Overview of the 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 & 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

The Stages of the Selection Process

Our 2022 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

The NYC Teaching Fellows (NYCTF) has a self-paced online application and rolling admissions process. Applications are reviewed in the order they are received. **You can expect to receive a status update regarding your application within 3 to 6 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.

Please note that subject area assignments are made on a rolling basis and therefore, are often filled to capacity well before the application deadline(s). We suggest applying early if you have a strong subject area preference.

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 or traveling internationally, be sure to provide your country code when you register for your phone interview.

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 virtual interviews that take place on Zoom and are offered on weekday evenings and Saturday mornings. Events last approximately three to four hours. Selection Days require candidates to present a five-minute sample lesson and participate in group activity to learn, practice, and execute an instructional technique. **Selection Day is a required event for ALL candidates.** If you are invited to Selection Day, we will share further information about it at the time of your invitation.

Later in the selection season, we may return to holding in-person Selection Day events in New York City. This will be determined as more direction is provided by the NYC Department of Education regarding COVID-19 safety measures.

Stage 4: Notification

All candidates will be notified if they are being invited to move to the next stage of the selection process. We suggest registering for Phone Interviews and Selection Day events as soon as possible as interview spots fill quickly. All candidates who complete a Selection Day event will be notified if they are being offered a spot in the NYCTF 2022 cohort within 4 to 8 weeks of completing their Selection Day event. The NYCTF Online Support Center
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 NYCTF Online Support Center is open 24 hours a day, 7 days a week! You may search the NYCTF Online Support Center for the answers to your questions at any time!

Here are four quick tips to finding the answer to your questions through the NYCTF Online Support Center.

1. Type in key search terms to automatically populate articles available on your topic.

2. Click on the Applicants section and browse available articles by section.

3. Once you have selected an article, be sure to look at Articles in this Section on the left-hand side of your browser and Related Articles on the bottom of the page to find additional articles based on your inquiry.

4. 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 at the end of each section in a blue box. These articles provide more detailed information about the 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 at the NYCTF application portal, TeacherTrack, by clicking on this link: https://nyctf.teachertrack2.org.

When visiting TeacherTrack for the first time, you will need to go to the section called “Create a New Account” and create an account using your email address and a password. You will also have to agree to the Terms of Use.

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. The name used on your application will be the name that appears on all official documentation should you enroll in NYCTF, including stipend checks and teacher certifications. Any demographic information provided will not impact your candidacy and will be used for statistical purposes only. See page 9.

**Step 2 - Eligibility:**
The eligibility requirements for the NYCTF program are on pages 10-11. You must meet these baseline requirements in order to be considered for the NYCTF Summer 2022 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 12-19.

**Step 4 - Preferences:**
The information that you provide in this section will be used to determine the subject areas you prefer to teach. Please note that you will be assigned to a subject area that you are both eligible
for and the NYC Department of Education has defined as a critical need area. It is possible to be assigned to a subject area that you do not prefer. More information on completing this section can be found on pages 20-21.

**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 22.

**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 think you will become an excellent teacher. Your answers also serve as a writing sample to assess your communication skills and professionalism. More information on this section, including the questions that you will be asked to answer, can be found on pages 23-24.

**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 25 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 26 for instructions.

---

**Relevant Articles from the Online Support Center**

- How do I start my application and access it moving forward?
- I can’t find the application on the NYC Teaching Fellows website. Where can I find it?
- I cannot log in to my TeacherTrack account. What should I do?
- How can I contact a representative from the NYC Teaching Fellows?
Navigating through the Application

The ‘Personal Information’ and ‘Eligibility’ sections of the application **MUST** be completed first before you can access all other sections of the application.

Then you can easily move from section to section of the application by using the Navigation Sidebar on the left-hand side of the screen. 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.

![Application Sections Status](image)

**These 2 sections must be completed first before you can access the other application sections.**

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**Relevant Articles from the Online Support Center**

*Can I move from section to section within the online application?*
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. The name used on your application will be the name that appears on all official documentation should you enroll in NYCTF, including stipend checks and teacher certifications. 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 on 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 submit 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

Be sure to read each question in this section of the application very carefully, as certain answers may deem you automatically ineligible for the program.

