Thank you for your interest in Oakland University’s International Baccalaureate Certificate in Teaching & Learning. The ONLINE cohort is scheduled to begin in Fall.

**IB for Educators**
Upon successful completion of this series of courses, you will:
- Be eligible to receive a Level 1 Teacher Award, specific to one of the three IB programs, issued by the International Baccalaureate Organization
- Have the opportunity to apply all 20 credits of the IB program curriculum toward OU’s Master of Education (M.Ed.) in Educational Studies, which is 32 credits. The degree program is offered 100% Online.

**Application Materials**
The following items are included in this packet:
- Description of the program and technology requirements
- Schedule of courses
- Application checklist
- Supplemental application form
- Goal statement explanation
- Recommendation letter templates
- Felony/Misdemeanor form

**Application Review and Admittance**
Qualified applicants will be accepted in order of receipt of application materials. You are encouraged to apply by July 15th.

**Questions**
Please feel free to contact me if you have any questions or concerns.

Sincerely,

Donna Rich
Administrative Project Coordinator
2111 Pontiac Lake Road, Suite 175
Waterford, MI 48328
(248) 209-2472 Fax (248) 209-2461

“International Baccalaureate” is a registered trademark of the International Baccalaureate Organization
Oakland University

GRADUATE COURSES FOR

INTERNATIONAL BACCALAUREATE CERTIFICATE IN TEACHING & LEARNING

INTRODUCTION SHEET

The International Baccalaureate (IB) offers a continuum of high-quality education that encourages international-mindedness, a rigorous curriculum and a positive attitude toward learning. Through inquiry-based learning and teaching, IB promotes academic excellence and intercultural understanding. It aims to develop knowledgeable young people who are prepared to live, learn, and work in the changing global environment. IB is accessible to students through a worldwide community of 3867 IB schools in 147 countries that share a commitment to international education.

K-12 International Education Opportunities in the U.S. and Abroad for Teachers and Administrators
Interest in IB education continues to grow, providing new opportunities for educators and administrators with IB training. There are 1558 IB schools in the United States.

Over the past 7 years, the number of students participating in international baccalaureate (IB) programs has grown between 11% and 29% each year. Over 1,218,000 students between the ages of 3 and 19 are enrolled in 3867 IB schools, located in 147 countries (www.ibo.org/school/newschools).

OU’s IB Advantage
Courses offered by Oakland University are in-depth, graduate level courses that prepare educators to become teachers and administrators in K-12 international education. The courses have been designed by faculty in the School of Education and Human Services in consultation with the International Baccalaureate Organization in Cardiff, Wales and teachers and administrators in IB schools. Participants who successfully complete the series of courses are eligible to apply for IB’s Teacher Award Level 1.

Eligibility to Earn IB Teacher Award Level 1
Participants are eligible to apply for the IB Level 1 Teacher Award at either the Primary, Middle or Diploma level after completing OU’s IB series of courses, along with observation and participation in an IB classroom. Only 1 level can be chosen for the Teacher Award.

Convenience and Cohort Model
10 courses, 2-credits each, are delivered over 18 months via e-learning.

Option to Apply Credits toward a Master’s Degree
Up to 20 credits may be applied to Oakland University’s 32-credit M.Ed. in Educational Studies.

Outstanding Faculty
All courses are co-taught by faculty trained in International Baccalaureate practices and philosophy and by experienced International Baccalaureate practitioners.

“International Baccalaureate” is a registered trademark of the International Baccalaureate Organization.
Experiential
Participants will apply theories and methodology in five key areas.

- Introduction to the International Baccalaureate Philosophy
- Global and International Education
- Teaching, Learning and the IB Curriculum
- Assessment in IB Programs
- Professional Learning through Action Research

Convenient Schedule
E-learning

Technology Requirements
All courses are delivered on-line, your computer will be your primary tool in accomplishing class work and communicating with your teacher and fellow students in an e-Learning course. Online courses will use Moodle, the learning management software program at Oakland University. It is critical that it meets certain base requirements. These requirements are listed below.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Windows 98, ME, NT or 200 or later or Mac with OS 8.1 or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>133 MHz or higher</td>
</tr>
<tr>
<td>Memory</td>
<td>32 MEG Ram</td>
</tr>
<tr>
<td>Hard Drive Space</td>
<td>Enough to effectively run a web browser (100 MB free)</td>
</tr>
<tr>
<td>Internet Connectivity</td>
<td>28.8 modem or better</td>
</tr>
<tr>
<td>ISP</td>
<td>You must be able to connect to the Internet through an ISP (like Oakland, or AOL or Microsoft Network. DSL or cable connection (high speed) is best for the learning management programs used in online teaching.</td>
</tr>
<tr>
<td>Web Browser</td>
<td>You must have a current Internet browser installed on your machine. Moodle requires Firefox, downloadable free from the Internet.</td>
</tr>
<tr>
<td>E-Mail Client</td>
<td>You must be able to send and receive email via a personal (yours) email account.</td>
</tr>
</tbody>
</table>

