Application Preparation Guide

2020 NYC Teaching Fellows Program
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About Our Selection Process

We are thrilled that you are exploring the process of becoming a NYC Teaching Fellow! New York City students need exceptional teachers who deliver effective instruction in order to be well prepared for college and career. Because great teachers are the key to student success, our program is highly selective. Our interview process helps us learn about your background, experience, and skills, but it also will help you understand the unique challenges you may face in the classroom and help you determine if our program is a good fit for you.

Characteristics of a Successful Candidate

We know a broad range of individuals can succeed in our program. However, we know that individuals who demonstrate the following characteristics are more likely to succeed in the application process and during summer pre-service training:

- Candidates who prioritize student learning and hold high expectations for all students
- Candidates who demonstrate the ability to succeed at challenges
- Candidates who can apply feedback to improve quickly in new situations
- Candidates who are deeply committed to learning and self-improvement
- Candidates with strong communication skills and the ability to interest and motivate others
- Candidates who can break down complex topics in a concise and logical manner
- Candidates who connect their prior experience to their desire to teach

An Overview of the NYCTF Application Process

Our 2020 Selection process has three stages—the Online Application, Phone Interview, and Selection Day.

*Some candidates may skip the phone interview and move directly to Selection Day if sufficient evidence has been collected through the review of their online application.*
**Stage 1: Your Online Application**

NYCTF has a self-paced online application and rolling admissions process. Applications are reviewed in the order they are received and you will be sent a status update within eight to ten weeks of submission.

In your online application, we are looking for evidence that demonstrates your professionalism, ability to think critically, and commitment to holding high expectations for all students. We recommend that you get started on your application in advance of any deadlines so that you have time to produce a thoughtful, complete, and proofread submission.

**Stage 2: The Phone Interview**

During the phone interview, you will speak one-on-one with a New York City public school teacher. The interview will last for approximately 30 minutes. All phone interviews take place on weekday evenings and Saturday mornings. If you are invited to the phone interview stage, you will have the opportunity to sign up for a time slot that works for you, and your interviewer will call you at the number that you provide. If you are living internationally, you will be required to have access to a domestic (United States) phone number. If you do not, our staff will work with you to determine if an alternate plan is possible. Please note that some candidates may skip the phone interview and move directly to Selection Day if sufficient evidence has been collected through the review of their online application.

**Stage 3: Selection Day**

Selection Day events are in-person interviews that take place in New York City and are offered on weekday evenings and Saturday mornings. Events last approximately three to four hours. Selection Days require candidates to prepare a five-minute sample lesson and participate in group activity to learn, practice, and execute an instructional technique. **Selection Day is a required in-person event for ALL candidates.** At this time, NYCTF does not provide online interviews in lieu of Selection Days nor are we able to cover any costs related to travel for Selection Day. If you are invited to Selection Day, we will share further information about it at the time of your invitation.
Additional Resources: The NYCTF Online Support Center

The NYCTF Online Support Center (https://nycteachingfellows.zendesk.com) is filled with articles and resources about the NYC Teaching Fellows program, eligibility qualifications, selection process, enrollment requirements and training schedule. The fastest way to locate information is to use a keyword search to automatically find available articles on your particular topic. You can also browse the articles in the Applicant section. If you still can’t find an answer to your question, you are welcome to send us an inquiry through the Contact Us link that can be found in the upper-right hand corner of the homepage. Be sure to use the same email address associated with your Teacher Track account.

Throughout this guide you will find links to related articles that provide more information about the corresponding topic.
Completing the Online Application in Eight Steps

To begin working on your application to the NYC Teaching Fellows, you will need to register an account and agree to the Software Terms of Use at the NYCTF application website, https://nyctf.teachertrack2.org. You can then open the application by clicking on the Application tab in the main menu.

The sections you will complete as you move through the application are outlined below:

**Step 1 - Personal Information:** You will be asked to provide basic personal information in this section; please make sure to use your legal name in all sections of the application materials. Any demographic information provided will not impact your candidacy and will be used for statistical purposes only.

**Step 2 - Eligibility:** Our eligibility requirements for the program are on page 9. You must meet these baseline requirements in order to be considered for the NYCTF Summer 2020 program.

**Step 3 - Education:** In this section, you will be asked to provide information about the educational institutions that you attended. If your GPA is between a 2.5 and a 3.0, you must fill out the GPA statement detailing why you are ready to enter a rigorous master’s degree program. More information about this section, including instructions for how to upload transcripts, can be found on pages 10-16.

