

BELLARMINE UNIVERSITY
IN VERITATIS AMORE

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

Master of Arts in Teaching (MAT)

MAT degrees are available in the following areas:

- Elementary Education, Grades P-5
- Middle School Education, Grades 5-9
- Secondary Education, Grades 8-12
- Religious Education, Grades 6-12 (non-licensure degree)
- Learning and Behavior Disorders, Grades P-12, available as an optional dual certification program

Mission

The Annsley Frazier Thornton School of Education at Bellarmine University prepares caring, effective educators in the Catholic liberal arts tradition to teach and lead in diverse settings. The Master of Arts in Teaching programs offer a best practice, research-based curriculum with a foundation in the liberal arts. Candidates demonstrate proficient to distinguished performance through the following criteria: individual course assessments, field and clinical evaluations, disposition assessments, benchmark assessments, and standardized exams.

“Educator as Reflective Learner”

Bellarmino Teacher Education, with its theme “Educator as Reflective Learner,” places high priority on the development of inquiry about education and the contexts in which learning occurs. Reflective teachers use the world of practice, knowledge of pedagogy, knowledge of the learner, and knowledge of content to personally evaluate their effectiveness. This on-going process provides teachers with a basis for self-evaluation in terms of how well the acquired knowledge base relates to their current practice.

As a vital component of the university, the School of Education is responsible for the preparation of educators with the knowledge, skills, and dispositions necessary for becoming effective contributors to the academic profession and society in the complex and diverse world of the 21st century. By weaving together four knowledge bases developed in the teacher education programs (collaboration, field experiences, dispositions and pedagogy) with the reflection required of our programs, we seek to prepare caring, effective educators in this initial certification program.

NCATE Accreditation

All Bellarmine University Annsley Frazier Thornton School of Education teacher education programs at the advanced level recognized by the Kentucky Education Professional Standards Board are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036.

TUITION AND FEES

The Master of Arts in Teaching program is billed at a per-semester rate which is locked in for the five program semesters. Students beginning in Fall 2011, Spring 2012 or Summer 2012 will be charged the rate of **\$4,225 per semester (\$21,125 for all five semesters of the MAT)**. This includes all fees except the graduation fee and the Alternative Certification mentoring fee (if applicable). Students who choose to complete the Learning and Behavior Disorders dual certification option will be charged **\$315 per credit hour** for those courses along with a \$35 LBD per-course fee.

Funding Assistance

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.gov. The Bellarmine School code is 001954. By completing the FAFSA, you may be eligible for student loans. Individuals working for the Archdiocese of Louisville are encouraged to contact the central office for information on the Professional Educators Incentive Program (PEIP) to see if funding is available. Students interested in a Learning & Behavior Disorders Endorsement should contact the Bellarmine University School of Education (once admitted) for information on funding available through the WHAS Crusade for Children Grant at 502.272.8191. For information on the TEACH grant, contact Theresa Klapheke, Office of Graduate Admission at 502.272.8271.

PRIORITY ADMISSION DEADLINES

Priority application dates are August 1 for a fall semester start, December 5 for the spring semester start and April 13 for the summer semester start. Applications submitted after these dates will be considered on a space available basis.

REQUIRED TEST

In addition to the GRE, the MAT program requires passing PRAXIS II scores, however, these scores are not used to determine admission status. For more information on the required PRAXIS II exams, visit www.ets.org/praxis.

Elementary – The PRAXIS II Elementary Content Knowledge Exam must be successfully passed and scores on file by the end of Module I. The Principles of Learning & Teaching PRAXIS II exam must be successfully passed by the end of the professional semester.

Middle/Secondary – At least one of the PRAXIS II Certification Area Content Specialty Exams must be successfully passed and scores on file by the end of Module I. The second content related exam (if applicable) should be passed and scores on file prior to the Professional Semester start. The Principles of Learning & Teaching PRAXIS II Exam must be successfully passed by the end of the professional semester.

ADMISSION STATUS

Full Admission – Candidates who fulfill all admission requirements are admitted unconditionally, are in good standing, and meet the established norms determined by the specific graduate program. They may enroll in courses without restrictions.

Conditional Admission – Candidates who have not submitted official copies of all application documents. The precise course and number of courses may be limited until all necessary items have been received.

