

September 1, 2004

Dear CUESTE Candidate,

The School 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. 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.

Admission to CUESTE is a multi-step process. First, students must prove eligibility to become a candidate for admission. Second, once eligibility is established, a candidate must submit additional information. GPA, interview and essay are scored. Then, candidates are rank-ordered by point total. Finally, candidates will receive letters regarding their admission to the CUESTE program.

In any one cycle of admission to the CUESTE program, there may be limitations of space at a particular site. Therefore, simply meeting eligibility requirements and submitting additional criteria for evaluation does not guarantee admission to the program. Invitations to participate are made on a space-available basis, giving those with the highest point totals admission to the program.

To be eligible for applying 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 (ED 342 is the equivalent offered through Eastern's Division of Distance Education. Satellite sites may have other designated courses.) Spring term 2005 registration is not acceptable.
3. Have you completed 30 hours of experience with students of the age group you plan to teach?
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. TVCC 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 School of Education and Business Office **no later than 5:00 PM on March 14, TVCC on May 9**. Only complete admissions files submitted before the deadline will be considered. Twelve documents are required. Each will be described fully following the list.

1. A cover letter
2. The Application Form

3. CUESTE Program Planning Form
 4. Signed Verification of Grades form
 5. Unofficial copy of all transcripts
 6. Academic degree program major checklist
 7. Academic minor or approved alternative
 8. A copy of CBEST score report (or Praxis PPST)
 9. Written statement about age-appropriate experience with children/adolescents (30 hour minimum)
 10. One letter of reference from the supervisor of the experience described in the preceding item.
 11. One general letter of recommendation attesting to your professional qualifications
 12. Character Questions Form
- Optional. A statement of information for "Special Staffing Needs"

Explanation of the items required for application

1. Cover Letter: Write a one-page letter introducing yourself to the education faculty telling about your interests and goals. This should be in the form of a formal business letter and should be word-processed.

2. 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.

3. CUESTE Program Planning Form: The form is in this packet. List all courses (Prefix, number, title and credits for spring term and beyond that are necessary to complete all degree and program requirements. Fill out the form and have it signed by an advisor.

4. Verification of Grades Form: This form is in this Packet. Work with an advisor to fill out this form. Your total GPA (calculated on every college level course you have ever taken) must be 2.75 or higher to be considered. 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.

Students whose total cumulative GPA is lower than 2.75 may be admitted to the program if the average GPA for all coursework that applies to the Multidisciplinary Studies degree, all minor (or course of study) courses, and any of the "other requirements" for MUD is 2.75 or higher. Documentation of the calculation of this alternate GPA (preferably on a spreadsheet) must be provided at the time of the admission process. All courses counted toward the alternate GPA must have grades of C- or better.

Students whose cumulative or alternate GPA is below 2.75 are not eligible for the CUESTE program.

Students admitted to CUESTE must maintain a cumulative or alternate GPA of at least 2.75 as well as receive grades of C-or higher in all required coursework. Students whose

GPA falls below the 2.75 between the time of application to program and the beginning of the first Core will not be allowed to begin Primary Core of the CUESTE program. Students whose cumulative or alternate GPA falls below a 2.75 after they have begun Primary Core must meet with a faculty member to develop a plan of assistance. Those who do not meet the terms of their plan of assistance will be removed from the CUESTE program. They may re-apply for the program at a later time and will be evaluated for admission under the guidelines/requirements in force at the time of re-application.

5. 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 official transcripts.

6. Academic Degree Program Major Checklist: If you are applying to the Elementary Program, your major is Multidisciplinary Studies. Checksheets are available in the advising handbook, or on the Web: www.eou.edu/advising/checklist/checklist.htm.

7. 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. The course of study needs to have approval signatures **prior to** application for admission. Students who do not have appropriate preparation will not be admitted.

8. CBEST (or Praxis PPST) scores: The last test that will be accepted is in February for CBEST and in March for PPST. Make a copy of your test report form. Even if you had your scores sent to Eastern, you must submit a copy of your scores with your application. Do not submit originals! If you do not have a copy of your scores, contact Testing Services (541-962-3883 or testing@eou.edu) for assistance.

9. Experience with children: You must have at least 30 hours of experience working with groups of students of the age you plan to teach. This means that those seeking elementary licensure should have experience with groups of children, approximately ages 5-12. This experience may be through employment or volunteer work and may take place in a variety of settings: scouting, school, church, athletics, etc. These experiences must have taken place since graduation from high school and within the past 3 years. You should write a brief summary including where, when, and the nature of the experience. You should also include a statement reflecting on what you learned from the experience. Please be concise and submit no more than 2 typed pages.

10. Letter of Reference: You should obtain a letter of reference from the person who supervised your experience with children or a knowledgeable person who is aware of your experience. You may have the person mail the letter directly to the School of

Education (provide a stamped addressed envelope) or you may include the letter with the material you submit.

11. 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. 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 School of Education (provide a stamped addressed envelope) or you may include the letter with the material you submit.

12. Character Questions. The 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.

Optional: Statement Regarding “Special Staffing Needs”: This statement is not a requirement but if you have characteristics that might qualify you for special consideration, you may include this statement. “Special Staffing Needs” include persons from groups under represented in teaching or those who fill fields in which there is a teaching shortage. Please take advantage of this option if you qualify.

When you have all 12 (or 13) items completed, put them in a large envelope or paper clip them together in the order listed above. (Keep a copy of all the documents for yourself.) You may hand deliver them to the School of Education and Business office in Zabel Hall #261 or mail them to CUESTE Admissions, School of Education and Business, Eastern Oregon University, One University Blvd., La Grande, OR 97580. Mailed materials must be RECEIVED by the deadline (March 14). Candidates at TVCC, SWOUC, BMCC and MHCC may hand deliver their materials to site coordinators or mail them directly to the EOU La Grande address.

Determination of Eligibility:

After your materials are reviewed and it is determined whether you have met the eligibility requirements, you will receive a letter informing you of the next step in the process (the interview, essay and winter term grades). 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.

Interview: Each eligible candidate must make an appointment with an assigned faculty member. The interview will be a conversation between you and the faculty member. Details about the interview and the scoring guide will be included in the letter sent to you.

Essay: Each candidate will be expected to write an essay in his/her own handwriting immediately following the interview. Guidelines for the essay and the essay scoring guide will be included in the letter sent to you.

Admission Decisions:

After essays and interviews are completed and scored, all candidates will be rank ordered based on the following formula:

$$(GPA(GPA-2)-1.14) + \text{Essay}3 / 10 + \text{Interview Score} = \text{Scaled Score}$$

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

The faculty believe that becoming a teacher requires a serious commitment; thus, the process is meant to introduce candidates to high standards and to insure 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 Coordinator, I am available to assist you, as is your education advisor. Please do not hesitate to contact one of us.

Sincerely yours,

Carol Lauritzen
Professor of Education and Admissions Coordinator
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