August 4, 2014

Dear MiT Graduate Student,

Welcome! You are now part of a richly textured, dynamic, and challenging Master in Teaching Program that will include approximately 40 graduate students, 9 faculty and staff, and a variety of guest participants. We are excited about the program and are eager to meet you! During the next two years, we will work together to gain a deep and sophisticated understanding of the nature and interrelationship of learning, teaching, and schooling. Our cohort’s diversity of backgrounds and experiences is sure to contribute depth to our conversation and collaboration and strengthen your preparation.

This letter includes information you will need as you prepare for the coming year. Please read the letter carefully and keep it in a safe, easily accessible file for the duration of the program. Also, **send the information we request without delay** so that we are ready for your arrival.

**REGISTRATION AND ORIENTATION DAY -- SATURDAY, SEPTEMBER 20**

You must attend. The day begins promptly at **9 am in Sem 2, A1107** on Evergreen’s Olympia campus and ends by 4 pm. You will have opportunities to meet other program members, ask questions, buy your books, and have your picture taken.

You must complete the following pre-assessment surveys **BEFORE** Sept 20:

* [**Technology Survey**](https://www.surveymonkey.com/s/WHLHXBJ)(assesses your knowledge of digital technology and applications)
* [**Learning Approaches Survey**](https://www.surveymonkey.com/s/SKXZJSH) (assesses your approaches to learning, reading, writing, and group projects and discussions)
* [**Professional Dispositions Survey**](https://www.surveymonkey.com/s/S8YCPJN) (assesses your professional dispositions that are indicative of effective teachers)

Also complete the following steps:

* Immediately set up your **evergreen.edu account** at <https://my.evergreen.edu> and ask for web space and personal file space. Further communication from us will be to your evergreen email, so check it.
* Print, complete and bring to orientation the following required forms at:

<http://www.evergreen.edu/mit/forms.htm>

**STATE-MANDATED APPLICATION, FINGERPRINTING AND CLEARANCE TO BE COMPLETED BEFORE Sept 20!**

The State of Washington requires individuals participating in a teacher education program to apply for a Pre-Residency Certificate Clearance that includes an electronic application form to the Office of the Superintendent of Public Instruction, being fingerprinted (usually at our local Education Service District office #113 in Tumwater, and passing a state and national background check.  Please carefully **follow the directions at the end of this letter and complete all steps by Sept. 18th** so MiT staff can verify you are able to be cleared to be in classrooms by mid-quarter.

**WEEK BEFORE CLASSES START**

Your faculty, Phyllis, Jon, and Sonja, will meet individually with you the week before classes start. Make sure you are available during that week (September 22 to 26). We will set the schedule for those meetings on the 20th.

Student and Academic Support Services (SASS) will offer a week of Orientation activities September 20-27th. Faculty from throughout the college and staff who work in the Academic Advising Office, First Peoples' Services, KEY Student Services, the Career Development Center, the Health and Counseling Center, The Center for Community-Based Learning and Action and Access Services for Students with Disabilities are knowledgeable, dedicated to helping you gain all that you can from your time at Evergreen, and quite friendly and hospitable. They have planned many workshops and events that are primarily aimed at undergraduates, but are open to all students who attend Evergreen. Particular workshops we suggest are: Teaching and Learning at Evergreen and Self Care and Expectations as a member of the Evergreen Community. Check back later this summer for a complete list at: <http://www.evergreen.edu/studentservices/orientation-fall2014.htm>. In addition, if you are not familiar with the campus, there are geoduck guides available for a campus tour.We strongly urge you to participate in any Orientation activities that would benefit you.

**FIRST WEEK OF CLASSES -- RETREAT (September 29 to October 2)**

The faculty members in this program are committed to developing a community of learners. We want to provide the time and opportunities for all of us to become acquainted, determine the assets we bring to this community, and develop a solid foundation for the year’s work.  To support these goals, we have planned a four-day, full time *retreat* for the first week of class that will allow focused and intense work without requiring folks to be away from their families overnight. Our experience indicates that the benefits are quite wonderful and we hope you will be as excited as we are about the content and format of the first week of study and getting to know each other!

During the first week of classes (September 29th through October 2nd), we will meet Monday through Thursday from 9 am to 4 pm every day.  We will spend Tuesday and Wednesday off campus at Nisqually Wildlife Refuge. The cost for the retreat is included in your fees and registration. This fee will be no more than $40. We will provide directions to the site at Orientation. Bring with you to the retreat on Monday, September 29 on campus:

* The first reading of the quarter: H. Richard Milner’s *Start Where You Are, But Don’t Stay There: Understanding Diversity, Opportunity Gaps, and Teachers in Today’s Classrooms.*
* Seminar preparation (guidelines will be passed out at orientation).
* On Tuesday and Wednesday, your own lunch/snacks, water for the day (there will be no place to go to “get” lunch) paper, notebook, handouts, pen/pencils

On Thursday evening (at 5 pm) we will have a potluck and talent sharing in the Longhouse Education and Cultural Center on campus for program members and their families and/or significant others.

**WEEKS TWO THROUGH TEN (Oct. 7-Dec. 12)**

After the first week of class, you will be involved in MIT program activities four days a week (Tuesday through Friday). Thursdays will be spent in public school classrooms and/or assigned community observation activities. The fall quarter observation sites have already been arranged. On-campus classes will be on Tuesday, Wednesday and Friday. The weekly schedule is as follows: Tuesday 9-4, Wednesday 9-1, Thursday 7-3 or 9-4 (depending on school hours), and Friday 9-4. There are no classes during Thanksgiving week, and you will have an evaluation meeting with your faculty the week of Dec. 15.

