

College of Education

NORTHERN New Mexico College



ALP APPLICATION PACKET

Teacher Education Center (TEC) | 921 Paseo de Oate, Espanola, NM 87532
coe@nnmc.edu | www.nnmc.edu | Office: 505.747.5431 | Fax: 505.747.5464





Application for Alternative Licensure Program for Teachers

Name: _____
Last First MI

Address: _____
P.O. Box/Street City State Zip

E-mail address: _____ SSN: _____

Phone: Home: _____ Work _____ Cell: _____

I am interested in teaching: (Circle only one)

Elementary K-8
(131290)

Secondary 7-12
(131291)

Special Education K-12
(131289)

Bachelor's (BA) Granting Institution: _____

Area of study/Major _____ Degree conferred (year) _____

Minimum of 30 semester hours in the field of: _____

Master's (MA) Granting Institution: _____

Area of study/Major _____ Degree conferred (year) _____

Minimum of 12 semester hours in the field of: _____

Doctorial (PhD) Granting Institution: _____

Area of study/Major _____ Degree conferred (year) _____

Field of Study: _____

Are you currently employed as a teacher? _____

Where (school/district) _____

If yes, what kind of license do you have? _____

Signature _____ Date _____

Submit Application to: Tamara Trujillo, ALP Programs Coordinator
College of Education
Northern New Mexico College
921 Paseo de Oñate
Española, New Mexico 87532

Include: 1) Application for Alternative Licensure Program; 2) Letter of Intent-a one page letter stating your reasons for wanting to become a teacher including strengths and experiences that will enable you to be an effective teacher; 3) One page statement of philosophy of education; 4) Unofficial transcripts, and 5) two letters of recommendation specific to the Alternative Licensure Program.



Name: _____ Banner ID: _____

The following ALP requirements were reviewed and explained to me. I fully understand and will abide by the requirements during my participation in the program.

I agree to:

- I. Take, pass, and provide evidence of passing the *State of New Mexico's required teacher assessments to the College of Education. ***The State of New Mexico is transitioning to a new teacher assessment structure in the future.**
 - Provide evidence of the initial teacher assessment required by the State of New Mexico; Basic Skills/Teacher Skill Assessment *within the first semester of enrollment in the program.* Failure to take/pass the exam will prevent enrollment in future ALP classes.
 - Provide evidence of passing the remaining State of New Mexico required assessments respective of your program within your last semester of coursework.
- II. Take personal responsibility for complying with all institutional, College of Education program, and course requirements.
- III. Attain a final course grade of A or B for any ALP course. Grades lower than B will result in the course having to be retaken.
- IV. Ensure contact information (mailing address, telephone number, etc.) is kept current with the College of Education.
- V. Provide assurance that, when beginning the program's Field Experience courses, and as required by the NMPED for licensure, *a criminal background check will show no reason for license denial.*
- VI. Follow the Scope and Sequence for the program in order to graduate within the recommended time frame of your program. We are unable to guarantee availability of courses taken out of the approved sequence.
- VII. Be aware that my field experience placements are made so that I will have a diverse experience within various school setting including numerous grade level placements within my area of study. Be aware that I may appeal my placement according to policy (see handbook).
- VIII. Complete the program within a two year period. If any problem arises that will prevent me from finishing within the specific time frame, I will need to petition for an extension in writing to the College of Education.
- IX. Enroll in at least one ALP class during the next semester (Fall and Spring) right after my acceptance to remain in good standing in the program.
- X. Activate my NNMC Email and use it for all NNMC correspondence. The COE is legally bound to communicate using NNMC email.

