approved Request for Course Substitution form for each request.
- TRANSCRIPTS** - Check with the Credential Office to learn if your official transfer transcripts are on file in the SOE. If not on file, attach unofficial transcripts to your application from each college/university/junior college you attended (**NOT Cal Poly**). You will be contacted if you are required to provide official transfer transcripts.
- CERTIFICATE OF CLEARANCE** – This process must be completed for “Admission to the University” to seek a Credential or during the STEP I application, whichever is done first. Submit a photocopy of the completed “Request for LIVESCAN services” form 41-LS to the SOE Credential Office and complete the on-line direct application at www.ctc.ca.gov.
- BASIC SKILLS** - Attach a photocopy of your official passing score report (i.e. CBEST, CSET + Writing Skills, ELM/EPT, EAP, SAT and/or ACT passing). For more information on the Basic Skills Requirement see the Commission on Teacher Credentialing Leaflet [CL-667](#).
- CSET EXAMINATION** – Proof of having passed the California Subject Examinations for Teachers. Attach a photocopy of passing score report.
- TUBERCULOSIS AND RUBELLA CLEARANCE – Page 6**. You must also submit a photocopy of the TB and Rubella clearances to the Credential Office.
- PROFESSIONAL APTITUDE INTERVIEW & ESSAY – Page 7** MSTEP applicants are required to participate in a Professional Aptitude Interview. Prior to your interview, you must write a brief essay as described on Page 8 of this packet.
- SCHOOL OF EDUCATION STANDARDS OF CONDUCT & PERFORMANCE – Page 8 & 9**. Sign and date that you have read and received a copy of the School of Education’s Vision and Mission statements, Learning Outcomes, and Dispositions, which are part of the School’s overall assessment program.
- EMERGENCY CONTACT INFORMATION– Page 10**.
- INFORMED CONSENT TO PARTICIPATE IN SCHOOL OF EDUCATION RESEARCH – Page 11, 12 & 13**. Read and sign that you have agreed or do not agree to participate in the Teacher Quality Program Research.
- LETTERS OF RECOMMENDATION** – For MSTEP program applicants, one letter of recommendation should have been submitted as part of your application to the university on CalStateApply. You must submit a second letter of recommendation with this packet.



PROGRAM APPLICATION PERSONAL INFORMATION

Please fill out electronically and email application & supporting documents in one email to soe@calpoly.edu. Should you change your address, phone number or email address during the application process or preparation program, you must notify **both** the School of Education and the Office of the Registrar. Changing information with the Office of the Registrar does not change your record with the School of Education.

Teaching Subject: _____ EMPLID #: _____

NAME: _____
(First) (Middle) (Last)

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DATE OF BIRTH: _____ **CELL PHONE:** _____

CAL POLY EMAIL _____ **PERMANENT EMAIL** _____

The information provided as part of this application will not be released in any personally identifiable form to any other party.



REQUEST FOR COURSE SUBSTITUTION

LAST NAME

FIRST NAME

MI

EMAIL

PHONE

DIRECTIONS (Use a separate form for each course substitution request):

Fill out this form and provide the following supporting documents:

- (1) An unofficial transcript* highlighting the course to be substituted; **AND**
- (2) A copy of the course catalog description from the college you attended; **AND**
- (3) A copy of your course syllabus

* For credential program courses, we will only consider substitutions if you received a grade of "C" or better.

The Program Coordinator or designee of the program will approve or deny your request. If approved, retain the signed form and submit it as part of your MSTEP application.

Prior to submitting your MSTEP packet, send this form with your supporting documents to:

School of Education – Credential Office
California Polytechnic State University
1 Grand Ave
San Luis Obsipo, CA 93407

Cal Poly Required Course #			
Title of Course			
# of Units			
Equivalent Course #			
Title of Course			
# of Units			
Institution Where Taken			
City and State			
Grade Received		Term/Year	

This request for a course substitution is _____ **Granted** _____ **Not Granted**

Comments:

Signature of Evaluator: _____ Date: _____



TUBERCULOSIS & RUBELLA CLEARANCE

LAST NAMEFIRST NAMEMI

TUBERCULOSIS (TB) CLEARANCE	RUBELLA CLEARANCE
SKIN TEST:	VACCINE GIVEN:
DATE:	DATE:
RESULT:	TYPE:
CHEST X-RAY:	TEST FOR ANTIBODIES:
DATE:	DATE:
RESULT:	RESULT
Doctor/Nurse’s Signature/Authorized Designee	Doctor/Nurse’s Signature/Authorized Designee
Date:	Date:

INSTRUCTIONS

Who should complete this form? You may have your physician or the Cal Poly Health Center (756-1211) complete the information on this form. This form does not need to be completed if copies of your evidence of MMR and TB are provided in place.

