Application Preparation Guide

2018 NYC Teaching Fellows Program
# Table of Contents

About Our Selection Process .................................................................................................................. 3
Completing the Online Application in Eight Steps .................................................................................. 5
Step 1: Personal Information .................................................................................................................... 7
Step 2: Eligibility ....................................................................................................................................... 8
Step 3: Education ...................................................................................................................................... 9
Step 3A: Uploading Your Transcripts ....................................................................................................... 10
Step 3B: Sample Transcript ..................................................................................................................... 14
Step 4: Preferences ................................................................................................................................... 15
Step 5: Resume .......................................................................................................................................... 16
Step 6: Application Questions .................................................................................................................. 17
Step 7: Marketing Survey .......................................................................................................................... 19
Step 8: Submit Application ....................................................................................................................... 19
Glossary of Terms ....................................................................................................................................... 20
About Our Selection Process

We are thrilled that you are exploring the process of becoming a NYC Teaching Fellow! New York City students need exceptional teachers who deliver effective instruction in order to be well prepared for college and career. Because great teachers are the key to student success, our program is highly selective. Our interview process helps us learn about your background, experience, and skills, but it also will help you understand the unique challenges you may face in the classroom and help you determine if our program is a good fit for you.

Characteristics of a Successful Candidate

We know a broad range of individuals can succeed in our program. However, we know that individuals who demonstrate the following characteristics are more likely to succeed in the application process and during summer pre-service training:

- Candidates who can apply feedback to improve quickly in new situations
- Candidates who are deeply committed to learning and self-improvement
- Candidates who connect their prior experience to their desire to teach
- Candidates who demonstrate the ability to succeed at challenges
- Candidates who can break down complex topics in a concise and logical manner
- Candidates who prioritize student learning and hold high expectations for all students
- Candidates with strong communication skills and the ability to interest and motivate others

We are seeking Fellows who are committed to educational excellence for all students and who believe in the transformative power of teaching.
Our 2018 Selection process has three stages—the Online Application, Phone Interview, and Selection Day.

Stage 1: Your Online Application

NYCTF has a self-paced online application and rolling admissions process. Applications are reviewed as soon as they are received, and the entire application process takes from six to ten weeks. You can review sample timelines for admission based on our 2018 deadlines here.

In your online application, we are looking for evidence that demonstrates your professionalism, ability to think critically, and commitment to holding high expectations for all students. We recommend that you get started on your application in advance of any deadlines so that you have time to produce a thoughtful, complete, and proofread submission.

Stage 2: The Phone Interview

During the phone interview, you will speak one-on-one with a New York City public school teacher. The interview will last for approximately 30 minutes. All phone interviews take place on weekday evenings and Saturday mornings. If you are invited to the phone interview stage, you will have the opportunity to sign up for a time slot that works for you, and your interviewer will call you at the number that you provide. If you are living internationally, be sure to provide your country code when submitting your application. Please note that some candidates may skip the phone interview and move directly to Selection Day if sufficient evidence has been collected through the review of their online application.

Stage 3: Selection Day

Selection Day events are in-person interviews that take place in New York City and are offered on weekday evenings and Saturday mornings. Events last approximately three to three and a half hours. Selection Days require candidates to prepare a five-minute sample lesson and participate in group activity to learn, practice, and execute an instructional technique. Selection Day is a required in-person event for ALL candidates. At this time, NYCTF does not provide online interviews in lieu of Selection Days nor are we able to cover any costs related to travel for Selection Day. If you are invited to Selection Day, we will share further information about it at the time of your invitation.
Completing the Online Application in Eight Steps

To begin working on your application to the NYC Teaching Fellows, you will need to register an account at the NYCTF website, https://nycteachingfellows.org/. You can then open the application by clicking on the Application tab in the main menu.

The sections you will complete as you move through the application are outlined below:

**Step 1 - Personal Information:** You will be asked to provide basic personal information in this section; please make sure to use your legal name in all sections of the application materials. Any demographic information provided will not impact your candidacy and will be used for statistical purposes only.

**Step 2 - Eligibility:** Our eligibility requirements for the program are on page 9. You must meet these baseline requirements in order to be considered for the Fall 2018 program.

