

# Cohort Application Checklist Sheet

All documents in the application packet should be returned by the priority date of **January 17th, 2025**.

Your application packet must contain all required documents.

***Incomplete application packets WILL NOT be considered***

This checklist is to help you complete the requirements for the admission packet for the College of Education Cohort Program. If you have questions regarding the cohort application or need a manilla folder, please contact the Georgia College (GC) pre-education advisor, Michael Lerzo ([michael.lerzo@gcsu.edu](mailto:michael.lerzo@gcsu.edu)) (478) 445-6298.

The following items complete the application packet for the cohort program. Put the following in a manila folder with your name and program/cohort on the outside. Make a copy of your application just in case it gets lost. All documents in the application packet should be returned to the College of Education Dean's Office by the priority date of **January 17<sup>th</sup>, 2025**.

**You must submit a separate application for each cohort if you apply to more than one cohort.**

1. Cohort Application Checklist (This Document)
2. Information Sheet for Application Packet
3. Teacher Candidate Program Information
4. Copy of transcript(s) or DegreeWorks audit that includes grades from the most recent semester and shows in-progress courses for current semester. Include notes of how you will complete legislative requirements and required courses. Print in portrait mode with scale set to 175% (see application guide for more help with this).
5. Copy of your GC admission letter if you are not enrolled in the spring (if you are a transfer student)
6. Three (3) Professional References using the GC format in signed envelopes
7. Applicant Questionnaire
8. Record of Experiences with Children or Adolescents
9. GACE Educator Ethics Exam (360): A copy of your completion certificate. This certificate does not expire.

Applicant's Signature

Date

**Please put your completed information packet together in the order listed above with this checklist on top.** If you mail your packet, email your academic advisor to say it's in the mail and attach an electronic copy of the application to an email. It must be postmarked by the priority deadline to:

## Department of Teacher Education

John H. Lounsbury College of Education Cohort

Application

CBX 71 GC

Milledgeville, GA 31061

### FOR DEPARTMENT USE ONLY:

Program Application:

Application No.

Date Received:

# JOHN H. LOUNSBURY COLLEGE OF EDUCATION

## Information Sheet for Application Packet

**SECTION A** (Please print)

Name: \_\_\_\_\_ GCID: \_\_\_\_\_  
First MI Last

**INTENDED UNDERGRADUATE MAJOR** (please check program(s) to which you are applying and check all that apply):

\_\_\_\_\_ Elementary Education      \_\_\_\_\_ Middle Grades Education      \_\_\_\_\_ Special Education

**YOUR MILLEDGEVILLE MAILING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**TELEPHONE NUMBER (CELL):** \_\_\_\_\_

**TELEPHONE NUMBER (OTHER):** \_\_\_\_\_

**YOUR HOMETOWN MAILING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**PERMANENT (HOME) TELEPHONE NUMBER:** \_\_\_\_\_

**BOBCATS EMAIL ADDRESS:** \_\_\_\_\_

**ADDITIONAL EMAIL ADDRESS** (regularly checked): \_\_\_\_\_

Gender:  Male  Female  Other  No response

Hispanic:  Yes  No

Race (Check all applicable)

- American Indian or Alaskan Native     Asian     Black or African American  
 Native Hawaiian or Pacific Islander     White

**SECTION B**

Provide the following information:

List the courses you will take in the spring and summer to complete your outstanding requirements and also explain how you will meet any remaining history and legislative requirements.

Spring		
Prefix	Number	Title
EX: ENGL	2200	Engaging Texts
Summer		
Prefix	Number	Title

**CURRENTLY ENROLLED GC APPLICANTS:**

If you are a currently enrolled applicant:

Include a copy of your DegreeWorks audit that includes the recent fall semester:

Overall GPA \_\_\_\_\_ (2.75 minimum required)

**CURRENTLY ENROLLED GC APPLICANTS:** Complete the Elementary, Middle Grades and Special Education section of the three EDUC courses indicated and indicate your grade. If a course is in progress or you plan to take it in the summer, please list “spring” or “summer” in the grade column. (Note: A grade of “C” or higher is required in each Field of Study course listed below.)

