



Baker College Waiver Form – Office Copy
**Secondary English –
Additional Endorsement
Post-Baccalaureate**

NAME: _____ UIN: _____

Acknowledgment Form - Open Enrollment Program

By initialing each line below, which pertains to the program I am enrolled in, I confirm that I will abide by all policies and requirements and that:

_____ I am responsible for the information in this document.

_____ I must abide by all policies and requirements in this document.

_____ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field. This includes issues related to appropriate dress, personal conduct, professional attitude, and confidentiality of student, client, and patient information.

_____ I must abide by all policies and requirements stated in the Teacher Preparation Program Handbook.

_____ I understand that each program is not necessarily offered at every campus, all courses in a program may not be offered at every campus, and travel to another Baker College campus may be required.

_____ I must earn a C or better in every course used toward the endorsement.

_____ I must meet the residency requirement of at least 12 semester hours at Baker College in order to be recommended for any type of teacher certification, except for the first renewal of a provisional teaching certificate, which requires 6 semester hours.

_____ I understand that the State of Michigan periodically revises its teacher certification rules, and I must meet all requirements in effect at the time of certification.

MTTC Release Scores Acknowledgement:

The Michigan Department of Education requires all teacher candidates to pass the Michigan Test for Teacher Certification (MTTC) tests for specialty area knowledge consistent with the candidates' certification program. The specialty area test(s) must be passed prior to recommendation for certification. Students attending Baker College should indicate "Baker College" to receive the official test results when registering for any certification test. Choose **ONLY ONE** of the two statements below:

_____ I give permission for the Baker College Teacher Preparation program to provide my MTTC scores within the Baker College community on a "need to know basis" as deemed necessary for advising, program and student assessment, and certification requirements.

_____ I do not give permission for the Baker College Teacher Preparation program to share my MTTC scores on a "need to know basis" within the Baker College community. I understand that as a result there could be difficulty moving through the Teacher Preparation program process, issues with advising due to missing information in my advisor file, and delays in recommendation for certification. I am accepting responsibility for these delays (previously stated) and any other problematic issues that may occur as a result of my decision to not give permission to share my MTTC scores as described above.

* You should have initialed only one of the two statements above.

Essential Functions and Technical Requirements

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance).* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

- _____ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.
- _____ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- _____ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- _____ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- _____ Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- _____ Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, and socioeconomic, and cultural backgrounds.
- _____ Ability to use computers and related technology.
- _____ Ability to prioritize, organize, and utilize time management skills.
- _____ Ability to identify, recognize, maintain, and disseminate accurate information.
- _____ Ability to correctly interpret, and/or clarify, verbal and written communications.
- _____ Ability to conduct oneself in a professional manner.
- _____ Ability to think critically and demonstrate problem-solving skills.
- _____ Ability to fulfill requirements of productivity and varying workloads.
- _____ Ability to demonstrate appropriate professional and procedural judgment decisions.
- _____ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures.

_____ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Student Name (Print) _____

Student UIN _____

Student Signature _____

Date _____

Baker College Representative Signature _____

Date _____



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Post-Baccalaureate**

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Student UIN _____

Student Signature _____

Date _____

Baker College Representative Signature _____

Date _____



Baker College Program Information
**Secondary English –
Additional Endorsement**
Post-Baccalaureate

Campuses: Clinton Township, Muskegon, Owosso

Program Description: This program provides teachers with the knowledge and skills needed to add an English endorsement to an existing Michigan Secondary Teaching Certificate. Upon completing the program and passing the required state test, teachers will be eligible to apply for the endorsement.

Program Status: Open Enrollment