Student Signature

Date

College of Education, ALP Coordinator

Date



Entrance: LETTER OF INTENT RUBRIC

Prompt: Write a letter of intent describing *why you want to become a teacher.*

Criteria	Target - 3	Acceptable - 2	Rewrite - 1
Connection with prompt and clarity	The Letter of Intent is clear and consistently focuses on the intent directed toward being accepted into the BA program. Each Paragraph and/or point is well developed with sentence variety including transitions. The letter focuses on significant areas of interest around educational influences drawing on examples, experiences, former teachers, and any other relevant topics.	The letter of Intent is clear and generally consistent towards focus. The paragraphs and/or points are clearly developed. The letter focuses minimally on significant areas of interest around educational influences drawing on examples, experiences, former teachers, and any other relevant topics.	The letter of Intent is unclear and unfocused. Weak or insufficient amount of examples. Fails to draw from experiences. The paragraphs/ideas are not well developed. Lack of sentence variety including transitions. The letter lacks focus. <i>*NNMC Writing Center is located in AD 129</i>
Quality of Writing	Professional and educational tones are clearly evident. The letter is free of grammatical errors, spelling errors, and/or punctuation errors.	Writing quality is acceptable. Professional and educational tones are evident. The letter contains minor grammatical errors, spelling errors, and/or punctuation errors.	Letter fails to clearly establish professional and/or educational tones. The grammatical errors, spelling errors, and/or punctuation errors interfere with understanding.
Format	The letter is a minimum of half a page in length, single spaced, and typed in size 12 (Times Roman Numeral) Font.	The letter lacks one of the following: a minimum of half a page in length, single spaced, and typed in size 12 (Times Roman Numeral) Font.	The letter lacks more than one of the following: a minimum of half a page in length, single spaced, and typed in size 12 (Times Roman Numeral) Font.
Total: Minimum score for passing is a total of 6			

**Writing Center is located in AD 129*

Candidate's Name _____ Banner ID _____

Evaluator _____

Date _____



Entrance: PHILOSOPHY STATEMENT RUBRIC

Candidates are to articulate their developing understanding of their philosophy based on their experiences with the K-12 educational system. Consider influences and interactions with members of the K-12 educational system as you write your philosophy and use specific examples to promote your philosophy. The Philosophy Statement will be reviewed prior to the Entrance Interview and interviewers may ask questions pertaining to the candidate's Philosophy Statement. Additionally, the Philosophy Statement will be kept on file and candidates will develop their Philosophy Statements further as they progress through the program; Philosophy Statements will be rewritten and become an artifact in each candidate's *Professional Competency-Based Collection of Artifacts*. The candidate must earn a Proficient or Advanced score in all areas. **Minimum score for passing is a total of 14.**

Content	12 – Advanced	9 – Proficient	6 – Developing	3 - Basic
I. Content of the Philosophy Statement	Explanation of the beliefs goes beyond the superficial level with connections to actual practice and experiences (examples, ideas, suggestions, etc...)	Beliefs are distinguished; accurate elaboration of the (developing) belief system.	Beliefs are suggested but lack elaboration or specific examples.	No evidence of the student's underlying beliefs.
Writing Quality	4 – Advanced	3 – Proficient	2 – Developing	1 - Basic
II. Organization	The beliefs are clearly organized. Key issues are developed with details to inform and elaborate.	The introduction, body, and conclusion are clearly evident with smooth transitions between ideas but may lack clearly supported details.	There is an attempt to organize ideas but without smooth transition between ideas.	There is no clear evidence of organized ideas or key issues.
Writing Quality	4 – Advanced	3 – Proficient	2 – Developing	1 - Basic
III. Grammar	Lacks spelling, punctuation, or grammatical errors.	There are minimal spelling, punctuation, and/or grammatical errors. No more than 1 per page. The error(s) do not interfere with the reader's ability to understand the content.	Grammatical, punctuation, and/or spelling errors interspersed throughout the theme. 2-3 errors per page. The reader has some difficulty understanding the content.	There are significant spelling, punctuation, and/or grammatical errors. More than 3 errors per page. The errors interfere with the reader's ability to understand the content.
Writing Quality	4 – Advanced	3 – Proficient	2 – Developing	1 - Basic
IV. Academic Language	Style reflects formal, academic writing.	Style is mostly academic, 1-2 instances of informal language.	Style reflects casual or informal use of language.	Style reflects fragmented, informal use of language.

