



Application Completion Information – For the Teacher

Please look over all three sections:

Applicant information and statements (Pgs. 1,2,3)

Letters of recommendation – (2 required)

Building Administrator's and Partnering Administrator's information sets (Required for Core Partner District teachers only – others skip Steps 2 & 3 below)

Step 1: The “Master of Chemistry Education Program” (MCEP) is designed for secondary science educators interested in increasing their knowledge of chemistry or adding chemistry as an area of certification. The “Master of Integrated Science Education Program” (MISEP) is for middle grades (5 – 9) science educators.

If your district is **not a Core Partner district***, contact the Penn STI office. All teachers are eligible for the Penn STI programs, but only Core Partner District teachers receive the NSF stipends.

Step 2: You should identify a Building Administrator who will partner in the Penn STI with you. Their role is to (a) attend the Administrator's Science Education Academy described in their section of the application and (b) work with you in facilitating assignments and projects within your own classroom and school as a result of your coursework. This person should be in a supervisory position – that is, a position to observe and evaluate you. In some schools/districts, this may be a science supervisor, an assistant principal for instruction or curriculum, or your principal. Contact us if there are questions or problems with this requirement.

Step 3: Your administrator-partner needs to complete their part of this application AND they also must write one of your two required letters of recommendation. Please fill in your name at the top of their page 1 and also check the program for which you are applying. Be sure you give them all of the forms and ample time to complete them. You should determine with them if they will mail their part themselves or give it to you (in a sealed envelope perhaps) for you to include with your application. If they will mail it themselves, provide them with a stamped addressed envelope and check periodically that they are making progress on completing it so that you will meet your application deadline.

If your Building Administrators are unable to attend the Administrator's Academy, work with them to find another appropriate district/building person to serve in their place. Enclosed in your application materials is a set of forms for both a Building Administrator and a Partnering Administrator If Different From the Building Administrator. Follow the directions for your appropriate situation. NOTE: Your Building Administrator is to write one of your letters of recommendation regardless of their attending the Academy or not.

Step 4: Complete your information pages 1 and 2. (At this point, have a look at Step 6)

Step 5: Write your statements following the length, font and margin information on page 3. Please put your name at the top of each sheet that you use. Also, **do NOT** use a separate sheet for each question.

Step 6: Submit your application so that it arrives by the appropriate deadline. As transcripts and recommendations are received in the Penn STI office you will be notified by email – provided that we have your email address. (Otherwise, you will NOT be notified.) This means you should let us know by email that you are in the process of completing an application. By doing this you will then know your application status as it changes through its completion stages.

As applications are completed and we near the deadlines, those with completed applications will be notified by email of times available for scheduling an interview. The interviews are twenty minutes in length and held on the Penn campus. The dates, times and location of the interviews will be determined at least two weeks before your interview.

Check List for Application Completion:

- Indicate which program – MCEP or MISEP – you are applying for on the top.
- Meet minimum course requirements – please note these above the boxes in which you will list your colleges and degrees.
- Order your official transcripts ASAP for all math and science courses as described on the application form.** These may be mailed directly to Penn STI or to you. If mailed to you they should remain in the sealed envelope as sent directly from the college/university. *Your application will NOT be considered without official transcripts.*
- Include photocopies of your teaching certificates.
- Follow up on your two letters of recommendation.
- Put your name and check MISEP/MCEP on the Administrator’s Information Sheet.
- Follow up on your Administrator’s part of the application.

Questions?

Email: PennSTI@sas.upenn.edu Phone: (215) 898-6299

All application materials (yours, transcripts, and administrator’s) are to be mailed to:

**Penn STI
Department of Chemistry
University of Pennsylvania
231 S. 34th Street
Philadelphia PA 19104-6323**

*The list of Core Partner Districts can be found at the Penn STI website:

<http://www.sas.upenn.edu/PennSTI>