The following is a list of books for fall quarter. The faculty team will add several more titles as they make final decisions. These titles are required:

Arends, R. I. (1997). *Classroom Instruction and Management*. Boston: McGraw Hill.

Costa, A.L., & Kallick, B. (2014). *Dispositions: Reframing Teaching and Learning*. Thousand Oaks, CA: Corwin.

Delpit, L. (1995/2006). *Other People’s Children: Cultural Conflict in the Classroom*. New York: The New Press.

Hooks, B. (1994). *Teaching to Transgress: Education As the Practice of Freedom*. New York: Routledge.

Horton, M., & Freire, P. (1990). *We Make the Road by Walking: Conversations on Education and Social Change*. Philadelphia: Temple University.

McLaren, P. (2006). *Life in Schools: An Introduction to Critical Pedagogy in the Foundations of Education*. (5th Edition). Upper Saddle River, NJ: Pearson.

MacLeod, J. (2008). *Ain’t No Makin’ It: Aspirations and Attainment in Low-income Neighborhoods*. (3rd Ed.). Boulder, CO: Westview.

Milner IV, H.R. (2010). *Start Where You Are, But Don’t Stay There: Understanding Diversity, Opportunity Gaps, and Teaching in Today’s Classrooms*. Cambridge, MA: Harvard University.

Rury, J.L. (2012). *Education and Social Changes: Contours in the History of American Schooling*. (4th ed.). New York: Routledge.

Zull (2002) The Art of Changing the Brain: Enriching the Practice of Teaching by Exploring the Biology of Learning. Stylus Publishing.

Be sure to order the editions listed.

We look forward to seeing you on Saturday, September 20th. We hope you enjoy the remainder of the summer! Maggie Foran, our Advising and Certification Officer, will be sending you a reminder about Orientation with a map of the campus in late August.

Sincerely,

Jon Davies, Faculty

Phyllis Esposito, Faculty

Sonja Wiedenhaupt, Faculty

Patrick Naughton, MiT Director

Maggie Foran, Advising and Certification Officer

Loren Petty, Field Experience Officer

**Pre-Residency Certificate Clearance Directions**

All Evergreen MiT teacher candidates must have a Pre-Residency Certificate Clearance to participate in practicums. Below are detailed directions of how to set up your EDS account and apply for the Pre-Residency Certificate. When you go to apply for your Pre-Residency Certificate (the last step) make sure you allow about a half hour to complete the process. If you exit the wizard before it is complete none of your information will be saved. You will be asked to provide name, phone numbers, and addresses for three character references. If you answer “yes” on any of the character and fitness background questions you will need to provide a written statement and supporting documents and your information will be routed to the Office of Professional Practices (OPP). OPP will review your file once you have Washington State Patrol and FBI clearance after being fingerprinted and determine if you qualify for the Pre-Residency Certificate. If you do not answer yes to any of the background questions Evergreen will clear you once you have fingerprint clearance from Washington State Patrol and FBI.

**Step 1: Create an Account:**

* Go to: <https://eds.ospi.k12.wa.us> . The Office of the Superintendent of Public Instruction (OSPI) has informed us that if you do not provide your social security number in your account, you will experience delays in account creation and processing.
* Click “Create an Account” tab

Username: Must be valid email address

Password: Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

* To Complete Profile Information (you can leave the certification field blank) – Click Submit
* You will be prompted to “Request Application Roles” select the “Not Now” button to continue to EDS
* Wait an hour before you complete the remaining steps:
* Go to the EDS website, <https://eds.ospi.k12.wa.us>
* Login
* Select “My Applications”
* Then select “E-Certification”
* You will be prompted to confirm/enter your demographic information

**Step 2: Complete Education History and Work Experience**

* Go to home page 🡪 My Credentials 🡪 Educator 🡪Education History
* Select “Click Here to Add Education History”
* Input your education history to the best of your knowledge, you can estimate dates and credit hours. The system does not recognize future dates so only include education you have already completed.
* Once you have completed your education history select “work history” under the Educator tab
* Professional Education Experience is paid experience you have completed in a school district (i.e. paraprofessional, coach, bus driver). If you have professional education experience select “Click Here to Add Professional Education Experience”
* Other Employment Experience should include non-education paid jobs. Include the last two jobs you have held.
* Again, you can use estimated dates and total number of hours worked. Do not spend a lot of time on this. If additional information is needed you will be contacted by the Office of the Superintendent of Public Instruction.

**Step 3: Apply Pre-Residency Certificate**

* From your home screen select “Apply for a Washington Credential Here”
* Select “Apply for Credential” by the Pre-Residency Certificate Clearance”
* Step 3 will ask you if your employment history is correct. Make sure you select “yes” otherwise you will be kicked out of the wizard and you will have to start over. If the information is not correct once you complete your Pre-Residency Certificate Clearance Process you can return to the Educator tab and edit the information.
* Step 6 – do NOT select the box that says, “I am completing a teacher preparation program from an out-of-state college/university.” Instead, select The Evergreen State College from the drop down menu.
* Follow the directions and complete all of the steps required in the wizard.
* Evergreen will automatically be notified once you have submitted your application and you will receive your clearance after OPP or Evergreen processes your request.

**Fingerprinting Information**

You are encouraged to be fingerprinted in August or early September (generally cleared within one to two weeks) at the local ESD #113 office in Tumwater and request the prints be provided to Evergreen. Information on location, hours and types of payment ($68.50) can be found at: <http://www.esd113.org//site/default.aspx?PageID=194>. Fingerprints are valid for two years. Please keep your receipt and bring to orientation.