**Step 4 - Preferences:** The information that you provide in this section will be used to determine the subject areas you prefer to teach. More information on completing this section can be found on page 17.

**Step 5 - Resume:** You will be asked to upload a copy of your resume. Make sure to highlight academic, work and volunteer achievements, and explain any past performance issues or time not accounted for on your resume. Further tips for writing and updating your resume can be found on page 18.

**Step 6 - Application Questions:** In this section, you will have the opportunity to tell us why you want to become a Fellow and why you will be successful in our training program. More information on this section, including the questions that you will be asked to answer, can be found on pages 19-20.

**Step 7 – Additional Information:** We ask that you complete a short survey that includes questions about how you heard about the NYC Teaching Fellows program. Your answers to these questions will not impact your candidacy. Please see page 21 for more information.

**Step 8 – Submit Application:** At the last stage of your application, you will be asked to confirm that all of your information is correct and submit your application for review. Please see page 21 for instructions.
Navigating through the Application

You can easily move from section to section of the application by using the Navigation Sidebar on the left-hand side of the screen. The ‘Personal Information’ and ‘Eligibility’ sections must be completed first before you can access the other sections. Then you are able to move around in the application and do not have to complete the remaining sections in the order they are presented.

To access a certain section of the application, just click on the page name you would like to complete. Pages that have not yet been started have a red ‘Not Started’ status box to the right of the page name. Pages that have been completed have a green ‘Complete’ status box to the right of the page name. These status boxes can be helpful to keep track of how you are progressing in the completion of your online application.

You will not be able to complete the final ‘Submit Application’ section until you have green ‘Complete’ status boxes next to all of the application section headings.

<table>
<thead>
<tr>
<th>Home</th>
<th>Application</th>
<th>Events</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
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<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td>complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>not started</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferences</td>
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<td></td>
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<tr>
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<tr>
<td>Application Questions</td>
<td>complete</td>
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<td>Marketing Survey</td>
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</tr>
<tr>
<td>Submit Application</td>
<td>not started</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These 2 sections must be completed first before you can access the other application sections.
Step 1: Personal Information

In the first section, you will be asked to provide basic personal information. Please make sure to use your legal name in all sections of the application materials. All future stipend checks and certificates will be awarded with the name used on this application. Any demographic information provided will not impact your candidacy and will be used for statistical purposes only.

When you have completed entering all of your personal information, you can choose to click the green ‘Submit’ button or the gray ‘Save’ button. Saving your information will allow you to return to the application at a later time but will not delete any of the information that you have added. Before you choose ‘Submit,’ please review your responses to ensure they are accurate. Once you submit this page you will not be able to edit your responses.

Review your responses before choosing “Submit” to ensure they are accurate.

Click here to return to your application at a later time for completion.
# Step 2: Eligibility