Total Score _____

Candidate's Name _____ Banner ID _____

Evaluator _____ Date _____

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Bachelor of Arts in Elementary Education Program Assurance Form

Name: _____ Banner ID: _____

The following BA in Elementary Education Program requirements were reviewed and explained to me. I fully understand and will abide by the requirements during my participation in the program.

I agree to:

I. Provide evidence of passing the *New Mexico Teacher Assessment of Basic Skills test (score of 240 or above) before being admitted into the program. Failure to pass the exam will prevent my application from consideration. In addition, failure to take/pass the exam will prevent me from registering for any 300 or 400 Level Education courses including courses within my Bilingual, TESOL, or HSS major.

II. Take personal responsibility for complying with all institutional, College of Education (COE) program policy, and course requirements.

III. Attain a final course grade of C or better for all courses. Grades lower than a C will result in the course having to be retaken. A course with a grade of C- cannot be counted toward graduation.

IV. Ensure contact information (mailing address, telephone number, etc.) is kept current with the College of Education.

V. Provide assurance that, when beginning the program's Field Experience and/or Field Experience Labs and/or Student Teaching courses, and as required by the NMPED for initial licensure, a criminal background check will show no reason for license denial.

VI. Follow the Scope and Sequence for the program in order to graduate within the recommended time frame of your program. We are unable to guarantee availability of courses taken out of the approved sequence.

VII. Be aware that my field experience placements are made so that I will have a diverse experience within various school setting including numerous grade level placements within my area of study. Be aware that I may appeal my placement according to policy (see COE Student Handbook).

VIII. Prior to beginning ED 479, Student Teaching (9 credits) and ED 480, Student Teaching Seminar (1 credit):

- 1. Provide evidence of passing the following exams:
a. New Mexico Teacher Assessment--Content Knowledge [Elementary],
b. New Mexico Teacher Assessment--Competency [Elementary], and
c. NES@ Essential Components of Elementary Reading Instruction

2. Submit a completed Student Teaching Application packet to the COE, TEC 201 by the end of April of the Spring Semester or the end of October of the Fall Semester.

IX. Be aware that I may enroll in only one other additional course concurrent with ED479 Student Teaching and ED480 Student Teaching Seminar.

X. Activate my NNMC Email and use it for all NNMC correspondence. The COE is legally bound to communicate using NNMC email.

*The State of New Mexico is transitioning to a new teacher assessment structure in the future.

Student Signature _____

Date _____

College of Education, Advisor _____

Date _____

College of Education

NORTHERN New Mexico College



Date:

Name:

ID: 0000

ACCEPTANCE IN THE BA IN ELEMENTARY EDUCATION PROGRAM

Dear Student,

You have been officially accepted into the BA in Elementary Education Program at Northern New Mexico College. Our college is dedicated in providing the best quality educational experience. This program was developed to challenge student's learning styles and help you to learn new and innovative methodologies that are essential for pursuing a life of learning and teaching within a community of learners.

Northern New Mexico College welcomes you. We are confident that you will have a rewarding experience as you prepare to teach in New Mexico schools.

Department of Education
Northern New Mexico College



BA Entrance Interview Procedures

Tips for Candidates:

1. Dress professionally for the interview
2. Arrive on time
3. Use correct grammar
4. Be prepared

Process:

The interview is scheduled for a 20-minute time period with a panel of at least two members

- Begin interview process with Introductions
- Review “first steps” with students
- Review/Ask Questions – Philosophy and letter; allow student the opportunity to expand further
- Interview student (using guided questions)
- Review the BA entrance process
- Sign Assurance Form (if applicable) – make copy for student
- BA Acceptance letter will be issued when all requirements are fulfilled

Notes:

- Bilingual – PreReq: Spanish 101 & 102 *4 classes are taught in Spanish
- TESOL – does not require that student is fluent in Spanish; PreReq: 2 Foreign Language classes
- Background Check – valid for 2 years
- NMTA may be changing in the near future



