

DIRECTIONS:

1. Complete the Polk State College online application at <https://polkstatecollege.formstack.com/forms/application>
 2. Print this Admission Packet.
 3. Write a professional letter of introduction as described in this packet.
 4. Complete a self-assessment of Educator Dispositions online at <https://tinyurl.com/y3d94tfq>
 5. Acknowledge review and understanding of all program policies as stated in Appendices A – K with your initials and signature.
 6. Complete Admission Packet as follows:
 - a. Page 1 – Cover Sheet
 - b. Page 2 – Professional Letter of Introduction
 - c. Pages 3 & 4 – Acknowledgement of Program Policies
 - d. Page 5 – Copy of your Polk County School Board photo ID (Optional with Admission Packet, but must be submitted prior to Field Studies I.)
 7. **SUBMIT the Admission Packet at one of the following locations:**
 - Lakeland Academic Affairs – LLC 2230
 - Winter Haven Academic Affairs – WSC 101
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PROFESSIONAL LETTER OF INTRODUCTION – DIRECTIONS

Remove this page and insert your typed letter as page 2 of the packet.

Every school and every teacher work from a set of core beliefs – a philosophy of education – that influences what and how students are taught. A philosophy of education represents answers to questions about the purpose of schooling, a teacher’s role, and what should be taught and by what methods.

Please write a one-page **professional letter** of introduction to the Polk State College Bachelor of Science in Education Program Admissions Committee that

- provides an introduction of yourself to the Committee,
- presents your personal philosophy of education, and
- explains why you are interested in a career as an educator.

Insert your typed letter in place of this page. Your letter will become page 2 of the Admission Packet.

ACKNOWLEDGMENT

I have read the Admission Packet Appendices and acknowledge that I understand the Polk State College BS in Education program policies referenced below.

Initials **APPENDIX A - EDUCATOR DISPOSITIONS:** As a teacher candidate in the BS program, I will be expected to demonstrate professional dispositions while on campus and during field studies. I understand that I will be assessed on the 9 Educator Dispositions throughout the program.

Initials **APPENDIX B - CODE OF ETHICS & PROFESSIONAL CONDUCT:** As a teacher candidate in the BS program, I will be expected to adhere to the Code of Ethics and Principles of Professional Conduct for the Education Profession in Florida.

Initials **APPENDIX C - CRIMINAL HISTORY DISCLOSURE:** As a teacher candidate in the BS program, I must **report criminal activity within 48 hours of the offense**. If I fail to report prior criminal history or new criminal charges, I may be denied access or separated from the program.

- Please disclose and describe any criminal offenses whether they are listed in Appendix C or not.

- Date of Charge: _____

- Offense/Charges: _____

Initials **APPENDIX D - FLORIDA TEACHER CERTIFICATION EXAMINATIONS:** I understand that a passing score on all portions of the Florida Teacher Certification Exam are required to earn a BS in Education bachelor degree at Polk State College.

Initials **APPENDIX E - FIELD STUDIES AND INTERNSHIP:** I understand that full-day field studies are required in all BS in Education programs and occur over multiple semesters. I acknowledge that a final full-time teaching internship in a Polk County classroom is required for program completion and graduation.

Initials **APPENDIX F - FINGERPRINT-BASED BACKGROUND CHECK:** I understand that a fingerprint-based background check must be completed through the School Board of Polk County prior to the beginning of Field Study 1.

Initials **APPENDIX G – ATTENDANCE:** As a teacher candidate in the BS program, I will be expected to be in class, unless there is an extreme emergency, illness, or pre-approved religious observance. I will be responsible for contacting instructors regarding any absence and acknowledge there are consequences for my absence.

Initials **APPENDIX H – GRADING SCALE:** I understand that the grading scale for BS in Education courses (3000-4000 level only) is as follows:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = 69 and below

Initials **APPENDIX I - LATE WORK POLICIES:** I understand that all course assignments are due on the dates published in the syllabus and that only half-credit (50%) can be earned on work that is late. Late work that is not submitted with one additional week will receive 0 points or a grade of F.

Initials **APPENDIX J – DRESS CODE:** As a teacher candidate I will be expected to be well groomed and present a professional appearance on campus and at field studies. Violation of the dress code requirements will result in the dismissal from class or field studies as appropriate. The dismissal will count as an absence.

Initials **APPENDIX K – COMMUNICATION:** As a teacher candidate I will be expected to check my Polk State email and Education Station in Canvas at least once a week.