Before beginning your online application, please make sure that you meet our basic program requirements by carefully reading the chart below:

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Eligible Candidates:</th>
<th>Ineligible Candidates:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bachelor’s degree</strong></td>
<td>Received a bachelor’s degree prior to 5/31/2022</td>
<td>Will not have received a bachelor’s degree by 5/31/2022</td>
</tr>
<tr>
<td><strong>Undergraduate GPA</strong></td>
<td>Have an <em>undergraduate</em> final cumulative GPA of 2.5 - 4.0.*</td>
<td>Have an undergraduate GPA below a 2.5</td>
</tr>
<tr>
<td>(Graduate GPA cannot be considered in place of the undergraduate GPA.)</td>
<td>*If you have an <em>undergraduate</em> GPA of 2.50 to 2.99, you will be required to 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><strong>Authorization to work in the United States</strong></td>
<td>Must be one of the following: 1. U.S. citizen 2. Permanent resident of the United States with a valid green card 3. Holder of U.S. Employment Authorization Documents that confirm your ability to work in the U.S. through July 2024 4. Holder of U.S. Employment Authorization Documents that can be re-verified for work authorization each year through July 2024</td>
<td>Are not one of the following: 1. U.S. citizen 2. Permanent resident of the United States with a valid green card 3. Holder of U.S. Employment Authorization Documents that confirm your ability to work in the U.S. through July 2024 4. Holder of U.S. Employment Authorization Documents that can be re-verified for work authorization each year through July 2024</td>
</tr>
<tr>
<td><strong>Teacher Certification</strong></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 to teach at the early childhood, elementary or secondary levels in the United States, including Puerto Rico OR Have an expired teaching certification at the early childhood, elementary or secondary levels in the United States, including Puerto Rico</td>
</tr>
</tbody>
</table>
### Eligibility Criteria

<table>
<thead>
<tr>
<th></th>
<th>Eligible Candidates:</th>
<th>Ineligible Candidates:</th>
</tr>
</thead>
</table>
| **Teacher Preparation Program**  
*Candidate may need to provide information about any teacher training program they have participated in before eligibility can be determined.* | 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  
**OR**  
Have never started pre-service training in the following alternative certification programs: NYC Teaching Fellows, NYC Teaching Collaborative, Pathways to PE  
**OR**  
Have never completed an alternative certification program in New York State | 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  
**OR**  
Have started but did not finish pre-service training in the following alternative certification programs: NYC Teaching Fellows, NYC Teaching Collaborative, Pathways to PE  
**OR**  
Have completed an alternative certification program in New York State |
| **English language fluency** | Are fully fluent in written and spoken English                                           | Are not fully fluent in written and spoken English                                      |
| **Prior experience in the NYC Department of Education** | Have no prior experience in the NYC Department of Education  
**OR**  
Have served as a per-diem substitute teacher, paraprofessional, teacher’s aide, parent coordinator, other school-based staff, central office staff, etc. | Have taught as a certified, full-time teacher in the NYC public schools  
**OR**  
Have taught in NYC public schools with a Transitional B certification or a 5BA certification |

If you receive a message stating that you are NOT eligible to apply to the NYC Teaching Fellows, please read the message carefully to confirm that you do not meet the eligibility requirements. Please contact us immediately via our **Online Support Center** if you feel you meet all eligibility requirements and have been marked "Ineligible" in error.

**If you think that you have been marked ineligible in error, please do NOT create a duplicate account or an account using a different email address;** this will only further delay your opportunity to apply.

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**Relevant Articles from the Online Support Center**

**I received a message stating I was ineligible before I was able to submit my application. Why? What can I do?**
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.

Applicants with a Final 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 final cumulative GPA was between 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 international universities and require all candidates with a bachelor’s degree from a university outside of the United States 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.
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.

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.

Important 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. Ask the organization to have the degree evaluation mailed to your home address.
4. Scan the complete evaluation into your computer. The document should be saved with one of these extensions: .doc, .docx, .jpeg, or .PDF.
5. You are 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.

Applicants with Transfer Credits

All applicants are required to upload a copy of their bachelor’s degree transcript. If more than 50% of your undergraduate credits were earned at universities other than your graduating university, you MUST upload the transcripts from all other universities you attended. For example, university requirements often state that a student must earn 120 credits in order to graduate. If an applicant to NYCTF 2022 earned less than 60 credits at their graduating university then they would be required to upload transcripts from all other universities they attended for undergraduate coursework.

