



APPROVAL TO TAKE ANNOTATION AND EXTENSION GRADUATE COURSEWORK AT NAZARETH COLLEGE

THANK YOU FOR YOUR INTEREST IN GRADUATE STUDIES AT NAZARETH COLLEGE! If you need assistance completing this approval form, please email eduextension@naz.edu. We will be happy to assist you in pursuing your educational goals.

PLEASE NOTE: Annotation and Extension Approvals are due at least two weeks before the start of the term the student will begin taking coursework.

CRITERIA – PLEASE SUBMIT THE FOLLOWING

1. Completed Approval Form.
2. Copy of your teacher certification in Education. This is required for approval to take coursework in all of the extensions/annotations offered.
3. Completion of the personal/professional statement describing your reasons for undertaking this particular annotation/extension.
4. See chart on page 3 for additional specific requirements.

APPROVAL FORM – To be approved to take annotation or extension coursework, please complete the following information:

1. Name

Last First Middle or Former Student ID Number

2. Address

Street/Apt. #/City/State/Zip

3. Telephone & Email

Home Phone Work Phone Cell Phone

Home Email Work Email

4. Employer If you are currently teaching, indicate the name and address of the school:

School Name School District

School Address School Phone

5. Certification

Teacher certification currently held Certification area and grade level

State Date Issued Check one: active pending lapsed

6. What semester/year will you begin your annotation/extension coursework?

Fall 20 _____ Spring 20 _____ Summer I 20 _____ Summer II 20 _____

7. Indicate the Annotation or Extension to which you are applying:

Bilingual Extension: Please specify current area of certification:

Gifted and Talented Extension

Teaching Students with Severe or Multiple Disabilities Annotation
 Students with Challenging Behaviors

ESOL Certification Only Program

8. For Federal Reporting Purposes

Date of Birth: _____ Gender: Male Female

- 1. What is your ethnicity? Not Hispanic or Latino Hispanic or Latino
- 2. What is your race? Mark one or more races to indicate what you consider yourself to be.
White Black or African American Asian American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander

9. Previous College Information:

Colleges attended:	Entering Date	Leaving Date	Degree Type	GPA	Date Conferred

10. PERSONAL/PROFESSIONAL STATEMENT – PLEASE ATTACH

An essential component of the approval process is a personal/professional statement describing your reasons for undertaking this **particular** graduate annotation or extension. The personal/professional statement should include any information that will advance your candidacy, e.g. personal and professional attributes and goals, volunteer and professional experiences related to the program to which you are applying, and other related life experiences. You should also address your future academic plans and anticipated contributions to the area of education for which the coursework will prepare you.
**See page 3 for instructions for Bilingual Extension statements.*

11. By signing below, I am confirming that the information I have provided for annotation/extension approval is true to the best of my knowledge. I understand that misrepresentation of facts on this approval form will be cause for denial, cancellation, or suspension from the institution. I agree to abide by the written policies and regulations of the institution and the regulations of the New York State Education Department regarding teacher certification. I understand that continuation in coursework in subsequent semesters will be based on my academic and professional performance, and program director’s approval. My continued matriculation is contingent upon completing 6 credit hours per calendar year.

SIGNATURE OF APPLICANT _____
DATE

PLEASE RETURN COMPLETED FORM WITH YOUR MATERIALS TO: ***eduextension@naz.edu***

Academic Support Services will send the form and documentation to the appropriate Program Director for review.

For Internal Use Only – Program Director Review

Approval form received – Date: _____ Initials: _____

All materials present – Date: _____ Initials: _____

Materials Missing: _____

Sent to program director – Date: _____ Initials: _____

Approved for Annotation/Extension OR Not Approved for Annotation/Extension

Program approval sent to candidate – Date: _____ Initials: _____

Approved First Term Coursework: _____

Comments: _____

Program Director Signature

Date

Additional Annotation and Extension Information

Certification Required	Additional Approval Requirements	Annotation /Extension Courses Required
Bilingual Extension*Dr. Cynthia McPhail, Program Director*Phone: (585) 389-2607*E-mail: cmcphai2@naz.edu		
<ul style="list-style-type: none"> • Early childhood, childhood, middle childhood, adolescence, special subject, literacy education, career and technical education, students with disabilities, students who are blind or visually impaired, students who are deaf or hard of hearing, or students with speech and language disabilities 	<ul style="list-style-type: none"> • Rather than the personal statement in section 10 above, applicants to the Bilingual Extension should write two, different personal/professional statements: Each should be one-page, typed, double spaced, 12 point font, with one inch margins. Select from the topics below. One of your selected statements is to be written in English, the other is to be written in Spanish. The choice as to which topic will be addressed in each language is yours. <p>Please respond to the first topic:</p> <ol style="list-style-type: none"> 1. Discuss how you might use the bilingual extension with your current certification and how you might serve English language learners. <p>You may select one of the following two topics:</p> <ol style="list-style-type: none"> 1. What do you consider to be your two greatest strengths as a teacher? How do these qualities nurture bilingual students? 2. Describe an experience you have had that reflects a Spanish speaking culture 	<p>BIL640 – Teaching Content Areas in Spanish Bilingual Classrooms (25 hours fieldwork required) BIL641 – Native Language Arts and Literacy Instruction for Spanish Speakers (25 hours fieldwork required) TSL603 – Linguistics TSL604 – Foundations of Bilingual Multicultural Education</p>
Gifted and Talented Extension*Dr. Kate DaBoll-Lavoie, Program Director*Phone: (585) 389-2618 *E-mail: kdaboll9@naz.edu		
<ul style="list-style-type: none"> • Any teacher certification 	<ul style="list-style-type: none"> • Personal professional statement 	<p>GTE550 – Introduction to Gifted and Talented Education (25 hours fieldwork required) GTE560 – Curriculum and Instruction for Individuals with Gifts and Talents (25 hours fieldwork required) GTE650 – Gifted Education in the School Organization and Community</p>
Severe or Multiple Disabilities Annotation *Dr. James Black, Program Director *Phone: (585) 389-2619 *E-mail: jblack8@naz.edu		
<ul style="list-style-type: none"> • Teacher certification in Students with Disabilities 	<ul style="list-style-type: none"> • Personal professional statement 	<p>SMD650 – Seminar in Supporting Students with Challenging Behavior in Inclusive Settings (25 hours fieldwork required; course offered once per year) SMD651 – Strategies for Breaking the Conflict Cycle and Teaching Students with Challenging Behaviors (25 hours fieldwork required; course offered once per year)</p>
ESOL Certification Only *Dr. Rui Cheng, Program Director *Phone: (585) 389-2441 *E-mail: rcheng9@naz.edu		
<ul style="list-style-type: none"> • Any teacher certification 	<ul style="list-style-type: none"> • Personal professional statement • An official transcript from the college where you completed your highest degree • 12-credits of a language other than English (and appropriate documentation to accompany it) 	<p>TSL 603 – Linguistics (25 hours of fieldwork) TSL 604 – Foundations of Bilingual Multicultural Education TSL 605 – Culture and Context in TESOL/Bilingual Curriculum and Assessment TSL 611 – Principles and Practices of TESOL (25 hours of fieldwork) TSL 620 – Language and Literacy Development for ELLs TSL 635 – Practicum and Seminar in TESOL</p>