

**CHECK-OFF LIST FOR
STUDENTS APPLYING TO THE
MASTERS OF ARTS IN TEACHING PROGRAM**

To apply for acceptance into the Master of Arts in Teaching program at Coe College, all students must complete or provide the following:

- MAT *Application for Admission*** (form included in application packet)
- MAT *Personal Statement*** (form included in the packet)
- Transcripts-** Please request that official copies of your transcripts for all undergraduate and graduate coursework be sent to the Coe College Admissions Office- MAT program.
NOTE: This transcript must be sent from your college or university registrar's office directly to Coe- neither a photocopy nor an official copy marked "issued to student" will be accepted.
- Two Letters of Recommendation** (forms are included in application packet) – At least one letter must be written by a person with whom you work.
- A \$25 Non-refundable Application Fee-** Checks should be made to Coe College- MAT, and be included with the other application materials.

In addition to the above required information, you may wish to provide the following optional information:

- Administrator Scholarship Recommendation** (form included in packet) – If you are currently teaching or are a professional employed by an educational institution (e.g., an Area Education Association), you may qualify for a one-third tuition scholarship (for part-time students) or one-half tuition scholarship (for full-time students) by being recommended for Coe's MAT program by your Principal, Superintendent, or Agency Administrator. To receive this scholarship, your administrator must complete the form attached and send it to the Coe College Admissions Office- MAT program.

Do you intend to apply for this scholarship?

_____ no

_____ yes; please provide recommending administrator's name and position.

- Other information-** You may include other information you wish the admission's committee to review when considering your application. Please include this information on a separate sheet.

Applications will not be acted upon until all required information is received. Please send all application materials to:

Admissions Office- MAT program
Coe College
1220 1st Ave NE
Cedar Rapids, IA 52402

**Application for Admission
Master of Arts in Teaching
Coe College**

Name _____
Last First Middle (Maiden)

Address _____
Street City/State/Zip

Home Phone _____ Work Phone _____

<i>Optional</i>
Date of Birth (Mo/Day/Yr) _____ Soc. Sec. Number _____

Current Occupation _____

Previous Graduate Credit (sem. hrs.) _____

Do you currently hold an Iowa teaching license? _____ yes _____ no

Intended initial enrollment _____ Fall _____ Spring _____ Summer _____ Year

Educational History- Graduate and Undergraduate

(List most recent first. Request official transcripts be sent to Coe from each institution listed below.)

College/University	Major(s)/Minor(s)	Date	Degree
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Employment History

(List most recent first. If you wish, you may include related volunteer experience.)

Employer (district, building)	Position	Dates
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Licensure and Endorsements

Licensure Held: (Please list both current and expired licenses such as teaching, coaching, administrator, etc. Note: Iowa now uses the term “licensure” rather than “certification”.)

Added Endorsement Sought: (A requirement of Coe’s MAT program is that all students will complete the requirements for at least one teaching endorsement in addition to those they currently hold. You may leave this blank if you are presently undecided about which endorsement you intend to add.)

Subject area _____ grade level: _____ K-6 _____ 7-12

Awards Received

List any awards or recognitions received.

Publications

List any publications you have written.

Are you seeking the MAT degree? ___yes ___no

COE COLLEGE ADMITS STUDENTS WITHOUT REGARD TO SEX, RACE, CREED, COLOR, HANDICAP, SEXUAL ORIENTATION, NATIONAL OR ETHNIC ORIGIN.

Personal Statement
Master of Arts in Teaching
Coe College

Please provide below or attach typed, one-page personal statement. In this, you should explain your reasons for pursuing graduate study in Coe's MAT program. Include a concise statement of your educational philosophy and your career goals. You are encouraged to discuss your motivation and aspirations as a teacher.

**Administrator Scholarship Recommendation
Master of Arts in Teaching
Coe College**

To the applicant: Please list your name and address. Then ask your Principal, Superintendent, or Agency Administrator to complete this form and mail it directly to Coe College at the address below.

Name _____
Last First Middle (Maiden)

Address _____
Street City/State/Zip

To the person writing this reference: The person named above is applying to the Master of Arts in Teaching program at Coe College. Applicants who are currently teaching or working at a professional level in an education institution or agency and who receive a recommendation from their administrators are eligible to receive a scholarship equal to one-third of their tuition (for part-time students) or one-half of their tuition (for full-time students). Please complete this form and mail it directly to the address listed below. Thank you.

I recommend that the applicant named above receive a scholarship to participate in Coe College's MAT program. _____yes _____no

Please include a brief statement in support of your recommendation. You are encouraged to address the applicant's teaching skills, collegial relations, and potential benefits for the institution or agency in which the applicant is employed.

Signature _____
Printed Name _____
Position _____
Address _____

Return to: Teacher Education Office MAT Admissions Coe College 1220 1 st Ave NE Cedar Rapids, IA 52402

**Recommendation
Master of Arts in Teaching
Coe College**

To the applicant: Please list your name and address. Then ask your Principal, Superintendent, or Agency Administrator to complete this form and mail it directly to Coe College at the address below.

Name _____
Last First Middle (Maiden)

Address _____
Street City/State/Zip

To the person writing this reference: The person named above is applying to the Master of Arts in Teaching program at Coe College. In order to evaluate this application, we would appreciate your assessment of the applicant's ability to do graduate study and his or her suitability to the field of teaching. Thank you.

Name of the person completing this form: _____

Position School/Address

How long and in what capacity have you known the applicant? _____

Part I- For each criterion, please check the box which best indicates your rating for the applicant. Leave blank if you feel you have inadequate information to judge.

	Below Average	Average	Above Average	Exceptional
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II- Narrative. Please comment briefly on the reasons why you recommend the applicant for Coe's MAT program. You are especially encouraged to comment on the criteria listed in Part I. You may attach a separate sheet or write on the back of this form if you prefer.

Signature _____ Date _____

Return to: Teacher Education Office
MAT Admissions
Coe College 1220 1st Ave NE
Cedar Rapids, IA 52402

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Master of Arts in Teaching
Coe College**

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Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Signature _____ Date _____

Return to: Teacher Education Office MAT Admissions Coe College 1220 1 st Ave NE Cedar Rapids, IA 52402
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Graduate Courses for Transfer Form
Master of Arts in Teaching
Coe College

Please list below all graduate courses you wish to have considered for transfer to the MAT program. Include the name of the institution, department name (Education, History, ect.), course number, hours and grade. Any information that you think will assist the Graduate Committee in evaluation should be included, such as course description. Transfer credit must carry a grade of “B” or better and should have been completed less than seven years ago.

PLEASE NOTE: Official transcripts from colleges listed must be sent to MAT Admissions-Teacher Education Department, Coe College

<u>College/University</u>	<u>Department</u>	<u>Course#</u>	<u>Hours</u>	<u>Grade</u>
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