**Step 3 - Education:** In this section, you will be asked to provide information about the educational institutions that you attended. If your GPA is between a 2.5 and a 3.0, you must fill out the GPA statement detailing why you are ready to enter a rigorous master’s degree program. More information about this section, including instructions for how to upload transcripts, can be found on pages 9-14.

**Step 4 - Preferences:** The information that you provide in this section will be used to determine the subject areas you prefer to teach. More information on completing this section can be found on page 15.

**Step 5 - Resume:** You will be asked to upload a copy of your resume. Make sure to highlight academic, work and volunteer achievements, and explain any past performance issues or time not accounted for on your resume. Further tips for writing and updating your resume can be found on page 16.

**Step 6 - Application Questions:** In this section, you will have the opportunity to tell us why you want to become a Fellow and why you will be an excellent teacher. More information on this section, including the questions that you will be asked to answer, can be found on pages 17-18.

**Step 7 – Marketing Survey:** We ask that you complete a short survey that includes questions about how you heard about the NYC Teaching Fellows program. Your answers to these questions will not impact your candidacy. Please see page 19 for more information.

**Step 8 – Submit Application:** At the last stage of your application, you will be asked to confirm that all of your information is correct and submit your application for review. Please see page 19 for instructions.
Navigating through the Application

You can easily move from section to section of the application by using the Navigation Sidebar on the left-hand side of the screen. The ‘Personal Information’ and ‘Eligibility’ sections must be completed first before you can access the other sections. Then you are able to move around in the application and do not have to complete the remaining sections in the order they are presented.

To access a certain section of the application, just click on the page name you would like to complete. Pages that have not yet been started have a red ‘Not Started’ status box to the right of the page name. Pages that have been completed have a green ‘Complete’ status box to the right of the page name. These status boxes can be helpful to keep track of how you are progressing in the completion of your online application.

You will not be able to complete the final ‘Submit Application’ section until you have green ‘Complete’ status boxes next to all of the application section headings.

These 2 sections must be completed first before you can access the other application sections.
Step 1: Personal Information

In the first section, you will be asked to provide basic personal information. Please make sure to use your legal name in all sections of the application materials. Any demographic information provided will not impact your candidacy and will be used for statistical purposes only.

When you have completed entering all of your personal information, you can choose to click on the green ‘Submit’ button or the gray ‘Save’ button. Saving your information will allow you to return to the application at a later time but will not delete any of the information that you have added. Before you choose ‘Submit,’ please review your responses to ensure they are accurate. Once you submit this page you will not be able to edit your responses.

Review your responses before choosing “Submit” to ensure they are accurate.

Click here to return to your application at a later time for completion.
Step 2: Eligibility

Before beginning your online application, please make sure that you meet our basic program requirements by carefully reading the chart below:

### NYC Teaching Fellows Program Basic Eligibility Criteria

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Eligible Candidates:</th>
<th>Ineligible Candidates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree</td>
<td>Will have received a bachelor’s degree prior to 08/15/2018</td>
<td>Will not have received a bachelor’s degree by 08/15/2018</td>
</tr>
<tr>
<td>Authorization to work in the United States</td>
<td>Must be a U.S. citizen or permanent resident of the United States with a valid green card through July 2020</td>
<td>Are not U.S. citizens or are not otherwise able to present documentation authorizing them to work in the United States through July 2020</td>
</tr>
<tr>
<td>Teacher Certification or Preparation</td>
<td>Have never been certified to teach in the United States or Puerto Rico OR Have never completed or been on track to complete bachelor’s or master’s coursework that would lead to being certified as a teacher in the United States or Puerto Rico</td>
<td>Are currently certified or have been certified to teach in the United States or Puerto Rico OR Have completed or been on track to complete bachelor’s or master’s coursework that would lead to being certified as a teacher in the United States or Puerto Rico</td>
</tr>
<tr>
<td>GPA</td>
<td>Have an <strong>undergraduate</strong> GPA of 2.5 - 3.0.*</td>
<td>Have an undergraduate GPA below a 2.5</td>
</tr>
</tbody>
</table>

*If you have an undergraduate GPA of 2.50 to 2.99, you will be required to write a GPA statement that outlines any factors that may have impacted your undergraduate GPA and why you feel you will be able to succeed in a rigorous master’s program. *We will review these applications holistically and take GPA statements, essays, accomplishments and demonstrations of leadership into consideration.*
Step 3: Education

In this section, you will be asked to provide information about the educational institutions that you attended and to upload final transcripts from these universities. As part of our screening process, the NYC Teaching Fellows completes a thorough review of each candidate’s university level coursework on behalf of our university partners in order to determine what subjects or content areas you might be qualified to teach.