Probationary Admission – Candidates who have not met the established norms required for regular admission. The precise courses and number of courses may be limited until all prerequisites are fulfilled. Failure to maintain a cumulative 3.0 average during any one semester may subject the student to dismissal.

Early Elementary Education, Grades P-5

Degree Requirements

- Successful completion of one 36 hour minimum liberal studies emphasis area prior to enrolling in the MAT program, or completing the designated coursework as part of his/her MAT program of studies prior to the start of the Professional Semester.
- A program of study which includes all the required course-work with a minimum 3.0 cumulative grade point average.
- A program of study which includes at least 36 hours of coursework at the 500 or 600 level.
- At least 30 semester hours of graduate credit earned in residence at Bellarmine.
- Successful completion of 105 clock hours of field experience prior to the Professional Semester.
- Successful completion of all Benchmark, Disposition and Performance Assessments.
- Completion of all degree work within six years of the applicant's first enrollment in his/her program.

I: Foundations and Tools: MAT. 501, 520, 525

Module I provides a foundation experience regarding the profession of teaching, the American Common School, the nature and needs of today's students, and early elementary education. During the first week of Module I, the student is introduced to the Continuous Assessment Program for the Accelerated MAT Program and the Kentucky Teacher Standards. Admission to Teacher Education occurs at the end of Module I (and prior to Module II). The appropriate Praxis II tests must be passed prior to the end of the first module. Field placement – 35 hours.

II: Literacy and Pedagogy: MAT. 535, 540, 550

Module II is designed to present an integrated experience regarding literacy including reading, language arts, and literature for children. The student will be introduced to a range of effective teaching behaviors, which have a research and/or theoretical foundation. Module II will also extend the students knowledge of curriculum questions in early elementary education and students with special needs. Field placement – 35 hours.

III: Research and Technology: MAT. 600, 615

Module III integrates research methodology as an integral part of the master's program with the use of technology in the primary through fifth grade classroom.

IV: Mathematics/Science and Pedagogy: MAT. 555, 560

While focused on Mathematics and Science content and teaching strategies, Module IV will extend the students general competencies regarding curriculum questions, effective pedagogy, and the learner with special needs. Field placement – 35 hours.

V: Professional Semester: MAT. 630, 635

The student engages in a minimum of 12 weeks (60 instructional days) of full-time supervised teaching in an elementary school setting using the Kentucky Teacher Standards (1-10) as the referent for successful completion of the Professional Semester. Several workshops or seminars typically on a variety of topics such as classroom organization and management will be required during the Professional Semester. Topical seminars allow students time to share and process their experiences, help develop their practical understanding of teaching, and enable them to connect theoretical knowledge to the realities of classroom events. Application for certification with the state of Kentucky requires the successful completion of all appropriate PRAXIS II exams.

The completion of these courses addresses the following Kentucky Teacher Standards

1. Knowledge of Content
2. Designs and Plans Instruction
3. Implements/Manages Instruction
4. Creates and Maintains a Learning Climate
5. Assesses and Communicates Learning Results
6. Demonstrates Implementation of Technology
7. Reflects/Evaluates Teaching/Learning
8. Collaborates with Colleagues/Others
9. Engages in Professional Development
10. Provides Leadership within School/Community/Profession

Middle School Education, Grades 5-9

Degree Requirements

- Successful completion of one (or two) twenty-four (24) hour minimum specializations for a program leading to Middle School certification prior to enrolling in the MAT program, or completing the designated coursework as part of his/her MAT program of studies prior to the start of the Professional Semester. Students may select one (or two) of the following areas: English/Language Arts, Mathematics, Science, Social Studies or a student may select one of these content areas with Learning and Behavior Disorders. Learning and Behavior Disorders may not be completed as a single initial certification area.
- A program of study which includes all the required coursework with a minimum of a 3.0 cumulative grade point average.
- A program of study that includes 36 - 39 hours of coursework at the 500 or 600 level.
- At least 30 semester hours of graduate credit earned in residence at Bellarmine.
- Successful completion of 105 clock hours of field experience prior to the Professional Semester.
- Successful completion of all Benchmark, Disposition and Performance Assessments.
- Completion of all degree work within six years of the applicant's first enrollment in his/her program.

