

Elementary Teacher Education Undergraduate Program 2024-2025 Academic Year

Urban Institute for Teacher Education
College of Education

Program information is subject to change without notice.
For the most up-to-date information, please contact the Urban Institute for Teacher Education.
Updated 7/2024

Elementary Education and Teacher Licensure

The Elementary Teacher Education Program at the Urban Institute for Teacher Education (UITE) at the University of Utah is designed to effectively prepare teacher candidates to work with students across various age and ability levels, and from varied backgrounds.

Upon successful completion of the program, including the Foundations of Reading Assessment, and all Utah State Board of Education (USBE) licensure requirements, graduates are recommended to the USBE to receive their K-8 Utah Professional Teaching License. The University of Utah's Elementary licensure program prepares teachers for grades K-6 as part of a K-8 licensure recommendation to the USBE. Individuals who complete endorsement specialization requirements such as advanced emphases in mathematics (etc.) are able to teach in 7-8 classrooms. Students also have the option of earning their ESL Endorsement by completing a few additional courses. Please contact the UITE advisor for information on endorsement course work.

Admission to the Elementary Teacher Education Program

Students may be admitted at any time during their Bachelor's degree program. The earlier a student is admitted to the program, the more flexibility he or she has within the program and the more benefits they receive from faculty mentoring and advising. Admitted students are also eligible for more scholarship and financial aid opportunities. However, due to the competitive nature of the program, meeting minimum admission standards does not guarantee acceptance into the Elementary Teacher Education Program.

Bachelor's Degree Requirements

To graduate with a Bachelor's of Science or Bachelors of Arts degree in Elementary Education, students must complete University of Utah requirements (General Education and Bachelor's Degree courses) in addition to Elementary Teacher Education major and program requirements. Many courses within the teacher education program can be used to fulfill general education and Bachelor's degree requirements. Please see the course list on pages 2, 3 and 4, or meet with the Elementary Education Advisor to review program and graduation requirements.

Contact information

<p>UITE Advisor Sara Hatch Southwick 801-581-6818 sara.hatch@utah.edu https://uite.utah.edu/students/advising/ 1721 Campus Center Drive, SAEC 2264</p>	<p>Urban Institute for Teacher Education 1721 Campus Center Drive, #2260 Salt Lake City, UT 84112 801-581-7158 www.uite.utah.edu</p>
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Elementary Teacher Education Program Courses and Requirements

General Education Requirements*	Bachelor's Degree Requirements
<ul style="list-style-type: none"> ___ American Institutions (AI) HIST 1700 or POLS 1100 recommended ___ Writing (WR1) WRTG 1010 ___ Writing (WR2) WRTG 2010 ___ Math (QL) MATH 1050 or Math 2000 (see Advisor for details) ___ Fine Arts (FF) ___ Life Science (LS) ___ Physical Science (PS) ___ Recommended Science courses: ASTR 1050, ATMOS 1010, 1020, BIOL 1010, 1030, GEO 1010, 1030, 1040, 3030, 3300, CHEM 1110, PHYS 1010, 1110, SCI 2010 ___ Social and Behavioral Science (BF) EDPS 2030 ___ Humanities (HF) <p><i>*If you started at the U of U prior to Fall 2024 and wish to complete the old general ed requirements, please speak with your program advisor. All students admitted after Fall 2024 (even returning students) will be held to new requirements.</i></p>	<ul style="list-style-type: none"> ___ Upper-Division Communication/Writing (CW) EDPS 5005 ___ Diversity (DV) Ethnic Studies Course ___ Upper-Division International (IR) EDPS 4331 <p>Bachelor of Science Program automatically fulfills BS Requirement</p> <ul style="list-style-type: none"> ___ Upper-Division Quantitative Intensive (QI) MATH 4010[†] MATH 4020 <p style="text-align: center;">OR</p> <p>Bachelor of Arts* Must complete all BS requirements in addition to:</p> <ul style="list-style-type: none"> ___ 4th Semester Language Requirement (2020) ___ 122 Semester Hours ___ 40 Upper-Division Semester Hours ___ Residency Hours Requirement ___ Minimum 2.0 Cumulative GPA[^]

[†]Completing the language requirement for a Bachelors of Arts Degree does not replace required math courses. Students must still complete Math 4010 and 4020.