Applicants who earned an associate’s degree often are required to submit their associate’s degree transcript if those credits were used toward the completion of bachelor’s degree graduation requirements. An associate’s degree often translates into the first two years of a bachelor’s degree.

Please note that transcripts from study abroad programs do NOT need to be uploaded.
Applicants with Graduate Degrees

Our program will evaluate graduate degree transcripts (master’s, professional degrees or doctorates) when coursework completed beyond a bachelor’s degree level could be used for meeting NY State requirements for teaching in our available subject areas. If you are interested in teaching Science or Mathematics but you did not graduate with an undergraduate major in one of these areas, you should upload your graduate transcripts so we can determine if you meet all academic requirements to be assigned to these subject areas. Please upload your graduate degree transcripts along with your bachelor’s transcript.

Please note: Our university partners will NOT allow us to use your graduate degree in place of your undergraduate degree. If your undergraduate degree final cumulative GPA is below a 2.5, we will not be able to consider you as a candidate for the NYC Teaching Fellows.

Applicants Graduating in Spring 2022

Applicants are eligible to apply if they are on track to graduate before NYCTF training begins in June 2022. All graduation requirements must be completed by the end of May 2022.

Please list your most recent cumulative GPA as your GPA in the Education section of your application. The GPA you enter should match the GPA reflected on the unofficial transcripts you will upload as part of your application. Be sure to enter your anticipated graduation date as well. If you are offered a place in our program, we will reach out before training begins to confirm that your degree has been conferred and that you are eligible to begin training in mid-June.

Relevant Articles from the Online Support Center

- 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?
- What is a course-by-course evaluation?
- I earned my undergraduate degree outside of the United States. What materials do I need to submit?
- Why do I need to upload a copy of my bachelor’s transcript if I have a graduate degree?
- I graduate in the spring. How should I list my GPA/graduation date in the application?
- Information for candidates who completed their undergraduate studies in a different country
Step 3A: Transcript Overview

All candidates are required to upload a copy of their bachelor’s degree transcript. We need this information to determine which subject areas you are eligible to teach in New York.

You will need to obtain a current version 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. We do NOT accept hard copies of transcripts.

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. You may also be able to obtain an unofficial copy of your transcript from the college’s online portal. Please be sure that the transcript you upload includes all of the required information outlined in the section below.

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 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 Transcript Information

The following information must appear on all uploaded and submitted transcripts:
1. Name of University
2. Name of Candidate*
3. Name of Degree Obtained
4. Name of Major
5. Date of Degree Conferral
6. Grades and Credits noted for each course taken
7. Final Cumulative GPA

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

See Step 3C: Sample University Transcript if you are uncertain what these items are or where they can be found on a transcript.
File Format Requirements

The transcript file size cannot be larger than 3MB. If it is larger, please separate the large file into multiple pages.
The document must be saved with one of these extensions: .doc, .docx, .PDF, or .jpeg.

Please review your file to make sure the document 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.

Step 3B: Uploading Your 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.

Relevant Articles from the Online Support Center

- Step by step tutorial: How do I upload my transcript?
- Do I need to submit official or unofficial transcripts with my online application?
- How do I get a copy of my transcript to submit my application?
- What information needs to appear on my transcripts?
Step 3C: Sample University 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.
Step 3D: 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 of Birth: Month 01, 1993
Date: September 29, 2017
Ref #: 
Ref #: 
Page: 1 of 2

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:** 2010  
   **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>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(U) Machine Design II</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>(U) Machine Design Lab</td>
<td>1.0</td>
<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>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Mechanical Utility Systems</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>(U) Mechanical Utility Systems Lab</td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Production, Planning and Control</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>(U) Production Planning and Control Lab</td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Power Plant Engineering</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>(U) Power Plant Engineering Lab</td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Project I</td>
<td>3.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Design of Mechanical Systems</td>
<td>3.0</td>
<td>C</td>
</tr>
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<td>(U) Design of Mechanical Systems Lab</td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Industrial Engineering and Management</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
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<td>1.0</td>
<td>A</td>
</tr>
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<td>(U) Refrigeration and Air Conditioning</td>
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<td>(U) Refrigeration and Air Conditioning Lab</td>
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<td>(U) Renewable Energy Sources</td>
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<td>(U) Renewable Energy Sources Lab</td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>(U) Project II</td>
<td>4.0</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

Total Undergraduate Semester Credits: 178.0  
GPA: 2.78

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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).

