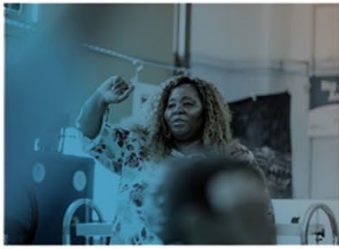


Application Preparation Guide



NYC Teaching Fellows
Summer 2023

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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.

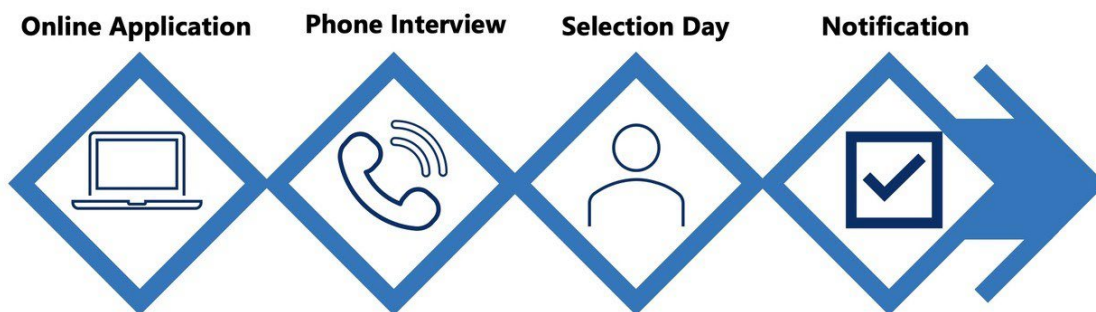
Characteristics of a Successful Candidate

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
- Candidates who have 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 2023 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**. Complete applications are reviewed in the order they are received. If you receive a message about your application being incomplete, it is in your interest to submit missing documentation immediately. **You can expect to receive a status update regarding your application within 4 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.

If sufficient evidence is collected through the review of the online application, some candidates may skip the phone interview and move directly to Selection Day.

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 invited 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.

