



# UNITED TRIBES<sup>®</sup> TECHNICAL COLLEGE

## TEACHER EDUCATION DEPT

United Tribes Technical College (UTTC) was awarded a teacher training grant entitled the Project SAGE by the Office of Special Education Programs. The purpose of this project is to increase the number of highly qualified teachers certified in Elementary Education and Special Education. Upon completion of the program, the project participants, referred to as scholars, will be eligible for North Dakota teacher licensure in Elementary Education with coursework for an endorsement in Special Education.

Twenty (20) full-time scholars will be selected to begin coursework in Spring/Summer 2015 for the bachelor degree program of study. Potential candidates must have a complete application packet before they will be considered for selection (the components of the application packet are detailed in this information). The final selection criteria for the project will be completed by select UTTC faculty and the project director. Preference for selection will be given to applicants who have already completed a two-year degree or a considerable number of credits within the past five years.

Project SAGE allows for student financial support of at least \$3,000 per semester and considerable professional development opportunities. Participants are encouraged to seek financial aid funding sources early. In order to continue participation in the project, participants must maintain a minimum 2.75 GPA, as well as fulfill other project requirements.

**For more information, please contact**

Lisa Azure, Project Director  
at (701) 255-3285, ext. 1407, or  
[lazure@uttc.edu](mailto:lazure@uttc.edu)

OR

Jenifer Heid, Administrative Assistant  
[jheid@uttc.edu](mailto:jheid@uttc.edu), or (701) 255-3285. ext. 1428

# PROJECT SAGE

An Office of Special Education Programs Teacher Education Program  
UNITED TRIBES TECHNICAL COLLEGE

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## Application Requirements

The following information is required for you to be considered for acceptance into Project SAGE. Applicants with an associates level degree or significant coursework equivalent will be given priority.

1. Completed Personal Information Sheet
2. Letter of Application - A sample letter is included in this application packet.
3. Philosophy of Education Essay (See attached criteria)
4. Three (3) Completed Recommendation Forms
5. Notarized and signed Criminal History Consent Form
6. Application for Admission to UTTC, if not already a current student – to apply visit [www.uttc.edu](http://www.uttc.edu). (Letter of acceptance from UTTC will be required if applicant is selected for program.)
7. Unofficial copies of your transcripts verifying you have an A.A. or A.A.S. degree, or significant coursework. (After acceptance into the program, you will be required to provide an official copy of your transcript to the UTTC Registrar.)
8. Completion of one Praxis Core Assessment test. Register and take one of the three Praxis Core Assessments (writing, reading, mathematics). Teacher candidate must meet minimum cut scores established by the ND Education Standards & Practices Board, For more information and assistance scheduling, see Brenda Rhone, [brhone@uttc.edu](mailto:brhone@uttc.edu), (701) 255-3285 ext. 1788.

*Each application will be carefully reviewed within two weeks of the application deadline. References will be verified. After receiving your application, and verifying references, you will be contacted for an interview. Notification of acceptance will be provided to applicants after we have reviewed all of the documents and you have completed your interview.*

**Completed applications can be emailed to [jheid@uttc.edu](mailto:jheid@uttc.edu); faxed to (701) 530-0620 or mailed to:**

United Tribes Technical College  
ATTN: Jenifer Heid, Skills Center  
3315 University Drive  
Bismarck, ND 58504

*This program is made possible through an Office of Special Education Programs grant entitled Project SAGE. The college does not discriminate based on race, color, national origin, gender, age, or disability but does have an American Indian preference policy. When qualifications of candidates are equal, native candidates will be chosen.*