Applicants with a bachelor’s degree from a foreign university

We are not able to evaluate transcripts from foreign universities and require all candidates with a bachelor’s degree from a foreign university to submit a full course-by-course evaluation of their degree from World Education Services (http://www.wes.org/). World Education Services is currently the only provider accepted by all of our university partners. If you currently have a course-by-course evaluation of your transcript from another service (i.e. Globe Evaluations) we will attempt to review this document, however if you pass the selection process, you may be required to secure a WES evaluation to enroll in your partner university.

As the process to secure the WES evaluation may take up to 2 months and can cost at least $160, we recommend that you start the process right away. If you currently do not have a course-by-course evaluation of your degree, we recommend that you work on securing a WES evaluation before proceeding further with the application. Please note that an evaluation of your degree and credits is not sufficient, we require a course-by-course evaluation as we need to understand U.S. equivalency for ALL courses you have taken in order to assign you a subject area. Please review our WES evaluation guidelines for more information on how to obtain your evaluation from WES.

Applicants with a cumulative GPA lower than a 3.0

It is a current New York state requirement for university placement in an alternative teaching certification program that a candidate’s undergraduate GPA must be a 3.0 or above.

Applicants with an undergraduate GPA between a 2.5 and 3.0 ARE ELIGIBLE to apply to the NYC Teaching Fellows but will be asked to submit a GPA statement to provide more context about your GPA. The GPA statement should outline any factors that may have impacted your undergraduate GPA and why you feel you will be able to succeed in a rigorous master’s degree program.

We will review applications from candidates who have an undergraduate GPA lower than a 3.0 holistically—meaning we will take into consideration GPA statements, essays, accomplishments and demonstrations of leadership.

If you have obtained a graduate degree, please note that we are required to look only at your undergraduate GPA for eligibility. If your undergraduate GPA was between a 2.5 and 3.0, you MUST write a GPA statement. We cannot accept your graduate GPA in place of your undergraduate GPA.
Step 3A: Uploading Your Transcripts

You are required to upload transcripts from all completed degree pathways—including your bachelor’s degree conferring university and any transfer credits from other universities—in order for us to determine which subject areas you are eligible to teach in New York City. (You can also upload transcripts for any post-graduate degrees if you would like to use those credits toward your eligibility to teach certain subject areas.)

You will need to obtain your transcript from your college(s) and upload them electronically to your online application. We recommend that you leave sufficient time to obtain your transcripts in order to avoid any delays. Please note that all transcripts must be submitted electronically; unofficial transcripts are acceptable at this stage of the application process.

Obtaining Your Transcript:

1. Check with your institution to determine if they can provide an electronic unofficial copy of your transcript, or log into your college online portal and take a screenshot of your coursework.
2. If your institution does not provide electronic copies, request a hard copy of an unofficial transcript. Ensure this hard copy is delivered to your home address as no copies will be accepted at the NYC Teaching Fellows office. Scan or take a picture of the hard copy transcripts and upload to your online application. The document should be saved with one of these extensions: .doc, .docx, .PDF, .RFT, .TXT, or .jpeg.

Required Information and Format of Your Transcript:

Required Information for All Applicants:

1. Name of University
2. Name of Candidate*
3. Name of Degree Obtained
4. Date of Degree Conferral
5. Grades and Credits noted for each course taken
6. Final Cumulative GPA

* If your name is missing from your transcript, please upload another document that shows proof of your attendance at that university.

See Step 3B: Sample Transcript if you are uncertain what these items are or where they can be found on a transcript.