“International Baccalaureate” is a registered trademark of the International Baccalaureate Organization.
OU Graduate Courses for
International Baccalaureate Level 1 Teacher Award
Schedule of Courses
Fall Cohort (Online)

**Convenient Schedule**
E = E-learning

<table>
<thead>
<tr>
<th>Year A</th>
<th>Fall</th>
<th>Course</th>
<th>Credits</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Philosophy and Practices</td>
<td>IB 670</td>
<td>2</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Philosophy and Practices in the Classroom</td>
<td>IB 671</td>
<td>2</td>
<td>E</td>
</tr>
</tbody>
</table>

|        | Winter Year B | |
|        | International and Global Education | IB 672 | 2 | E |
|        | International and Global Education in the Classroom | IB 673 | 2 | E |

|        | Summer II Year B | |
|        | Teaching, Learning and the Curriculum | IB 674 | 2 | E |
|        | Assessment to Support Learning | IB 676 | 2 | E |

|        | Fall Year B | |
|        | Curriculum and Instruction in the Classroom | IB 675 | 2 | E |
|        | Assessment in the Classroom | IB 677 | 2 | E |

| Year C | Winter | |
|        | Professional Learning through Reflective Practice and Research | IB 678 | 2 | E |
|        | Professional Learning through Collaborative Action Research | IB 679 | 2 | E |

|       | Total Credits | 20 |

“International Baccalaureate” is a registered trademark of the International Baccalaureate Organization.
APPLICATION CHECKLIST

To apply for admittance as a cohort member into this series of courses, send in this form along with all the application materials listed below. Send all documents to:

INTERNATIONAL BACCALAUREATE PROGRAM
Oakland University
Graduate Admissions Office
520 O’Dowd Hall
Rochester, MI 48309-4401

Name: __________________________________________

Address: _______________________________________

City: __________________________ State/Country: _______ Zip: ____________

Contact Telephone: ______________________ Email: ______________________

Attached are the following application materials. I am interested in taking the series of OU graduate courses that can lead to the International Baccalaureate Level 1 Teacher Award.

- OFFICIAL undergraduate transcripts or
  - ❏ I am a current or former student at Oakland University. (Transcripts not necessary)
- Graduate Study Admissions Application
  - 〇 If applying for the Masters in Educational Studies with IB concentration (32 credits) under Program of Study check: Graduate Program and enter program code: ME4620.
  - 〇 If applying for International Baccalaureate Certificate in Teaching & Learning (20 credit IB program only), under Program of Study check: Graduate Program and enter program code: GC4625

- If you are an International Student you will need to provide TOEFL scores
- If you attended any Colleges/University not in the United States you must provide a Course by Course Evaluation i.e.; WES (World Education Services) or any evaluation services belonging to NACES (National Association of Credential Evaluation Services)
- Supplemental Application Form
- Two recommendations
- Goal statement
- Copy of Teaching Certificate (If Available)
- Felony Misdemeanor Disclosure form

Do you have access to a computer with high speed internet (All courses are online)
  - ❏ Yes

________________________________________________
Signature and date
School of Education and Human Services
Supplemental Application for Admission to Graduate Study

First Name: ___________________ MI: _______ Last Name: _______________________

Program to which you are applying: (circle one) M.ED or Graduate Certificate

Certification

Valid Teaching Certificate(s) Held:
☐ Elementary Certificate ☐ Secondary Certificate
☐ K-12 in ____________________________

Type of Certificate Held:
☐ Permanent ☐ Continuing ☐ Professional ☐ Provisional

Issuing State/Government ____________________________

Endorsements Held:
☐ Early Childhood
☐ Special Education (Specify Category) ____________________________
☐ Other ____________________________

Teaching Experience (excluding substitute teaching)

<table>
<thead>
<tr>
<th>Years</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Administrative Experience:

<table>
<thead>
<tr>
<th>Years</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Oakland University
International Baccalaureate Program
Leading to Level 1 Teacher Award

Applicant Goal Statement

In writing your goal statement, please respond to the following questions so we can learn more about you and your reasons for applying to the above program. Your goal statement should be word processed and should not exceed two single-spaced pages (500 words). Include your name at the top and signature at the end.

1. Your experience in the field of education
2. Factors that influenced you to apply for this program
3. What you expect to contribute to the field of education upon completing the program
4. Your experience with using technology, specifically word processing, use of email and ability to navigate the Internet.

Return your statement along with the rest of your application materials to:

INTERNATIONAL BACCALAUREATE PROGRAM
Oakland University
Graduate Admissions Office
520 O’Dowd Hall
Rochester, MI 48309-4401

“International Baccalaureate” is a registered trademark of the International Baccalaureate Organization.
Recommendation Form for Graduate Admission

This completed form must be submitted to Graduate Admissions in a sealed envelope with the signature of the recommender affixed across the back sealed flap.

NOTE: Consult the section of the catalog that pertains to your field of study for instructions concerning the recommendation: e.g. any special type of information required, number of recommendations needed, who recommenders should be.

