

## Instruction Sheet

### College of Education Application

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If you are a **continuing USF student** (have been enrolled at USF for at least 1 semester or more):

- 1) Read and fill out the application
  - 2) Attach a copy of **ALL** sections of your **Official** General Knowledge Test Score Report (GKT).
    - Not applicable for Exercise Science applications
  - 3) Attach documentation of courses in-progress at another qualified institution, if applicable
    - This means if you are *currently* cross enrolled at another institution
  - 4) Read and sign the *Disclosure of Conviction* form
    - Provide appropriate documentation if “yes” is indicated on this form
  - 5) Completed *Criminal Record Information* form
  - 6) Application packets must include **ALL** required items. Incomplete applications will be denied.
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If you will be a first semester **transfer student** (entering USF for the first time):

- 1) Read and fill out the application
- 2) Attach a copy of **ALL** sections of your **Official** General Knowledge Test Score Report (GKT).
  - Not applicable for Exercise Science applications
- 3) Attach copies of your transcript(s) from **ALL** schools attended and/or attending
  - Includes current semester in-progress work
  - Copies of transcripts are acceptable (official copies **not** required)
- 4) Read and sign the *Disclosure of Conviction* form
  - Provide appropriate documentation if “yes” is indicated on this form
- 5) Completed *Criminal Record Information* form
- 6) Application packets must include **ALL** required items. Incomplete applications will be denied.

***Your admission is based upon successful completion of classes currently in progress. The College of Education reserves the right to rescind your admission for the upcoming term based upon unsuccessful completion of in progress courses.***

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**Mail, Fax, or Drop-off applications to:**

**University of South Florida  
Student Academic Services  
4202 East Fowler Avenue, EDU105  
Tampa, FL 33620-5650  
Fax: (813) 974-3391**

#### **Notification of Acceptance:**

You will receive written notification concerning the status of your application via email. Please include your complete email and complete mailing address on the application (street, city, zip code). We cannot give admission status via phone. Depending on the volume of applications received, the review process **can take 2-3 weeks**.

***This page is for your records only. It is not necessary to include it with the application.***

# USF College of Education - Application for Admission

## Tampa Campus Only

To apply at USF St. Petersburg, contact: 727/553-1511

Semester for which you are applying\*\* (Do not submit application prior to or after the dates indicated in the following link: <http://www.usf.edu/education/advising/undergraduate/coedu-applications.aspx>):

- Fall
- Spring
- Summer

**Applications not postmarked by the deadline indicated on the link listed above will be denied for admission.  
A new application must be submitted to be considered for each term.**

Major: English Education

USF ID#: \_\_\_\_\_  
(Example: U12345678)

Name: \_\_\_\_\_  
Last First Middle/Maiden

Address: \_\_\_\_\_  
Street Address Apt. # City State Zip Code

Phone Number: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Circle your category: Transfer to USF Continuing USF student Former USF student returning USF term of entry: \_\_\_\_\_

Transfer= Admit USF but not currently enrolled Continuing= enrolled at USF for one semester or more Former student= return to USF

Have you ever been admitted to USF College of Education in the past:  Yes  No; If yes, when: \_\_\_\_\_ MM/YR

Transfer Institutions - If you are a transfer student, list ALL institutions you have attended:

Are you currently in progress of any courses?  Yes  No

Highest degree attained (if applicable):  A.A.  A.S.  B.A.  B.S.  Other: \_\_\_\_\_

If your A.A. degree is in progress at a Florida public institution, please indicate anticipated graduation date: \_\_\_\_\_ MM/YR

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Official USF Tampa Student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>***ADVISOR USE ONLY***</b>	<b>Evaluated by:</b> _____
<b>Received:</b> ___ / ___ / ___	<b>Denied:</b> ___ / ___ / ___	<b>Accepted:</b> ___ / ___ / ___
<b>Overall GPA:</b> _____  <b>General Knowledge Test:</b> <b>M</b> _____ <b>R</b> _____ <b>ELS</b> _____ <b>E</b> _____  <b>**APS USE ONLY**</b>  <b>Intake:</b> _____ <b>Final Processing:</b> _____ Contents Database Email Step 1/Run Daily Database Code Letter CRI	<input type="checkbox"/> Missing course <input type="checkbox"/> GPA too low <input type="checkbox"/> Missing Skills Test <input type="checkbox"/> Not coded as degree seeking <input type="checkbox"/> No record: USF Admission status not final <input type="checkbox"/> Transcripts not submitted w/ app <input type="checkbox"/> Application packet received after deadline <input type="checkbox"/> Per COEDU Department/Program <input type="checkbox"/> Fall admit only (P.E., Early Childhood, Ex. Sci) <input type="checkbox"/> Update USF admit semester from _____ to _____ <input type="checkbox"/> Other: _____ <b>Comments:</b> _____ _____ _____	<b>Acceptance Status:</b> <input type="checkbox"/> Full <input type="checkbox"/> Conditional <input type="checkbox"/> Exceptional (dept approval) <input type="checkbox"/> Probationary  <b>Missing:</b> <input type="checkbox"/> GPA too low <input type="checkbox"/> AA Degree <input type="checkbox"/> GKT: _____ <input type="checkbox"/> Coursework: _____  <b>Fingerprinting:</b> <input type="checkbox"/> Hillsborough <input type="checkbox"/> Pasco

