

APPLICATION PACKET

2010-2011

Deadline: December 9, 2009 (to commence UTEP in Spring '10) OR April 16, 2010 (to commence UTEP Fall '10)

The Undergraduate Teacher Education Program (UTEP) at Harvard University seeks academically strong and service-oriented students who are interested in public school teaching and committed to preparing for the challenges of a career in education. This elective program combines coursework at the Graduate School of Education and field work in Boston area public schools. Successful completion of the program requirements and a passing score on the two-part Massachusetts Test for Educator Licensure enable graduates to receive a teaching license at the middle or high school level in the Commonwealth of Massachusetts and the states with which Massachusetts has licensure reciprocity. Students must also fulfill all other degree requirements for the College.

Admission to UTEP requires an interview and a completed application packet consisting of a personal statement, current transcript, two letters of recommendation, resume, and plan of study. The two-part plan of study must explicitly detail how the applicant's coursework in the Faculty of Arts and Sciences will fulfill the relevant subject matter requirements for the Commonwealth of Massachusetts. Successful applicants demonstrate: (1) high academic achievement and knowledge in the subject area which the applicant intends to teach; (2) a genuine commitment to public service and working with young people; and (3) interpersonal qualities that mark the potential for a successful educator, including but not limited to good communication skills, a willingness to embrace challenging situations, open mindedness, energy, and enthusiasm. A committee of representatives from the Faculty of Arts and Sciences and the Graduate School of Education considers applications at least once a year.

CHECKLIST / INSTRUCTIONS

- Interview** This is an opportunity for you to discuss your participation in UTEP as it relates to your plan of study at the College and your teaching goals. The UTEP director will contact you to schedule an interview shortly after the application deadline. Part two of the Plan of Study will be completed during this interview. However, it is **strongly recommended** that you schedule an appointment to meet with the UTEP director before you submit an application so you have a thorough understanding of the program requirements.

- Data Sheet** Typewritten or handwritten neatly.

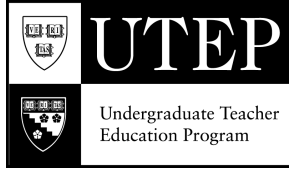
- Statement of Purpose** Typewritten on a separate piece of paper with your name at the top. This part of the application is read with great care by the admissions committee. Take the time to respond thoughtfully to the following: Please write about your interest in UTEP. Specifically, discuss the reasons why you would like to teach and the prior experiences from your own schooling and/or in teaching others that have prepared you for the challenges of teaching. Discuss your high school and Harvard preparation in the field and/or subject you plan to teach.
- Plan of Study – Part One** Typewritten or handwritten neatly. List the courses that you have taken thus far and the courses that you plan to take in your remaining terms as specifically as possible. **Plans of Study must include a signature by the Head Tutor or Director of Undergraduate Studies of your academic department.** See below for further explanation and suggested UTEP course sequence.
*Please see information on Term-After options for completing UTEP on page 5 of this packet.
- Transcript** Submit an official copy of your Harvard College transcript along with the application packet. Do not have the Registrar send the transcript directly to the UTEP office. Specify that the transcript be returned to you in an envelope sealed and signed by the Registrar across the flap. Be sure to order your transcript several weeks prior to the deadline.
- Letters of Recommendation** Submit two letters of recommendation along with the application packet, using recommendation forms provided. At least one reference must be a member of the Harvard College faculty—professor, lecturer, teaching fellow—who can comment on your academic interests and strengths. The other reference may be completed by an individual who is familiar with your character, interpersonal skills, and the other qualities that are important in classroom teaching and in work with adolescents. Examples include your Allston Burr Senior tutor, a coach, or a job, intern, or volunteer supervisor.
- Resume** Submit an updated resume listing your educational, employment, and activities history.

☐ Submit

Completed application packets are due by 5:00 PM on Wednesday, December 9, 2009
OR Friday, April 16, 2009 in Longfellow Hall 310A.

For questions and to schedule a pre-application-deadline appointment, contact:

Megin Charner-Laird
Associate Director, UTEP
Harvard Graduate School of Education
Longfellow Hall 310, 13 Appian Way
Cambridge, MA 02138
(617) 495-2783
charneme@gse.harvard.edu



APPLICATION DATA SHEET

2010-2011

Deadline: Wednesday, December 9, 2009 **OR** Friday, April 16, 2010

Full Name: _____

HUID: _____ SSN: _____ DOB: _____

House: _____ Mail Center #: _____

Telephone: _____

E-mail: _____

Permanent Address: _____

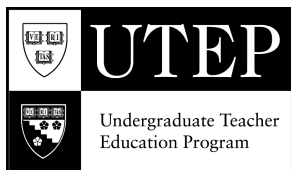
Permanent Telephone: _____

Concentration: _____

Expected Month/Year of Graduation: _____

Primary License *(Select one grade level and one subject area)*

<i>Grade Level</i>	<i>Subject Area</i>												
<input type="checkbox"/> High School (8-12) or <input type="checkbox"/> Middle School (5-8)	<table border="0"> <tr> <td><input type="checkbox"/> Biology</td> <td><input type="checkbox"/> Chemistry</td> </tr> <tr> <td><input type="checkbox"/> Earth Science*</td> <td><input type="checkbox"/> English</td> </tr> <tr> <td><input type="checkbox"/> General Science*</td> <td><input type="checkbox"/> History</td> </tr> <tr> <td><input type="checkbox"/> Mathematics</td> <td><input type="checkbox"/> Physics</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Political Science / Political Philosophy</td> </tr> <tr> <td colspan="2">* = middle school only</td> </tr> </table>	<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Earth Science*	<input type="checkbox"/> English	<input type="checkbox"/> General Science*	<input type="checkbox"/> History	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Physics	<input type="checkbox"/> Political Science / Political Philosophy		* = middle school only	
<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry												
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<input type="checkbox"/> Mathematics	<input type="checkbox"/> Physics												
<input type="checkbox"/> Political Science / Political Philosophy													
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COURSEWORK INFORMATION

Select your most likely UTEP course sequence. Be sure to note the selected sequence on the Plan of Study. The psychology requirement may be fulfilled out-of-sequence (e.g. during sophomore year).