[^]All major courses used for the Elementary Education Program must be completed a grade of "B-" or better beginning fall 2020 and a grade of "C" or better prior to fall 2020, with one exception, Math courses may still be passed with a C or better. .

Professional Education Core Courses

Years 1 and 2: Students should begin Years 1 and 2 coursework while completing general education requirements

- ___ EDU 1010 Introduction to Teaching (3) - Course has a 20 hour field practicum component and is only offered fall/spring.
Background check required prior to enrolling in the course. Go to <https://uite.utah.edu/students/background-check/> for procedures and enrollment information. Please go to: <https://uite.utah.edu/students/permissioncodes/> to request a permission code for the course.
- ___ EDU 5200 Teacher Language Awareness (3) - Course has a 16 hour field practicum component; course is prerequisite to ECS 5645.
Course is only offered fall/spring. Online only. Please go to: <https://uite.utah.edu/students/permissioncodes/> to request a permission code for the course.
- ___ ED PS 2030 Research and Inquiry in Education (3) (course only offered fall/spring)
- ___ ED PS 2110 Learning and Development (3) (course only offered fall/spring)
- ___ ED PS 2140 Using Technology in Diverse Elementary Classrooms (2) (course only offered fall/spring)
- ___ MATH 4010 Mathematics for Elementary School Teachers I (4) - Course has a 6 hour field component; has a pre-requisite of MATH 1010 with a grade of B- or better OR Math 1050/2000[†] with a C or better; fulfills QI. Please see advisor for Math route details.
- ___ SP ED 2011 Inclusive Early Childhood and Elementary Classrooms (3)
- ___ SP ED 5021 Principles of Assessment & Data-Based Decision Making (3) Course is prerequisite to ECS 5645
- ___ **Home, School Community Relations Choose 1**
- ___ FCS 2180 Family, School and Community Connections (3) (online only)
- ___ ECS 5709 Building Family-School Partnerships for Youth Success (3) (course only offered fall/spring)
- ___ **Integrating Arts Course Choose 1**
- ___ EDU 5300 Integrating Art Curriculum in K-6 Urban Schools (3) (course only offered spring)
- ___ FCS 2640 Integrated Curriculum Methods (3) (course only offered fall/spring)
- ___ **One Child Development Course—Choose 1 (Course fulfills BF requirement):**
- ___ FCS 1500 Lifespan Human Development (3)
- ___ FCS 3215 Beginnings: Development During Infancy & Childhood (3)
- ___ ED PS 3720 Child Development and Learning: Understanding Children Birth to Grade 6 (3) (recommended)

[†] Math courses used as prerequisites expire after two years. Students have one year to take Math 4020 after they have taken Math 4010. Students should see the Math Placement videos to help them determine what Math course they should first enroll in. <http://www.math.utah.edu/undergraduate/placement.php> For more information regarding Math Sequence Options, please see the Elementary Education Academic Advisor. To register for Math courses, go to www.math.utah.edu and complete the Permission Code Request form.

___ **One Ethnic Studies Course**—Choose 1 (*Course fulfills DV requirement. Only ETHNC courses meet prerequisite to ECS 2150*):

- ___ ETHNC 2550 African American Experience (3)
- ___ ETHNC 2560 Chicana/o & Latino/a Experiences (3)
- ___ ETHNC 2570 American Indian Experience (3)
- ___ ETHNC 2580 Asian American Experiences (3) - *Also fulfills BF*
- ___ ETHNC 2590 Pacific Islander American Experiences (3)
- ___ FCS 3290 Race, Ethnicity and Family Diversity (4)
- ___ LEAP Program (3) (*See academic advisor for correct course*).