## PROJECT SAGE APPLICATION PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	
FORMER NAME (if applicable)			
DATE OF BIRTH (mm/dd/yyyy)		SOCIAL SECURITY NUMBER	
Are you a United States citizen? (If not a United States citizen, include a declaration and Certification of Finances form – available from UTTC Admissions Office)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
EMAIL ADDRESS		PHONE NUMBER	
MAILING ADDRESS		CITY	
		STATE	
		ZIP	
<b>List all colleges, universities, and schools (beyond high school) attended, whether or not credit was earned:</b>			
NAME OF SCHOOL	CITY/STATE	DATES ATTENDED	DEGREE AND DATE EARNED
<b>Request official transcripts from all colleges you have attended and received credit for to United Tribes Technical College Admissions Office.</b>			
*GENDER:		*RACE	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian	
*NOTE: This information is requested for statistical purposes only and will not affect the status of your application. The information will not be used in a discriminatory manner and your response is voluntary.			
<b>I have read the above application and answered all questions to the best of my knowledge. Any false information given will be cause for my suspension from the program. I agree to abide by the rules and regulations set forth by United Tribes Technical College. I authorize the Admissions Office to solicit that information which is necessary for consideration for acceptance.</b>			
APPLICANT SIGNATURE		DATE (mm/dd/yyyy)	
<b>Equal Opportunity/Affirmative Action:</b>			
United Tribes Technical College is an equal opportunity/affirmative action employer which does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership/non-membership in an employee organization except as allowed by the Indian Preference provision of the Civil Rights Act of 1964 as amended.			

**PROJECT SAGE APPLICATION**  
*An Office of Special Education Programs Teacher Education Program*  
**UNITED TRIBES TECHNICAL COLLEGE**

**RECOMMENDATION FORM**

**APPLICANT WAIVER OF RIGHTS OF EXAMINATION**

Applicant Name: \_\_\_\_\_

I understand that the information supplied on this form is confidential and will not be shared with me. By signing my name below, I waive all rights of examination

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**RECOMMENDATION**

The person named above is an applicant for PROJECT SAGE, a teacher training program. Each applicant is required to provide supporting statements from a non-relative individual who is familiar with his or her commitment and abilities.

**1. How would you rate the applicant with respect to the following teacher dispositions?**

DISPOSITION	EXCEPTIONAL	STRONG	AVERAGE	FAIR	POOR	UNKNOWN
Embraces diversity and is respectful of all people						
Caring to all children						
Believes all students can learn						
Is flexible and adaptable						
Balances and completes tasks on schedule						
Accepts and utilizes suggestions for improvement						
Works well with others						
Is dependable						
Uses time wisely						
Is punctual						
Maintains a positive attitude						
Reflects upon and takes responsibility for his/her own learning						
Demonstrates effective verbal and non-verbal communication						
Is a thoughtful and responsive listener						
Demonstrates critical thinking skills						
Adheres to high ethical standards						
Respects confidentiality of information						
Maintains proper professional dress and hygiene						

**2. In what capacity have you known this applicant?**

**3. I \_\_\_\_\_ that this applicant be admitted to PROJECT SAGE.**

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Phone Number \_\_\_\_\_

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Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Guide to Writing Your Philosophy of Education

The whole notion of writing your personal philosophy of education may make your heart pump rapidly and find you questioning how one should even get started in this process. Below are guidelines to provide you support and resources that can present you assistance. Keep in mind that as you continue on with your studies and have more experiences within the education environments your philosophy of education will change. To provide a user-friendly (and less stressful) guide you will write your philosophy of education in four parts. In your essay, you should indicate (in a few paragraphs for each section) the following:

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## Section 1) what you believe is real (your ontology) about:

- ◆ the nature of learners
- ◆ your role as a teacher
- ◆ schools
- ◆ the role of others (administrators, parents, etc.)

Start your responses with **I believe....**

For example, do you believe that all students are capable of learning? Do the students in a classroom have something to contribute, or is it the teacher who is the primarily source of contributions? How do you believe that children learn best, through lecture, hands-on activities, a blend of methods, or through preselected district approved textbooks? What role should parents, administrators, and/or other members of society do to participate in the education of youth? Or do you believe that formal education should rely solely on teachers?

