



## **ITEP Application: Required Documents**

**\*\*\*Submit to Sara Knepper by email [sme@email.arizona.edu](mailto:sme@email.arizona.edu) or fax (520) 621-1827\*\*\***

As part of the online application (which can be found at <http://itep.coe.arizona.edu/>) **between September 2nd -- September 13th**, ITEP applicants must submit the following required documents:

- ✓ Signed advising plan
- ✓ IVP Fingerprint clearance card
- ✓ Proof of tribal enrollment or descendency
- ✓ 2 Recommendation forms
- ✓ 2 Essays (+ 1 optional essay)

### **SIGNED ADVISING PLAN**

You should have received this document from Sara Knepper after submitting your unofficial transcripts. Please initial the bottom of pages 1 and 2 and type your name in the Advisor Notes area at the bottom of page 3 to “sign” it since you are not required to meet with Sara in-person to apply. Or, you could print, sign, and scan all three pages – whichever is your preference!

### **IVP FINGERPRINT CLEARANCE CARD**

Submit a scan or photo of the front **AND** the back. If you do not have an up-to-date card by Feb. 8, please email Sara Knepper the receipt that you have applied for the card, or upload the receipt in the online application.

### **PROOF OF TRIBAL ENROLLMENT OR DESCENDANCY**

ITEP funding is available only to students who are a member of a federally- or state- recognized tribe or band, or are a descendant of a parent or grandparent who is. Please provide proof of tribal enrollment or descendency.

### **2 RECOMMENDATION FORMS**

You need two recommendations documenting your experience in schools with children (a minimum of 60 hours with grades K-8 are required) (forms attached).

If you do not have experience with children in schools, please complete the Optional Essay prompt explaining why you do not have this. It is likely because you found out about the ITEP program very recently and were unable to set this experience up, but you should have a plan in place to complete the hours this spring semester.

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## ESSAYS

### Required Essay #1

Describe your experience working with children and/or youth in educational settings that serve young people and why you want to work in your chosen profession. This should be a 500-750 word essay that outlines some of the work you have done with children, including activities you have participated in or directed, and summarizes your overall experiences and motivations for your intended profession (teaching, interpreting, etc.) and the population you wish to work with (the Deaf and Hard of Hearing, elementary-age or younger children, or children with special needs). *ITEP candidates may focus on teaching Native students in grades K-8.*

### Required Essay #2

You are required to write an additional essay to be considered for the ITEP program. Please select one question to answer in 300-500 words:

1. What does it mean to be an ideal teacher of Native American students?
2. How do the roles of teachers and education contribute to Native American community efforts (i.e. sovereignty)?
3. What motivated you to become a teacher of Native American students?

### Optional Essay

If your grade point average is below the required 2.5 and/or you are missing any application requirements, please prepare an essay addressing the circumstances that have affected your GPA/ability to complete all application requirements by the deadline.