Admission Checklist for Admission to STEP

All materials must be completed by the 3rd Friday of the semester you are applying in (including waiver information)

- **Step 1:** Check with your academic advisor to determine the semester you should apply for admission into STEP
  - Decide what semester you will begin field work.

- **Step 2:** Check sure you have met the minimum requirements to apply
  - Complete ENG 110 or 112 with a grade of “C” or higher
  - Complete a minimum of 40 earned credits (includes transfer credits)
  - Completed or be concurrently enrolled in EDS 203 or EDS 206
  - Have a combined cumulative GPA 2.75 or above. [*A GPA Waiver process exists for students whose GPA is below 2.75. For more information see the end of the checklist.*]

- **Step 3:** Prepare your documentation:
  - **Current Resume** (include experiences working with children and adolescents)
  - **Unofficial Transcript** (get from WINGS)
  - Educational Experience Reflection Paper responding to the following prompts – see also STEP reflection paper guidelines
    - **Prompt 1:** Reflect on how your decision to pursue a teaching career has been affected by your experiences as a learner (including the role of influential experiences or teachers) and any prior teaching experiences.
    - **Prompt 2:** Submit a teaching philosophy that highlights your perspective on teaching with regards to your subject area (i.e., science, mathematics, social studies, or English language arts).
  - **BROADFIELD SOCIAL STUDIES MAJORS ONLY:**
    - **References:** Ask any two people who can comment on your abilities as a teacher or student (one must be a UWL faculty member). Consider former employers or current and former teachers/professors. After you have completed the Qualtrics Survey, references will be notified to fill out a reference form.

- **Step 4:** Complete the admission application Qualtrics survey (including uploading documents and providing reference contact information if appropriate) by the 3rd Friday of the semester from the [SOE website](#)

- **Step 5:** You may be invited to an interview based on the admission committee/STEP faculty review of your application. You will be emailed within two weeks after you complete the Qualtrics survey to schedule your interview.
  - Prepare by considering how you decided to become a teacher, what are your future plans, experiences with children or adolescents, and your thoughts on the importance of diversity and equity.

*All decisions about admission will be sent from the School of Education no later than the end of the 8th week of the semester. Application or meeting minimum requirements does not guarantee admission.*

**Requesting admission with a GPA waiver: GPA below 2.75**

- Written statement of appeal identifying the reason(s) why the GPA requirement was not satisfied and why the committee should approve a waiver.
- Two letters of support from faculty/staff or other professionals who can address the issue being appealed.