Additional Required Information for Applicants with Transfer Credits:

1. If you have transfer credits noted on your final bachelor’s degree transcript, you must upload a transcript from all transfer universities.
2. Transcripts from study abroad programs do NOT need to be uploaded.
Additional Required Information for Applicants with an International Diploma:

1. You will be required to have your degree evaluated for U.S. equivalency by World Education Services (www.wes.org) prior to receiving an invitation to interview with NYCTF. Please review our WES evaluation guidelines for more detailed instructions.
2. Visit the WES website: http://www.wes.org/
3. Click “Get Started” under the New Applicants heading: https://www.wes.org/#get-started
4. Review the three steps outlined on the page and click ‘Apply Now’ to create an account and order your evaluation.
5. A Basic, Course-by-Course Evaluation costs $160 dollars. The Fellows program does not cover the cost for transcript evaluations. Candidates are responsible for all fees related to their WES evaluation.
6. We recommend you allow sufficient time to obtain your evaluation from WES. Their process of receiving, reviewing, and approving all documents, and receiving payment can take several weeks.
7. Have the WES evaluation mailed to your home address.
8. Scan the complete WES evaluation into your computer. The document should be saved with one of these extensions: .PDF, .RFT, .TXT, or .jpeg.

Additional Required Information for Applicants with Graduate Degrees:

1. If you would like to use coursework from your graduate studies to meet credit requirements for certain subject area assignments, you must upload a final transcript from your graduate university.

File Format Requirements:

1. The transcript file size cannot be larger than 3MB. If it is larger, please separate the large file into multiple pages.
2. The document must be saved with one of these extensions: .doc, .docx, .PDF, .RFT, .TXT, or .jpeg.
3. Please review your file to make sure the document is legible for our reviewers. We must be able to read all information that is included on the transcript. If it is blurry, the font is too small or it is missing any of the required information noted above then we will require you to submit new files of your transcripts. This may delay your application from moving onto the next stages of the review process.
Uploading Your Transcript:

1. Sign in to your application and go to the Education section.
2. Locate the ‘Please upload your transcripts’ question in the middle of this section.
3. Click the gray ‘Manage Uploads’ button. A window titled, ‘Manage Uploads,’ will pop up that allows you to select a file.
4. Click the gray ‘Choose files’ button. A window will appear that will allow you to locate your transcript file on your computer hard drive.
5. Click on the transcript file you want to upload. It will become highlighted.
6. Click on the ‘Open’ button in the lower right corner of the window to submit the selected file.
7. When your transcript is ready to be uploaded into our system, the file name will appear under the heading ‘Uploaded Files.’

8. You must click the green ‘Submit’ button in the ‘Manage Uploads’ window to complete the uploading process.

9. Complete Steps 4 – 8 for your undergraduate transcript, World Education Services evaluation (if required), transfer transcript (if required) and graduate transcript (if required).

10. All transcripts that have been properly uploaded into your application will now appear on the Education page.

11. Scroll to the bottom of the Education section and click ‘Save’ to hold your work or select ‘Save and Next’ if you are ready to move forward.
Step 3B: Sample Transcript

Below is a sample transcript that includes all required information:

1. Name of University
2. Name of Candidate*
3. Name of Degree Obtained
4. Date of Degree Conferral
5. Grades and Credits noted for each course taken
6. Final Cumulative GPA

* If your name is missing from your transcript, please upload another document that shows proof of your attendance at that university.
Step 4: Preferences

Since NYC Teaching Fellows train to teach in the highest need subject areas and schools in New York City, our subject area programs vary from year to year and are subject to change based on the needs of the NYCDOE.

Fellows in our 2018 Fall Program will train to teach in one of the following critical-need subject areas:

- Special Education (Grades 1-6)
- Special Education (Grades 7-12)
- Special Education - Moderate/Severe (Gr. 1-6)
- Special Education - Moderate/Severe (Gr. 7-12)
- English as a New Language (ENL) (Grades K-12)

These will be the only subject areas offered. Rather than applying to a specific subject area, you will be asked to provide information about your subject area preferences in this section of the online application. Please do not leave any subject area preference questions blank—indicate if each subject area is Preferred or Not Preferred. If you are open to teaching any subject, please DO NOT leave the options blank, instead mark Preferred for all categories. To review our subject area eligibility information, please click here.