## NYC Teaching Fellows Eligibility Criteria

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Eligible Candidates</th>
<th>Ineligible Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's degree</td>
<td>Will have received a bachelor's degree prior to 5/31/2020</td>
<td>Will not have received a bachelor's degree by 5/31/2020</td>
</tr>
<tr>
<td>Undergraduate GPA</td>
<td>Have an <strong>undergraduate</strong> final cumulative GPA of 2.50 - 4.0.**^1^</td>
<td>Have an <strong>undergraduate</strong> final cumulative GPA below a 2.5</td>
</tr>
<tr>
<td>(Graduate GPA <strong>cannot be considered in place of the undergraduate GPA.</strong>)</td>
<td><strong>^1^If you have an <strong>undergraduate</strong> GPA of 2.50 to 2.99, you will be required to</strong> write a GPA statement that outlines any factors that may have impacted your undergraduate GPA and why you feel you will be able to succeed in a rigorous master’s program.</td>
<td></td>
</tr>
<tr>
<td>Authorization to work in the United States</td>
<td>Must be one of the following:</td>
<td>Are not one of the following:</td>
</tr>
<tr>
<td></td>
<td>2. Permanent resident of the United States with a valid green card</td>
<td>2. Permanent resident of the United States with a valid green card</td>
</tr>
<tr>
<td></td>
<td>3. Holder of U.S. Employment Authorization Documents that confirm your ability to work in the U.S. through July 2022</td>
<td>3. Holder of U.S. Employment Authorization Documents that confirm your ability to work in the U.S. through July 2022</td>
</tr>
<tr>
<td></td>
<td>4. Holder of U.S. Employment Authorization Documents that can be re-verified for work authorization each year through July 2022</td>
<td>4. Holder of U.S. Employment Authorization Documents that can be re-verified for work authorization each year through July 2022</td>
</tr>
<tr>
<td>Teacher Certification</td>
<td>Have never been certified to teach at the early childhood, elementary or secondary levels in the United States, including Puerto Rico</td>
<td>Are currently certified or have been certified to teach at the early childhood, elementary or secondary levels in the United States, including Puerto Rico</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have an <strong>expired</strong> teaching certification or teaching license at the early childhood, elementary or secondary levels in the United States, including Puerto Rico</td>
</tr>
<tr>
<td>Teacher Preparation Program</td>
<td>Have never earned a bachelor's or master's degree that could lead to being certified as a teacher in the United States, including Puerto Rico</td>
<td>Have earned a bachelor's or master's degree that could lead to being certified as a teacher in the United States, including Puerto Rico</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Have started pre-service training in the following alternative certification programs: NYC Teaching Fellows, NYC Teaching Collaborative, Pathways to PE</td>
<td>Have started pre-service training in the following alternative certification programs: NYC Teaching Fellows, NYC Teaching Collaborative, Pathways to PE</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Have completed an alternative teaching certification program in New York State</td>
<td>Have completed an alternative teaching certification program in New York State</td>
</tr>
<tr>
<td>English language fluency</td>
<td>Are fully fluent in written and spoken English</td>
<td>Are not fully fluent in written and spoken English</td>
</tr>
<tr>
<td>Prior experience in NYC public schools</td>
<td>Have no prior experience in the NYC public schools</td>
<td>Have taught as a certified, full-time teacher in the NYC public schools</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Have served as a per-diem substitute teacher, paraprofessional, teacher’s aids, parent coordinator, other school-based staff, central office staff, etc.</td>
<td>Have taught in NYC public schools with a Transitional B certification or SBA certification</td>
</tr>
</tbody>
</table>
Step 3: Education

In this section, you will be asked to provide information about the educational institutions that you attended and to upload final transcripts from these universities. As part of our screening process, the NYC Teaching Fellows completes a thorough review of each candidate’s university level coursework on behalf of our university partners in order to determine what subjects or content areas you might be qualified to teach.

Step 3A: Uploading Your Transcripts

You are required to upload a copy of your bachelor’s transcript as well as any transfer transcripts if you earned more than 50% of your undergraduate credits at more than one school. We need this information to determine which subject areas you are eligible to teach in New York City. (You can also upload transcripts for any graduate degrees if you would like to use those credits toward your eligibility to teach certain subject areas.)

You will need to obtain an up-to-date version of your transcript from your college(s) and upload them electronically to your online application. We recommend that you leave sufficient time to obtain your transcripts in order to avoid any delays. Please note that all transcripts must be submitted electronically; unofficial transcripts are acceptable at this stage of the application process.

Obtaining Your Transcript:

1. Check with your institution to determine if they can provide an electronic unofficial copy of your transcript, or log into your college online portal and take a screenshot of your coursework.
2. If your institution does not provide electronic copies, request a hard copy of an unofficial transcript. Ensure this hard copy is delivered to your home address as no physical copies will be accepted at the NYC Teaching Fellows office. Scan or take a picture of the hard copy transcripts and upload to your online application. The document should be saved with one of these extensions: .doc, .docx, .PDF, or .jpeg.

Required Information and Format of Your Transcript:

Required Information for All Applicants:

1. Name of University
2. Name of Candidate* (please upload another document that shows proof of your attendance at that university if your name is missing from your transcript)
3. Name of Degree Obtained
4. Date of Degree Conferral
5. Grades and Credits noted for each course taken
6. Final Cumulative GPA

See Sample Transcript if you are uncertain what these items are or where they can be found on a transcript.
Additional Required Information for Applicants with Transfer Credits:

1. If more than 50% of the credits on your final bachelor’s degree transcript are transfer credits, you must upload a transcript from all transfer universities.
2. Transcripts from study abroad programs do NOT need to be uploaded.