Initials **APPENDIX L - PEP Rally:** As a teacher candidate, my participation in the August and January PEP Rally events is required. I understand that I must attend the Orientation Session at the PEP Rally for the semester I am admitted to the program or I will be expected to attend Orientation at the next PEP Rally.

I acknowledge that I have read and understand the expectations for teacher candidates as described in the BS in Education policies that were provided as appendices to this document and referenced above.

Applicant's Printed Name

Signature

Date

APPENDICES

Pages 5 -17 are provided for your review and records.
Please do not include the appendices in your Admission Packet submission.

For your records only. Do not include this page in the packet submission.

APPENDIX A PROFESSIONAL EDUCATOR DISPOSITIONS

Polk State College Mission Statement: *Polk State College, a quality driven institution, transforms students' lives through the power of education by providing access to affordable associate and baccalaureate degrees, career certificates and workforce employment programs, delivered by diverse, qualified faculty and staff.*

Polk State College Teacher Education Mission Statement: *The mission of Polk State's teacher education programs is to prepare teacher candidates with the knowledge and dispositions necessary to become competent and compassionate professional educators dedicated to serving the diverse cultural, linguistic, and exceptional learning needs of all students.*

Polk State Education is responsible for developing and assessing Teacher Candidates' knowledge and skills in teaching, and educator dispositions. Dispositions can be defined as the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities. Research shows that educator dispositions affect student learning, motivation, and development, as well as the educator's own professional growth (InTASC, 2002; Danielson, 2009; Marzano, 2009).

Teacher Candidates are expected to demonstrate appropriate dispositions while on campus and at field study host schools. The Educator Disposition Assessment (Almerico, Johnston, Wilson, 2017) will be used each semester to assess the following dispositions.

1. Demonstrates effective oral communication skills
2. Demonstrates effective written communication skills
3. Demonstrates professionalism
4. Demonstrates a positive and enthusiastic attitude
5. Demonstrates preparedness in teaching and learning
6. Exhibits an appreciation of and value for cultural and academic diversity
7. Collaborates effectively with stakeholders
8. Demonstrates self-regulated learner behaviors/takes initiative
9. Exhibits the social and emotional intelligence to promote personal and educational goals/stability

Your self-assessment of Educator Dispositions is required for admission to the BS in Education program. Please complete the online self-assessment at <https://tinyurl.com/y3d94tfg>

Once admitted to the program, Educator Dispositions will be assessed, but not graded, each semester. If an area is identified for candidate improvement, a Soar to Success Contract will be required. The contract will establish a specific target and timeline for improvement.

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**APPENDIX B
CODE OF ETHICS AND PRINCIPLES OF PROFESSIONAL CONDUCT
FOR THE EDUCATION PROFESSION IN FLORIDA**

Polk State College BS in Education programs prepare individuals to teach in diverse learning environments in the professional field of education. In Florida, certified educators are held to standards of conduct as outlined in the Florida Statutes and State Board of Education Rules. Prospective teachers must be able to demonstrate that they are individuals of strong moral character who can make mature decisions. Teachers are responsible for the education, safety, and well-being of any student in their charge. As such, students enrolled in Polk State's teacher education programs must adhere to the Code of Ethics and Principles of Professional Conduct for the Education Profession in Florida. These guideposts serve as a reminder to the educator that there are obligations and expectations associated with the profession.

More information about Florida Professional Teaching Practices can be found at <http://www.fldoe.org/teaching/professional-practices/>.

Florida Statute Rule 6A-10.080 Code of Ethics of the Education Profession in Florida.

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Rulemaking Authority 1001.02, 1012.51, 1012.53 FS. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 FS. History-New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01, 6B-1.001.

Retrieved March 2016 from <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.stml>

Florida Statute Rule 6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.

2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
 - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.
 - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - g. Shall not misrepresent one's own professional qualifications.
 - h. Shall not submit fraudulent information on any document in connection with professional activities.

- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.51, 1012.53 FS. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 FS. History-New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006.

Retrieved March 2016 from <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.shtml>

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APPENDIX C CRIMINAL HISTORY DISCLOSURE

Florida statutes establish that a conviction of certain offenses makes one ineligible for a Florida Educator Certificate and employment in any position that requires direct student contact in a district school system, charter school, or private school that accepts students under the Corporate Tax or McKay Scholarships or the Florida School for the Deaf and the Blind.

Examples of disqualifying criminal offenses are listed below. This is not intended to be a complete list but shall serve as a guideline. After reading the list, please disclose **ANY** criminal history that may pose a barrier in completing field experience requirements or pursuing a career in the field of education.