Four-Year Program: Option One

- Junior Fall* – Psychology requirement - choose any one of the following: Psych 15, 16, 1603 {FAS courses}, or H-236 {GSE course}
- Junior Spring* – Pre-practicum **and** T-202: Foundations of Schooling and Teaching
- Senior Fall* – Practicum (T-302) **and** Methods course

Four-Year Program: Option Two

- Junior Fall or Spring* – Psychology Requirement
- Senior Fall* – Pre-practicum **and** Methods course
- Senior Spring* – Practicum **and** T-202

Term After

- Junior Spring* – Psychology Requirement
or
Senior Fall
- Senior Spring* – Pre-practicum **and** T-202
- Fall Term After* – Practicum **and** Methods course

Summer Option**

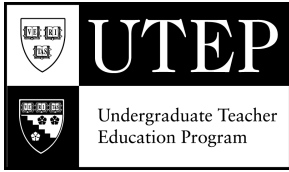
- Sophomore Summer* – Psychology Requirement
or
Junior Summer
- Junior/Senior Fall* – Practicum **and** Methods course
- Junior/Senior Spring* – T-202

**Coursework for the Summer Option differs somewhat from the other UTEP options. Please see the director for details. Also, those opting for the summer option can apply for summer housing through Harvard.

Course Requirement Notes:

Students who wish to be licensed to teach both middle (grades 5-8) and high school (grades 9-12) must take either the Graduate School of Education's adolescent development course, H-236, or the FAS course on the same subject, Psych 1603, to satisfy their psychology requirement. H-236 is typically offered in the spring semester only. Consult the FAS course catalogue for the Psych 1603 schedule.

Methods courses (T-212 English, T-213 History/PSPP, T-214 Math, T-215 Science) are offered during the fall semester only, and are taken concurrently with either the pre-practicum or practicum (T-302) course. Foundations of Schooling and Teaching (T-202) is offered in the spring only, and is also taken concurrently with either the pre-practicum or practicum. Please complete your Plan of Study accordingly.



PLAN OF STUDY – PART ONE

Name: _____

Year / Semester

Course

Sophomore Year

Fall 20_____

1. _____
2. _____
3. _____
4. _____

Spring 20_____

1. _____
2. _____
3. _____
4. _____

Junior Year

Fall 20_____

1. _____
2. _____
3. _____
4. _____

Spring 20_____

1. _____
2. _____
3. _____
4. _____

PLAN OF STUDY, CONT'D.

Senior Year

Fall 20_____ 1. _____
2. _____
3. _____
4. _____

Spring 20_____ 1. _____
2. _____
3. _____
4. _____

Term After

Fall 20_____ 1. _____
2. _____
3. _____
4. _____

Spring 20_____ 1. _____
2. _____
3. _____
4. _____

~Section to be completed by the applicant's Head Tutor or Director of Undergraduate Studies~

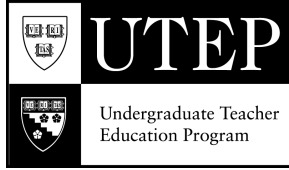
Head Tutor/Director's Name _____ **Department** _____

Phone Number _____ **Email** _____

Applicant's Field of Concentration _____

***I have reviewed the above Plan and verify that it satisfies the applicant's degree requirements.**

Head Tutor/Director's Signature _____ **Date** _____



RECOMMENDATION FORM

2010-2011

Deadline: Wednesday, December 9, 2009 OR Friday, April 16, 2010

To the Applicant: Please complete the top section of this form and give it to your recommendation writer along with a self-addressed stamped envelope.

Full Name: _____

I [] waive / [] do not waive any right of access that I may have, as provided by law, to this letter of recommendation.

Signature: _____ Date: _____

To the Recommendation Writer: The above-named individual is applying for admission to the Undergraduate Teacher Education Program (UTEP) at the Harvard Graduate School of Education. Please give your candid evaluation of the applicant. The more specifically you can describe the applicant's strengths and weaknesses, the more useful this information will be to the Admissions Committee. Please comment on academic performance, personality, ability to work with people, and potential as a successful educator.

The following questions suggest the type of information that we find helpful:

- How long and in what capacity have you known the applicant?
• What do you consider to be the applicant's talents or strengths?
• What do you consider to be the applicant's weaknesses?
• Do you think the applicant has the potential to be a successful educator?

Please include this form with your letter of recommendation, which may be written on the reverse side of this form or on your own letterhead stationery. To expedite the processing of this application, we ask that you return the recommendation to the applicant in an envelope that you seal and sign across the flap. The applicant will forward the unopened envelope with the other application materials to this office.

Name: _____

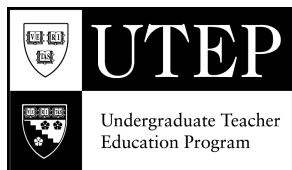
Title/Position: _____

Department/Unit: _____

Address: _____

Telephone: _____

E-mail: _____



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Name: _____

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Address: _____

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