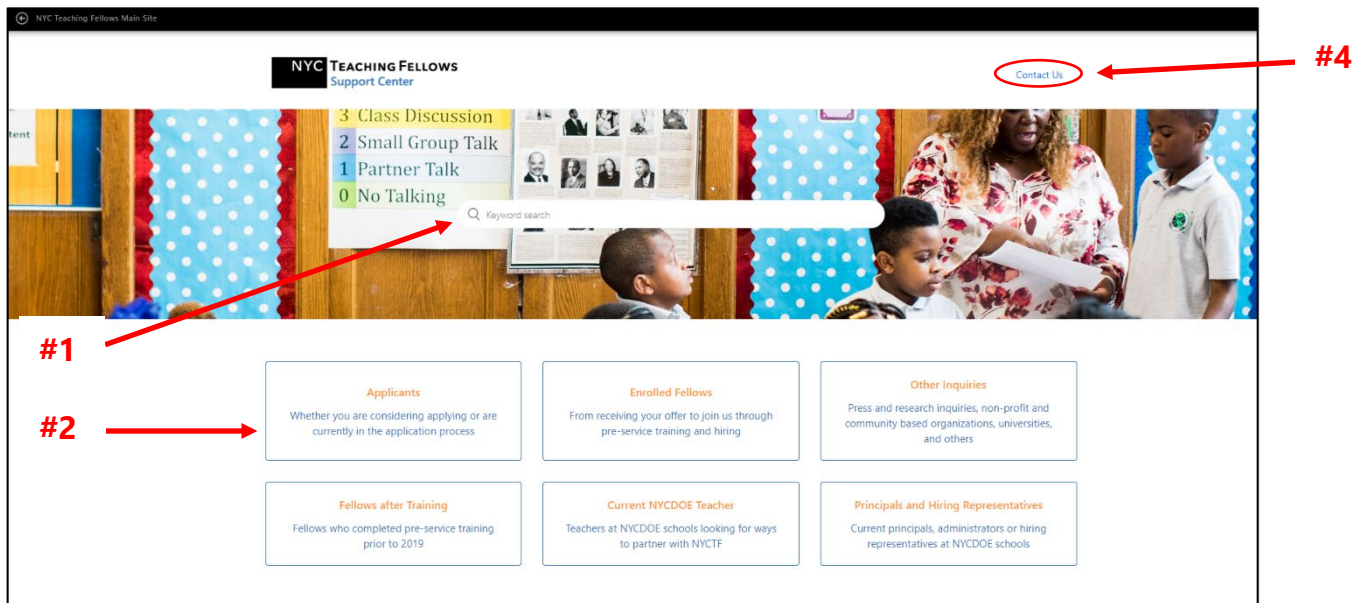
Stage 4: Notification

All candidates will be notified if they are invited to move to the next stage of the selection process. **Register 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 2023 cohort within 4 to 8 weeks of completing their Selection Day event.

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.

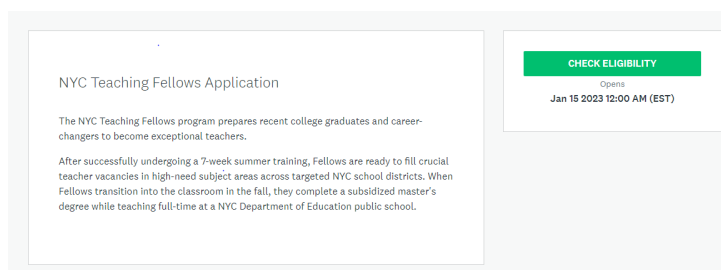
Throughout this Application Preparation Guide you will find links to related articles at the end of each section in a blue box. These articles provide more detailed information about the topic.

Registration and Eligibility Requirements

To begin working on your application to the NYC Teaching Fellows, you will need to register an account at the NYCTF application portal, by clicking on this link: <https://nycdoe2.smapply.io/>

When visiting SurveyMonkey Apply for the first time, you will need to go to the section called “**Register**” and create an account using your email address and a password. After registering, you will be asked to verify your email. Once verified, you will then have access to open the NYC Teaching Fellows Application.

After creating an account, you will be asked to verify your eligibility by responding to a series of questions.



When ready, click on the Check Eligibility button on the right of the screen.

Once you have completed this section, click "Save my Profile." *Please note, you will not be able to proceed to the rest of the application until you have completed this section.*

Applicants frequently answer these questions incorrectly and will not have access to their applications as a result! Please complete the eligibility section of the application carefully and review your answers before submitting.

Review the chart below to help determine whether you are eligible to apply for the NYC Teaching Fellows:

Eligibility Criteria	Eligible Candidates:	Ineligible Candidates:
Bachelor's degree	Received a bachelor's degree prior to 5/31/2023	Will not have received a bachelor's degree by 5/31/2023
Undergraduate GPA <i>(Graduate GPA cannot be considered in place of the undergraduate GPA.)</i>	<p>Have an undergraduate final cumulative GPA of 2.5 - 4.0.*</p> <p>*If you have an undergraduate 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.</p> <p>*If you have an undergraduate GPA below a 2.5, you are only eligible if you have completed a graduate degree with a final GPA of a 3.0 or above. 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.</p>	Have an undergraduate GPA below a 2.5 and do not have a graduate degree with a final GPA of a 3.0 or above
Authorization to work in the United States	<p>Must be one of the following:</p> <ol style="list-style-type: none"> 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 2025 4. Holder of U.S. Employment Authorization Documents that can be re-verified for work authorization each year through July 2025 	<p>Are not one of the following:</p> <ol style="list-style-type: none"> 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 2025 4. Holder of U.S. Employment Authorization Documents that can be re-verified for work authorization each year through July 2025
Teacher Certification	Have never been certified to teach at the early childhood, elementary or secondary levels in the United States, including Puerto Rico	<p>Are currently certified to teach at the early childhood, elementary or secondary levels in the United States, including Puerto Rico</p> <p>OR</p> <p>Have an expired teaching certification at the early childhood,</p>

Eligibility Criteria	Eligible Candidates:	Ineligible Candidates:
		elementary or secondary levels in the United States, including Puerto Rico
<p>Teacher Preparation Program <i>Candidate may need to provide information about any teacher training program they have participated in before eligibility can be determined.</i></p>	<p>Have never earned a bachelor's or master's degree that could lead to being certified as a teacher in the United States, or US territory 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</p>	<p>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</p>
<p>English language fluency</p>	<p>Are fully fluent in written and spoken English</p>	<p>Are not fully fluent in written and spoken English</p>
<p>Prior experience in the NYC Department of Education</p>	<p>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.</p>	<p>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</p>

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.

