BAKER COLLEGE
Waiver Form - Office Copy

Secondary Social Studies - Level Change

Postbaccalaureate Certificate

Acknowledgment Form - Open Enrollment Programs

By initialing each line below, that pertains to the program I am enrolled in, I confirm that I will abide by all policies and requirements and that:

___ I am responsible for the information in this document.

___ I must abide by all policies and requirements in this document.

___ I must undergo a background check prior to entering the program.

___ I may need to undergo an additional background check within the year prior to participating in external work experience and/or prior to re-enrolling at Baker College after a break of one year or longer. Additional background checks may be required.

___ I will be responsible for all costs associated with my background check(s).

___ If I receive financial aid, I will sign a Federal Student Aid (FSA) Authorization Form, authorizing Baker College to apply any excess financial aid funds (including student loans) toward the cost of my background checks. I must contact the business office in writing if I do not want to use excess financial aid funds to cover the costs of my background checks.

___ I have received background check instructions.

___ I am required to submit the results of my background check to my campus Teacher Preparation Department prior to the start of classes. If I fail to submit the results as directed, I may be denied entry into the program, and my core classes may be dropped without advance notice to me.

___ I acknowledge that Baker College reserves the right to deny entry into or remove from a program any student whose background check reveals any conviction or recorded event of any nature.

___ I will categorically be denied entry into or will be removed from the program if my background check reveals any felony conviction; if I have pending charges for a felony; or if my background check reveals any other conviction or recorded event in any state or jurisdiction that statutorily precludes being granted certification, licensure, or employment by an authoritative regulatory body. This decision cannot be appealed.

___ I understand that if my background check reveals a misdemeanor or recorded event that does not categorically preclude entry into the program, I may be admitted to the program only by appealing in writing to and gaining unanimous consent of a representative body composed of Baker College administrators.

___ I understand that if my background check reveals a misdemeanor or recorded event, I will not be allowed to appeal until all conditions of the court are satisfied (e.g., fines/costs/restitution paid, classes finished, probation completed).

___ I will immediately report in writing to my campus Director of Teacher Preparation any conviction, pending court action, or other recorded event that has not yet been recorded

or that subsequently occurs.

___ I may temporarily or permanently be denied financial aid funding if I have been (or am subsequently) convicted for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, or work-study).

___ It is my responsibility to contact my campus Director of Teacher Preparation if I have questions regarding program entry/acceptance, retention, reentry, or completion.

___ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field. This includes issues related to appropriate dress, personal conduct, professional attitude, and confidentiality of student, client, and patient information.

___ I may need to complete a physical, including a tuberculosis test, or pass additional screening in order to participate in external work experience. I will be responsible for the cost of all health checks.

___ I must abide by all policies and requirements stated in the Teacher Preparation Program Handbook.

___ I understand that each program is not necessarily offered at every campus, all courses in a program may not be offered at every campus, and travel to another Baker College campus may be required.

___ I must be available to participate in fieldwork during normal K-12 school hours, and substantial travel may be required to complete required fieldwork.

___ I may not enroll in 400-level education (EDU) courses until I have been fully accepted into the Teacher Preparation Program.

___ I must earn a C or better in every course used toward teacher certification, with the possible exception of general education courses.

___ I must meet the residency requirement of at least 18 quarter hours at Baker College in order to be recommended for any type of teacher certification, except for the first renewal of a provisional teaching certificate, which requires 9 quarter hours.

___ I understand that the State of Michigan periodically revises its teacher certification rules, and I must meet all requirements in effect at the time of certification.

___ I understand that there is detailed information on Teacher Preparation Program acceptance, retention, certification, and additional requirements is available in the Teacher Preparation Handbook.

MTTC Release Scores Acknowledgement:
The Michigan Department of Education requires all teacher candidates to pass the Michigan Test for Teacher Certification (MTTC) including a test of basic skills and tests for specialty area knowledge consistent with the candidates' certification program. These tests must be passed by candidates at different points in their program; the Michigan Basic Skills Test must be passed prior to acceptance into the Teacher Preparation program, registration for 400 level courses, and student teaching. The specialty area test(s) must be passed prior to student teaching and before recommendation for certification. Students attending Baker College should indicate "Baker College" to receive the official test results when registering for any certification test.

Choose ONLY ONE of the two statements below:

___ I give permission for the Baker College Teacher Preparation program to provide my MTTC scores within the Baker College community on a "need to know basis" as deemed necessary for advising, program and student assessment, and certification requirements.

___ I do not give permission for the Baker College Teacher Preparation program to share my MTTC scores on a "need to know basis" within the Baker College community. I understand that as a result there could be difficulty moving through the Teacher Preparation program

process, issues with advising due to missing information in my advisor file, and delays in recommendation for certification. I am accepting responsibility for these delays (previously stated) and any other problematic issues that may occur as a result of my decision to not give permission to share my MTTC scores as described above.

* You should have initialed only one of the two statements above.

Essential Functions and Technical Requirements
The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance).* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

___ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.

___ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.

___ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.

___ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.

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___ Ability to think critically and demonstrate problem-solving skills.

___ Ability to fulfill requirements of productivity and varying workloads.

___ Ability to demonstrate appropriate professional and procedural judgment decisions.

___ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures.

___ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

_____ _____

Student Name (Print) Student UIN

_____ _____

Student Signature Date

_____ _____

Baker College Representative Signature Date

Printed: 2015/01/08

BAKER COLLEGE
Waiver Form - Student Copy

Secondary Social Studies - Level Change

Postbaccalaureate Certificate

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_____ _____

Student Name (Print) Student UIN

_____ _____

Student Signature Date

_____ _____

Baker College Representative Signature Date

Printed: 2015/01/08

BAKER COLLEGE
Program Information

Secondary Social Studies - Level Change

Postbaccalaureate Certificate

Campuses: Auburn Hills, Clinton Township, Flint, Jackson, Muskegon, Owosso.

Program Description

This program provides teachers with the knowledge and skills needed to add a secondary social studies endorsement to an existing Michigan elementary teaching certificate, allowing the holder to teach social studies in grades 6 through 12. The level change may also extend the validity of existing endorsements to additional grade levels. Students complete the secondary social studies major and a portion of the professional education core that is specific to working with secondary students. Upon completing the program and passing the required state test, students will be eligible to apply for the endorsement.

Fieldwork

Fieldwork is a required part of this program. Substantial travel may be required to complete the fieldwork. See your advisor for details.

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