



MONTCLAIR STATE UNIVERSITY

Center of Pedagogy Teacher Education Program

Explanation of Admissions Materials

There are four documents used in the teacher education admissions process, each of which is described below.

1. **Student Admissions Information Sheet**

One sheet should be completed for each student. The student completes the top part of the form and the Program Coordinator completes the bottom part. These sheets should be put into the large envelope provided and left with the Teacher Education Admissions staff after you complete the interviews. (If this is impossible for some reason, please send them as soon as possible to the Teacher Education Admissions & Retention Department, University Hall Suite 1160). This sheet collects information that is needed in our analysis and reporting of performance assessment data. (**Note**, however, that this information will NOT be reported for individual students. It will be summarized and reported in the aggregate.)

2. **Admissions Evaluation Scale**

Each member of the admissions team completes one Admissions Evaluation Scale for each student interviewed. For each of the ten criteria listed, the student is rated on a 5-point scale, with 1 being the lowest rating and 5 being the highest rating. Ratings of 1 and 2 indicate that the student *does not meet expectations* for that criterion. Ratings of 3 and 4 indicate that the student *meets expectations* for that criterion. A rating of 5 indicates that the student *exceeds expectations* for that criterion, which should very rare. This form should be used in conjunction with the Rubric for Admissions Evaluation Scale (#3 below). The Admissions Evaluation Scale rating sheets should be put into the large envelope provided and left with the Teacher Education Admissions staff after you complete the interviews. (If this is impossible for some reason, please send them as soon as possible to the Teacher Education Admissions & Retention Department, University Hall Suite 1160).

PLEASE NOTE that the vast majority of students typically receive ratings of 3 or 4. Most likely only a few students will fail to meet entry-level expectations, and a rating of 5 should be reserved for exceptional students.

3. **Rubric for Admissions Evaluation Scale**

This rubric should be used as a guide for making decisions about the ratings on the Admissions Evaluation Scale (#2 above), so each person on the admissions team should have a copy. The rubric identifies the criteria by which the candidate will be assessed and the different levels of performance for each criterion. Whenever in doubt about a student's rating it is of the utmost importance to consult this rubric.

4. **Examples of Interview Questions for the Admissions Evaluation Scale**

This document provides some examples of the types of interview questions that can be asked to gather evidence for rating a candidate on criteria 4-9 on the Admissions Evaluation Scale. These are the criteria for which all (or most) of the evidence may come from the interview. The questions may help admissions committees solicit information for these criteria. Please note that all students must be asked question #1.