



GRADUATE STUDIES IN EDUCATION
MASTER OF ARTS IN TEACHING
LEADING TOWARDS LICENSURE

PART B: MAT Program Checklist

1. **Signed Application**

2. **Application Fee** – After we have entered your application into our system, please submit your \$40 non-refundable application fee via USPS mail or over the phone with our Business Office at 501-279-4336.

3. **Immunization Record** – To comply with state law, Harding requires all college students who were born after 1/1/57 to provide proof of immunity against measles, mumps, and rubella (MMR).

4. **Transcripts** – (Except for work completed at Harding University) request ALL official transcripts be sent to Harding University, Non-Traditional Teacher Preparation Office, Box 12254, Searcy, AR 72149, or be sent electronically to the Registrar at Harding University. _____

5. **Cumulative GPA** – of 2.7 or 2.9 on the last 60 hours. _____

6. **Test Scores** – Request the following test scores be sent to Harding University:
 - ➔ Praxis CORE, G.R.E., ACT, or SAT:
 _____ Reading _____ Writing _____ Math
 - ➔ Praxis Subject Assessment(s) or confirmation of registration before or within the first semester.

 - ➔ Praxis Principles of Learning and Teaching or appropriate Pedagogy (should be taken after EDFD 6110 course.) _____

7. **Professional or Academic Recommendations** – Request recommendations from three individuals who will address your potential for success in the selected graduate program as well as address your professional and academic background. (See attached form.) Forms should be sent to nontraditionalteacher@harding.edu or faxed to: 501-279-5946. _____

<input type="checkbox"/> Elementary Education <input type="checkbox"/> Middle Level <input type="checkbox"/> Secondary K-12 <input type="checkbox"/> Secondary 7-12
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Additional Test Required for Licensure:

Pearson Foundations of Reading (should be taken *after* Reading courses) (Elementary K-6 only)

Additional State Requirement for Elementary (K-6), Middle Level Social Studies (4-8), and Secondary Social Studies (7-12):

Arkansas History – Choose between:
 Free 45-hour course through *ArkansasIDEAS* **or**
 From a regionally accredited college/university

Student Name

Harding ID Number

Note: Master of Arts class schedules can be found on our website: www.harding.edu/gradedu

Harding University, Office of Nontraditional Teacher Preparation, Box 12254, 915 E. Market Avenue, Searcy, AR 72149-5615. Phone 501-279-5726. FAX: 501-279-5946. E-mail: nontraditionalteacher@harding.edu

Office Use
<input type="checkbox"/> Transcript Evaluation Completed Yes or No Provisional Admission
_____ <i>Provisions</i>
_____ <i>Program Director</i>
_____ <i>Date</i>



Recommendation for Master of Arts in Teaching Program

To the Applicant: The Federal Family Educational Rights and Privacy Act of 1974 and its amendments guarantee enrolled students the right to see their letter of recommendation unless they explicitly waive that right. Indicate below what your wishes are in this regard.

- I **do NOT** waive my right to inspect the contents of this recommendation
 I **DO** waive my right to inspect the contents of this recommendation

_____ Applicant Full Name (Please print)

_____ Signature

_____ Date

To the Referrer: This is a Letter of Recommendation regarding a candidate's teaching potential for admission to a *Master of Arts in Teaching (MAT) Program*. The above named person has given your name as a reference. Please assess the candidate's performance as a prospective teacher and return the form to the candidate for inclusion in his/her application. If the applicant has waived the right to inspect the recommendation, the recommendation should be returned to the Harding University address listed below.

<i>Please check the column that applies to your assessment of the applicant in the categories listed below</i>	Unusually High	Above Average	Average	Below Average	Unusually Low	No Basis for Judgment
Demonstration of Content of Knowledge						
Breadth of Knowledge						
Enthusiasm						
Sense of Responsibility						
Oral Expression						
Written Expression						
Flexibility						
Initiative						
Ability to Work with Children						
Ability to Work with Other Adults						
Emotional Maturity						
Potential as a Teacher						

Please include below additional comments about the applicant.

Referrer Name (Please print): _____ Position: _____

Signature: _____ Date: _____

Harding University, College of Education, Master of Arts in Teaching Program, Box 12254, Searcy, AR 72149.
 Email: nontraditionalteacher@harding.edu