Additional Required Information for Applicants with Graduate Degrees:

1. If you would like to use coursework from your graduate studies to meet credit requirements for certain subject area assignments, you must upload a final transcript from your graduate university. *We recommend this if you have coursework in math, science, or Spanish.*

File Format Requirements:

1. The transcript file size cannot be larger than 3MB. If it is larger, please separate the large file into multiple pages.
2. The document must be saved with one of these extensions: .doc, .docx, .PDF, or .jpeg.
3. Please review your file to make sure that the document *loads* and is *legible* for our reviewers. We must be able to read all information that is included on the transcript. If it is blurry, the font is too small or it is missing any of the required information noted above then we will require you to submit new files of your transcripts. This may delay your application from moving onto the next stages of the review process.

Applicants with an undergraduate cumulative GPA lower than a 3.0

It is a current New York state requirement for university placement in an alternative teaching certification program that a candidate’s undergraduate final cumulative GPA must be a 3.0 or above.

Applicants with an undergraduate final cumulative GPA between a 2.5 and 3.0 ARE ELIGIBLE to apply to the NYC Teaching Fellows but will be asked to submit a GPA statement to provide more context about your GPA. The GPA statement should outline any factors that may have impacted your undergraduate GPA and why you feel you will be able to succeed in a rigorous master’s degree program.

We will review applications from candidates who have an undergraduate GPA lower than a 3.0 holistically—meaning we will take into consideration GPA statements, essays, accomplishments and demonstrations of leadership.

If you have obtained a graduate degree, please note that we are required to look only at your undergraduate GPA for eligibility. If your undergraduate GPA was between a 2.5 and 3.0, you MUST write a GPA statement. We cannot accept your graduate GPA in place of your undergraduate GPA.
Applicants with a bachelor’s degree from a foreign university

We are not able to evaluate transcripts from foreign universities and require all candidates with a bachelor’s degree from a foreign university to submit a full course-by-course evaluation of their degree. We accept and review foreign degree evaluations from a variety of different organizations, as long as it is a course-by-course evaluation. We cannot accept credential evaluations or authentication reports. To locate an organization that provides an accepted foreign degree evaluation, please visit National Association of Credential Evaluation Services (NACES). Some of their member organizations include:

- Educational Credential Evaluators, Inc.
- Evaluation Service, Inc.
- Globe Language Services Inc.
- International Education Evaluations, Inc.
- Josef Silny & Associates, Inc.
- SpanTran: The Evaluation Company
- Transcript Research
- World Education Services Inc.

Please request multiple copies of your official transcript from your home university before you begin the evaluation process. This is because you will need to submit a copy of your transcript to the evaluation company and you will also need to submit an official transcript to enroll in graduate coursework, if you are offered a position in the Teaching Fellows. You should bear in mind that the evaluation company may NOT return the official transcript that you submit to them.

We recommend you allow sufficient time to obtain your degree evaluation as the process of receiving, reviewing, and approving all documents, and receiving payment can take several weeks. If you currently do not have a course-by-course evaluation of your degree, we recommend that you work on securing an evaluation before proceeding further with the application.

Additional Required Information for Applicants with an International Diploma:

1. We cannot process your application without the course-by-course evaluation.
2. The Fellows program does not cover the cost for transcript evaluations. Candidates are responsible for all fees related to their degree evaluation.
3. We recommend you allow sufficient time to obtain your evaluation. The process of receiving, reviewing, and approving all documents, and receiving payment can take several weeks.
4. Have the degree evaluation mailed to your home address.
5. Scan the complete evaluation into your computer. The document should be saved with one of these extensions: .doc, .docx, or .jpeg.
6. You are also required to write a GPA statement if the cumulative GPA that is listed on your course-by-course evaluation for your bachelor’s degree is below 3.0.
Important information about uploading transcripts

Please read this article for a step by step tutorial of how to upload documents to your application. All transcripts that have been properly uploaded into your application will appear on the Education page. At the bottom of the Education page, click ‘Save’ to hold your work or select ‘Save and Next’ if you are ready to move onto the next section.

Click below to see related support articles

GPA

- I graduate in the spring. How should I list my GPA/graduation date in the application?
- My GPA is lower than a 3.0. Do I need to submit anything additional in the education section of the application?
- My undergraduate GPA is below a 2.5. Can I apply?

Uploading transcripts

- Step by step tutorial: How do I upload my transcript?
- Do I need to submit official or unofficial transcripts with my online application?