What should I submit? You may submit a copy of past medical records or you can submit a photocopy of this health form, which is provided as a convenience only, with your SSCP application packet.

TB requirements: Official evidence indicating freedom from Tuberculosis within the past three years. **Allow time for test results.** TB results take at least 48 hours, and you need to make arrangements to have the test read. Be sure you allow sufficient time to meet the application/ portfolio deadline.

Rubella vaccination: Rubella immunizations are generally valid for a lifetime, but if you received a Rubella booster injection before January 1, 1980, it must be repeated.

Proof to schools. Don’t forget! You must provide evidence that you are free from Tuberculosis to the Principal’s office of each school in which you student teach



PROFESSIONAL APTITUDE INTERVIEW (PAI) INFORMATION SHEET

The PAI is meant for candidates who have met all MSTEP I admission requirements or will have met them by the required due date.

INSTRUCTIONS: During the first week of the quarter, contact the Credential Office (soe@calpoly.edu) to make an appointment for your PAI. Please prepare for the PAI as you would for a job interview.

Before Your PAI Meeting

Please arrive 10 minutes before your appointment time. If an applicant arrives late or cancels an appointment, the interviewer will meet with the person scheduled next – and that may be you! Please call the Credential Office at 805-756-2126 if you will be late or must cancel your appointment.

All applicants must complete a first interview. If the interviewers decide that the applicant has not passed the first interview, the applicant will be contacted by the Multiple Subject Program Coordinator to discuss the specifics of a second interview. Applicants who do not pass the second interview may be invited to a third interview with the entire Multiple Subject Committee.

You Must Submit the Following Item with your MSTEP I Packet

Admissions Essay: Printed copy of a one to two-page single spaced, 12 pt Times New Roman font, answering the prompt below. In the footer of each page, include your first and last name and the city where you will be living during the program (i.e. John Doe San Luis Obispo).

Respond to the Prompt: Write a brief statement describing your reason for pursuing post-baccalaureate study in a professional teacher credential program. Include a brief background of your education, a description of experiences teaching and/or working with school age youth (also experiences you may have had working with diverse learners), areas of expertise/specialty, and your hobbies and interests as they relate to working with children in schools.

Please Note: This essay does have impact on the Multiple Subject Committee’s decision on your admission to the program.

Candidate Name: _____

Date/Time/Location of PAI: _____



SCHOOL OF EDUCATION STANDARDS OF CONDUCT & PERFORMANCE

The School of Education at California Polytechnic State University-San Luis Obispo adheres to the following standards for faculty, staff, and candidate conduct and performance. Our Vision and Mission statements provide the core identity, purpose, and values of the School. In support, the faculty has identified six learning outcomes and six dispositions (professional commitments) that reflect the Vision and Mission statements and form the basis for all our credential and graduate programs. Our ultimate goal is for all affiliated with the School to uphold the highest standards as professional educators.

VISION - The School of Education programs support the development of qualified, competent, and caring education professionals who prepare a diverse student population to become active and thoughtful participants in a democratic society.

MISSION - The School of Education leads the campus in an all-university approach to preparing education professionals. These professionals create, assess, and modify environments, practices, and policies to foster the achievement of each and every learner; they strive for equity in schools and society; and they are committed to inquiry and professional growth for themselves and the advancement of P-20 education.

School of Education faculty models leadership in its teaching, scholarship, and service through a grounded, reflective, learn-by-doing approach and through sustained collaborations with its education partners: P-12 schools, families, community colleges, universities, and local, state, and national agencies.

MULTIPLE SUBJECT PROGRAM OUTCOMES

- Be qualified, competent, and caring professional educators: Demonstrate subject mastery, pedagogical and professional knowledge, and dispositions toward ethical practice that shape change as well as promote educational equity and equal access to learning for all students.
- Integrate principles and practices of professional fields to support student learning: Demonstrate the ability to translate theory into practice and utilize knowledge-building technologies to foster learning, mentoring, and leadership.
- Engage in cross-disciplinary and collaborative practices: Understand the relationships of one discipline to another within their particular profession, and demonstrate the ability to establish collaborations and partnerships to enhance professional practices and support student success.
- Demonstrate authentic assessments designed for student success, individual growth, and program improvement: Develop and use assessments that are data-driven, involve multiple sources and opportunities, are linked to professional standards; and are used to modify programs and practices.
- Effect sustainable communities in a multicultural environment: Assume leadership roles in schools, communities and their professional associations to shape change, ensure tolerance and inclusion, and advance principles of social justice; promote comprehensive schooling to support education equity and access to college and career preparation.
- Engage in professional practices: Demonstrate reflective practice, uphold professional standards, and enact dispositions for both personal growth and advancement of the education field; initiate the practice of life-long learning by engaging in professional associations and establishing personal professional growth plans.