Grade	Course
	EDUC 2110 Critical Issues in Education
	EDUC 2120 Multiculturalism & Diversity
	EDUC 2130 Exploring Teaching & Learning

**Elementary Education Applicants:**

Grade	Course
	ISCI 2001 Life/Earth Science
	ISCI 2002 Physical Science
	MATH 2008 Foundations of Numbers & Operations

**Middle Grades Applicants:** Indicate your concentration area:     Mathematics     Science     Social Studies

Grade	Course
	ENGL 2200 Writing about Literature (or equivalent)
	Course to support 2 <sup>nd</sup> concentration (List prefix, number and title: _____)
	Course to support 2 <sup>nd</sup> concentration (List prefix, number and title: _____)

**Special Education Applicants:**

Grade	Course
	Math 2008 Foundations of Numbers & Operations
	<input type="checkbox"/> HIST 2111 United States History to 1877 or <input type="checkbox"/> United States History since 1877 (indicate the course you completed)
	Communication Development course: (indicate the course you completed) <input type="checkbox"/> RHET 2210 Small Group Communication <input type="checkbox"/> ENGL 2208 Intro to Creative Writing <input type="checkbox"/> MUST 2010 Elementary Sign Language for Therapists

**TRANSFER APPLICANTS:**

Include official copies of Transcript(s) **including the fall semester with final grades.** If you completed an associate’s degree, your transcript must state: “associate’s degree awarded.”

Overall GPA as listed on GCSU DegreeWorks \_\_\_\_\_ (2.75 minimum required)

**List grade for each area F course (or your institution’s equivalent) below:**

Grade	Course
	EDUC 2110 Critical Issues in Education
	EDUC 2120 Multiculturalism & Diversity
	EDUC 2130 Exploring Teaching & Learning

**List other courses in area F at your institutions with grade:**

Grade	Course Prefix	Number	Title

## Undergraduate B.S. Teacher Candidate Program Information

This information will be used to establish program records at the Georgia Professional Standards Commission (PSC) and Georgia College (GC). After admission to a cohort, the Certification Officer will create your program records with the PSC. The PSC will notify you (via your Bobcats email) that you need to confirm your program and start date. At that time, you will apply for Pre-Service certification through your online MyPSC account tab **Applications / Documentation / Status**. Pre-Service Certification is required before starting the cohort. The application will require verification of Lawful Presence (form, affidavit, and copy of a photo identification document). A program applicant becomes a Teacher Candidate when:

- 1) GC admits the applicant to an initial teacher program conditional upon obtaining PSC certification,
- 2) applicant received email from the PSC and confirms program, and
- 3) PSC issues requested certification. Certification should be applied for immediately after acceptance and should be issued before starting an initial teaching program such as Bachelor of Science.

### **Program:**

Undergraduate Bachelor's Degree

Cohort(s) applied for (check all that apply):

- Elementary Education (P-5)  
 Middle Grades Education (4-8): Language Arts & Mathematics \_\_\_\_\_, Science\_\_\_\_\_, OR Social Studies \_\_\_\_\_  
 Special Education (P-12)

**Current Overall Undergraduate GPA:** \_\_\_\_\_

### **Identification:**

1. Name (Please print): Last \_\_\_\_\_, First \_\_\_\_\_, Middle \_\_\_\_\_
2. Birth Date (mm/dd/year): \_\_\_\_\_
3. Bobcats email address: \_\_\_\_\_@bobcats.gcsu.edu
4. Georgia College Identification Number: 911\_\_\_\_\_
5. PSC Account Number (6 or 7 digits) \*You will get this number when you sign up for the ethics GACE 360. It will be located at the top right of the PSC Account screen: \_\_\_\_\_
6. Gender:  Male  Female  Other  No Response
7. Hispanic:  Yes  No
8. Race (Check all applicable):  American Indian or Alaskan Native  Asian  Black or African American  
 Native Hawaiian or Pacific Islander  White  No response