Course-by-course evaluations

- What is a course-by-course evaluation?
Step 3B: Sample Transcripts

Below is a sample transcript that includes all required information:

1. Name of University
2. Name of Candidate*
3. Name of Degree Obtained
4. Date of Degree Conferral
5. Grades and Credits noted for each course taken
6. Final Cumulative GPA

* If your name is missing from your transcript, please upload another document that shows proof of your attendance at that university.

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University at Buffalo
The State University of New York

1. Name of University
2. Name of Candidate
3. Name of Degree Obtained
4. Date of Degree Conferral
5. Grades and Credits noted for each course taken
6. Final Cumulative GPA

(This candidate must write a GPA Statement because her GPA is below a 3.0.)
Sample Course-by-Course Evaluation

A Course-by-Course report is usually required for applications to post-graduate programs, students interested in transferring schools before completing their degree, and licensing board applications.

CREDENTIAL EVALUATION AND AUTHENTICATION REPORT

Name: SAMPLE, Sample  Date: September 29, 2017
Date of Birth: Month 01, 1993

The names on one or more of the academic credentials submitted for evaluation differ from the name indicated above.

U.S. EQUIVALENCY SUMMARY

Bachelor's degree from a regionally accredited institution

CREDENTIAL ANALYSIS

1. Name On Credential: Sample Sample
   Credential Authentication: Official transcripts were sent directly by the institution
   Country: India
   Credential: Bachelor of Engineering
   Year: 2018
   Awarded by: University of Mumbai
   Status: Accredited Institution
   Admission requirements: High school graduation
   Length of program: Four years
   Major/Specialization: Mechanical Engineering
   U.S. Equivalency: Bachelor's degree

This report identifies and describes each credential, including name of credential, requirements for entry and program length, and the equivalent degree in terms of U.S. education.

INSTRUCTIONS FOR USING THIS REPORT: An explanation of the terms used in this report can be found on the reverse side. This report is valid only when printed on watermarked paper and sealed with an official WES stamp on each page.
# COURSE-BY-COURSE ANALYSIS

**Name:** SAMPLE, Sample  
**Date of Birth:** Month 01, 1993  
**Date:** September 29, 2017  
**Ref #:**  
**Page:** 2 of 2

<table>
<thead>
<tr>
<th>INSTITUTIONS - DATES - SUBJECTS</th>
<th>U.S. Semester Credits</th>
<th>U.S. Grades</th>
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<tr>
<td>(U) Machine Design II</td>
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<td>B</td>
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<tr>
<td>(U) Machine Design Lab</td>
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<td>A</td>
</tr>
<tr>
<td>(U) CAD/ CAM/CAE</td>
<td>3.0</td>
<td>C</td>
</tr>
<tr>
<td>(U) CAD/ CAM/CAE Lab</td>
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<td>A</td>
</tr>
<tr>
<td>(U) Mechanical Utility Systems</td>
<td>3.0</td>
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<td>(U) Mechanical Utility Systems Lab</td>
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<td>A</td>
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<tr>
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<td>(U) Production Planning and Control Lab</td>
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<tr>
<td>(U) Power Plant Engineering</td>
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<td>(U) Power Plant Engineering Lab</td>
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<td>(U) Design of Mechanical Systems</td>
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<td>(U) Industrial Engineering and Manager</td>
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</tr>
<tr>
<td>(U) Project II</td>
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</table>

**SUMMARY**

Total Undergraduate Semester Credits: 178.0  
GPA: 2.76

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**INSTRUCTIONS FOR USING THIS REPORT:** An explanation of the terms used in this report can be found on the reverse side. This report is valid only when printed on watermarked paper and sealed with an official WES stamp on each page.

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This report lists each course you have taken, a designation of the level (upper or lower) of each undergraduate course, a U.S. semester credit, and U.S. grade equivalent.

This report includes a U.S. grade point average (GPA).
Step 4: Preferences

Since NYC Teaching Fellows train to teach in the highest need subject areas and schools in New York City, our subject area programs vary from year to year and are subject to change based on the needs of the NYCDOE.