I: Foundations of Education: MAT. 501, 502, 505, 509

Module I provides a comprehensive overview of the historical, philosophical and political development of middle and secondary education. Students will explore effective classroom management techniques with an emphasis on the importance of the culture of the classroom and students with special needs. Admission to Teacher Education occurs at the end of Module I and prior to Module II. The appropriate Praxis II tests must be passed prior to the end of the first module. Field placement – 35 hours.

II: Sociocultural Studies in Education: MAT. 605, 610

Student will explore theories on learning styles of the nature and needs of typical, gifted and special needs individuals. This module uses case studies to examine issues of recognizing, accepting and affirming diversity and parent/school/community issues. Field placement – 35 hours.

III: Research and Tools: MAT. 600, 614, 615

Module III is a comprehensive overview and analysis of adolescent development and a developmentally appropriate approach to teaching adolescents. It is a module that integrates research methodology and technology across the curriculum.

IV: Middle School Pedagogy: MAT. 545 and Methods course(s)

This module will focus specifically on reading skills and strategies in the content areas. Specific content methods will explore content curriculum and teaching methods in the middle grades. Field placement – 35 hours.

V: Professional Semester: MAT. 643, 644

The student engages in a minimum of 12 weeks (60 instructional days) of full-time supervised teaching in a middle school setting using the Kentucky Teacher Standards (1-10) as the referent for successful completion of the Professional Semester. Several workshops or seminars typically on a variety of topics such as classroom organization and management will be required during the Professional Semester. Topical seminars allow students time to share and process their experiences, help develop their practical understanding of teaching, and enable them to connect theoretical knowledge to the realities of classroom events. Application for certification with the state of Kentucky requires the successful completion of all appropriate PRAXIS II exams.

The completion of these courses addresses the following Kentucky Teacher Standards

1. Knowledge of Content
2. Designs and Plans Instruction
3. Implements/Manages Instruction
4. Creates and Maintains a Learning Climate
5. Assesses and Communicates Learning Results
6. Demonstrates Implementation of Technology
7. Reflects/Evaluates Teaching/Learning
8. Collaborates with Colleagues/Others
9. Engages in Professional Development
10. Provides Leadership within School/Community/Profession

Secondary Education, Grades 8-12

Degree Requirements

- Successful completion of one thirty-six (36) hour minimum specialization for a program leading to Secondary certification prior to enrolling in the MAT program, or completing the designated coursework as part of his/her MAT program of studies prior to the start of the Professional Semester. Students must select one of the following areas: Biology, Chemistry, English, Social Studies or Mathematics.
- A program of study which includes all the required coursework with a minimum of a 3.0 cumulative grade point average.
- A program of study that includes at least 36 hours of coursework at the 500 or 600 level.
- At least 30 semester hours of graduate credit earned in residence at Bellarmine.
- Successful completion of 105 clock hours of field experience prior to the Professional Semester.
- Successful completion of all Benchmark, Disposition and Performance Assessments.
- Completion of all degree work within six years of the applicant's first enrollment in his/her program.

I: Foundations of Education: MAT. 501, 502, 507, 509

Module I provides a comprehensive overview of the historical, philosophical and political development of middle and secondary education. Students will explore effective classroom management techniques with an emphasis on the importance of the culture of the classroom and students with special needs. Admission to Teacher Education occurs at the end of Module I and prior to Module II. The appropriate Praxis II tests must be passed prior to the end of the first module. Field placement – 35 hours.

II: Sociocultural Studies in Education: MAT. 605, 610

Module II further develops the knowledge, skills, attitudes and behaviors introduced in Module I. Student will explore theories on learning styles of the nature and needs of typical, gifted and special needs individuals. This module uses case studies to examine issues of recognizing, accepting and affirming diversity and parent/school/community issues. Field placement – 35 hours.

III: Research and Tools: MAT. 600, 614, 615

Module III is a comprehensive overview and analysis of adolescent development and a developmentally appropriate approach to teaching adolescents. It is a module that integrates research methodology and technology across the curriculum.

IV: Secondary Pedagogy: MAT. 545 and Methods course

This module will focus specifically on reading skills and strategies in the content areas. Specific content methods will explore content curriculum and teaching methods in the secondary grades. Field placement – 35 hours.