___ **One Multicultural Education Course**—Choose 1 (*Course is prerequisite to ECS 5645, and has an Ethnic Studies prerequisite*):

- ___ ECS 2150 Introduction to Multicultural Education – *Course has an 18 hour field practicum component.*
- ___ ECS 5634 Foundations of Bilingual Bicultural Education for Linguistically Diverse Students - *Course has an 18 hour field practicum component. Course is only offered in spring.*

___ **One Integrating Fine Arts Course**—Choose 1 (*Must complete one 3015 course to meet prerequisite requirement for FA 4000*)

Students should note that each 3015 course is only offered once a year.

- ___ ART 3015 Materials and Methods of Art (3) - *Course is fall only.*
- ___ DANC 3015 Materials and Methods of Dance (3) - *Course is summer only. For more information concerning the times of this class, please see the Elementary Advisor.*
- ___ MUSC 3015 Creative Connections in Music (3) - *Course is spring only. Course has a suggested pre-requisite of MUSC 1015.*
- ___ THEA 3015 Materials and Methods in Theatre (3) - *Course is fall only. Course has a pre-requisite of THEA 1033.*
- ___ ART 3530 Art Education in Elementary and Secondary Schools (3) - *Course is fall only. Only take this course if you are unable to enroll in one of the above 3015 courses.*

Year 3: *Students may begin Year 3 coursework during Years 1 and 2 if prerequisites have been fulfilled.*

___ ED PS 4331 International Children's and Adolescent Literature (3) - *Fulfills IR*

___ ED PS 5315 Reading Methods I: K-6 Foundational Skills, Phonics, Word Study & Fluency (3) - *Course has a pre-requisite of EDU 1010.*

___ EDU 5316 Basic Intervention for Primary Grade Readers (1) – *Course is to be taken concurrently or after with ED PS 5315; has a 25 hour field practicum component, fall/spring only. *See summer option below. Please go to: <https://uite.utah.edu/students/permissioncodes/> to request a permission code for the course.*

___ ED PS 5321 Reading Methods II: K-6 Vocabulary and Comprehension Instruction (3) – *Course has a pre-requisite of EDU 5315. Course offered spring, summer only.*

___ EDU 5321 Basic Intervention for Upper Elementary Grade Readers (1) – *Course is to be taken concurrently or after with ED PS 5321; has a 25 hour field practicum; has a prerequisite of EDU 5316, course is offered fall/spring only. *See summer option below. Please go to: <https://uite.utah.edu/students/permissioncodes/> to request a permission code for the course.*

___ ED PS 5005 Writing Instruction and Assessment K-6 (3) – *Course fulfills CW*

___ EDU 5375 Science Methods (3)

___ ECS 5645 Assessment of Linguistically Diverse Populations (3) – *Course has prerequisites of ECS 2150 or ECS 5634, EDU 5200 and SP ED 5021. Please go to <https://ecs.utah.edu/> to request a permission code for the course. All prerequisites must be completed with passing grades to take the course.*

___ FA 4000 Integrating the Arts into Academic Learning (3) – *Course has a prerequisite of Integrating Fine Arts. Course is only offered spring. Please go to: <https://uite.utah.edu/students/permissioncodes/> to request a permission code for the course.*

___ ECS 5647 Instructional Methods for Linguistically Diverse Populations (3) – *Course has a 15 hour field practicum component; has the same prerequisites as ECS 5645. Should be taken concurrently or after ECS 5645. Optional for Elementary Education program, but required for the ESL endorsement. Please go to <https://ecs.utah.edu/> to request a permission code for the course. All prerequisites must be completed with passing grades to take the course.*

**Summer options for EDU 5316 and EDU 5321 can be found at: <https://uirc.utah.edu/Registration/index.php>. Please contact your Academic Advisor for course information.*

___ MATH 4020 Mathematics for Elementary School Teachers II (4) – Course has a 6 hour field practicum component; has a prerequisite of MATH 4010 and Math 1050/ MATH 2000; fulfills QI. Course must be taken within one year of completing Math 4010. See advisor for details.