Fellows in our 2020 Summer Program will train to teach in one of the following critical-need subject areas:

- Science: Biology, Chemistry, Earth Science or Physics (Grades 7-12)
- Mathematics (Grades 7-12)
- Spanish Language (Grades 7-12)
- Students with Disabilities Generalist (Grades 7-12)
- Moderate/Severe Students with Disabilities Generalist in District 75 (Grades 1-6)
- Moderate/Severe Students with Disabilities Generalist in District 75 (Grades 7-12)

These will be the only subject areas offered. Rather than applying to a specific subject area, you will be asked to provide information about your subject area preferences in this section of the online application. Please do not leave any subject area preference questions blank—indicate if each subject area is Preferred or Not Preferred. If you are open to teaching any subject, please DO NOT leave the options blank, instead mark Preferred for all categories. To review our subject area eligibility information, please click here.

After submitting your application, you will not have another opportunity to edit or change your subject area preferences. We recommend that you think carefully about the subject area(s) that you would like to teach before completing this section of the application.

Our program staff will look at your application to determine what you are eligible for based on university and New York State eligibility requirements. In order for NYC Teaching Fellows to best determine which subject areas you are eligible to teach, you must submit all postsecondary transcripts with your application. We will assign you to a subject area that you are both eligible for and that has a high need in the NYCDOE. You will receive a tentative subject area assignment should you advance to the Phone Interview or Selection Day. This tentative subject area assignment may not be your final assigned subject area in the program but will provide you with a subject to construct your sample lesson around for Selection Day.

Ultimately, we ask that you remain flexible regarding your subject area, since our mission as a program is to provide teachers to the students who need them most. If you are accepted to NYC Teaching Fellows, you will participate in training that is specifically tailored to your subject area during your training to ensure you are ready for the classroom in your subject area.
Step 5: Resume

A strong resume tells a clear story about you. When looking at your resume, we should be able to easily follow the path of your career or education and quickly understand why your accomplishments and activities make you a good match for our program.

Tips for What to Emphasize:

- Any volunteer or work experience in underserved communities or with populations with special needs
- Specific, concrete accomplishments in each role you have held, using quantitative data where possible
- Leadership roles that you have held, even if they do not directly relate to education
- Any work with school-aged children, or other teaching and/or mentoring experience you have
- Your ability to problem solve, collaborate, and achieve results, no matter the industry or field

Resume Checklist

Before submitting your application, use the checklist below to ensure that your resume is ready:

- Is your resume an appropriate length? (one page; two pages for applicants with 10+ years’ work experience)
- Did you list the month and year for every position you have held and institution you have attended?
- Is your work history ordered chronologically, with the most recent position at the top?
- Is your resume organized into sections with clear headings? (Work History, Education, Skills, etc.)
- Is the formatting of your resume consistent? (font, date format, work information, etc.)
- Does this resume highlight what is important for NYC Teaching Fellows to know about your accomplishments?
- Did you explain any gaps or periods of time when you were neither employed nor in school?

Uploading Your Resume:

Instructions to upload your resume are the same as the instructions to upload your transcript. Please refer to this Online Support article to review the step-by-step instructions.
Step 6: Application Questions

Tips for Completing the Application Questions

The short answer questions in our application enable us to get a clear picture of your background, experiences, and character. Please use this opportunity to help us understand why you are applying to the NYC Teaching Fellows program as your pathway into teaching. We encourage you to visit our NYCTF website and consider how your answers can reflect the components of our mission that resonate most strongly with you.

We suggest preparing your answers to these questions in advance in a word processing application so that you can copy and paste your answers in and complete the online application in one sitting.

Part 1

Given the mission of NYC Teaching Fellows, why do you want to join the program and teach in underserved schools in New York City? (You must answer this question in 200 words or less.)

Part 2

2a) Teachers in a city as diverse as New York educate students from a variety of backgrounds and abilities. How do you think students’ socio-economic status, family background, and previous experience with schooling impact their potential for academic success? (You must answer this question in 150 words or less.)

2b) Do you believe you will be successful in ensuring high academic achievement for all students you will teach? Why or why not? Describe any experience (including experience working with low income or special needs populations) and/or skills that will help you improve student outcomes. (You must answer this question in 175 words or less.)

Part 3 - Scenario

During the NYC Teaching Fellows pre-service training period, Fellows teach summer school classes, while being supported, managed, and evaluated by NYC Teaching Fellows staff. As a Fellow, you will be co-teaching a class at an NYC Department of Education summer school site for five weeks alongside other Fellows.

Two weeks into summer school, you notice that one of your seventh-grade students is consistently disengaged during lessons. He rarely answers questions, and when you call on him, he typically shrugs his shoulders and says, "I don't know." Even when other students are engaged, you often find him listening to music, engaging in off-topic conversation, or putting his head down on his desk.

