

Department Application Checklist

	Date
<input type="checkbox"/> Attend a scheduled General orientation	_____
<input type="checkbox"/> Apply ONLINE for admission to SJSU through Graduate Admissions (Send all OFFICIAL transcripts to Graduate Admissions for evaluation)	_____
<input type="checkbox"/> Submit Department Application <ul style="list-style-type: none">○ Clear Education Specialist Teaching Credential Program applicants: complete pages 1 and 4 through 11 (if department does not have these items or they are over 5 years old), and submit your resume, a copy of your Preliminary Education Specialist Credential and a Supervision Course Application form.\○ Master of Arts in Education program applicants: If you are transferring from the credential program to the MA program, complete only pages 1 and 2 of the Department Application.	_____
<input type="checkbox"/> Submit Pre-professional Experience Requirement Form	_____
<input type="checkbox"/> Submit three (3) Letters of Recommendations with Recommendation Forms	_____
<input type="checkbox"/> Submit the Dispositions Evaluation Form (<i>Your signature required</i>)	_____
<input type="checkbox"/> Submit the Plagiarism Tutorial & Test form with a copy of your passing score of <u>90% or better</u> .	_____
<input type="checkbox"/> Submit your current résumé	_____
<input type="checkbox"/> Submit a one page Statement of Purpose about your interest in becoming an Education Specialist and/or obtaining the MA degree	_____
<input type="checkbox"/> Submit CBEST scores <ul style="list-style-type: none">○ (<i>Credential Programs only</i>)	_____
<input type="checkbox"/> Submit proof of meeting Subject Matter Competency requirement (CSET) <ul style="list-style-type: none">○ (<i>Credential Programs only</i>)	_____
<input type="checkbox"/> Submit a copy of your Certificate of Clearance (issued through CTC) <ul style="list-style-type: none">○ Fingerprinting/Certificate of Clearance information: http://www.sjsu.edu/education/departments/cred_office/credinfo/fpcert_clearance/index.html	_____
<input type="checkbox"/> Submit U.S. Constitution verification (transcripts or test certificate) <ul style="list-style-type: none">○ How to Meet the U.S. Constitution Requirements: http://www.sjsu.edu/education/departments/cred_office/credinfo/us_req/index.html	_____
<input type="checkbox"/> The Department staff will contact you to schedule applicant interview	_____

Department of Special Education
Connie L. Lurie College of Education, San Jose State University
Sweeney Hall 204, One Washington Square,
San Jose, CA 95192-0078
(408) 924-3700

Department Application

Instructions: Complete this (paper) application to apply for any of the Department of Special Education programs. Submit the application to the Special Education Department Office, Sweeney Hall 204 or mail to the address above.

Semester for which you are applying: _____

Have you previously applied to this Department? Yes _____ No _____

Last Name First Name MI

Mailing Address

City State Zip Code

() ()
Area Code Home Phone Area Code Best daytime number to reach you

Email Address (Primary) Email Address (Alternate)

Application Objective: Check One Box Only

Preliminary Education Specialist Teaching Credential Programs

- Preliminary Credential in Early Childhood Special Education (*w/Intern Option*)
- Preliminary Credential in Mild to Moderate Disabilities (*w/Intern Option*)
- Preliminary Credential in Moderate to Severe Disabilities (*w/Intern Option*)
- Preliminary Credential in Mild to Moderate Disabilities (*for candidates with clear single or multiple subject credential*)
- Preliminary Credential in Moderate to Severe Disabilities (*for candidates with clear single or multiple subject credential*)
- Preliminary Credential in Early Childhood Special Education and Masters of Art Degree
- Preliminary Credential in Mild to Moderate Disabilities and Masters of Art Degree
- Preliminary Credential in Moderate to Severe Disabilities and Masters of Art Degree
- Master of Arts in Education, Emphasis in Special Education
- Concurrent Program with Multiple Subjects Credential
- Concurrent Program with Single Subject Credential
- Added Authorization in Special Education: Early Childhood Special Education
- Clear Education Specialist & Induction Program
- Certificate in Theory, Knowledge, and Practice about Autism Spectrum Disorders
- Masters of Arts in Education, with a Concentration in Education