___ SP ED 5022 Principles of Instruction & Behavioral Support (3)

Licensure Program Courses

All Education courses must be completed with a grade of "B-" or better beginning fall 2020.

Year 4/Final Year: Students must be admitted to the Elementary Teacher Education Program, be in good academic standing, and have completed Years 1, 2, and 3 coursework before beginning Year 4/Final Year coursework. Students will complete either a Student teaching or Internship experience during the final year. Please see pages 4-6 for more information regarding Year 4/Final Year.

___ EDU 5310 Theories of Classroom Management (3)

___ EDU 5360 Elementary Math Methods in Diverse Classrooms (3)

___ EDU 5380 Elementary Social Studies Methods (3)

___ EDU 5390 Field Practicum: Elementary (3)

___ EDU 5201 Teaching Practices, Ethics, and Professional Development (1)

___ EDU 5391 Professional Development Seminar (3)

___ EDU 5395 Student Teaching: Elementary (9)

Year 4/Final Year Program and Licensure Information

Year 4/Final Year

Licensure Cohort: For the final year of the program, students are assigned to a cohort: a group of students, University of Utah faculty, and public school faculty who remain together throughout a two-semester, field-based sequence. Once assigned, students move through the program with the same cohort in a prescribed sequence of courses. The cohort organization has been adopted to provide support, trust, collegiality, and challenge, and to encourage continuous feedback and evaluation.

Student Teaching: Student teaching assignments are located in a group of specially selected schools in which teacher candidates observe and practice teaching methods. Once in schools, students teach under the supervision of a cooperating classroom teacher and a university supervisor from the Urban Institute for Teacher Education. Student teaching placements are arranged by College of Education faculty in consultation with personnel from public school districts. Students are not permitted set up their own Student teaching placements.

Elementary Intern Experience: The Internship program within the Elementary Licensure program is a full-year experience in which the student is hired by a pre-selected school district to be the teacher of record in the classroom. Interns complete EDU 5201, EDU 5360 and EDU 5380 the summer prior to the licensure year. During fall semester, Interns are enrolled in EDU 5310 and EDU 5390 as well as their teacher contract hours. Spring semester is the same as the Student Teaching program in addition to their teacher contract hours. Intern placements are contingent on meeting minimum Internship requirements, school availability and school district interview outcome. Interviews are conducted the spring semester prior to the licensure year.

Fall Schedule: Student Teacher candidates will be placed in the schools two days a week and will be on campus three days a week during Fall semester. Fall Semester also includes responsibilities during the first few weeks of the public school year prior to the beginning of Fall Semester at the University. Interns will follow their teacher contract hours and meet as required by the internship program. A calendar will be provided to students prior to fall semester.

Spring Schedule: Spring Semester will require a full-day (approximately 7:30am – 4:00pm), five-days-a-week time commitment from students as they complete their student teaching. Teacher candidates will student teach full time for 10 to 12 weeks under the guidance of the cooperating classroom teacher and will return to campus for three weeks of full-time closing activities and assignments. In addition, EDU 5391 Professional Development will be held one night a week. Interns will follow their teacher contract hours and meet as required by the internship program.

Orientation: There will be a mandatory orientation held during the spring semester prior to starting the Year 4/ Final Year of the program. This orientation provides students an opportunity to meet their assigned faculty cohort leader, meet the students within the same cohort, ask questions, and become familiar with Final Year requirements.

Foundations of Reading Assessment

Early Childhood and Elementary Teacher Candidates at the University of Utah are expected to comply with the Utah State Board of Education's literacy preparation requirements. The USBE will require all students to pass the Foundations of Reading Assessment with a score of 240 to be eligible for licensure recommendation. Teacher Candidates will receive an email from the USBE with testing information including registration, dates and test result information. It is encouraged that Teacher Candidates complete the Assessment in fall semester of the licensure year. Teacher Candidates must ensure that the UITE receives their full test results to be recommended for licensure. More information about the Foundations of Reading Assessment can be found online here: <https://www.ut.nesinc.com/Home.aspx>.