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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.
Step 4: Preferences

In this section, you will be asked to share which subject areas you are most interested in teaching. We recommend that you think carefully about the subject area(s) that you would like to teach before completing this section of the application.

NYC Teaching Fellows are hired each year to teach the critical-need subject areas in NYC's under-resourced schools. This means that our subject area programs vary from year to year based on the needs of the NYC Department of Education.

Fellows in our 2022 Summer Program will train to teach in one of the following critical-need subject areas:

- Biology (Grades 7-12)
- Chemistry (Grades 7-12)
- Earth Science (Grades 5-8)
- Physics (Grades 7-12)
- Mathematics (Grades 7-12)
- Spanish Language (Grades 7-12)
- Bilingual Special Education in Spanish (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 or Not Eligible. If you know that you do not meet the academic requirements for a certain subject area, we ask that you correctly select Not Eligible. We will not be able to assign you to a subject area if you do not have the academic background outlined by the state of New York.

To review the subject area eligibility requirements, please read this article.

After submitting your application, you will not have the opportunity to edit or change your subject area preferences during the selection season. If you are invited to enroll, there will be a short window during the enrollment period when you will be able to appeal your assignment.

We will assign you to a subject area that you are both eligible for and that the NYCDOE has defined as a critical need area. Our program staff will review your transcripts to determine what you are eligible for based on university and New York State eligibility requirements. You will receive your tentative subject area assignment when you advance to a Phone Interview and/or Selection Day. This tentative assignment may not be your final assigned subject area in the program but will provide you with a subject for planning your sample lesson for Selection Day.
Our program mission is to provide teachers to the students of NYC who need them most. We ask that you remain flexible regarding your subject area assignment. If you are accepted to NYC Teaching Fellows, you will participate in training that is specifically tailored to your subject area to ensure you are ready to lead and support a classroom.

**Relevant Articles from the Online Support Center**

- What subject areas are available to Teaching Fellows this year?
- How is my subject area assigned?
- Can I choose what subject area I want to teach?
- How do I request a subject area change?
Step 5: Resume

A strong resume tells a clear story about you. A successful resume is a great way for you to clearly outline your academic and/or professional history, highlight previous achievements, and demonstrate commitment to your community. 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.

Please be specific, including dates of employment and volunteer work, descriptions of your responsibilities, and an account of your accomplishments. It is important that your resume accurately reflects your academic, professional and personal experiences.

Your resume should be no longer than 1 to 2 pages long.

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 experiences
• Your ability to problem solve, collaborate, and achieve results, no matter the industry.

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?
Step 6: Application Questions

The short answer questions offer an opportunity for you to tell us about yourself and explain why you are applying to the NYC Teaching Fellows program as your pathway into teaching. The answers to these questions are considered a critical part of your application. Along with the content, the structure and mechanics of your answers are important. 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.

Preview of Application Questions

Question 1
Given the mission of NYC Teaching Fellows, why do you want to join the program and teach in under-served schools in New York City?
(Please answer this question in 200 words or less.)

Question 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?
(Please answer this question in 200 words or less.)

Question 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.
(Please answer this question in 200 words or less.)

Question 3A – Scenario Responses
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.

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

**Question 3B – Scenario Responses**

What are two ways you would address the student’s behavior? To what extent do you believe these strategies will be successful?
(Please answer this question in 150 words or less.)

**Tips for What to Emphasize:**

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.

Congratulations! You have completed and submitted your application to the NYC Teaching Fellows!

Please check your messages in TeacherTrack to locate an email titled, ‘Thank You for Submitting Your Application to the NYC Teaching Fellows!’ It will include information about the next steps in the application process. You can expect to hear back from us within 3 to 6 weeks of submitting your application regarding your status. We suggest registering for Phone Interviews and Selection Day events as soon as possible as interview spots fill quickly.