# DISCLOSURE OF CONVICTION

When you apply for a teaching certificate, you will be asked to disclose information about any existing criminal records. School districts have the right to know about any arrests, pleas of nolo contendere, adjudications withheld, or convictions that their teachers may have sustained. You will also have to supply this information to the state when you apply for a certificate. School districts have the right to obtain information regarding sealed, expunged, and/or juvenile records.

Note: Exercise Science majors are not required to submit this Disclosure.

Have you ever been arrested for, pleaded nolo contendere to, or been convicted of, a first-degree misdemeanor or felony? <b>Yes</b> _____ <b>No</b> _____ (Please check one)
<b>Any future charges or arrests may jeopardize your internship and/or teaching opportunities.</b>
<b>Print Full Name</b> _____
<b>Signature:</b> _____ <b>Date:</b> _____

**I understand that if I have an arrest record or if I incur one, that the following information applies:**

Upon applying for admission into the College of Education, I will be required to include in my application packet:

- 1) A detailed letter explaining the nature of the arrest, the circumstances related to the arrest, final disposition, and any conditions set by the court.
- 2) Certified copies of court records, which include my arrest record/s, and any documents related to the disposition of my case. (This information can be obtained by the Clerk of the Court for the town/county where the offense/s occurred.)

- ◆ The College of Education cannot guarantee a placement for the final internship.
- ◆ The College of Education cannot guarantee that at the completion of my academic program, I will receive a Florida Teaching Certificate. (These decisions are made by the Education Standards Commission of the Florida Department of Education.)
- ◆ The College of Education cannot guarantee that the states with which Florida has reciprocity will issue a teaching certificate.
- ◆ I have been advised to contact the district/s in which I wish to seek future employment as a teacher, to investigate their respective personnel hiring procedures.

It is important that you retain a personal copy of all of the documents that are submitted to the Internship Office because you will have to present the same documents to the school district/s to which you apply for employment.

I have read and understand the information contained above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**USF ID #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**STUDENT RELEASE**  
**for participation in Class Assigned Activity**

I realize that there may be inherent dangers and risks involved in classroom activity and field experiences, to include final internship, required by the College of Education. I hereby agree to hold harmless the State of Florida, University of South Florida Board of Trustees, the University of South Florida, and the faculty or staff supervising the course or course of study, as well as the agents, employees, and members of the aforementioned from any loss, liability, damage or cost that they may incur due to my voluntary enrollment or participation in these courses.

I hereby agree to abide by any policies, rules and regulations adopted by the aforementioned.

I expressly agree that the foregoing Release and Waiver of Liability Agreement is intended to be as broad and inclusive as is permitted by the law of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, the undersigned, have read this Release and Waiver of Liability Agreement and understand all of its terms. I execute it voluntarily and with full knowledge of its significance.

I, (print name) \_\_\_\_\_, am over the age of 18 years old, and live  
at the address known as \_\_\_\_\_, City of  
\_\_\_\_\_, in the State of Florida and I have executed this  
Agreement on \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
If under age 18, parental signature required

\_\_\_\_\_  
(witness if requested)



**Candidate Social Media Policy  
College of Education  
University of South Florida**

It is understood that candidates might use social media and networking sites, message boards and other forums, personal websites, and blogs, but it is important to use these sites with caution to avoid damage to your reputation, the school district to which you are assigned, and/or the reputation of the College of Education and the University of South Florida.

Candidates need to set appropriate limits between their personal and public online practices. Candidates need to understand that even though one believes information posted is “private” it often becomes public without one’s consent. Candidates are encouraged to carefully review and set privacy settings and be extremely careful as to what is posted. Anonymous posts can be tracked back to the candidate and there is no such thing as a private website or post. Just because information and pictures are deleted, archival systems save deleted information and it has the potential to resurface later. And remember, it is not just what you post, but what others might post on your site. Be certain that teachers and teacher candidates are held to a much higher moral standard than the general public and persons in many other professions.

When making posts to social media and other forms of communication always be honest about your identity and never pretend to be someone else and make derogatory posts about students, school teachers and other school personnel, peers, professors, pK-12 schools, the College of Education, and/or the University of South Florida.