After submitting your application, you will not have another opportunity to edit or change your subject area preferences. We recommend that you think carefully about the subject area(s) that you would like to teach before completing this section of the application.

Our program staff will look at your application to determine what you are eligible for based on university and New York State eligibility requirements. We will assign you to a subject area that you both preference and that has the highest need in the NYCDOE. In order for NYC Teaching Fellows to best determine which subject areas you are eligible to teach, you must submit all postsecondary transcripts with your application. You will receive a tentative subject area assignment should you advance to Selection Day. This tentative subject area assignment may not be your final assigned subject area in the program but will provide you with a subject to construct your sample lesson around for Selection Day.

Ultimately, we ask that you remain flexible regarding your subject area, since our mission as a program is to provide teachers to the students who need them most. Students are at the center of our work and we want our Fellows to teach in the schools and subject areas where they can best support them. If you are accepted to NYC Teaching Fellows, you will participate in training that is specifically tailored to your subject area during our training to ensure you are ready for the classroom in your subject area.
Step 5: Resume

A strong resume tells a clear story about you. When looking at your resume, we should be able to easily follow the path of your career or education and quickly understand why your accomplishments and activities make you a good match for our program.

Tips for What to Emphasize:

- Any volunteer or work experience in underserved communities or with populations with special needs
- Specific, concrete accomplishments in each role you have held, using quantitative data where possible
- Leadership roles that you have held, even if they do not directly relate to education
- Any work with school-aged children, or other teaching and/or mentoring experience you have
- Your ability to problem solve, collaborate, and achieve results, no matter the industry or field

Resume Checklist

Before submitting your application, use the checklist below to ensure that your resume is ready:

- Is your resume an appropriate length? (one page; two pages for applicants with 10+ years’ work experience)
- Did you list the month and year for every position you have held and institution you have attended?
- Is your work history ordered chronologically, with the most recent position at the top?
- Is your resume organized into sections with clear headings? (Work History, Education, Skills, etc.)
- Is the formatting of your resume consistent? (font, date format, work information, etc.)
- Does this resume highlight what is important for NYC Teaching Fellows to know about your accomplishments?
- Did you explain any gaps or periods of time when you were neither employed nor in school?

Uploading Your Resume:

Instructions to upload your resume are the same as the instructions to upload your transcript. Please refer to pages 13-14 to review the step-by-step instructions.
Step 6: Application Questions

Please see below for a preview of this year’s short answer questions. **We suggest preparing your answers to these questions in advance in a word processing application so that you can copy and paste your answers in and complete the online application in one sitting.**

**Part 1 – Teaching in NYC**

Given the mission of NYCTF, why do you want to join the program and teach in high-need schools in NYC? (150 words)

**Part 2 – Academic Success**

Teachers in a city as diverse as NYC educate students from a variety of backgrounds and abilities. How do you define academic success for students in high-need schools and communities? How does a student's socio-economic status, family background, and previous experience with schooling impact their potential for academic success? (150 words)

Do you believe you will be successful in ensuring high academic achievement for all students you will teach? Why or why not? Describe any experience (including experience working with low-income or special needs populations) and/or skills that will help you improve student outcomes. (200 words)

**Part 3 - Scenario**

*Three weeks into the school year, you notice that one of your eighth grade students is consistently disengaged during lessons. She rarely answers questions, and when you call on her, she typically shrugs her shoulders and says, “I don’t know.” Even when other students are engaged, you often find her listening to music, engaging in off-topic conversation, or putting her head down on her desk. Your assessments show that the student is well below grade level in reading and mathematics. Answer both of the questions below.*

What are some likely causes of the off task behavior and what action steps would you take to determine these causes? (150 words)

Explain two ways you would address the student’s low academic performance. To what extent do you believe these strategies will be successful? (150-200 words)

**Tips for Completing the Short Answer Questions**

The short answer questions in our application enable us to get a clear picture of your background, experiences, and character. Please use this opportunity to help us understand why you are applying to the NYC Teaching Fellows program as your pathway into teaching. We encourage you to visit our [website](http://nycteachingfellows.org) and consider how your answers can reflect the components of our mission that resonate most strongly with you.
In the short answer responses, we are looking for you to:

- Highlight why you feel you would be an effective teacher in a high-need public school in New York City.
- Use your own voice to share your passion for education.
- Be concise and adhere to the word count guidelines provided for each question.
- Cite your experiences both inside and outside of classrooms.
- Use specific examples from your own experiences and how they have prepared you for the classroom and working with students.