Individuals with criminal records including guilty pleas (regardless of adjudication), no-contest pleas, and pre-trial intervention/diversion with the following offense(s) will not be hired or granted access to schools:

- Arson
- Child Abuse
- Currently on probation or has a case pending
- Extortion
- Extreme Violence (Aggravated Assault/Aggravated Battery, Murder, Attempted Murder)
- False Imprisonment
- Indecent Exposure if Sexual in Nature
- Kidnapping
- Manslaughter (Including Vehicular Homicide/Involuntary)
- Pornography
- Prostitution or Solicitation of Prostitution
- Sexual Offense (Lewd and Lascivious Sexual Battery, Rape, Sex with a Minor)

The following criminal activity will be considered if the crime was committed more than ten years prior:

- Burglary
- Felony Battery/Assault
- Felony Drug Use
- Felony Possession of a Concealed Weapon
- Forgery
- Grand Larceny
- Grand Theft/Robbery
- Welfare/Unemployment Fraud

The following criminal activity will be considered if the offense is more than five years old:

- Battery/Assault
- Domestic Violence
- Misdemeanor Drug and/or Paraphernalia
- Possession of Concealed Weapon-Misdemeanor
- Resisting Arrest with Violence

The following criminal activity will be reviewed on a case-by-case basis:

- Arrest without Violence
- Disorderly Conduct
- DUI
- Larceny
- Loitering
- Multiple Criminal Offenses
- Petty Theft (Theft to Deprive/Retail Theft/Shoplifting)
- Sale of Alcohol to Minor
- Trespassing
- Worthless Checks
- Other Criminal Offenses

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APPENDIX D FLORIDA TEACHER CERTIFICATION EXAMS (FTCE)

The Florida Teacher Certification Exam consists of **three separate examinations** that must be completed as follows:

Before admission to a BS in Education degree program:

1. General Knowledge Test (GKT)
 - Four subtests: Essay, English Language Skills, Reading, and Mathematics
 - All 4 subtests (1st Attempt and Retake) - \$130
 - 3 subtests (1st Attempt and Retake) - \$97.50
 - 2 subtests (1st Attempt and Retake) - \$65
 - 1 subtest (1st Attempt and Retake) - \$32.50

Before approval for final internship:

2. Professional Education (PEd) Test
 - 1st Attempt - \$150
 - Retake - \$150
3. Subject Area Examination (SAE)
 - Four subtests for BS in Elementary Education: Language Arts and Reading, Social Science, Science, and Mathematics
 - Four subtests for BS in Early Childhood Education: Developmental Knowledge, Language Arts and Reading, Mathematics, and Science
 - 1st Attempt (Full battery) - \$150
 - Retake 4 subtests - \$150
 - Retake 3 subtests - \$112.50
 - Retake 2 subtests - \$75
 - Retake 1 subtest - \$37.50

Polk County School Board requires a passing score on all three FTCE exams before placement in a local school for the final internship requirement.

- Fall semester internship applications due February 1st – **Final FTCE deadline is March 1st**
- Spring semester internship applications due October 1st – **Final FTCE deadline is November 1st**

NOTE: If you have not already done so, please sign into the Pearson (PearsonVUE) portal and request that Polk State College receive your official FTCE scores. The College must receive the score report directly from Pearson. Please complete this step before submitting this packet.

For FTCE information and resources, please see polk.edu/education.

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APPENDIX E FIELD STUDIES AND INTERNSHIP

The term **field studies** is used to describe a special kind of course requirement that asks you to make connections between what is learned in class and how that knowledge is applied in professional practice. These objectives are accomplished through hours of study in classrooms to engage more directly in the learning experiences of students.

To meet state requirements for teacher preparation, the college Field Experience Coordinator will manage placements for field studies to ensure that teacher candidates gain expertise in a variety of school settings and grade levels as they progress through the program.

A minimum of **three required field study placements** must be completed prior to the final internship. These placements will begin Week 3 and end by Week 13 of the fall and spring semesters. Each placement is for **one full school day weekly over the 10-week time frame**.

Fall/Spring Semesters	Time Required	Begins	Ends
Field Study 1	1 full school day weekly	Semester Week 3	By Week 13
Field Study 2	1 full school day weekly	Semester Week 3	By Week 13
Field Study 3	1 full school day weekly	Semester Week 3	By Week 13

*Special accommodations may be made for full-time school employees working in regular K-6 classroom settings.

At the end of the bachelor's degree program, a **final internship** is required to provide ample time for teacher candidates to demonstrate mastery of the skills and competencies necessary for effective teaching and learning and required for Florida Teacher Certification. The typical final internship experience is a 12-week placement in a local school where teacher candidates engage with students as a full-time classroom teacher.

