PART A

First steps:

_____ Meet with our Certification Officer, Lynn Johnson to determine that all prerequisites have been met. Lynn’s contact information is: (509) 359-2237, Ljohnson2@ewu.edu, Williamson Hall 312. Successful completion of prerequisites including:

_____ Pass West-B Test
_____ Introductory Speech Class
_____ Math 115

_____ The secondary MIT program requires that you complete the equivalent of an approved EWU teaching major. Please meet with an academic advisor to have your course work evaluated and have the Curriculum & Instruction – Option 2 Form completed. A list of advisors by department is included for your convenience. This completed and signed form is part of the application packet required by the department. Any additional courses that need to be taken in your academic area should be 95% completed prior to the start of the MIT program in June (if accepted).

PART B

_____ Apply online at www.ewu.edu

a. Go to EagleNet and apply as MIT – Be sure you indicate “secondary.” You can pay the $50.00 application fee with a credit card.

b. Option: You can print an MIT application form, fill it out completely, and submit with your $50.00 application fee check to the Graduate Studies Office at the Showalter Hall address shown below.

Note: Be sure your application has the complete name and mailing address for each of your three professional references. We will send a checklist reference form for them to complete and include a postage paid envelope for them to return the form to us. They do NOT have to write their own reference letter.

We will also be looking at:

_____ 3.0 GPA in the last 90 hours or 60 semester hours. The Graduate Studies Office will calculate this from your official transcripts. Please let us know if you have a question.

_____ Submit official transcripts from ALL schools of higher education (EXCEPT EWU) to:

Graduate Studies
Eastern Washington University
206 Showalter Hall
Cheney, WA 99004

NOTE: Transcript MUST show earned bachelor’s degree.

Questions on this part of the process should be directed to Diana Teague-White in the Graduate Studies Office at 359-6297.
PART C

_____ Completed Applicant Data Sheet

_____ A one-page statement outlining your previous experiences and personal qualities that lead you to believe that teaching is an appropriate choice for you. Statement must look professional and be error free.

_____ A current resume’ which includes leadership skill & experiences with students (paid or volunteer). Resume should be 1 to 2 pages and look professional and be error free.

_____ Completed Curriculum & Instruction –Option 2 Form.

Forms should be returned to:
Robin Showalter, Program Coordinator
EWU Education Department
312 Williamson Hall
Cheney, WA  99004

Application Deadline is February 15, 2010.

Please direct your questions to:
Robin Showalter, Program Coordinator  Dr. Jane Liu, MIT Director
EWU Education Department  jliu2@ewu.edu
312 Williamson Hall  509-359-7023
Cheney, WA  99004

Phone: 509-359-6497  Lori Reiman
Fax:  509-359-2899  MIT Program Assistant
Email:  rshowalter@ewu.edu  Lreiman@ewu.edu
509-359-2500