

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.