Fall/Spring Semesters	Assigned Time	Extended Time
Final Internship	12 weeks full-time with students (including non-student teacher planning days)	Additional weeks or semesters as needed to demonstrate competencies

Field studies and internship placements for teacher candidates in the BS in Education program at Polk State College will be **limited to schools within Polk County, Florida**.

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APPENDIX F FINGERPRINT-BASED BACKGROUND CHECK

A fingerprint-based background check must be completed through the School Board of Polk County and your ID badge received **prior to the beginning of Field Study 1** (Week 3 of the first semester in the program). Candidates must provide a photocopy of their valid ID badge to their Program Coordinator.

A link to the Fingerprint Clearance Protocol and additional information can be found at <https://www.polk.edu/fingerprint-clearance-protocol/>.

APPENDIX G ATTENDANCE POLICY

Attendance is in integral part of the learning process. Due to the amount of content and in-class learning experiences, including discussion, reflection, and collaboration with peers, teacher candidates should plan to attend every scheduled class.

- Following 2 day-class absences **or** 1 night-class absence, teacher candidates must contact the professor to discuss the impact of the absence(s) on their grades. Students will be asked to submit a Course Absence Acknowledgement Form. The professor will notify Mrs. Kochanowski so that an appointment can be scheduled to complete a Soar to Success Contract for attendance improvement.
- For religious observances, students must provide reasonable notice of at least one week prior to an intended religious observance. (For more information, please see Polk State College Rule 4.24 at <https://www.polk.edu/wp-content/uploads/4.24.pdf>.)
- Following a 4th day-class absence **or** 2nd night-class absence, students may be asked to withdraw from the course, or the instructor may withdraw them. (The last day to withdraw from a class is noted on the academic calendar found at <https://www.polk.edu/academics/academic-calendars/>.)
- After the last day to withdraw, students may receive a failing grade in the course.

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APPENDIX H GRADING SCALE

The grading scale for all BS in Education courses (3000-4000 level) is as follows:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = 69 and below

APPENDIX I LATE WORK POLICY

Late Work – Assignments are due on the dates published in the syllabus.

- If the assignment is not submitted by the due date, 50% of total assignment points or grade will be deducted.
- If the assignment is not submitted within one additional week, 0 points or grade of F will be earned.
- Assignments may be submitted early but may not be reviewed by the professor until after the due date.

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APPENDIX J DRESS CODE POLICY

Teacher candidates are expected to be well groomed and present a professional appearance on campus and at field studies. Violation of the dress code requirements will result in the candidate being dismissed from class or field studies as appropriate. The dismissal will count as an absence.

- **On Campus face-to-face classes:** Candidates may dress in appropriate casual attire to include nice jeans, dress shorts (not short-shorts), etc. Please make sure shirts are not low cut, bare midriff, or see through. Do not wear clothing with tears or patches, or containing alcohol, culture, gang, religious, or political statements.
- **On Campus presentations, Field Studies, school visits:** Candidates should wear clothing appropriate for educational professionals working with children. No tight or short clothing allowed. Please make sure shirts are not low cut or see through. Do not wear clothing with tears or patches, or containing alcohol, culture, gang, religious, or political statements. Please do not wear jeans unless approved by the professor or cooperating teacher for a special jeans day.

APPENDIX K COMMUNICATION

The BS in Education program uses the College's learning management system, Canvas, for communication of course information and department announcements via Education Station. Teacher candidates are expected to check Canvas at least once a week.

A Polk State College email address @my.polk.edu will be used for communication with individuals. Teacher candidates are expected to check this email at least once a week.

Candidates are encouraged to not set the College emails to forward to a personal email address as the messages may be blocked by the outside carrier. Candidates are responsible for any notice/email sent to them via their @my.polk.edu address, whether or not it was received.

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APPENDIX L POLK EDUCATOR PREPARATION (PEP) RALLY

The PEP Rally is a ½ day professional development and team-building event for teacher candidates who have been admitted to a BS in Education degree program. Held twice each year, this **mandatory event** is typically scheduled on the Saturday morning before or after the first full week of classes in August and in January.

The PEP Rally is a future educator celebration in which attendees can select from a menu of mini-workshops presented by faculty and guest speakers and use this time together as an opportunity to network with other teacher candidates. The PEP Rally also includes program policy and information updates, especially **orientation for new teacher candidates** and **special seminars for those preparing for or participating in the final program internship**. In addition, PEP Rally

Attendance is required and in accordance with professional educator dispositions, it is expected that teacher candidates will communicate with the program director regarding an unavoidable absence from a PEP Rally.