



# Pittsburg State University

## Department of Teaching and Leadership

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Pittsburg, KS 66762-7500  
620/235-7000

Dear Master of Science in Teaching Elementary, Secondary, or ESOL Candidate,

Welcome to Pittsburg State's Advanced Program in Teaching! The Department of Teaching and Leadership, which will be your "home" for your degree, is pleased that you have chosen us for the continuance of your education and professional development. Our goal is to provide for you high-quality coursework and effective instructors in a supportive environment. The information provided in this packet offers insight into our program requirements so that you may fulfill the admission steps in a timely fashion and be prepared for the assessment points during and at the end of the program.

Please feel free to contact our office with any questions or concerns you may have as you proceed to degree completion. The Teaching and Leadership Office number is 620-235-4508, or you may e-mail Dr. Brenda Roberts, Chairperson, at [broberts@pittstate.edu](mailto:broberts@pittstate.edu) or your program advisor. Best wishes for a successful educational journey!!

### **Requirements for Admission to Pittsburg State University's Master of Science in Teaching Program**

(Requirements must be submitted as soon as possible but prior to the completion of the first 12 hours of coursework.)

\*Bachelor's Degree in Education

\*Meet all COE/KSDE requirements for licensure

NOTE: Exception for International students and others seeking MS Degree only—without Licensure

\*Copy of valid teaching license/certificate. Please send the copy to your program advisor.

\*Two recommendations (Graduate Study Recommendation Form) from a public school administrator, a peer teacher, and/or university instructor

\*Writing sample based upon Knowledge Base (Please see attached prompt, rubric, and knowledge base.)

\*Background check. In alignment with state licensure requirements, Pittsburg State University requires all education majors who are applying to teacher education to complete a background check with Validity Screening Solutions Background check. Please refer to the Criminal Background Check Instructions for further information.

\*Conditional entry: If overall GPA is below 3.0 on undergraduate degree, candidate will be admitted on condition that a 3.0 is maintained in the first 12 hours of coursework. NOTE: A GPA of 3.0 is required for successful completion of this program.

**PLEASE SEND COMPLETED RECOMMENDATION FORMS TO:**

**PLEASE SEND YOUR WRITING SAMPLE and TEACHING LICENSE VIA EMAIL TO YOUR PROGRAM ADVISOR.**

Administrative Specialist, College of Education  
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