DISPOSITIONS

Professionalism

- 1.1 Responsibility and Accountability** — Acts ethically, responsibly, and with integrity, and is considerate, respectful, punctual, and appropriate in appearance, in conduct, and in all interactions with students, families, mentors, and colleagues. Is creative and self-reliant in finding solutions to problems and managing dilemmas. Is open to constructive feedback from others, manages situations of conflict and their own stress appropriately, and takes responsibility for own actions.
- 1.2 Creating Positive Climate** — Develops curricula and programs that provide equitable access to learning opportunities for each and every student and educator through both content and processes. Promotes a climate in which learning is valued and on-going. Provides choices to enable all to share in and contribute to social and intellectual life. Upholds fair and equitable standards for conduct that encourage responsibility, mutual respect, and civic values, and that safeguard the physical, intellectual, and emotional well-being of each and every student and education professional.

Ethical Practice

- 2.1 Cultural and Community Responsivity** — Promotes respect for self, students, families, community, and cultures. Demonstrates belief that everyone can learn and values human diversity and equity in the learning environment. Examines own biases and prejudices and develops necessary awareness, attitudes, knowledge, and skills for effectively and respectfully teaching and mentoring people whose culture differs from their own.
- 2.2 Collaboration** — Actively engages in a community of learners that develops relationships, programs, and projects with colleagues in P-20 schools and educational agencies designed to improve the quality of education for each and every student and education professional. Contributes professionally to the field at local, regional, state, and national levels.

Shaping Change

- 3.1 Inquiry and Innovation** — Is prepared to engage in and fosters in others life-long learning, continuous reflection, and research (on own practice or beyond). Creates learning opportunities for self and others. Maintains currency with professional knowledge, effective and ethical practices, and scholarship in the field. Tries new methods and tools. Incorporates knowledge-building technologies; critical, creative, and metacognitive thinking; conceptual understanding; independent and interdependent problem solving; and experiential approaches to learning.
- 3.2 Social Justice** — Seeks to understand the way privilege and inequity operate in education at the individual, school, and societal level. Works toward realizing a nation and world where all have basic human rights and actively seeks to eliminate social, political, and economic inequities. Promotes social and environmental responsibility. Independently and collaboratively identifies opportunities, goals, and avenues for social and organizational development toward excellence and equity. Empowers others to achieve organizational and personal goals.

ACKNOWLEDGEMENT

My signature below indicates that I have read and discussed the School of Education's Vision and Mission statements, Learning Outcomes, and Dispositions, which are part of the School's overall assessment program.

Signature of Candidate: _____ Date: _____

TEACHER CANDIDATE EMERGENCY CONTACT INFORMATION

In case of an emergency in which the teacher candidate requires special and/or medical attention, the teacher candidate would like the following person(s) to be contacted immediately in the following order:

First and Last Name	Phone #	Relationship
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First and Last Name	Phone #	Relationship
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First and Last Name	Phone #	Relationship
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Additional Comments/Directions:

Signature of Candidate: _____ Date: _____

Printed Name: _____



INFORMED CONSENT TO PARTICIPATE IN A RESEARCH PROJECT: “Cal Poly Teacher Quality Reform: Pathways and Partnerships to Ensure Student Success”

INTRODUCTION

This form asks for your agreement to participate in a research project studying the programs and practices within Cal Poly School of Education (SOE) in order to reform and research efforts including;

- The recruitment of teachers from underrepresented populations to SOE programs
- The support and retention of preservice teachers from underrepresented populations at SOE and partner district schools
- The development of more and better prepared preservice teacher graduates from Cal Poly SOE programs
- District partnerships for the induction of new teachers employed by local and high need school districts in SB, SLO, South Monterey, and Kern counties.
- The development of teacher knowledge of K-12 literacy skills across subject areas in teachers employed by local and high need partner school districts in SB, SLO, South Monterey, and Kern counties.

You are a participant in this study because you are enrolled in a Cal Poly School of Education credential or graduate program. Your participation allows the research team access to selected surveys, program assessments and course assignments that are submitted as part of your regular credential program (e.g. coteaching weekly reflections, SOE exit survey, workshop surveys) A select group of teacher candidate completers will be invited to participate in a focus group interview about their program experience during the 19/20 academic year.

Additionally, an opportunity to videotape your coteaching practice with your cooperating teacher during Winter and Spring quarters of clinical practice may be available to you. Your involvement in this research will not take any additional time outside of your normal credential program unless you opt to participate in the coteaching video opportunity or a focus group interview. Should you choose to volunteer for the video opportunity there is a risk of someone identifying you from the video if this research is published and includes your submitted video. There are no other risks anticipated with your participation. Your participation will have no impact on your tenure with your program or the School of Education and no identifiable information will be shared with those entities from this research. You may personally benefit from this study and others may benefit from your participation. If you are interested in participating, please review the following information.

