

Decision Point 1 Guide for Applicants

October 2023

Decision Point One is the formal admission process to the Educator Preparation Program (EPP) which certifies eligibility for educator licensing. The EPP is governed by national standards for teacher preparation via accreditation by the Council for the Accreditation of Educator Preparation (CAEP) and state standards by the Indiana Department of Education (IDOE). The following program of teacher preparation are approved at Hanover College:

Elementary Education Major (Grades K-6 Certification)

Elementary Education with a Minor in a content area

Elementary Education with Mild Interventions Dual Certification (P-12)

Secondary Education Major (Gr. 5-12 Certification with Major in the following content areas)

Fine Arts: Visual Arts (Art and Design Major)

Fine Arts: Theatre Arts (Theatre Major)

English Language Arts (English Major)

Health and Physical Education (Health Movement Studies or Kinesiology Major)

Mathematics (Mathematics Major)

Sciences: Life Science (Biology Major), Chemistry, Earth/Space Science (Geology/Astronomy Majors), Physics

Social Studies: Government/Civics (Political Science Major), Historical Perspectives (History Major), Psychology, Sociology

World Languages: French, German, or Spanish (French, German, Spanish Majors)

The following area may be completed for a Preschool to Grade 12 (p-12) Certification

Fine Arts: Visual Arts (Art and Design Major) and Fine Arts: Theatre Arts (Theatre Major)

Health and Physical Education (Health Movement Studies or Kinesiology Majors)

World Languages: French, German, or Spanish (Major)

Mild Interventions Dual Certification is available to all Secondary or All Grade Candidates but is not a "stand-alone" certification. Elementary Education can take the Mild Interventions coursework in place of a minor even if not desiring certification to teacher Special Education. See College Catalog for information.

Applying for Admission

All Sophomores who have not yet been admitted need to go through the application process in the fall of 2023. The deadline is October 18, 2023. The requirements for admission are:

- Minimum **GPA of 2.67** (if do not meet, complete other parts of application and can be admitted when GPA meets the requirement). GPA minimum is non-negotiable.
- Completion of **EDU 221 Education and the American Culture** with a minimum course grade of a C and positive feedback from the teacher for the field assignment.
- Submission of the Application to the Program in TEVERA) which includes:

1. Philosophy of Education essay from EDU 221

Will be reviewed by the Teacher Education Committee of Faculty (TEC)

2. Unofficial transcript from My Hanover

On My Hanover, find your unofficial transcript and then you can click FILE, PRINT, and choose SAVE AS PDF for the printer's name. Choose your destination folder on your hard-drive or One Drive to have this to upload to your application.

3. Names of two professors who will provide a recommendation for your application

These should be professors who have had you in class and do ask them for permission!

Cheryl will do the rest!

(These cannot be Education faculty or TEC members Ann Kirkland, Fernanda Zullo or Bill Tereshko).

There are two Zoom interviews as part of the process. Watch for and respond to requests for your availability for these via email! One will be by TEC and the other by our teacher evaluation panel.

After all parts of the application process have been completed, TEC will vote on candidate admission and the applicant will receive a formal letter of the committee's decision. Once admitted as a teacher candidate, the student will begin work toward Decision Point 2 through scheduling of their 300 level EDU methods courses and requirements. Admitted Candidates will be assigned to Dr. Bailey as their Education Advisor if needed. Secondary Candidates will also have a content area major advisor. Dr. Bailey will help you create your Education academic plan and submit the Elementary and Secondary Education major declarations with the Registrar.

IMPORTANT NOTES

Admitted sophomores may need to pick up the appropriate Methods courses during DROP/ADD for that semester.

Elementary Ed students should take EDU 340 in Fall 2023

Secondary Ed sophomores should add EDU 314 in Winter 2024

Candidates who miss the opportunity to take Methods early will have to take all Methods coursework as juniors. Consult Dr. Bailey for details.

Students who have not been admitted by the beginning of the junior year, may need an extra semester to complete all requirements for teacher certification.