### **Assessments:**

1. Georgia Educator Ethics Assessment (**GACE 360**) - pass date: \_\_\_\_\_  
(Don't forget to attach the certificate at the end of the application)

**Signature:** \_\_\_\_\_

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

GEORGIA COLLEGE & STATE UNIVERSITY  
PROFESSIONAL RECOMMENDATION FORM  
FOR APPLICANTS SEEKING ADMISSION TO  
THE JOHN H. LOUNSBURY COLLEGE OF EDUCATION

Each form is to be filled out by a person who knows the applicant as a potential educator. Letters from friends, relatives, or social acquaintances are inappropriate. **Each recommending individual places the completed form in a sealed envelope and signs their name across the sealed flap. The envelope is then returned to the applicant who includes it in the application packet.**

**Student completes this section then sends to reference:**

Applicant's Name \_\_\_\_\_ GC ID# \_\_\_\_\_

Intended Major (check one):     Elementary Education     Middle Grades Education     Special Education

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**Reference completes the rest:**

Name of person completing this form \_\_\_\_\_  
(Please Print)

How long and in what capacity have you known this applicant?  
\_\_\_\_\_  
\_\_\_\_\_

Please give your candid appraisal of the applicant as a future public school teacher. Rate him/her on a scale of 1 to 4 on the following attributes:

**4 = Excellent; 3 = Good; 2 = Fair; 1 = Unacceptable; N/O = Not observed**

\_\_\_\_ Ability to work with others      \_\_\_\_ Proficiency in written language      \_\_\_\_ Leadership  
\_\_\_\_ Proficiency in oral language      \_\_\_\_ Commitment / Work ethic  
\_\_\_\_ Critical thinking / Problem solving      \_\_\_\_ Sensitivity to diversity

Do you believe that this person has the potential to be successful as a teacher?

Why or Why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Letter Writer's Signature**

\_\_\_\_\_  
**Date**

It is my understanding that in accordance with the Family Education Rights and Privacy Act of 1974, this candidate will have access to the information in this recommendation.

A candidate may waive his or her right to inspect and review confidential letters and confidential statements of recommendation provided:

\*The student is upon request notified of the names of all individuals providing the letters or statements;

\*The letters or statements are used only for the purpose for which they were originally intended; and

\*The waiver is not required as a condition of admission to or receipt of any other service or benefit from the University.

## **Applicant Questionnaire**

### **UNDERGRADUATE TEACHER EDUCATION COHORT PROGRAM**

NAME (Please print)

First: \_\_\_\_\_

MI \_\_\_\_\_

Last: \_\_\_\_\_

Please provide thoughtful responses to the series of seven items below. Your responses will provide a sample of your writing and descriptive information on your background and experiences. Please give yourself ample time to complete this form. Submit it as part of your completed application packet. You may want to bring a copy with you to the interview as a reference. You may legibly handwrite or type the answers on a separate document. This should be your own work created by yourself without the use of AI.

1. Individuals aspire to be teachers for a variety of reasons. What are some of your reasons for wanting to be a teacher?
2. Describe one of your most effective teachers or best experiences in school and explain why the teacher or it was so.
3. Participants in this program must be self-starters and highly motivated individuals. Describe yourself and indicate the qualities that make you this type of person.
4. Discuss your view of the role of the family in education.
5. What experiences have you had working with diverse groups of children/adolescents?
6. Describe experiences you've had working in groups. What are different roles you have assumed when working in a group? Give examples.
7. As you consider this particular program (elementary, middle grades, or special education), describe what you expect to gain by participating in it.

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

### Record of Experience with Children or Adolescents

(To be completed as a part of the application process for the Education Field Based Programs. Make additional copies as needed.) You may want to bring a copy with you to the interview. You may include experiences completed in high school, as well as at GCSU. You may type or handwrite on this form.

Position	Start Date/ End Date	No. of Days & Hours Per Week	Responsibilities and Duties	Demographics of Children (age, ethnicity, abilities/disabilities, language, socioeconomic level, etc.)	No. of Children	Volunteer, Paid, or Course Requirement