PURPOSE OF THE STUDY AND PROPOSED BENEFITS

- The purpose of the study is to inform the reform and research of the School of Education programs and practices around a) diverse teacher recruitment, b) the development of better prepared teacher graduates through course and clinical program components, c) the formation of district partnerships with local and high need schools, and d) the development of teacher knowledge of K-12 literacy skills across subject areas.
- Potential benefits associated with the study include the opportunity for additional reflection and coteaching professional development opportunities during your clinical practice and/or upon completion of your program. Finally, participants in the study will provide much needed data and insight that will be used to inform Cal Poly teacher credential programs and experiences to improve the experience of future teacher candidates.



YOUR PARTICIPATION

- If you agree to participate, you may be asked to take an electronic survey about your experience in an SOE credential program. There is also the potential, if desired, to participate in a coteaching video project and a quarterly focus group interview.
- Your participation does not involve anything else outside of your normal credential program requirements.
- If selected to participate in a focus group interview you will receive a \$25 coffee card for that 30-45 minute interview/focus group.
- If selected to participate in the video coteaching project you will receive a \$300-400 stipend upon completion of your credential program.

PROTECTIONS AND POTENTIAL RISKS

- Please be aware that you are not required to participate in this research, refusal to participate will not involve any penalty or loss of benefits to which you are otherwise entitled, and you may discontinue your participation at any time. Your participation will have no impact on your tenure/standing with the Cal Poly School of Education credential and/or graduate program in which you are enrolled. When partaking in surveys and/or interviews, you may omit responses to any questions you choose not to answer.
- There are no direct risks anticipated with your participation in this study. If you choose to volunteer for the coteaching video project and your videos are published as part of this research there is the possibility that other teachers or school administrator(s) may recognize you from the video at a conference or workshop presentation. To mitigate this, any disseminated research will be presented anonymously and, largely, reported in aggregate. Additionally, no other identifying demographic information (including names or school site) will be included in the dissemination of coteaching videos and video will not be presented at any Cal Poly workshops until the following academic year.
- Your confidentiality will be protected by not asking you to write your names on any written materials (including surveys). Your responses on research surveys provided will be reported anonymously to protect your privacy. Results from the Cal Poly SOE Exit survey for any teacher candidates participating in this study will only be accessible to the research team in a de-identified format. Additionally, any data from google analytics on trends and usage of the NTLC google site will be available to the team only in a de-identified format. The research team will work closely with the Program Manager to ensure that confidential disaggregated data collected is securely stored, and identified. This data will be used for internal School of Education/TQP grant reporting purposes, programmatic decisions and possibly for research dissemination at conferences, in journals or to provide professional development to other educators.
- Cal Poly has contracted with West Ed Evaluation (West Ed) for external evaluation of this project. West Ed may conduct interviews with SOE credential/graduate candidates during the 2019/20 academic year at Cal Poly. Audio recordings of interviews conducted by West Ed will be sent to GMR Transcription Services, Inc. for transcription via a secure server. Our research group has a confidentiality agreement signed with GMR to ensure the security of all interview transcripts. A copy of this agreement can be made available to you upon request. Once an audio file has been transcribed it is permanently and securely deleted from the GMR system and only members of the research study will have access to the written transcript.



- The research team will code the interview, and pseudonyms will be used for all names, locations, etc. in order to protect subject identity. This data will be used for internal School of Education/TQP grant reporting purposes, programmatic decisions and possibly for research dissemination at conferences, in journals or to provide professional development to other educators.

RESOURCES AND CONTACT INFORMATION

- This research is being conducted by Dr. Megan Guise, Dr. Tanya Flushman, Dr. Briana Ronan and Sarah Hegg in the School of Education at Cal Poly, San Luis Obispo. If you have questions regarding this study or would like to be informed of the results when the study is completed, please contact the researcher(s) at Dr. Megan Guise at tflushma@calpoly.edu, or Sarah Hegg at shegg@calpoly.edu.
- If you have concerns regarding the manner in which the study is conducted, you may contact Dr. Michael Black, Chair of the Cal Poly Institutional Review Board, at (805) 756-2894, mblack@calpoly.edu, or Ms. Debbie Hart, Compliance Officer, at (805) 756-1508, dahart@calpoly.edu.

AGREEMENT TO PARTICIPATE

If you agree to voluntarily participate in this research project as described, please indicate your agreement by choosing an option and signing below. Please retain a copy of this form for your reference, and thank you for your participation in this research.

Yes, I agree to participate in this research study

No, I do not agree to participate in this research study

Name of Volunteer (Print)

Signature of Volunteer

Date

Signature of Researcher

Date