## Section 2) what you value and the goals associated with those values (your axiology) about:

Start your responses with **I value or my goal is to....**

For example, what purpose does education have within our society and world? Are you focusing on their economic imprint, societal expectations, cultural presence, or controlling the education that takes place in your classroom by following the state standards? How will you determine what should and shouldn't be taught to students? What do you expect children to gain knowledge of under your guidance? What are your behavioral expectations of your students? What rules will you enforce in the classroom? If a rule is broken, what will be the consequences?

## Section 3) what methods you expect to utilize to accomplish your educational goals for your future students (an epistemology):

Start your responses with **I will...**

For example, to provide new knowledge/skills to your students what method(s) will you use; lectures- direct instruction, cooperative learning groups, using problem-solving techniques, use ability grouping, etc. How will these help you accomplish your goals in providing an education to your students? Have you read or experienced something that supports your belief? How will you set up your learning environment to encourage and support learning?

## Section 4) Finale:

Finally, in keeping with the Teacher Education slogan, you should bring to a close your philosophy of education paper by explaining how your philosophy reflects the theme "Creating Competent, Caring Teachers" by identifying teacher dispositions that effective teachers should possess.

For example, what teacher dispositions are a must to possess to be an effective educator? What traits of effective teachers will you possess and role model to your students?

## SAMPLE – LETTER OF APPLICATION

Date

Lisa Azure, Teacher Education Chair  
United Tribes Technical College  
3315 University Drive  
Bismarck, ND 58504

Dear Dr. Azure:

First paragraph: Introduce yourself and include pertinent information about your past education and experience and how you found the information for the project.

Second and third paragraphs: Give a more complete explanation of the college degree you have completed or are currently completing. Address the skills you have been developing while in college and/or working, both directly relevant skills (for instance, this include lesson planning, working with families, etc.) and indirectly relevant skills (for instance, learning problem solving skills, ability to meet deadlines, to work in a team atmosphere, to take direction from many sources, etc.) You may also mention relevant courses you have taken if you do not have a degree yet.

Use professional vocabulary and phrasing. Make this an interesting letter to read. Be confident in your experience and knowledge and build a case for how you can be an asset to this project.

You should try to find something memorable about yourself that will help us remember you after reviewing numerous applications.

Final paragraph should say thanks for reviewing your application and that you look forward to the interview. Give the information we will need to get in touch with you to schedule the interview (time of day and phone or email) or if we need more information.

Sincerely,

Signature  
Your address





**UNITED TRIBES  
TECHNICAL COLLEGE**

# CRIMINAL HISTORY CONSENT

**United Tribes Technical College  
Teacher Education Department**

I authorize United Tribes Technical College to receive any criminal and/or driver's history record information pertaining to me which may be in the files of any state, federal or local criminal justice agency.

Further, I give consent to the College to perform periodic criminal history background checks for the duration of my pre-service teacher candidacy, which includes field experiences, and student teaching.

I understand that no agencies, or employees of those agencies, shall be responsible for the accuracy of information nor assume any liability for defamation, invasion of privacy, negligence or any other claim in connection with any dissemination of information pursuant to this record check, and shall be immune from suit based upon such claims.

LAST NAME		FIRST NAME		MIDDLE	OTHER NAMES USED
STREET ADDRESS			CITY	STATE	ZIP
GENDER	ETHNICITY			BIRTHDATE	SSN xxx-xx-xxxx
HOME PHONE (xxx) xxx-xxxx	CELL PHONE (xxx) xxx-xxxx	DRIVER LICENSE#/ or STATE ID#		STATE ISSUED	

Teacher Education students must complete the criminal history consent form, have it notarized, and submit it with application. This is a requirement for students in the Elementary Education AS program and Elementary Education bachelor degree program.

Student/Applicant Signature		<b>ATTENTION! MUST BE SIGNED IN THE PRESENCE OF A NOTARY</b>	Date
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Notary Stamp			
	STATE	COUNTY	
	Signed and sworn to (or affirmed) before me on	Date	
	Signature of notary public		
	Commission expiration date (only if not listed on stamp)		