**Short Answer Checklist**

**Before submitting your application, use the checklist below to ensure that your short answer responses are complete:**

- Did you review and edit your essays?
- Have you carefully read the directions and answered **all parts** of each question?
- Did you adhere to the word count minimums and/or maximums?
- Is your writing clear? Do you need to elaborate or provide more context in any of your responses?
- Is it concise? Is every sentence important to the answer?
Step 7: Marketing Survey

In this section, we ask several questions about you, your previous work history, how you learned about the NYC Teaching Fellows and why you chose to apply to this program. Your responses will help us gain insights into the factors that motivate individuals to learn more about a career path in education and specifically, alternative certification teaching programs. We are looking to find more people like you who might be interested in applying to the NYC Teaching Fellows in the future.

*The information provided in this section will have no impact on your candidacy and will not be considered as part of your application.*

Step 8: Submit Application

You can use your Navigation Sidebar to help you determine when you are ready to submit your application—you must have green ‘Complete’ status boxes next to all of the application section headings (except ‘Submit Application.’) Once you complete all required fields in all sections of the application, you can submit the entire application from the final **Submit Application** page.

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**Congratulations!** You have completed and submitted your application to the NYC Teaching Fellows! Please check your messages in Teacher Track to locate an email titled, ‘Thank You for Submitting Your Application for the NYC Teaching Fellows!’ It will include information about the next steps in the application process.
Glossary of Terms

In our glossary we have provided some of the key terms that you might hear during the application process. We suggest that you familiarize yourself with this page before completing your short answer questions, and while preparing for each stage of the application process.

**Assessment** - a way for a teacher to gain evidence of student learning. Assessments are often delivered as written or verbal tests, and are used to determine student academic achievement as compared to learning goals and/or standards.

**Equity** - the quality of being fair and just. Equity is not the same as equality; rather, equity means providing students the supports needed to level the playing field and ensure all students from all backgrounds have the chance to be academically successful. Excellent teachers drive equity in education through high expectations and comprehensive support for students.

**Free or Reduced-Price Lunch (FRPL)** - if a student’s family income is below a specified level, the student is eligible to receive school meals at either a reduced price or for free. The enrollments of students in FRPL programs are often used to determine if schools have high proportions of low-income students and are eligible for supplemental federal/state funding and/or targeted programs.

**High-Need School** - there are various characteristics that we identify in order to classify a school as high-need. These characteristics include (but are not limited to):

- a large percentage of the student population is living in poverty
- the student body contains a larger than average proportion of students with special needs (including students with disabilities and English Language Learners)
- the school has been historically hard to staff and often faces teacher shortages
- the school poses geographical challenges for staff (may be far away from public transportation, have limited or no parking)
- the school is facing funding shortages or major budget cuts
- the school faces issues related to safety, discipline, and/or very large student/teacher ratios

**Low-Income** - refers to students or families living at or below the federal poverty level. Low-income communities are ones that have high proportions of low-income families, and often face barriers to accessing resources (such as effective schools, childcare, transportation, and healthcare).

**Special Needs** - this term is used to describe students who require assistance for disabilities that may be medical, physical, or psychological. These students often need additional classroom accommodations, including one-on-one lessons, individualized education plans, or accessible materials. Students with special needs may have mild, moderate, or severe disabilities and varying levels of need related to accommodations.

**Student Academic Achievement** - academic achievement measures can be subjective and may look different for every student and every teacher. Academic achievement itself, however, is always related to student learning. We encourage you to craft your own definition of student academic achievement, tying it to student learning, with an emphasis on college and career success.