Licensure Information

Following completion of all tests, program, and degree requirements, students will be recommended to the USBE for their Utah Professional Teaching License by the Urban Institute for Teacher Education at the University of Utah. In order to be a considered for recommendation, candidates must have completed the following:

- **Bachelor's Degree.** Degrees will post approximately one month after graduation.
- **Test/Exams.** Passing scores the Foundations of Reading Assessment need to be submitted to the Elementary Advisor prior to recommendation. If completing additional optional endorsements (DLI), any potential tests (language tests) must be submitted. Please note that test scores are not sent to the University by the testing company and students are responsible for sending their scores to the advisor.
- **Application Form.** An application form and materials must be completed by the student and submitted to the Urban Institute for Teacher Education.
- **Educators Ethics Review and Quiz.** Students must take the online quiz prior to receiving their license. The Educators Ethics Review and Quiz can be found on your USIMS account.
- **Current Background Check.** Students must have completed and cleared a background check with the Utah State Board of Education. Background checks through the USBE are good for five years. If clearance has expired prior to recommendation, the student must renew the background check.

Students will work with the Elementary Education Advisor during spring semester of Year 4 to submit appropriate paperwork to be recommended for their K-8 Utah Professional Teaching License.

Elementary Teacher Education Program Policies

Background Check: In order to participate in any field-based course in the licensure program, students must pass a State and Federal background check and have the results sent to the Utah State Board of Education. Background checks expire after 5 years, and may need to be renewed during your program and in order to be recommended for your teaching license. To complete the background check, students should go to: <https://uite.utah.edu/students/background-check/>. The Elementary Licensure Program does require students to complete several field practicums as well as their student teaching placement at off campus locations. Students are reminded that they are responsible for making transportation arrangements to and from these locations.

Satisfactory Performance and Academic Progress: Each instructor will expect satisfactory performance in your coursework. The overall quality of your work, as well as your progress toward completing the program, will be monitored each semester.

Minimum GPA: Once admitted to the Elementary Education Program, a student must maintain at least a 3.0 term-by-term GPA. If a student fails to maintain the 3.0 term GPA requirement, he/she will be placed on scholastic probation and may not register for any Licensure Program Courses (Year 4/Final Year).

Minimum Grades: All Education courses and prerequisites must be completed with a grade of "B-" or better beginning fall 2020. Math and courses taken prior to fall 2020 must be completed with a grade of "C" or better. Education courses and prerequisites in which the student receives below the minimum grade must be repeated for a higher grade. In cases where program courses are used for General Education and/or Bachelor's Degree requirements, students must adhere to the program grade policy of receiving a "B-" or better, and not the University of Utah grade standard.

All program courses must be taken for a letter grade and not taken under the University's "Credit/No Credit" option. The only exceptions to this policy are courses designated by the department as Credit/No Credit. This includes the following program courses: EDU 5316, EDU 5321, EDU 5390, EDU 5395, and EDU 5201.

Repeating a Course: Courses in the Elementary Education Program may only be repeated once.

Transfer/Equivalent Courses: For approval of transfer/equivalent courses to meet the requirements for the Elementary Education program, students must make a formal request by submitting syllabi or course descriptions of their transfer/equivalent courses and unofficial transcripts to the Elementary Education Advisor. Acceptance of transfer/equivalent courses is the discretion of the Urban Institute for Teacher Education. Please note that Licensure Program Courses during Year 4/Final Year will not be accepted from transfer schools.

Time Limit on Courses: Due to developments in the research on teaching, learning, and classroom practices, the standards for teacher licensure as set by the Utah State Board of Education are constantly changing. As such, program courses that are five (5) years or older may not be accepted if a student is not continuously enrolled in program coursework at least during Fall and Spring semesters. Expired courses will not be counted toward the requirements needed to complete the program.