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Education Specialist Credential Program Applicants:

Are you interested in becoming an Intern? Yes _____ No _____

If Yes, do you have an offer of employment? Yes _____ No _____

Subject Matter Competency: Indicate how you meet this requirement:
(Submit passing scores of all tests with Department Application packet)

_____ Multiple Subject CSET Date Met _____

_____ Single Subject CSET

 Subject: _____ Date Met _____

 Subject: _____ Date Met _____

_____ Multiple Subject Credential Expiration Date _____

_____ Single Subject Credential Expiration Date _____

_____ (ECSE Only) Child Development Courses: 9 units: Please submit transcripts

 Course: _____ Dates _____

 Course: _____ Dates _____

 Course: _____ Dates _____

Master of Arts in Education, Concentration in Special Education

*Please be advised that all candidates are required to take and pass the Department MA Writing Assessment **OR** score at least 4.0 on the Graduate Record Exam(GRE) Analytical Writing Section in order to be considered for admission into the MA Program*

Date of (passing) MA Writing Assessment: _____

- Please submit email indicating passing score

Date and score of GRE Analytical Writing Section

(Please submit GRE scores with the application)

 Date: _____ Score: _____

Pre-Professional Experience Requirement Form

All candidates are required to have at least 50 hours of experience working with children or youth, preferably in an educational environment. Use this form to document your pre- professional experience.

Instructions:

1. Print your full name in the space provided below.
2. Ask the supervisor, administrator, manager or Human Resources Department to provide the information requested, including their signature and title/position.
3. Submit completed form with your Department Application packet.

Candidate's Last Name	First Name	MI
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Name of School/Program	School District/Program
------------------------	-------------------------

Candidate's Position	Dates of Service
----------------------	------------------

Describe the nature of the pre-professional experience:

Supervisor//HR Verification:

I certify that the above named Candidate served successfully for a minimum of 50 hours in an instructional capacity in the school or program specified above during the dates of service indicated.

Supervisor/HR Print Name	Position/Title
---------------------------------	----------------

Supervisor/HR Signature	()	Area Code Telephone Number
--------------------------------	---------	--------------------------------

Verification Date

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Recommendation Form

Candidate's Name: _____
Print Last Name First MI

The candidate named above is applying for admission to the Department of Special Education at San Jose State University.

1. Please write a letter (on School or District letterhead, if applicable) that highlights this candidate's strengths and experiences related to education and working with students with diverse learning strengths and styles. Attach it to this form.
2. Using the Dispositions Rating Form, provide information about this candidate's skills, knowledge, and dispositions as a potential special educator. If a behavior has not been observed, circle N/O (Not Observed).
3. Please provide the requested information about yourself below.
4. Submit your written letter of recommendation attached to this Recommendation Form.

Your recommendation letter and comments on this form will help us to better evaluate this candidate's application. We sincerely thank you for your time and cooperation.

Print Your Full Name Your Signature

Your Position (Job Title, Employing Agency)

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1. To what degree does the candidate have the potential *to master the knowledge base* required to be an effective special educator?

1	2	3	4	5	N/O
Inadequate	Weak	Satisfactory	Strong	Outstanding	

2. To what degree does the candidate show an ability *to learn and demonstrate the skills* necessary to be an effective special educator?

1	2	3	4	5	N/O
Inadequate	Weak	Satisfactory	Strong	Outstanding	

3. To what degree does the candidate show a *commitment to ethical conduct* (honesty, fairness, responsibility, compassion, collaboration, and collegiality)?

1	2	3	4	5	N/O
Inadequate	Weak	Satisfactory	Strong	Outstanding	

4. To what degree does the candidate show a *commitment to equity and social justice* (recognition of and opposition to social injustice in themselves, their institutions and professional environments)?

