

# GUIDE TO FILLING OUT A COHORT APPLICATION



# General Information

- Due date: January 17<sup>th</sup>, 2025
- If accepted, cohort will begin in fall of 2025
- Reach out to Michael Lerzo with questions - [michael.lerzo@gcsu.edu](mailto:michael.lerzo@gcsu.edu)
- Submit entire packet in a manilla envelope and mail or turn into the Kilpatrick Hall Dean's Suite (front office) in person

# Program Descriptions

## **Elementary Education Cohort**

- Certification for General Classroom teaching, ages Pre-K through 5th.

## **Special Education Cohort**

- Certification for Special Education, ages Pre-K through 12th.

## **Middle Grades Education Cohort**

- Certification for General Classroom teaching, ages 4th through 8th. Content areas: English + additional field of choice (math, science, social studies)

## **High School**

- NOTE: We currently do not offer a **Secondary Education (9-12) Undergraduate Program**. However, we do have a Secondary Education program at the Master's level that includes classroom-based activity. We recommend earning a degree in the content field that you plan to teach to best prepare you for teaching in that field.
- We also offer a **Special Education MAT, Middle Grades, and an MAT in Elementary Education**

# How to find the Application and Information Online

Search for GCSU Cohort Application on Google

## **WE WELCOME YOU TO APPLY FOR THE UNDERGRADUATE EDUCATION COHORTS AT GEORGIA COLLEGE (GCSU) FOR FALL 2025**

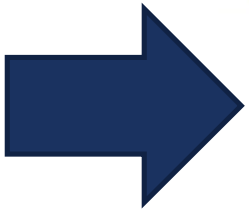
Note that acceptance to GCSU does not automatically enroll you in a John H. Lounsbury College of Education cohort program. You must submit a completed application packet to the College of Education, and be interviewed, in order to be considered for admittance to any undergraduate cohort program in the College of Education.

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- Cohort Information Sessions
  - October 8, 2024 at 1pm in A&S Auditorium
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# Cohort Requirements

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# Cohort Requirements

You should read the full list of requirements but here are some highlights:

- An overall GPA of 2.75 or higher – speak to Michael Lerzo if you are below this requirement to discuss options
- Admittance to the University (though this does not ensure admittance into the cohort)
- Passed the GACE 360 Educator Ethics Exam
- Submitted and fully completed the cohort application
- Satisfied the 4 legislative requirements
- Successfully completed courses in area A-F (Core and Field of Study)
  - You must earn a C or better in all area F courses (Field of Study courses)
- Background check cleared by GAPSC

## General Advice

- Don't wait until the last minute
  - Reach out for help far in advance
- Continue to work hard in your classes now
- Have someone else look over your application before submitting (writing center, etc.)
- Make sure your application is legible if you do not type it
- Make a copy of your packet before you turn it in
- Complete legislative requirements ASAP

# Timeline

- **October**
  - Attend Cohort Application Info Session.
  - Begin identifying references.
  - Make contact with references.
  - Focus on courses to ensure a successful semester.
- **November**
  - Fill out application paperwork.
  - Take the Educators Ethics Exam.
  - Work on application documents
- **December**
  - Continue working on application paperwork.
  - Obtain letter of recommendation forms from letter writers.
- **January**
  - Turn in completed application and documents.
  - Prepare for interview.
- **February**
  - Complete interview (make sure you are checking Bobcat email regularly for information).
- **March**
  - Cohort decision letters are sent.
  - Registration for Summer/Fall courses



# Application Checklist

- Cohort Application Packet Checklist Sheet
- Information Sheet for Application Packet
- Teacher Candidate Program Information
- Copy of DegreeWorks audit (currently enrolled students) or transcripts (transfer students)
  - Must include completed course work for the fall term and in-progress courses for spring
- GC Admission letter for transfer students
- Signed and Sealed Professional Recommendation Forms (3 total)
- Applicant Questionnaire
- Record of Experience with Children or Adolescents
- GACE Educator Ethics Exam (360) Certificate

# Applying for Multiple Cohorts

- If you are applying to multiple cohorts, you will need an application packet for each cohort.
- On the Information Sheet for Application Packet make sure to mark all cohorts for which you are applying.
- For your Recommendation Form you can use the same letters for each cohort. Ask your letter writer to make copies of the form and place them in separate envelopes. This will allow you to place copies with each application packet.