Substitute Courses: The Urban Institute for Teacher Education reserves the right to substitute courses to fulfill program requirements.

Licensure Program Courses: All coursework in Years 1, 2, and 3 of the Elementary Teacher Education Program must be completed prior to starting Licensure Program Courses (Year 4/Final Year).

Course Offerings: Courses are not guaranteed to be offered every semester. Students are advised to meet with the Education Advisor of the Urban Institute for Teacher Education to know the most current course offerings.

Scholarships and Financial Aid: The College of Education offers annual scholarships available to both admitted and non-admitted elementary education students. Scholarship applications are available online at: <https://education.utah.edu/students/scholarship-guide.php> and are to be returned to the College of Education Dean's Office by the scholarships deadline. Federal and state financial assistance is also available to students. Please contact the Financial Aid office at 801-581-6211 or <http://financialaid.utah.edu/> for more information. Students who are admitted to the program are eligible for more scholarship and financial aid opportunities.

Student Code: A letter indicating possible violations of the student code and appropriate student responses will be placed in the student's file.

Criminal Conviction: Continuation in the program and receiving teacher licensure may be denied by the State of Utah due to previous criminal conviction. Please contact the Associate Dean for Professional Education of the College of Education before proceeding with your teacher education if you have questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Board of Education, 250 East 500 South, Salt Lake City, UT 84111, will review all such cases.

Elementary Teacher Education Program Admission Process

Students must complete an application and be admitted to the Elementary Teacher Education Program to complete the bachelor's degree and licensure requirements. Students may be admitted at any time during their bachelor's degree program once they have been admitted to the University of Utah and completed one semester of coursework at the University of Utah. However, students must be admitted by February 1st prior to the fall semester of their Year 4/Final Year.

Admission Deadlines

February 1st: All students beginning their Year 4/Final Year Fall semester must submit their admissions application by February 1st of that same calendar year. For example, a student planning to begin their final year fall 2025 must submit their admissions application by February 1, 2025.

Early Admission: Students may apply for admission into the program after they have completed at least 30 credits (including transfer credits) and at least one semester at the University of Utah. Students are encouraged to apply early (during their second year at the U). Early admittance may give you more opportunities for Financial Aid benefits.

Admission Requirements

To be considered for admission into the Elementary Teacher Education Program, applicants must meet all of the following criteria:

- **Matriculated Status:** Students must be admitted as a degree seeking student at the University of Utah prior to being accepted into the Elementary Teacher Education Program.
- **GPA Requirements:** Applicants must maintain a cumulative 3.0 GPA upon admissions.
- **Completed Online Application Documents:** Applications that are incomplete or missing materials will not be reviewed for admissions. Application materials are listed below.

Application Checklist and Materials

Application Checklist

- ___ Completed Online Application for Admission to the Elementary Teacher Education Program
- ___ Statement of Professional Purpose
- ___ Three Letters of Recommendation
 1. Teaching and Working with the Youth
 2. Academic Performance
 3. Professional Attributes
- ___ Current and official transcript from the University of Utah
- ___ Current and official transcripts from all other colleges and universities previously attended
- ___ Screenshot of USIMS account displaying UBSE Background Check Clearance.

Application Materials

Application: Applications for admission can be found at <https://uite.utah.edu/students/admissions/>. Students should note all admissions materials are due at time of application submission.

1. **Statement of Professional Purpose:** Submit a statement informing the Admissions Committee of your strengths as a candidate in the teacher education program in the Urban Institute for Teacher Education at the University of Utah. Essays should be approximately two pages in length and may be double-spaced. Your essay will be evaluated on its content as well as your ability to convey your ideas in formal academic language using standard writing conventions. Use the following rubric to assist in writing your statement.