This section to be completed by Applicant:

Name of Applicant ____________________________________________________________

Email Address ________________________________________________________________  Field of Study ________________________________

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information provided below unless he/she has waived such access. Please sign if you waive your right of access to the information record below.

Signature of Applicant ________________________________________________________ Date __________________________

This section to be completed by Recommender:

Name of Recommender (please print) ___________________________________________ Title _______________________

Institution ____________________________ Department ______________________________

Email Address ___________________________ Phone __________________________

1. How long and in what capacity have you known the applicant? _________________________________

2. Please rate the applicant in comparison to others whom you have known at similar stages in their careers:

<table>
<thead>
<tr>
<th></th>
<th>Exceptional Upper 5%</th>
<th>Excellent Next 10%</th>
<th>Very Good Next 15%</th>
<th>Good Next 20%</th>
<th>Next 50%</th>
<th>No Basis for Judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly potential in indicated field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity &amp; originality in indicated field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation and perseverance toward goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment &amp; maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to express thoughts in speech &amp; writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Please circle the strength of your overall endorsement:

Highly Recommended    Recommended    Recommended with Reservations    Not Recommended

4. OPTIONAL: You may comment specifically in a separate letter or on the back of this form on the applicant’s strengths and limitations for graduate study. Descriptions of significant actions, accomplishments, and personal qualities related to scholarly achievement can be particularly helpful as is an assessment of the applicant’s ability/potential for college teaching.

5. Recommender’s Signature __________________________________________________________ Date __________________________
Recommendation Form for Graduate Admission

This completed form must be submitted to Graduate Admissions in a sealed envelope with the signature of the recommender affixed across the back sealed flap.

NOTE: Consult the section of the catalog that pertains to your field of study for instructions concerning the recommendation: e.g. any special type of information required, number of recommendations needed, who recommenders should be.

This section to be completed by Applicant:

Name of Applicant ________________________________________________________________

Email Address ___________________________________________________________ Field of Study ________________________________

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information provided below unless he/she has waived such access. Please sign if you waive your right of access to the information record below.

Signature of Applicant ________________________________ Date _________________________

This section to be completed by Recommender:

Name of Recommender (please print) __________________________ Title __________________

Institution __________________________ Department __________________________

Email Address __________________________ Phone __________________________

1. How long and in what capacity have you known the applicant? ____________________________________________________________

2. Please rate the applicant in comparison to others whom you have known at similar stages in their careers:

<table>
<thead>
<tr>
<th></th>
<th>Exceptional Upper 5%</th>
<th>Excellent Next 10%</th>
<th>Very Good Next 15%</th>
<th>Good Next 20%</th>
<th>Next 50%</th>
<th>No Basis for Judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly potential in indicated field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity &amp; originality in indicated field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation and perseverance toward goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment &amp; maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to express thoughts in speech &amp; writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Please circle the strength of your overall endorsement:

   Highly Recommended    Recommended    Recommended with Reservations    Not Recommended

4. OPTIONAL: You may comment specifically in a separate letter or on the back of this form on the applicant’s strengths and limitations for graduate study. Descriptions of significant actions, accomplishments, and personal qualities related to scholarly achievement can be particularly helpful as is an assessment of the applicant’s ability/potential for college teaching.

5. Recommender’s Signature __________________________________________________________ Date _________________________
Felony/Misdemeanor Disclosure

This information is needed to comply with regulations established by the Michigan Department of Education. Initial the appropriate blank. Attach a written explanation for any “yes” response.

1. Have you ever been convicted of any felony?  _____ YES  _____ NO

2. Have you ever been convicted of any misdemeanor including any alcohol including any alcohol related traffic violations?  _____ YES  _____ NO

3. Have you ever been convicted in Michigan or any other state jurisdiction, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime that is considered criminal sexual conduct?  _____ YES  _____ NO

4. Did you ever receive a discharge from the Armed Forces of the United States, which was other than “Honorable”?  _____ YES  _____ NO

5. Have you ever been denied admission to, or been removed from a teacher education program at another college or university?  _____ YES  _____ NO

6. Have disciplinary proceeding ever been initiated against your Michigan teaching credential or your teaching credential issued by any other jurisdiction?  _____ YES  _____ NO

7. Have you ever had adverse action taken against any educator certificate /license in Michigan or any other jurisdiction that resulted in conditions being placed on the certificate by the department of education in order to maintain certificate validity?  _____ YES  _____ NO

8. Have you ever had a teaching credential issued in Michigan or any other Jurisdiction suspended, revoked, nullified, or otherwise invalidated?  _____ YES  _____ NO

Please attach a written explanation for all “yes” responses. If you have answered “yes” to any of the above, you need to know that passing our program, student teaching and state certification tests does not guarantee certification or employment. Convictions are assessed and evaluated at the state level, including a review of the court documents. You will not be issued a 90 day dated letter by Oakland University and will need to wait for the state review and decision regarding certification.

Signature of Applicant:___________________________________________ Date:_______

Print Name of Applicant:__________________________________________

11/8/11