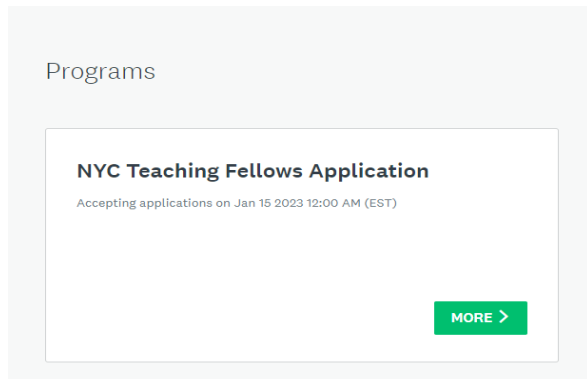
If you think that you have been marked ineligible in error, please do NOT create a duplicate account or an account using a different email address; this will only further delay your opportunity to apply.

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?](#)

Completing the Online Application in Seven Tasks

After completing the eligibility profile, you can then open the application by clicking on the More tab in the main menu.



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

Task 1 - Personal Information:

You will be asked to provide basic personal information in this task; 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 12.**

Task 2 - Education:

In this task, you will be asked to provide information about the educational institutions that you attended. If your final cumulative GPA of your undergraduate degree is below a 3.0, you **must fill out the GPA Statement** detailing why you are ready to enter a rigorous master's degree program. **Your application will be marked incomplete if your undergraduate GPA is below 3.0 and you leave the GPA Statement blank.** More information about this task, including instructions for how to upload transcripts, can be found on **pages 13-21.**

Task 3 - Preferences:

The information that you provide in this task 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 preference. More information on completing this section can be found on **page 22-23.**

Task 4 - 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. A cover letter is not needed. Further tips for writing and updating your resume can be found on **page 24**.

Task 5 - Application Essay Questions:

In this task, 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. **The answers to these questions are considered a critical part of your application.** Along with the content of your answers, the structure and mechanics of your writing are also important. We highly recommend you compose your responses using a word processing program and paste them into your online application. More information on this section, including the questions that you will be asked to answer, can be found on **pages 25-26**.

Task 6 – 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 27** for more information.

Task 7 – Submit Application:

At the last stage of your application, you will be asked to confirm that all of your information is correct and review your application responses. Please see **page 28** 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 SurveyMonkey Apply account. What should I do?](#)

[How can I contact a representative from the NYC Teaching Fellows?](#)

Navigating through the Application

All tasks of the application can be saved and revisited at any time before submission.

You can easily move from task to task of the application by using the Toolbar on your screen. You can move around in the application and do not have to complete the remaining tasks in the order they are presented.

To access a certain task of the application, just click on the page name you would like to complete. The status symbols can be helpful to keep track of how you are progressing in the completion of your online application. (See diagram below.)

- Pages that have not yet been started have a blank dashed circle on the left of the page name.
- Pages that have been started but not yet completed have a white and green circle to the left of the page name.
- Pages that have been completed have a green circle with a check mark to the left of the page name.

You will not be able to click the final 'Submit' button until you have a green circle with a check next to all of the application task headings.

The screenshot shows the 'NYC Teaching Fellows Application' interface. At the top, it displays the application ID '0000000001' and 'ID: 0000000001'. Below this is a list of tasks:

- Personal Information (white and green circle)
- Education (white and green circle)
- Preferences - Subject Area for Teaching Certification (white and green circle)
- Resume (green circle with checkmark)
- Application Essay Questions (green circle with checkmark)
- Additional Information (dashed circle)

At the bottom of the task list, it shows '2 of 7 tasks complete' with a progress bar. Below the progress bar, it says 'Last edited: Jan 17 2023 01:50 PM (EST)'. At the very bottom, there are two buttons: 'REVIEW' and 'SUBMIT'. A callout box on the right points to the 'SUBMIT' button with the text: 'Once you have completed and reviewed all tasks, you can submit.'

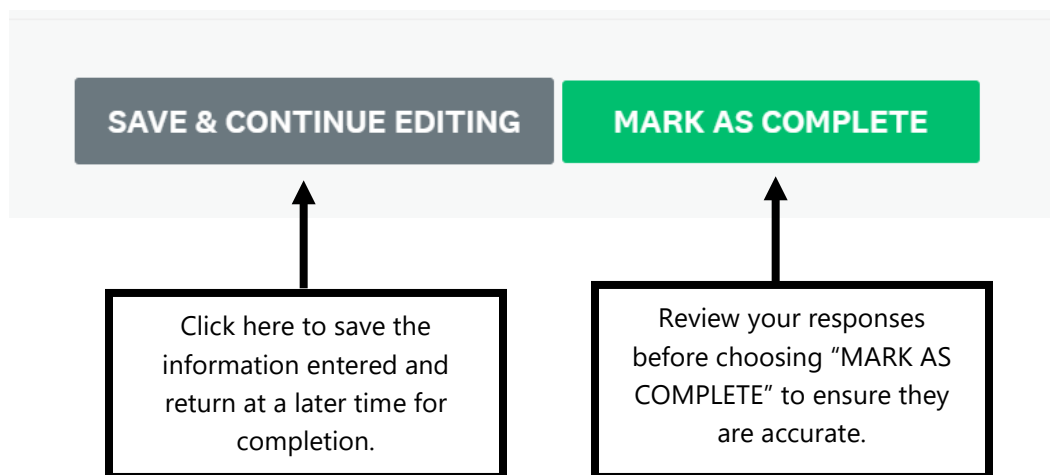
Three callout boxes on the left point to the task status symbols:

- The top callout points to the 'Personal Information' task and says: 'This symbol indicates the task is started but not completed.' (It points to the white and green circle icon.)
- The middle callout points to the 'Resume' task and says: 'This symbol indicates the task is completed.' (It points to the green circle with a checkmark icon.)
- The bottom callout points to the 'Additional Information' task and says: 'This symbol indicates the task has not been started.' (It points to the dashed circle icon.)

Task 1: Personal Information

In the first task, 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.

Once you have entered your personal information, you can choose to click on the green '**MARK AS COMPLETE**' button or the gray '**SAVE & CONTINUE EDITING**' 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 '**MARK AS COMPLETE**' please review your responses to ensure they are accurate.



Task 2: Education

In this task, you will be asked to provide information about the educational institutions that you attended and to upload final transcripts from these universities. **Unofficial transcripts are allowed during the online application submission process.** You will be required to submit official transcripts if you are invited to enroll in the NYC Teaching Fellows. 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.

All applicants are required to upload a copy of their bachelor's degree transcript.

Applicants with a Final Cumulative GPA Lower than a 3.0

It is currently a 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. While our program has a minimum GPA requirement of 3.0, candidates whose final cumulative undergraduate GPA was below a 3.0 are considered on a case-by-case basis and must submit a supplementary GPA Statement of no more than 200 words as part of their online application.

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 why you feel you will be able to succeed in a rigorous master's degree program, any professional or personal experiences you have had since earning your undergraduate degree that illustrate your motivation and commitment and any factors that may have impacted your undergraduate GPA.

Applicants with an undergraduate final cumulative GPA below a 2.5 ARE ONLY eligible if they have obtained a graduate degree and earned at least a 3.0 GPA upon completion of the graduate degree program. The university partners will need to see the undergraduate transcript showing the GPA below 2.5 AND graduate degree transcript showing a final cumulative GPA of a 3.0 or above. You must also complete the GPA Statement in your application.

If your undergraduate GPA is below a 2.5 and you have not earned a master's degree, you are NOT ELIGIBLE for this program. We are bound by our university partnerships and state regulations in this aspect and are unable to offer further exceptions to our GPA requirement, regardless of where your GPA was earned or any other professional achievements.

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.

Applicants with a Bachelor’s Degree from an International 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. (*See Step 2D: Sample Course-by-Course Evaluation* if you are uncertain what should appear on a course-by-course evaluation.)

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
- World Education Services Inc.

Please request multiple copies of your official transcript from your home university before you begin the evaluation process. We suggest this 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 to several months. 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 NYC Teaching 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 2023 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) in the following two situations:

1. When an applicant's undergraduate degree final cumulative GPA is below a 2.5 but they have a graduate degree and earned at least a 3.0 GPA
2. 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, Mathematics or Spanish Language 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 GPA.*

Applicants Graduating in Spring 2023

Applicants are eligible to apply if they are on track to graduate before NYCTF training begins in June 2023. All graduation requirements must be completed by the end of May 2023.

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](#)

Task 2A: 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 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 uploaded to your online application.** We do NOT accept hard copies of transcripts. We also do not accept transcripts that are emailed through the Online Support Center.

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. **Make sure the document is legible before uploading.**

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 & Major
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.

See Step 2C: Sample University Transcript if you are uncertain what these items are or where they can be found on a transcript.

File Format Requirements

1. The transcript file size cannot be larger than 10MB. 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. If you are uploading more than one transcript, please clearly label your transcripts with last name, university name and transcript page number (e.g. Smith_UCLA_pg1, Smith_CityCollege_pg2).
4. 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.

Task 2B: 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 & CONTINUE EDITING**' to hold your work or select '**MARK AS COMPLETE**' 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?](#)

Task 2C: 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 & Major
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.

1. Name of University

2. Name of Candidate

University at Buffalo
The State University of New York

Name: ANGELA YEE

ID: _____
DOB: 08/03/XXXX
Date: 03/24/2009

Issued to: OFFENSE TO STUDENT VOID IF OPEN

DEGREES AWARDED

Degree: B.A. - 1 February, 2009
Major: SPANISH WITH HIGH HONORS
Minor: LATINA/LATINO STUDIES

BEGINNING OF ACADEMIC RECORD

Term	Course	Grade	Credits	GPA
Fall 2004	MTH 143 BEGINNING RACQUETBALL	UG 1.0 A		
Fall 2004	ENG 101 WRITING 1	UG 3.0 B		
Fall 2004	GSE 155 METHODS OF INQUIRY	UG 3.0 A		
Fall 2004	UBE 101 UNIVERSITY EXPERIENCE	UG 1.0 P		
Fall 2004	UGC 111 WORLD CIVILIZATION 1	UG 3.0 C+		
Fall 2004	ULC 147 INTERMEDIATE ALGEBRA	UG 4.0 C-		
Fall 2004	UG	Hours Carried: 15.00		GPA: 2.762
Spring 2005	ECO 181 INTRO TO MACROECONOMICS	UG 3.0 F		
Spring 2005	ECO 181 INTRO TO MACROECONOMICS	UG 1.0 F		
Spring 2005	ENG 201 ADV WRITING 1	UG 3.0 B+		
Spring 2005	PSY 101 INTRODUCTORY PSYCHOLOGY	UG *** D		
Spring 2005	UGC 112 WORLD CIVILIZATION 2	UG *** D		
Spring 2005	UG	Hours Carried: 7.00		GPA: 1.427
Fall 2005	ECO 181 INTRO TO MACROECONOMICS	UG 3.0 W		
Fall 2005	ECO 181 INTRO TO MACROECONOMICS	UG 1.0 W		
Fall 2005	GEO 101 PHYSICAL ENVIRON GEOG	UG 3.0 W		
Fall 2005	ITA 101 ELEM ITALIAN 1ST SEMESTER	UG 5.0 W		
Fall 2005	ULC 148 INTERMED ALGEBRA & TRIG	UG 4.0 W		
Fall 2005	UG	Hours Carried: 0.00		GPA: 0.000
Spring 2006	GEO 103 GEOG OF ECONOMIC SYSTEMS	UG 3.0 D		
Spring 2006	PSY 101 INTRODUCTORY PSYCHOLOGY	UG 3.0 F		
Spring 2006	UGC 112 WORLD CIVILIZATION 2	UG 3.0 C+		
Spring 2006	ULC 148 INTERMED ALGEBRA & TRIG	UG 4.0 C		
Spring 2006	UG	Hours Carried: 13.00		GPA: 1.384
Summer 2006	SSC 103 INTRO TO HLTH & HUM SRVCS	UG 3.0 C-		
Summer 2006	UG	Hours Carried: 3.00		GPA: 1.670
Fall 2006	LLS 208 20C LATINA/O LITERATURE	UG 3.0 B+		
Fall 2006	LLS 303 MAINLAND CARIBBEAN EXPRNC	UG 3.0 A		
Fall 2006	LLS 308 BLACK PRESNC LAT AM CULT	UG 3.0 A-		

(Continued on next column.)

Term	Course	Grade	Credits	GPA
Fall 2006 (Con't)	MFC 332 PARALEGAL PRIN & PROCED	UG 4.0 A		
Fall 2006 (Con't)	SPA 407 CONTEMP LIT OF SPAIN	UG 3.0 B+		
Fall 2006 (Con't)	SPA 411 SPANISH AMERICAN NOVEL	UG 3.0 B-		
Fall 2006 (Con't)	UG	Hours Carried: 19.00		GPA: 3.526
Spring 2007	HMN 325 CONTEMP AFRO-CARIB RELIG	UG 3.0 A-		
Spring 2007	LLS 475 LATINO MASCULINITY	UG 3.0 A		
Spring 2007	NTR 108 HUMAN NUTRITION	UG 3.0 C-		
Spring 2007	SPA 449 SPANISH ARCHITECTURE	UG 3.0 A		
Spring 2007	SPA 450 20TH C SPANISH THEATER	UG 3.0 B-		
Spring 2007	UGC 211 AMERICAN FLURALISM	UG 3.0 B		
Spring 2007	UG	Hours Carried: 18.00		GPA: 3.335
Summer 2007	SPA 333 INTNSV COMM SPAN ABROAD	UG 3.0 A-		
Summer 2007	SPA 444 SPECIAL TOPICS ABROAD	UG 3.0 A		
Summer 2007	UG	Hours Carried: 6.00		GPA: 3.835
Fall 2007	AAS 253 BLACKS IN FILMS 1	UG 3.0 B		
Fall 2007	AHI 203 LATIN AM & CARIBBEAN	UG 3.0 B-		
Fall 2007	NTR 109 NUTRITION IN PRACTICE	UG 3.0 A		
Fall 2007	NTR 110 NUTRITION IN PRACTICE	UG 1.0 A		
Fall 2007	SPA 415 SPANISH-AMERICAN POETRY	UG 3.0 B+		
Fall 2007	SPA 452 SPANISH WOMEN WRITERS	UG 3.0 A		
Fall 2007	UG	Hours Carried: 16.00		GPA: 3.438
Spring 2008	ENG 277 INTRO U.S. LATINO LIT	UG 3.0 B-		
Spring 2008	HIS 373 MEXICO DIAZ TO CARDENAS	UG 3.0 B-		
Spring 2008	LLS 484 LATINO/E LATIN AM CINEMA	UG 3.0 B		
Spring 2008	MTH 115 SURVEY OF ALGEBRA & TRIG	UG 4.0 R		
Spring 2008	SPA 499 INDEPENDENT STUDY	UG 3.0 A-		
Spring 2008	UG	Hours Carried: 12.00		GPA: 3.003
Fall 2008	OPR 483 PUCMM PONTIF U., CATORICA	UG 15.0 P		
Fall 2008	UG	Hours Carried: 15.00		GPA: 0.000

CUMULATIVE ACADEMIC RECORD

Hours	GPA Att	GPA Cmp	Oth Att	Oth Cmp	Point	GPA
UG	108.0	101.0	16.0	16.0	312.7	2.896
UG TR	0.0	0.0	3.0	3.0	0.00	0.000

(Continued on next page)


Frederick A. Fredrick
University Registrar

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.)