CRITERIA	INADEQUATE	ADEQUATE
Illustrate your commitment and passion to the teaching profession.	The writer does not provide an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement does not convey the writer's passion to the teaching profession.	The writer provides an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement adequately conveys the writer's passion to the teaching profession.
Discuss your commitment to the mission of the Urban Institute for Teacher Education (UITE).	The writer does not provide sufficient evidence of a commitment to the mission of the UITE and does not address why the writer is committed to this mission.	The writer provides sufficient evidence of a clear commitment to the mission of the Urban Institute of Teacher Education and why the writer is committed to this mission.
Demonstrate your ability to think deeply about and analyze contemporary educational issues.	The writer does not provide evidence that the writer can think deeply about contemporary educational issues that affect youth in today's society.	The writer provides clear evidence that the writer can think deeply about contemporary educational issues that affect youth in today's society.

Attend to the overall organization and flow of your statement and clarity of your writing.	The writer's statement is generally unclear and/or not succinct and/or may be rambling and/or meaning is hidden and/or paragraphs poorly structured. No structure is used to convey ideas.	The writer's statement is clear and succinct, and paragraphs are well organized. Meaning is clear to readers. The writer uses an appropriate structure to convey ideas.
Attend to standard conventions of writing, including spelling, usage, punctuation and grammar.	The writer does not use standard conventions of writing or makes many errors in spelling, usage, punctuation or grammar. The writing piece does not look presentable.	The writer uses all standard conventions or writing with few or no errors in spelling, usage, punctuation and grammar. The writing piece looks presentable.
Use formal academic language rather than colloquial or informal conversation.	The writer uses conversational and/or colloquial language—use of contractions (isn't, doesn't, shouldn't); and informal vocabulary terms such as "and so," "like," "get," "very," "of course," "a lot," "lots," "good," "really," "kind of."	The writer addresses the Admissions Committee and uses formal academic language throughout the statement.

2. **Letters of Recommendation:** Three (3) letters of recommendation are required to be included in the admissions application. Letters should be written by individuals who know the applicant on a professional and/or academic level, and who have insight into the educational experiences, intellectual abilities, and professional temperament of the applicant. Letters should not be more than one year old from the time of submission of application. **Note: Family, friends, and religious advisors are considered inappropriate references.** Submit a letter in each of the following areas:

- **Teaching and Working with the Youth:** This letter is to be written by a professional who has supervised and/or observed the applicant while interacting with children in an academic setting (e.g., a cooperating public school teacher in whose classroom the applicant has observed during EDU 1010).
- **Academic Performance:** This letter should be written by a university or college instructor who can write knowledgeably about the applicant's intellectual performance and ability as a scholar. University of Utah instructors are preferred as writers for students who have completed at least one semester at the University of Utah.
- **Professional Attributes:** This letter is a character reference that speaks to the applicant's reliability, initiative, organization, communication skills, and contributions to a group working situation. The letter may be written by a past or current employer or any additional university or college instructor.

Please complete the Reference Identification form found on the admissions website:

<https://uite.utah.edu/students/admissions/>. This form is only to be completed once, either before you complete your UITE Admissions application or as you are completing the Admissions application. Students should enter the email address that the Recommender uses most frequently. Students using a University of Utah employee such as a faculty member should use their Umail address for that Recommender. Once the form is submitted, an email is generated and sent to the Recommender with a form and a space to upload their letter. Once a form and letter is submitted, the student will receive an email informing them that the Recommender submitted it. Students will not receive a copy of the letter of recommendation.

3. **Current and Official Transcript from the University of Utah:** Transcripts should be ordered from a student's CIS page and sent to yourself electronically. Students should then upload the transcript with their application.

Current and Official Transcripts from all other Universities and Colleges Previously Attended: If available, students should request transcripts electronically and have them emailed to the students email address and then uploaded with a student's application. If electronic transcripts are unavailable at a student's institution, a student should request that the transcript is mailed to the UITE and UITE staff will upload it on your behalf. Mailed transcripts need to be sealed with an official school stamp. Students should request transcripts from every school from which they have received credit, including foreign or correspondence schools, no matter how long ago the credit was earned. This also includes any concurrent enrollment courses a student may have completed as a high school student. Concurrent enrollment transcripts must be from the university or college, high school transcripts will not be accepted. The UITE does not have access to transcripts submitted to the Admissions Office. A Summary of Transfer Credit will not be accepted.

