

UNIVERSITY OF WYOMING – COLLEGE OF EDUCATION
Wyoming Teacher Education Program
Fall 2011/Spring 2012

Undergraduate

Phase III Application Instructions

Phase III is a two-semester sequence at the end of your teacher education program. The first semester, Phase IIIa consists of methods class(es). Elementary majors are strongly advised not to take additional classes during Phase IIIa. The second semester, Phase IIIb is a full 16-week student teaching experience in a public school setting.

- Make sure you will have completed all prerequisites for Phase III (see page 2) prior to the semester in which you plan to enroll.
- **Adobe Reader is REQUIRED to complete the application. DO NOT USE FOXIT as the document will not work properly.**
- Download & save the application form to your hard drive and to an alternative source.
- **Application and all supporting documentation must be computer printed and single-sided.**
- Gather all supporting documentation. See *Additional Information* on the following page.
- Use the checklist on page 'i' of the application to ensure that you submit all required materials.
- Make a complete hard copy for your files.
- Submit the ***single-sided printed*** application, additional forms, and supporting documentation by the deadline to:

Office of Teacher Education
Department 3374
1000 E. University Ave.
Laramie, WY 82071

Office of Teacher Education
McWhinnie Hall, room 100
Campus

- Incomplete applications will be denied admission into Phase III. Students may re-apply during the next application cycle: fall semester 2011 for 2012/2013.
- Late applications will not be accepted. Students may apply during the next application cycle.

The application is available online at:

<http://www.uwyo.edu/ted/forms.asp>

Information Meetings

Thursday, November 18, 2010 at 5 p.m. & Monday, November 22, 2010 at 5 p.m.

Elementary Majors will meet in EA 225

Secondary majors will meet in EA 318

Submission Deadline: Friday, December 3, 2010 by 5 p.m.

**Incomplete applications will be denied admission into Phase III.
Faxed, handwritten, double-sided or late applications will not be accepted.**

SAVE INSTRUCTIONS FOR REFERENCE – continued on pg. 2

Prerequisites for full admission into Phase III:

- 2.75 UW Total Institution grade point average (GPA).
- 2.50 major content GPA
- The following must be passed with a grade of C or better:
 - Phase prerequisites: EDST 2450 and ITEC 2360 or approved substitutes
 - Phase I: EDST 2480 and EDST 2484 or approved substitutes
 - Phase II: EDST 3000 or approved substitutes
 - EDST 3550 (must be completed prior to enrollment in Phase IIIa for ELEM & prior to Phase IIIb for EDSE & MUED)
- Elementary majors must be within 6 credit hours (total) of completion of: American diversity, speech/acting, art, and music requirements **and** completing the Area of Concentration at the end of summer semester 2011.
- Secondary majors must be within 6 credit hours (total) of completing your secondary area content course work at the end of fall semester 2011.

Complete the Phase III application NOW if you expect to enter Phase IIIa in fall 2011.

Additional Information:

TRANSCRIPTS: Originals or photocopies of your current official UW transcripts, as well as transcripts from all institutions you have attended must be submitted with your Phase III application. Allow at least **three business days** for the processing of your UW transcript by the Office of the Registrar.

Please do NOT ask the UW Registrar's Office for transcripts from another institution. The UW Office of the Registrar is prohibited by federal mandate from releasing other college/university transcripts to you. You must request transcripts from all other institutions you attended. Ask the institution(s) to mail transcripts directly to you. Keep the one(s) you receive; **make a copy** and attach the copy to your Phase III application. Do not ask the institution(s) to mail or fax transcripts to the Office of Teacher Education. **Faxed transcripts will not be accepted.**

NOTE: If you are currently enrolled in a course at one or more colleges or universities, have transcripts sent to the UW Office of Admissions **immediately** after grades for those courses have been posted. If you continue to take classes at another college or university prior to Phase IIIb, have your transcripts sent at the end of each semester to the UW Office of Admissions. *It is your responsibility* to notify the Office of Teacher Education when your transfer work is posted to your WyoWeb transcript.

SUBSTITUTE TEACHING PERMITS: A **single page** photocopy of the **front and back sides** of the substitute permit must accompany this application. Application information for the permit is available in the OTE, school district offices and from the Professional Teaching Standards Board in Cheyenne (1-800-675-6893). You should apply once you have completed a minimum of 60 undergraduate credit hours and are registered/waitlisted for EDST 3000.

FEES: (SUBJECT TO CHANGE) There will be a \$90 Methods (IIIa) fee assessed at the time tuition is remitted for the semester enrolled. The Residency in Teaching (IIIb) fee will be \$20.00/credit hour not to exceed \$320.00. The fee will be assessed at the time tuition is remitted for the Residency semester.

PLACEMENTS: Upon review of all Phase III applications in this cycle, a departmental faculty committee will determine the district for initial consideration of your application. Your placement will be determined by UW faculty and school district personnel and the availability of quality mentor teachers in the Partner School sites in Wyoming. Placements in non-Partner School districts will be rare except for agricultural education and music education majors. Partner School sites are listed on page ii of the application form.

Phase III applicants WILL NOT be placed in the following situations: in the same building they attended as a student; in a building where the applicant's children are enrolled; in a building where a spouse or other relative is employed; in a building where a relative is attending school; with a cooperating teacher who is a relative. Phase III students will not be placed in a parochial school (United States Court of Appeals, Eighth Circuit, 1986, Stark and Sentz, Appelles v. St. Cloud State University, Appellant).

EMPLOYMENT: We strongly discourage students from attempting outside employment while in Phase IIIb. Participation in intercollegiate athletics or other on-campus activities will also be very difficult.

REGISTERING FOR CLASSES: Students will register for Phase IIIa courses using their PERC number. PERC numbers are available with a photo ID in the Office of Teacher Education. Phase IIIb registration will occur via UW Outreach. Details for Residency registration will be shared with students before the end of fall semester. Registered students who do not meet the requirements for Phase IIIa or b will be administratively dropped.