1	2	3	4	5	N/O
Inadequate	Weak	Satisfactory	Strong	Outstanding	

5. To what degree does the candidate show a *commitment to reflective practice and life long learning* (the candidate systematically and regularly reflects on practice with an aim toward improvement)?

1	2	3	4	5	N/O
Inadequate	Weak	Satisfactory	Strong	Outstanding	

6. To what degree does the candidate demonstrate *the belief that every person can learn to use his/her heart and mind well* (candidate values diversity and accepts responsibility to facilitate learning for all students)?

1	2	3	4	5	N/O
Inadequate	Weak	Satisfactory	Strong	Outstanding	

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Dispositions Evaluation

Candidate's Last Name, First, MI

Program

Date

Candidates are expected to hold "professional attitudes, values and beliefs that support student learning and development" with the potential to "create caring and supportive learning environments." (NCATE Unit Standards; 2008)

Please evaluate your dispositions expected in the program by placing a check mark in the appropriate columns.

Sign this Dispositions Evaluation form on the second page after reading the Department's policy agreement.
(Sign on the back side of this page.)

Yes= Acceptable performance or behaviors in this area

No = Not acceptable performance or behaviors in this area

Reflective Practitioner	Application Self-Evaluation	
	Yes	No
Professional Ethics The candidate adheres to standards of ethical conduct including academic integrity and confidentiality.		
Collaboration The candidate interacts effectively with colleagues and other adults and collaborates effectively during group activities.		
Commitment to Teaching The candidate values the profession of teaching. He or she exhibits a positive attitude and comments toward schools, teaching, students and parents.		
Emotional Maturity The candidate responds to frustration and stress appropriately.		
Professional Demeanor & Responsibility The candidate is prompt, is not unnecessarily absent, notifies appropriate individuals when absence is necessary, completes assignments on time, The candidate dresses appropriately for the situation, maintains appropriate hygiene and wears appropriate attire for teachers in the school during practicum and internships.		
The candidate is poised and professional in his or her demeanor.		
The candidate reports is flexible and is able to make adjustments to changing student needs and circumstances.		
Professional Feedback The candidate is receptive and responsive to professional feedback incorporating suggestions into practice.		
Self-Reflection The candidate reflects on and evaluates his or her own behavior and work, considers multiple perspectives of his or her own performance and recognizes his or her own difficulties or deficiencies and develops potential solutions.		

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Program

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Multicultural and Democracy	Application Self-Evaluation		
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Yes	No		
Student Focus The candidate demonstrates respect for students as valued and unique individuals.			
Commitment to Diversity The candidate respects children and adults of varied cultural backgrounds, ethnicities, religions, sexual orientations, social classes, abilities, political beliefs and disabilities.			

Love of Learning & Strong Foundation of Knowledge	Application Self-Evaluation		
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Problem Solving The candidate is an active and effective problem solver in courses and in school.			
Commitment to Learning The candidate indicates a curiosity and interest in learning more about students and content areas.			
The candidate seeks out and takes advantage of opportunities for professional growth beyond the minimum expectations of what is required in classes.			

Adapted from University of Nevada, Reno; College of Education
 CH; 3/1/08; revised J.Chang.spring.08; revised CH.8.25.08

Education Specialist or MA Degree Candidate:

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Plagiarism Tutorial and Test

All candidates must complete the SJSU plagiarism tutorial and test prior to submitting the Department application. Please follow the directions below.

1. Read San Jose State University's policy on Academic Integrity. <http://www.sjsu.edu/senate/S07-2.htm>

2. Complete the tutorial and test found on the following link:
<http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm>

3. Click on *SJSU Students - First Time* and register.

4. Go through and complete the tutorial and pass with a 90% or better.

5. Print a copy of the score and attach to application packet.

I have completed the Tutorial, understand what plagiarism is, and agree to follow the policy regarding plagiarism. A printed copy of my score is attached.

Candidate's Signature

Date