4. **Proof of Background Check and Fingerprinting Completion:** A background check and fingerprinting must be completed and cleared through the Utah State Board of Education. Applicants need to include proof that they have initiated and completed this process ([USBE USIMS Screenshot](#)), with their application. The screen shot should include License Information, Home and Checklist information. See Background Check Coordinator for questions.

To initiate the background check and fingerprinting process, please complete the following steps found at our website: <https://uite.utah.edu/students/background-check/>.

Steps include:

1. Create a USIMS account.
2. Print off the Fingerprint Instructions on your USIMS account.
3. Schedule a fingerprinting appointment after creating a USIMS account. Approved fingerprinting are listed on the background check website.

Your Unique Prints Fingerprinting (YUP) locations. YUP locations can be found here:

<https://www.yupfingerprinting.com/>

YUP is the recommended location for physical fingerprinting. We strongly encourage students to complete this at YUP. School District offices do not always complete the full USBE check and may not forward the check to the USBE.

BCI – Bureau of Criminal Identification 3888 West 5400 South, Salt Lake City, Utah 84118, 801-965-4445. Hours: Monday – Friday 8 am to 5pm.

Your results will not be sent to USBE if you do not take your fingerprint instructions pages with you to BCI or YUP locations. A fee of \$15-\$21 will be paid at the location to complete your Live Scan fingerprinting.

An email notification from the Utah State Board of Education will be sent to you and to the College of Education when you have cleared the background check and the process is complete. Please keep this email for your records. You must submit the USIMS screen shot for your background check verification. You must clear the background check in order to complete the licensure program.

Please be aware that background checks and fingerprints are valid for five years. If a student's clearance has expired prior to completion of the program and licensure recommendation, they will need to renew their background check and fingerprints. Also, if anything occurs during the course of the program to render a student's background check invalid, the student will be pulled from the program and will not be allowed to continue.

Admission Policies

Submitting Applications: Applicants are asked to submit all application materials to the UITE online at <https://uite.utah.edu/students/admissions/>.

Incomplete Applications: The Urban Institute for Teacher Education is not responsible for any materials missing from application files. Complete files will be reviewed by the admissions committee. Incomplete files are not guaranteed review.

Notification of Acceptance: Applicants will be notified by email of acceptance or denial approximately six weeks after the application has been submitted.

Nondiscrimination Policy: The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, 801-581-8365 (voice or TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

Resources

University of Utah

U of U Main: www.utah.edu

College of Education, Dean's Office
Sorenson Arts and Education Complex, Rm 3202
801-581-8221
www.education.utah.edu

Admissions Office
Student Services Building, Room 105
801-581-6211
www.admissions.utah.edu

Financial Aid and Scholarships Office
Student Services Building, Room 250
801-581-7281
www.financialaid.utah.edu

Tuition: <https://bursar.utah.edu/tuition-fees/>

Transcript Office – <https://registrar.utah.edu/transcripts/>

Permission Codes for Education classes:
<https://uite.utah.edu/students/permissioncodes/>

Background Check:
<https://uite.utah.edu/students/background-check/>

Career Services: www.careers.utah.edu

Utah State Board of Education

USBE Main: www.schools.utah.gov

USBE Educator Licensing:
<https://www.schools.utah.gov/licensing>

USIMS: <https://usims.schools.utah.gov>

Tutoring and Student Success Services

Math Center:
<https://www.math.utah.edu/undergraduate/mathcenter.php>

Writing Center: <https://writingcenter.utah.edu/>

Learning Center: <https://learningcenter.utah.edu/>

Student Success Coaches: <https://ssc.utah.edu/>