V: Professional Semester: MAT. 648, 649

The student engages in a minimum of 12 weeks (60 instructional days) of full-time supervised teaching in a secondary school setting using the Kentucky Teacher Standards (1-10) as the referent for successful completion of the Professional Semester. Several workshops or seminars typically on a variety of topics such as classroom organization and management will be required during the Professional Semester. Topical seminars allow students time to share and process their experiences, help develop their practical understanding of teaching, and enable them to connect theoretical knowledge to the realities of classroom events. Application for certification with the state of Kentucky requires the successful completion of all appropriate PRAXIS II exams.

The completion of these courses addresses the following Kentucky Teacher Standards

1. Knowledge of Content
2. Designs and Plans Instruction
3. Implements/Manages Instruction
4. Creates and Maintains a Learning Climate
5. Assesses and Communicates Learning Results
6. Demonstrates Implementation of Technology
7. Reflects/Evaluates Teaching/Learning
8. Collaborates with Colleagues/Others
9. Engages in Professional Development
10. Provides Leadership within School/Community/Profession

Religious Education, Grades 6-12

Degree Requirements

- Successful completion of one eighteen (18) credit hour minimum specialization in identified Religious Studies and/or Theology courses prior to enrolling in the MAT program, or completing the designated coursework as part of his/her MAT program of studies and prior to the start of the Professional Semester.
- A program of study which includes all the required coursework with a minimum of a 3.0 cumulative grade point average.
- A program of study that includes at least 36 hours of coursework at the 500 or 600 level.
- At least 30 semester hours of graduate credit earned in residence at Bellarmine.
- Successful completion of 105 clock hours of field experience prior to the Professional Semester.
- Successful completion of all Benchmark, Disposition and Performance Assessments.
- Completion of all degree work within six years of the applicant's first enrollment in his/her program.

I: Foundations of Education: MAT. 501, 502, 507, 509

Module I provides a comprehensive overview of the historical, philosophical and political development of middle and secondary education. Students will explore effective classroom management techniques with an emphasis on the importance of the culture of the classroom and students with special needs. Admission to Teacher Education occurs at the end of Module I and prior to Module II. The appropriate Praxis II tests must be passed prior to the end of the first module. Field placement – 35 hours.

II: Sociocultural Studies in Education: MAT. 605, 610

Student will explore theories on learning styles of the nature and needs of typical, gifted and special needs individuals. This module uses case studies to examine issues of recognizing, accepting and affirming diversity and parent/school/community issues. Field placement – 35 hours.

III: Research and Tools: MAT. 600, 614, 615

Module III is a comprehensive overview and analysis of adolescent development and a developmentally appropriate approach to teaching adolescents. It is a module that integrates research methodology and technology across the curriculum.

IV: Secondary Pedagogy: MAT. 545 and Religion Methods course MAT. 599

This module will focus specifically on reading skills and strategies in the content areas. Specific content methods will explore content curriculum and teaching religion in the middle/secondary grades. Field placement – 35 hours.

V: Professional Semester: MAT. 643, 649

The student engages in a minimum of 12 weeks (60 instructional days) of full-time supervised teaching of Religion in a middle school and a secondary school setting using the Kentucky Teacher Standards (1-10) as the referent for successful completion of the Professional Semester. Several workshops or seminars typically on a variety of topics such as classroom organization and management will be required during the Professional Semester. Topical seminars allow students time to share and process their experiences, help develop their practical understanding of teaching, and enable them to connect theoretical knowledge to the realities of classroom events.

Completion of these courses addresses all Kentucky Teacher Standards but will NOT lead to a state issued teaching license. All field work will be completed in faith-based schools by observing and practicing the teaching of Religion. Individuals from various religious traditions wishing to study in this program and seek employment in Catholic or other faith-based schools as teachers of Religious Education are encouraged to apply.

Alternate Route to Teacher Certification (Option VI)

In conjunction with the Kentucky Education Professional Standards Board, the Annsley Frazier Thornton School of Education at Bellarmine University has developed an alternative option to obtain teacher certification (Option VI) and complete the Master of Arts in Teaching degree. The student pursuing this route must be fully admitted to graduate studies, and have passed the PRAXIS II tests appropriate for the teaching field.

The alternative route to certification will follow the standard Bellarmine MAT with some conditions. The student must be enrolled in consecutive semesters and must be employed by a school district as teacher of record. The temporary provisional license is a one year certificate which must be renewed by the School of Education in collaboration with school districts. The alternative route requires that all coursework and PRAXIS exams be successfully completed by the end of the Professional Semester within the first two years. A final recommendation for the full Professional Certificate will occur upon successful completion of the Kentucky Teacher Internship Program (KTIP). State regulations do not allow for extensions or exceptions to the time constraints for the completion of the Alternative Route to Teacher Certification.

Advantage: Students fully admitted and in good standing may be considered for hire under the alternative license at various stages of the program. Employment as a classroom teacher is not required by the end of the first semester for program progression, although an offer of employment is necessary to obtain the teaching credential. Students hold a Temporary Provisional Teaching Certificate, resulting in Rank III pay. Rank II pay will be achieved at the completion of the final semester and awarding of the MAT degree.

How long will it take? One and one-half to two years to earn the MAT degree and Rank II pay. Students will hold a Temporary Provisional Certificate during the course of their MAT program, and are eligible for hire as a full-time teacher of record. The KY Teacher Internship Program (KTIP) will begin after the Professional Semester. Students in the traditional MAT program could finish the program in five semesters, and then be eligible for hire as a full-time instructor.

Current School of Education agreement with Education Professional Standards Board (EPSB)

1. Temporary-provisional licenses are issued for one year. Candidates may be eligible to renew this license for one additional year if all criteria are met. (A maximum of two years).

2. Upon successful completion of all MAT program requirements and graduation, candidates are recommended for a statement of eligibility to begin KTIP.
3. Candidates must meet the clinical requirements of our MAT program (field hours and professional semester).
4. Candidates choosing Learning Behavior Disorders must complete it as a dual certification. All LBD requirements must be completed by graduation.

Policies to obtain School of Education recommendation

As stated in 16 KAR 9:080, Section 2 (4) (b), one of the university requirements in conducting an alternative route program is to (b) *Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h).*

A. Prior to accepting a teaching position, candidates must have completed the following requirements to ensure compliance with Kentucky regulations and the success of subsequent employment.

1. Candidates that have completed all academic emphasis course work will have highest consideration. Other candidates must pursue a waiver process.
2. Candidates must have successfully completed Module I and the requirements for Admission to the Teacher Education Program and/or must have comparable professional experience, preliminary training, etc. Candidates pursuing special education employment must be enrolled in or have successfully completed one special education course.
3. Faculty will interview candidates to evaluate readiness for classroom teaching and receptiveness to university mentoring. Evidence of readiness may include observation/videos of teaching, field evaluations, etc.
4. The Dean will provide final recommendation for a temporary-provisional license.

B. Other requirements

1. Candidates must maintain continuous enrollment at Bellarmine in order to receive mentoring services for alternative certification. This includes MAT Modules and special education coursework. Enrollment in academic emphasis course work at other institutions is not considered 'continuous enrollment.'
2. The candidate must provide written notification within 5 business days of any change in employment including resignation, termination, teaching assignment, etc.

PROCEDURE FOR ADMISSION

1. Complete and submit a graduate application.
2. Submit a non-refundable application fee of \$25 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
3. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student".
4. A letter of intent (2 pages) to pursue the graduate degree including the applicant's professional goals and a rationale for applying.
5. Two completed recommendation forms from an individual who has supervised the applicant in some capacity attesting to the applicants potential as a graduate student (not personal recommendation), such as current/past employers, or former professors. Forms are included in this packet.
6. Official Graduate Record Examination (GRE) score mailed directly to the Office of Graduate Admission.
7. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 80 or higher. We will also consider an equivalent score on the IELTS or MELAB tests. The Admission, Progression and Graduation Committee reserves the right to request a TOEFL score from any applicant.
8. If any transcript(s) or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees are available at: www.aacrao.org, www.wes.org and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
9. Once completed, mail the application to:
Bellarmine University
Office of Graduate Admission
2001 Newburg Road
Louisville, KY 40205

Bellarmino University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

INTERNATIONAL APPLICANTS

Please complete the items under Procedure for Admission and submit the following:

U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount of any scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. **The amount that would need to be shown by program include: MAT without the LBD endorsement \$29,351, MAT with LBD endorsement \$32,291.** These amounts include tuition and fees associated with per semester costs for one year and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

CONTACT INFORMATION

Theresa Klapheke, Graduate Admission Officer
502.272.8271 or tklapheke@bellarmine.edu

