

SFASU Pre-Admission Criteria for M.Ed. in Special Education with the Educational Diagnostician Certification (Fall 2019)

1. Letter from your Special Education Director indicating permission for you to complete a practicum experience at the end of your program. A letter of example practicum experiences has been attached. This is not the letter that I am requesting from your director; but rather, information about activities that we would like for a candidates to experience. Your director may choose to complete this letter in place of writing their own.

Note: Please know that school districts are not required or obligated to grant permission for practicum experiences to prospective SFA students. Your request for practicum experiences must be done respectfully and with the full knowledge that your first priority to the district/school are your teaching responsibilities or other currently held position in the district. You will have 2 semesters in which to earn 160 hours of practicum experience. The majority of our students continue to work full-time in a district while completing these hours.

2. Send a copy of your official Teacher Service Record (TSR)

3. Copy of your undergraduate and graduate transcripts. From this information, I will send you an email with my course recommendations.

4. Complete and return the attached advanced certification seeking tracking form. I will not submit this tracking form until you are in the program, so the \$100 fee will not be applied unless you join our program.

5. 3 signed letters of recommendation (2 of a professional nature and one can be a community member who has known you for some time). Please make sure these letters are signed.

6. Current resume.

7. Essay: a typed double-spaced written statement (minimum 3-5 pages in length) describing your experience in the field of special education, your philosophy on educating students with special needs, and how personal qualities and educational experience would make you an exceptional candidate for the special education graduate program.

8. A copy of your teacher certification record which can be obtained from the following web site:<https://secure.sbec.state.tx.us/sbeconline/virtcert.asp>. I will also use this information to determine your course needs.

9. A video-recording introducing yourself to program faculty in a professional manner. This video is to be no longer than 5 minutes in duration. A free video recording resource may be found at <http://www.screencast-o-matic.com/>. Please include the following information in your video.

- Name
- Current employment
- Years of teaching experience and types of teaching experiences.
- Teacher certifications
- Qualities and competencies you possess that would make you a good candidate for our program and a future quality educational diagnostician in the field.
- Examples of your organizational skills and strategies
- Statement regarding your ability and motivation to participate in a rigorous certification

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program.

When the above items have been completed and submitted, you may be asked to participate in a short online video-conferencing interview session where you will be asked up to 5 additional questions. You will access this interview via a provided web link.

Your pre-admission items will be evaluated by program faculty using the 2-page rubric below. A minimum score of 16 is required for page 1 qualifications and a minimum score of 8 for page 2 items.

SFASU DIAGNOSTICIAN PRE-ADMISSION FOLDER REVIEW

Criteria		1-Unacceptable	2-Acceptable	3-Outstanding
Letter from Special Education Director	Explicitly indicates permission for applicant to complete practicum at end of program	No practicum approval letter uploaded from Special Education Director	Practicum letter received from Special Education Director and indicates permission	
Transcripts	Undergraduate GPA minimum of 2.75 (3.0 and higher-GRE Waived)	2.74 and below	2.75-2.99	3.0 and above
	M.ED- GRE-Waived		Holds bachelor's degree and is seeking M.ED	Obtained M.ED
Advanced Certification Seeking tracking form	Completed and uploaded to the shared folder	Not completed or uploaded to the shared folder	Completed and uploaded to the shared folder	
Signed Recommendation Letters	Three in total: - 2 of professional nature - 1 from community member who has known applicant	Poor letters with little to no information of applicant's abilities or qualities	More general in nature and gives adequate information about applicant	Excellent letter with specific references to applicant's strengths, competencies, and experiences pertinent to this program
Resume/Official Teacher Service Record	Must have a minimum of 3 yrs. of teaching experience Applicants with 2 yrs. of teaching experience may be accepted with 3 total years being required by the end of their program	No teaching experience reported	2 yrs. of teaching experience	3+ yrs. of teaching experience
Personal Statement	Completed and uploaded to the shared folder	Vague intent with poor writing quality	Expresses general goals, some leadership and some work experiences	Excellent statement with great understanding of field; included depth and elaboration and clear objectives for joining program
Copy of Active Teacher Certification Record	Completed and uploaded to the shared folder	Not completed or uploaded to the shared folder	Completed and uploaded to the shared folder	

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Criteria		1-Unacceptable	2-Satisfactory	3-Excellent
Pre-Interview Video and Essay	Expression of Ideas	Unclear information and details unrelated to topic	Clear expression of ideas with a few supporting details	Excellent delivery; ideas clearly focused on the topic with specific details
	Interpersonal Communication	Applicant shows poor eye-contact and body language (i.e. looking down; noticeable reading off cue card, stiff/fidgety etc.)	Maintains good eye contact and minimal facial expression while speaking; incorporates some hand gestures	Engages audience with excellent eye-contact, tone of voice, clarity of speech and hand/facial gestures
	Organizational Skills and Strategies	Applicant provides no examples of organizational skills and strategies	Applicant provides one example of organizational skills and strategies	Applicant provides 2-3 exceptional examples of organizational skills and strategies
	Commitment to graduate school and profession	Questionable commitment to graduate school and profession	Committed to graduate school and profession	Outstanding commitment to graduate school and profession with exceptional reasons
	Personal Goals	Personal goals may not be met at SFASU	Personal goals could be met at SFASU	Personal goals could be met or exceeded at SFASU

Candidate Score Page One _____ (minimum score page one - 16 points)

Candidate Score Page Two _____ (minimum score page two - 8 points)

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Once this process is completed and you been notified of your acceptance to the program, you may apply to the Graduate School via [ApplyTexas.org](https://applytexas.org) for the Special Education Program and the Educational Diagnostician Concentration. Please do not submit a Graduate School application before completing these requirements, as the \$50 application fee is non-refundable.

Finally, if you did not receive your undergraduate degree from SFA, ensure that copies of your undergraduate and graduate (if applicable) transcripts are sent to the SFA Graduate School.

For more information about applying to the program, please contact Dr. Mask at maskp@sfasu.edu.