Student Directions for Applying to the EPP using Tevera

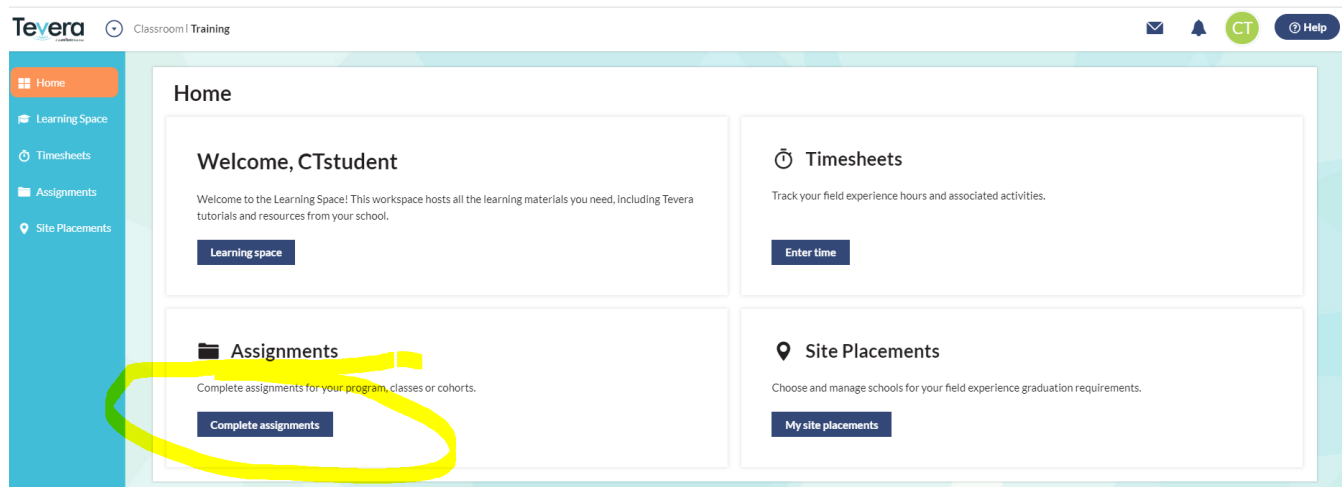
The EPP changed to Tevera for our assessment and data management software in the 2023-2024 year. You must have a registered Tevera lifetime subscription to complete the application process for admission.

Navigate to **Hanover.Tevera.app** and log in. If you get an error message, contact Cheryl torline@hanover.edu to send you a registration link via email. The software is \$215 for a one time, lifetime subscription payable by debit or credit card. If you have extra funds from your Financial Aid package, you may request a refund and use that money to purchase Tevera. Additionally, students may apply for a Panther Emergency Fund loan to purchase Tevera and pay that back with zero interest. Students ordinarily will have purchased Tevera in EDU 221 after this first year of adoption of the platform.

Student Dashboard

When you log in to Tevera, you will be on the Student Dashboard and to start the application process, you will click on COMPLETE ASSIGNMENTS box as shown below:

**If you have not done so previously, click on the Learning Space box to complete training on using Tevera.*



Students will then see a list of their Tevera assignments for all courses and requirements – to apply for admission, students complete the highlighted tasks – the EPP application form, the upload of your Philosophy of Education essay from EDU 221 (remember, students currently enrolled in EDU 221 will need to complete this assignment early and upload the unscored version. You will also create a pdf of your unofficial transcript on My Hanover and upload that file here as well.

**To make a pdf of the file, choose the Print icon on your transcript and on the box where you select the printer, change that to SAVE AS PDF.*

Do not worry about the other Dec. Pt 1 tasks – Cheryl will assign these to the evaluators after you submit your application!

Assignments		Task Type	Due Date	Status
Decision Pt 1 [Fall 2023]				
+ Dec Pt 1 TEC Interview Rubric(FIRST EVALUATOR)	Form		Not Started	
+ Dec Pt 1 TEC Interview Rubric (THIRD EVALUATOR)	Form		Not Started	
+ Dec Pt 1 TEC Interview Rubric (SECOND EVALUATOR)	Form		Not Started	
+ Dec Pt 1 Teacher Interview Rubric (THIRD EVALUATOR)	Form		Not Started	
+ Dec Pt 1 Teacher Interview Rubric (SECOND EVALUATOR))	Form		Not Started	
+ Dec Pt 1 Teacher Interview Rubric(FIRST EVALUATOR)	Form		Not Started	
+ Dec Pt 1 App Recommendation (FACULTY #2)	Form		Not Started	
+ Dec Pt 1 App Recommendation (FACULTY #1)	Form		Not Started	
+ EPP Application for Admission (STUDENT FORM)	Form		Not Started	
+ Philosophy of Education Upload	Upload		Not Started	
+ Transcript Upload	Upload		Not Started	

QUESTIONS?

We are here to help! If you are having difficulties, schedule an appointment with our Education Student Services Coordinator Cheryl Torline at torline@hanover.edu

Cheryl can help with this and other EDU tasks!