Office of Graduate Admission
502.272.7200 or 1.800.274.4723 x7200
or gradadmissions@bellarmine.edu

Master of Arts in Teaching (MAT) & Preparation for an Initial Teaching Certificate

I am applying for: Fall of 20 _____ Spring 20 _____ Summer 20 _____

I am applying for the: Traditional Alternative

I am applying for: Elementary Middle Secondary
 LBD as dual track

PERSONAL DATA

Name _____
LAST FIRST MIDDLE MAIDEN

Preferred Name _____ Social Security Number _____ Gender _____

Permanent Address _____
STREET ADDRESS

CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

Date of Birth _____ Place of Birth _____
CITY STATE/PROVINCE

Citizenship U.S. Permanent U.S. Resident Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? _____

What is your current country of residence? _____

Is English your first language? Yes No

If no, what is your first language? _____

Are you Hispanic or Latino? Yes No

In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Where did you hear about Bellarmine's MAT Program? _____

What factor had the most influence over your decision to apply for Graduate Admission here? _____

EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION _____ DATES ATTENDED _____ DEGREE RECEIVED _____ GPA _____

Undergraduate Major _____ Minor _____

GRE will be taken _____ Score _____

TEACHING EXPERIENCE

Briefly list any professional teaching experiences you have had.

ORGANIZATION/SCHOOL _____ DUTIES _____ DATES _____

Current Employer _____ Present Position _____

Employment Address _____
STREET ADDRESS _____ CITY _____ STATE/PROVINCE _____

Will tuition be subsidized by your employer? Yes No

Will you be applying for aid with the Veterans Administration? Yes No

BACKGROUND DATA

Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board? Yes No

If yes, from where? _____

A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to your current Dean of Students asking for an explanation of the sanction and circumstances.

Have you ever been convicted of a felony? Yes No

If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information.

SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature _____ Date _____

RECOMMENDATION FORM: MASTER OF ARTS IN TEACHING

APPLICANT: Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right—if you enroll at Bellarmine University—to review your educational records. The Act further provides that you waive any right of access that you may have to see recommendations for admission. By signing below, you waive any right of access that I may have to this recommendation form. **Two recommendations are required with your application.**

Name of Applicant _____

Signature _____ Date _____

RESPONDENT: The individual whose name appears above is applying for admission to the Bellarmine University Master of Arts in Education Program. Evaluations of the applicant’s potential are required as part of the application procedure and this individual requests that you write on his/her behalf. A standard format is provided for your use, but you may choose to attach a letter along with the form. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent _____ Title _____

Institution or Agency _____

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3- Above Average, 2-Satisfactory, 1-Below Average, or Unable to comment.

	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Teaching Skills						
Professional Integrity						



How long have you known the candidate and in what capacity?

From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain.

From the opposite side of this form, choose the one area in which you think the candidate needs improvement and explain.

Describe an activity or program in which you have seen this applicant demonstrate his/her special abilities and describe your assessment of the outcome of his/her efforts.

Indicate the strength of your overall endorsement of the applicant.

Highly recommended Recommended Recommended with reservations Not recommended

A faculty member from Bellarmine's School of Education may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

Phone _____ Best time to call Morning Afternoon Evening

Additional Comments

Respondent's Signature _____ Date _____

RECOMMENDATION FORM: MASTER OF ARTS IN TEACHING

APPLICANT: Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right—if you enroll at Bellarmine University—to review your educational records. The Act further provides that you waive any right of access that you may have to see recommendations for admission. By signing below, you waive any right of access that I may have to this recommendation form. **Two recommendations are required with your application.**

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	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Teaching Skills						
Professional Integrity						



How long have you known the candidate and in what capacity?

From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain.

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Describe an activity or program in which you have seen this applicant demonstrate his/her special abilities and describe your assessment of the outcome of his/her efforts.

Indicate the strength of your overall endorsement of the applicant.

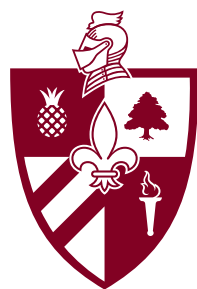
Highly recommended Recommended Recommended with reservations Not recommended

A faculty member from Bellarmine's School of Education may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

Phone _____ Best time to call Morning Afternoon Evening

Additional Comments

Respondent's Signature _____ Date _____



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