BA ENTRANCE INTERVIEW

Interviewer: _____

Candidate's Name _____

Date _____

QUESTIONS				
1. Why do you want to become a teacher? How have you been influenced by a teacher?	4	3	2	1
2. What are the qualities of an "effective" teacher? Which quality(ies) apply to you?				
3. How do you define diversity?				
4. How do you learn best and how will this influence your teaching style?				
5. Describe an area of teaching that you hope to learn more about during your educational courses with Northern.				
What do you plan to be doing in five years? What are your career goals?				
Is there anything you would like to add that we did not ask?				
Do you have any questions of us?				
Score:				



Exceeds Expectations	Meets Expectation	Needs Improvement	Unsatisfactory
<p>--Candidate responds with excellence as a future professional.</p> <p>--Demonstrates a strong commitment and ability to integrate/apply new skills and concepts</p> <p>Non-Verbal Communicators:</p> <ul style="list-style-type: none"> - shook hands and/or acknowledged the interviewers - dressed professionally - made eye contact with the interviewer and presented themselves in a confident assured manner <p>Verbal Communicators:</p> <ul style="list-style-type: none"> - voice was clear and confident with changes in tone for emphasis - answered questions with-out pauses or um, ers, and ect - spoke without slang or grammatical error - presented themselves with enthusiasm. 	<p>--Candidate responds with minimal, average statements</p> <p>--Demonstrates an average commitment and ability to integrate and apply new skills and concepts.</p> <p>Non-Verbal Communicators:</p> <ul style="list-style-type: none"> - shook the interviewers' hands and/or acknowledged the interviewers and was dressed neatly - made eye contact with the interviewer and presented themselves in a fairly professional manner <p>Verbal Communicators:</p> <ul style="list-style-type: none"> - voice was pretty clear and fairly confident with some changes in tone for emphasis - answered questions with a few pauses or um, ers, and, ect - spoke without slang and only a few grammatical errors - presented themselves as if they were interested in the program. 	<p>--Candidate is weak in responses; unable to elaborate</p> <p>--Demonstrates little commitment and or ability to integrate/apply new skills and concepts</p> <p>Non-Verbal Communicators:</p> <ul style="list-style-type: none"> - did not shake hands nor acknowledged the interviewers - dressed casually - made eye contact with the interviewer and appeared somewhat nervous - rarely smiled and slumped in their seat <p>Verbal Communicators:</p> <ul style="list-style-type: none"> - voice was somewhat quiet and nervous with no changes in tone for emphasis - answered questions with several pauses and um, ers, and, ect - spoke using some slang and some grammatical errors - did not present themselves enthusiastically. 	<p>--Candidates cannot or inaccurately responds to statements.</p> <p>--Demonstrates no commitment or displays very little regard to integrating/applying new skills and concepts.</p> <p>Non-Verbal Communicators:</p> <ul style="list-style-type: none"> - did not acknowledge the interview- ers - dressed un-professionally - rarely made eye contact with the interviewer and presented themselves in an unprofessional manner - did not smile and slumped in their seat. <p>Verbal Communicators:</p> <ul style="list-style-type: none"> - voice was not clear and confident, did not answer all the questions, and left conversation with many pauses, ums, ers, and, ect - spoke using slang and did not seem to want to be there

Comments: _____

Tips for Candidates:

1. Dress professionally for the interview
2. Arrive on time
3. Use correct grammar
4. Be prepared

17 - 20 = Exceeds (Pass)
 14 - 16 = Meets (Pass)
 13 or below = 2nd Interview required



NNMC BA Entrance Interview checklist

Student: _____ Interview Date/Time: _____

- **Letter of Intent: a one-page typed letter stating your reason for wanting to become a teacher; include relevant work/volunteer experiences and personal strengths**

Comments:

- **Personal Philosophy of Education Statement: a one-page typed statement describing your beliefs about education, learning, and working with students**

Comments:

- **Evidence of passing score (240 or higher) on the New Mexico Assessment of Teacher Basic Skills**

Comments:

- **On File/ Not On File - Background Check**

If student is currently substituting or under contract with a school while working on his/her licensure, an additional background check is not necessary

- o All Background information is valid for 2 years
- o Background information is checked using the 3M Cogent system
- o Additional information may be found at the PED website - <http://ped.state.nm.us/Licensure/index.html>

Additional Comments: