

How to Apply to the Master of Arts in Teaching and Curriculum program

The Application and Review Process

The recommended application deadlines for the MATC admissions are listed below. Please note that these dates are important for assuring timely review of your application. However, we do continue to accept and review applications past these dates if space and time allow.

Summer: April 1 Fall: July 1 Spring: November 20

*** The MACT program is no longer considering post-certification teaching experience in admissions decisions. **
novice teachers are invited and encouraged to apply.*

Review of applications occurs at the department level by the MATC faculty in the Department of Teacher Education after the application to graduate study and all application materials have been received. MATC faculty review the application files according to the criteria listed below. The MATC faculty will submit the departmental recommendation to the MSU Office of Admissions for final review of the application, official acceptance decision, and final paperwork processing.

Review Criteria

- *Applicants must possess a bachelor's degree or its equivalent from an accredited institution. Consideration is given to the quality of undergraduate courses taken and grades earned in major areas of study.*
- *Faculty review all application materials submitted.*
- *Faculty do look for a match between the applicant's goals and resources and what the MATC program can offer.*
- *The GRE (Graduate Record Exam) is not required but GRE scores will be reviewed if available at the time of review.*
- *The University requires English Language proficiency of all international applicants. In order to be considered for admission to Graduate School, international applicants must take the TOEFL, TEFL, MELAB, IELTS, or MELT and meet University minimum score requirements. Achieving the minimum English language scores does not guarantee an applicant's admission to the MATC Program. Also be aware, that this is a completely online program with no campus courses offered.*

Domestic applicants should expect the entire process to take up to 6 weeks.

International Applicants

This is a program that is completely online. As an International applicant, you should realize that federal regulations stipulate that International students attending universities in the United States are permitted to take only ONE online course each semester. We do not offer any face-to-face courses in this program, so it is not possible for an international student to complete the MATC program on-campus. However, it is possible for you to complete the entire MATC program in your home country. If you would like to continue with your application to this online program and complete the requirements in your home country, please continue reading. If you would like your application forwarded to a different program at Michigan State University, please email your information and the 4 digit code to the program you would like to matc@msu.edu.

Application materials should be uploaded to the graduate education application portal 2 months prior to the recommended deadline for the semester that is being applied for. This will insure adequate time for materials to be received and reviewed and paperwork to be processed. International applicants should have the testing institution send language scores electronically to MSU office of admissions (University code 1465). Proof of financial backing for international students should be sent to the MATC secretary at matc@msu.edu.

Submitting Application Materials:

1. Complete and submit (with payment) the MSU Application to Graduate School online at the following web-site: <https://www.msu.edu/unit/gradschl/apply.htm>.
2. Either provide a detailed response to the academic and professional statements on the Graduate Application or upload a professional goals statement to your graduate education application portal. The professional goals statement should include the detailed information requested in the academic and professional statements on the graduate application.
3. Request one official copy of each degree granting transcripts immediately after submitting the application to graduate school. Transcripts should be sent directly to the MATC program secretary. International applicants should request official certified copies of transcripts and degree certificates with English conversions and official certified copies of the degree granting diploma showing the degree title and the date the degree was earned. Applicants from China should also submit CDGDC verification.
4. Submit three (3) names of recommenders in the graduate application portal for letters of recommendation to be sent from university instructors, teacher educators, colleagues, administrators, and/or supervisors who know your work. Ask your recommenders to use the application portal to submit their letters of recommendation. If they have any difficulties with the portal, they should contact the MATC program secretary. No cover form is required.
5. Upload your Vita/Resume directly to the application portal.

6. Choose one of the essay topics listed in this packet and write a Professional Essay. Upload this essay to the application portal. NOYCE applicants must submit their responses to the NOYCE questions, not the MATC questions.
***** Keep a copy for your files, as you will need this essay for the Professional *****
Portfolio you will submit at the end of the program.
7. Any applicant applying to the MATC program combined with a second program, such as NOYCE or Study Abroad, must also upload required materials for the other program to the application portal. Any questions can be directed to matc@msu.edu.

A Word about Transcripts

Official transcripts are transcripts sent in a sealed University envelope to the MATC program secretary or sent electronically by the transcript institution directly to MSU Office of Admissions if the institution has an agreement with MSU. Institutions require fees and time to process requests for transcripts. You can expedite the process by including your full name, the date you earned the degree, your student identification number, and your signature to authorize the transcript release.

International applicants should also request official copies of their degree granting diplomas and grading sheets. These documents should have the university seal or notarizing mark. If the documents are in a language other than English, they should include translations notarized as true copies of the original. If you have taken O level or A level, or an additional year of university courses, to obtain a teaching credential, please provide these documents along with a chronology of your educational background. Please note the years in school at each level (primary, secondary, and university). All transcripts and degree certificates from China must also include CDGDC verification.

Preparing your Resume or Vita

We are interested in the information included in the outline below. We therefore recommend that you use a format similar to this when you develop, revise, or update your vita. Please address as many of the components as you can. Omit areas which you feel do not apply to you. Provide a list of workshops and institutes in which you have participated. Internship students can use their internship transcript but please add any information from below to the internship transcript.

Your Name		School/ Workplace
Home Address		Work Address
City, State, Zip		City, State, Zip
Phone Number		Phone Number
Email Address		Email Address
Educational Background:		
Year graduated	Undergraduate Degree Received (B.A./B.S.)	Name of Institution Major and minors
Year graduated	Graduate Degree Received (M.A./M.S.)	Name of Institution Major and minors
Most recent date of duration	Graduate Course Work Taken (non-degree)	Name of Institution(s) Major area of study
Professional Experience (begin with current or most recent work experience)		
Year-Present	Title, place of employment, grade level & subject area; brief description of role/duties	
Year-Year	Title, place of employment, grade level & subject area; brief description of role/duties	
Other Work Experience		
Year-Present	Title, place of employment, brief description of your role, duties	
Awards		
Presentations you have made at conferences or workshops		
In-service Workshops you have attended		
Extracurricular Activities (include leadership roles you have had in your school or district)		
Professional Memberships (include leadership roles you have had in professional organizations you belong to)		
Publications		
Hobbies and Personal Interests		

WRITING THE PROFESSIONAL ESSAY

This essay is NOT the same as the 'Personal/Academic Goal Statements on the university application to graduate school. Those statements are important parts of your application file, and faculty do review them with your application. However, we also request a more extended writing sample, the "Professional Essay," which is an essential component of your application to this program. All MATC applicants must submit the professional essay. NOYCE applicants must submit responses to the questions NOYCE-1 and NOYCE-2.

Purpose of the professional Essay

Here are some of the reasons we are asking you to write this essay and the criteria we will use when reading your response:

1. At this early date, we genuinely want to know what and how you personally think about education. These questions require your personal voice or point of view and considerable reflection, and they are not easily addressed with a pat answer or *others'* opinions on such topics. We want to know what *you* believe and think, and what personal/professional experiences and arguments you can bring to bear on the question you choose to address.
2. If you are admitted to the MATC program, this essay and other materials submitted in your application file (e.g., Resumé) may become a permanent component of your professional portfolio. You may be asked to revisit and reflect on your essay or other

application materials in subsequent courses. If admitted to the program, you will learn more about the portfolio requirement in TE 807 (or TE 808), the first required course in the program. Therefore, we consider this essay as both a benchmark for the MATC candidate and a source of information in your admissions review.

3. The review committee is interested in applicants who demonstrate the following qualities in their essays:
- the degree to which an applicant is able to focus, construct, and sustain a well-reasoned argument in an integrative, coherent fashion;
 - the applicant's ability to draw on personal experience to make an argument, using his or her own voice and point of view;
 - the applicant's ability, through the skillful application of the mechanics of writing and proofreading, to express his or her ideas with clarity and grace; and
 - evidence of thoughtful, critical reflection and depth of analysis versus a casual, shallow response.

Directions

Please use a cover sheet with your name on it, identifying which option (below) you selected and your own original title. Type your response, double-spaced with adequate margins, and do not exceed 5 pages in length. However, be sure to write at least 3 pages (shorter essays may be returned for further expansion). To expedite the completion of your application file and its review, promptly upload your Professional Essay to your graduate education application portal. If you have any difficulties uploading, contact the program secretary: matc@msu.edu Fax: 517-432-5092.

Option #1: Examining a "Problem of Practice"

"Problems of practice" occur regularly in teaching. These "problems" are difficult and reoccurring classroom situations that have no "ideal" solution. Magdalena Lampert, for instance, describes recurring times in her mathematics classroom where she has to choose a course of action, usually in the moment—trying to accommodate individual needs while also weighing the effects on the class as a whole (Lampert, 2001). Yet, frustrating as they may feel, "problems of practice" are also opportunities for learning to become a better teacher.

In your professional essay, please examine a "problem of practice" that you have encountered directly in your teaching or observed during your teacher preparation fieldwork or internship. Use the following as a guide for structuring your essay:

(1) Describe a "problem of practice" you encountered or observed. Provide as detailed an account as possible with examples to illustrate the problem. (Please do not use actual names of students, teachers, administrators, etc.).

(2) Since problems of practice can be opportunities for learning, both in the short run and for the longer term, what did you learn right away from the problem you described, and what does that problem indicate you might need to learn as a teacher in the longer run? Why?

Option #2: Deepening One's Understanding of Subject Matter Content

Understanding the discipline and the content that one teaches is an important ingredient of teaching. While teachers learn much subject matter knowledge through content course work and teacher education courses, there is a great deal about content that teachers learn in preparation for and even in the midst of teaching it to students. In fact, many teachers often state that they did not really understand particular content until they had to teach it to their students.

In your professional essay,

(1) Describe in detail, and with examples, a teaching experience in the classroom, tutoring, or as a classroom assistant you have had in which you found yourself re-learning, understanding more deeply, or questioning the depth of your understanding about a particular concept or big idea in what you have taught to students; and

(2) Write about the lessons that you took away from this experience about yourself as a teacher and about the intellectual work that is involved in teaching subject matter to students.

MATC CHECKLIST

MATERIALS NEEDED TO COMPLETE YOUR MATC APPLICATION FILE

MATERIALS NEEDED:*

- 1. **Application for Graduate Study** (complete and submit online with application fee)
- 3. **Goals Statement:** You may complete, in detail, the graduate application academic and personal statements or you may combine this information into a professional goals statement (approximately 2 pages) and upload to your graduate application portal.
- 4. **Vitae or Resume** (upload to your graduate application portal).
- 5. **Professional Essay** (upload to your graduate application portal).
- 6. **References:** Submit your 3 recommender names into the graduate application portal. Your recommenders will be invited to submit their letters of recommendation into the portal. Cover forms are no longer required.
- 7. **Official (sealed) transcripts:** One copy of each transcript from all degree granting institutions attended. We will obtain all MSU transcripts if you previously attended MSU. Arrange to have transcripts sent directly to the MACT Admissions Office. International applicants must include a certified copy of the degree diploma and proof of financial backing. Chinese transcripts must include CDGDC verification of the transcripts and degree certificate.
- 8. **Other Program Materials:** Any materials required by combined programs such and Study Abroad and NOYCE.

****APPLICATION FILES ARE REVIEWED ONLY WHEN ALL MATERIALS HAVE BEEN RECEIVED****

WHERE TO SEND INQUIRIES AND TRANSCRIPTS:

MATC Admissions Office
Department of Teacher Education
Michigan State University
620 Farm Lane, 347 Erickson Hall
East Lansing, MI 48824-1034

Phone: (517) 432-7705
Fax: (517) 432-5092

e-mail: matc@msu.edu