Task 2D: 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 #:
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: 2016
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

INSTITUTIONS - DATES - SUBJECTS

	U.S. Semester Credits	U.S. Grades
2015-2016		
(U) Machine Design II	3.0	B
(U) Machine Design Lab	1.0	A
(U) CAD/ CAM/CAE	3.0	C
(U) CAD/ CAM/CAE Lab	1.0	A
(U) Mechanical Utility Systems	3.0	B
(U) Mechanical Utility Systems Lab	1.0	A
(U) Production, Planning and Control	3.0	B
(U) Production Planning and Control Lab	1.0	A
(U) Power Plant Engineering	3.0	B
(U) Power Plant Engineering Lab	1.0	A
(U) Project I	3.0	A
(U) Design of Mechanical Systems	3.0	C
(U) Design of Mechanical Systems Lab	1.0	A
(U) Industrial Engineering and Management	3.0	B
(U) Industrial Engineering and Management Lab	1.0	A
(U) Refrigeration and Air Conditioning	3.0	B
(U) Refrigeration and Air Conditioning Lab	1.0	A
(U) Renewable Energy Sources	3.0	B
(U) Renewable Energy Sources Lab	1.0	A
(U) Project II	4.0	A

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.

SUMMARY

Total Undergraduate Semester Credits: 178.0 GPA: 2.76

This report includes a U.S. grade point average (GPA).

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.

Task 3: Preferences

In this task, 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 2023 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 Education in Spanish (Grades 1-6)
- Bilingual Education in Russian (Grades 1-6)
- Bilingual Education in Mandarin (Grades 1-6)
- Students with Disabilities - Generalist (Grades 7-12)
- Students with Disabilities – Bilingual in Spanish (Grades 7-12)
- Students with Disabilities – Mathematics (Grades 7-12)
- Students with Disabilities – Biology (Grades 7-12)
- Students with Disabilities – Chemistry (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)

The following subject areas are available but eligibility will be determined during the subject area assigning process. When applying, express your interest for the overall content area (i.e. select "Preferred" for Mathematics (Grades 7-12) if you are eligible and interested in Mathematics Immersion (Grades 5-9 or 7-12)).

- Mathematics Immersion (Grades 5-9 or 7-12)
- Biology Immersion (Grades 7-12)
- Chemistry Immersion (Grades 7-12)
- Earth Science Immersion (Grades 5-9 or 7-12)
- Physics Immersion (Grades 7-12)
- Spanish Language Immersion (Grades 7-12)

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?](#)

Task 4: 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?

Task 5: Application Essay 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 underserved schools in New York City?

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

Question 2

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 3

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 4A – 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 4B – 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?

Task 6: Additional Information

In this task, 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.

Task 7: Submit Application

The final task will ask you to confirm that all of your information is correct and to review your application responses. You must select the green **"MARK AS COMPLETE"** button at the bottom of the section to move to the final submission action.

Find the Sidebar on the application main screen to help you determine when you are ready to submit your application—you must have the **"MARK AS COMPLETE"** symbol next to all of the application task headings. Once you complete all required fields in all of the seven tasks of the application and you have agreed to the terms, you can click **'SUBMIT'** on the left side of the screen to submit the entire application. **You must click on the "SUBMIT" button for your application to be officially submitted.**

The screenshot displays the final step of the application process. On the left, a sidebar indicates that all 7 tasks are complete, with a progress bar at 100%. Below this, there are buttons for 'REVIEW' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red circle. The main area shows the application details, including the ID '0531989088' and a list of tasks, each with a green checkmark indicating completion. The tasks listed are: Personal Information, Education, Preferences - Subject Area for Teaching Certification, Resume, Application Essay Questions, Additional Information, and Submit Application.

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

Please check your email for a message from NYC Department of Education 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 4 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.

Please be sure to check your email regularly in case we need additional information from you. We suggest you add noreply@mail.smapply.net to your safe sender list and be sure to check your SPAM folder for important messages. We want to keep you and your application moving through all stages of the selection process. We look forward to receiving and reviewing your application!