3a) What are some likely causes of the off task behavior and what action steps would you take to determine these causes? (You must answer this question in 150 words or less.)

3b) What are two ways you would address the student’s behavior? To what extent do you believe these strategies will be successful? (You must answer this question in 150 words or less.)
In the short answer responses, we are looking for you to:

- Highlight why you feel you would be an effective teacher in an underserved public school in New York City.
- Use your own voice to share your passion for education.
- Be concise and adhere to the word count guidelines provided for each question.
- Cite your experiences both inside and outside of classrooms.
- Use specific examples from your own experiences and how they have prepared you for the classroom and working with students.

Application Questions Checklist

Before submitting your application, use the checklist below to ensure that your short answer responses are complete:

- Did you review and edit your essays?
- Have you carefully read the directions and answered all parts of each question?
- Did you adhere to the word count minimums and/or maximums?
- Is your writing clear? Do you need to elaborate or provide more context in any of your responses?
- Is it concise? Is every sentence important to the answer?
Step 7: Additional Information

In this section, we ask several questions about you, your previous work history, how you learned about the NYC Teaching Fellows and why you chose to apply to this program. Your responses will help us gain insights into the factors that motivate individuals to learn more about a career path in education and specifically, alternative certification teaching programs. We are looking to find more people like you who might be interested in applying to the NYC Teaching Fellows in the future.

*The information provided in this section will have no impact on your candidacy and will not be considered as part of your application.*

Step 8: Submit Application

You can use your Navigation Sidebar to help you determine when you are ready to submit your application—you must have green ‘Complete’ status boxes next to all of the application section headings (except ‘Submit Application.’) Once you complete all required fields in all sections of the application, you can submit the entire application from the final Submit Application page.

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**Congratulations!** You have completed and submitted your application to the NYC Teaching Fellows! Please check your messages in Teacher Track to locate an email titled, ‘Thank You for Submitting Your Application for the NYC Teaching Fellows!’ It will include information about the next steps in the application process. You can also expect to receive an update on the status of your candidacy in eight to ten weeks from the date you submit your application.
Glossary of Terms

In our glossary we have provided some of the key terms that you might hear during the application process. We suggest that you familiarize yourself with this page before completing your short answer questions, and while preparing for each stage of the application process.

**Assessment** - a way for a teacher to gain evidence of student learning. Assessments are often delivered as written or verbal tests, and are used to determine student academic achievement as compared to learning goals and/or standards.

**Equity** - the quality of being fair and just. Equity is not the same as equality; rather, equity means providing students the supports needed to level the playing field and ensure all students from all backgrounds have the chance to be academically successful. Excellent teachers drive equity in education through high expectations and comprehensive support for students.

**Free or Reduced-Price Lunch (FRPL)** - if a student’s family income is below a specified level, the student is eligible to receive school meals at either a reduced price or for free. The enrollments of students in FRPL programs are often used to determine if schools have high proportions of low-income students and are eligible for supplemental federal/state funding and/or targeted programs.

**Underserved School** - there are various characteristics that we identify in order to classify a school as underserved. These characteristics include (but are not limited to):

- a large percentage of the student population is living in poverty
- the student body contains a larger than average proportion of students with special needs (including students with disabilities and English Language Learners)
- the school has been historically hard to staff and often faces teacher shortages
- the school poses geographical challenges for staff (may be far away from public transportation, have limited or no parking)
- the school is facing funding shortages or major budget cuts
- the school faces issues related to safety, discipline, and/or very large student/teacher ratios

**Low-Income** - refers to students or families living at or below the federal poverty level. Low-income communities are ones that have high proportions of low-income families, and often face barriers to accessing resources (such as effective schools, childcare, transportation, and healthcare).

**Special Needs** - this term is used to describe students who require assistance for disabilities that may be medical, physical, or psychological. These students often need additional classroom accommodations, including one-on-one lessons, individualized education plans, or accessible materials. Students with special needs may have mild, moderate, or severe disabilities and varying levels of need related to accommodations.

**Student Academic Achievement** - academic achievement measures can be subjective and may look different for every student and every teacher. Academic achievement itself, however, is always related to student learning. We encourage you to craft your own definition of student academic achievement, tying it to student learning, with an emphasis on college and career success.