# Item 1:

## Cohort Application Checklist Sheet

- The checklist page will help you complete the requirements for the admission packet for the College of Education Cohort Program. Place all documents in the listed order
- Remember to sign and date this page.

### 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

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# Item 2: Information Sheet for Application Packet

- Complete and sign.
- If applying for multiple cohorts, check all that are applicable.

## 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	2290	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)

- Complete the second portion of the Information Sheet for Application. You will only need to complete one section: Current Enrolled GC Applicants OR Transfer Applicants.
- Students who transferred into GC but are taking courses in Spring term will complete the Currently Enrolled section.
- If a course is in progress or you plan to take it in the summer, please list “spring” or “summer” in the grade column.

**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

# Item 3: Teacher Candidate Program Information

- Complete this page and sign/date.

## 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)

## Item 4: DegreeWorks or Transcript

- After the Information Sheet currently enrolled students should include a copy of their DegreeWorks. Transfer students should include official copies of transcripts.
- Fall grades must be included so make sure to wait until after grades post to print. Your in-progress spring classes should also be listed so you may want to wait until after add/drop week to print this.
- Print DegreeWorks Audit in portrait mode with scale set to 175%
  - Be sure to select the print button at the top right of your DegreeWorks page (don't just hit Control + P).

A rectangular button with a dark blue border and a light gray background, containing the word "Print" in a dark blue, sans-serif font.

- Include notes of how you will complete legislative requirements and required courses. If a course is listed as in-progress, then that is sufficient. If there are any courses or legislative requirements that are still listed as needed, then write how you plan to fulfill those on the audit beside each course or requirement.

## Item 5: GC Admission Letter

### Item 6: Acceptance Letter (Transfer Students)

- Transfer students who are not currently enrolled at GC will need to include a copy of their GC Admission Letter.
- Apply early because it may take some time for a decision to be made and for transcripts to be sent in, etc.



# Item 6:

## Three (3) Professional References using the GC format

- Fill out the Name, GCID, and Intended Major portion of this form.
- Give form and envelope to your letter writer.
- Have your letter writing complete the form and then seal the form in the envelop. They will need to sign across the flap once sealed.
- You will need three for your application packet.
- If you are applying for multiple cohorts, you will need signed/sealed copies for each packet.

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

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.

# Item 7: Applicant Questionnaire

- Respond thoughtfully to each question.
- Responses can be handwritten or typed as long as they are legible.
- You may want to bring a copy with you to the interview as a reference. You may legibly handwrite or
- This should be your own work created by yourself without the use of AI.

## 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.

# Item 8: Record of Experiences with Children or Adolescents

Put as much information as possible

Include experience from high school and college

Include EDUC hours if you would like.

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

Date \_\_\_\_\_

## Record of Experience with Young Children

(To be completed as a part of the application process for the Early Childhood Field Based Program. Make additional copies as needed.)

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

# Item 9: GACE Educator Ethics Exam (360)

- All students must complete the GACE Educator Ethics Exam (360)
- Include a copy of your completion certificate in your packet

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# Frequently Asked Questions

## **When and where can I turn in my completed application?**

- Completed cohort applications are due by the posted deadline. You can mail your application to:
  - Department of Teacher Education
  - John H. Lounsbury College of Education
  - Cohort Application
  - CBX 71 GC
  - Milledgeville, GA 31061
- You may also hand deliver your application to Kilpatrick Hall, The Dean's Suite Room 220.

## **Does my GPA need to be a 2.75 when I'm applying for the cohort?**

- Yes, students need to have a minimum 2.75 GPA when they apply to the cohort. Students will need to maintain this minimum GPA to remain in the program. Speak to Michael Lerzo if you do not meet this GPA requirement.

## **How many students are accepted into each cohort?**

- Cohorts typically have up to 25 students each. Middle Grades and Special Education typically have one cohort each year and Elementary Education may have more than one cohort depending on the year. Please note this is subject to change.

## **Can my letter of recommendation be from former teachers?**

- Your letter writers should be professional references (not friends, relatives, or social acquaintances). A former teacher is a professional reference. Your professional reference should be able to address your potential as a future educator. Examples would include individuals who have seen you work with children, are familiar with your work ethic, and/or have had the opportunity to see you exhibit the skills and dispositions needed to be a successful teacher.