Candidates are discouraged from including students as “friends” or “followers” (or any other similar terms that sites might use) at the school at which he/she is assigned or has been assigned. This not only includes students to whom you are assigned, but anyone at the school. In some cases the school district will forbid it, and going against their policy will be grounds for dismissal from the school, the district, and/or the College of Education at the University of South Florida. If the school allows it, the proper procedures that the school has implemented must be followed which might mean written permission slips from parents or legal guardians.

Again, the candidate should never make posts that violate school districts policy. Further, never disclose confidential information obtained during the course of the school placement or after the placement has been concluded about students, their families, or the school district. Doing so could lead to disciplinary action by the district, including removal from the placement in the district. It is possible that an improper posting could lead to dismissal from the College of Education at the University of South Florida.

*My signature indicates I have read this document and have had the opportunity to ask questions about the contents.*

Name (print) \_\_\_\_\_ UID \_\_\_\_\_ Major \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Fingerprinting and Early Field Experience

**Please read carefully and complete the required information.**

As a student in the English Education Program, you will be required to engage in early field experience in the public classroom. To do so, you must be fingerprinted.

Your program will allow you to conduct your early field experience in **Hillsborough or Pasco County**. The county in which you will conduct your early field experience is dependent upon the course section of LAE 4323 - Methods of Teaching English Middle School that you register for.

Please indicate your preference of county by selecting only **one** county listed below.

**Hillsborough**

**Pasco**

**Important: Placements for early field experience are made based on available space. Please await further information on fingerprinting before taking action. Fingerprinting information will be sent to the email address indicated on your application.**

My signature below indicates acknowledgement of the need to be fingerprinted prior to beginning early field experience.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>PLEASE PRINT</b>			
Name _____	Social Security Number _____		
(Last)	(First)	(Middle)	

**CRIMINAL RECORD INFORMATION - ALL APPLICANTS PLEASE READ VERY CAREFULLY.**

**ATTENTION:**

Under provisions in Florida Statutes 943.0585 and 943.059, the **entire** arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records" and "expunged records." Therefore, you are **required** to reveal such information on this application.

**NOTICE TO APPLICANTS:**

You must provide all information requested, regardless of whether your criminal record has been sealed in any part. Florida law allows the School Board access to sealed and/or all other criminal records. Information disclosed pursuant to this section will be evaluated on an individualized basis, taking into account the nature of the offense and underlying conduct, the relevance of the offense to the employment position(s) for which you are applying, the proximity in time of the occurrence of the offense in relation to this application, and other relevant factors. However, your failure to disclose any requested information will, in the absence of extraordinary, mitigating circumstances, result in the rejection of your application or, if the non-disclosure is discovered after your hire, the termination of your employment.

Have you ever been arrested or charged for a criminal offense other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.)	<input type="radio"/> Yes	<input type="radio"/> No
Is there any criminal charge now pending against you other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.)	<input type="radio"/> Yes	<input type="radio"/> No
Are you currently on probation or currently under any imposed requirements for charges other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.)	<input type="radio"/> Yes	<input type="radio"/> No

**If YES to any of the above, give details below AND refer to page two of this document for further requirements.**

Date	Location of Charge(s)	Nature of Charge(s)	Disposition of Charge(s)	Is the record sealed?	Is the record expunged?

I certify that the answers given by me to the foregoing questions and statements are true and correct without any falsifications, omissions, or misleading statements of any kind whatsoever. I agree that Hillsborough County Public Schools shall not be held liable in any respect if I am not employed or if my employment is terminated because of false or misleading statements or answers or omission made by me in this application.

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Signature Date

**PLEASE NOTE: The application of any person with a criminal history requires review and approval to determine eligibility for employment. If you have such a criminal history, your application will be held in a pending file until the review process is complete.**

For each criminal charge listed on page one of this document, provide a narrative account of the circumstances leading to the charge. (You may attach additional pages.) Include in this statement,

- the level of the charge (felony or misdemeanor),
- the resolution of the charge, and
- the conditions imposed upon you as a result of the charge.

Depending on the nature and outcome of the charges described below, you also may be requested to secure and provide a copy of the arresting agency's report, verification of the court's ruling, and documentation of successful completion of imposed conditions.

**\*\*\*Notice\*\*\***

HCPS collects your Social Security number for the following purposes:

Identification and verification, employment qualification, tax reporting, benefits and retirement processing, unemployment compensation, and state reporting to the Department of Education. Social Security numbers are also used as a unique numeric identification within some of our systems and may be used for search purposes.

**\*\*\*Noticia\*\*\***

Las Escuelas Publicas del Condado de Hillsborough requieren su numero de Seguro Social para los siguientes propósitos:

Identificación y verificación, requisitos para ser empleado, informes fiscales, prestaciones y el procesamiento de jubilación, indemnizaciones para desempleo, y los informes estatales al Departamento de Educación. Los números de seguro social también se utilizan como una identificación numérica única dentro de algunos de nuestros sistemas y pueden ser utilizados para buscar información.