



**TEXAS GRADUATE CENTER
HARVARD UNIVERSITY**

Master of Liberal Arts in Mathematics for Teaching

TGC OFFICE USE ONLY

Received By: _____

Date: _____

Spring 2019 Application for Admission

Deadline for Submission: October 25, 2019

Please read the following instructions before completing application.

All Applicants must submit the following materials.

1. **Complete application form**
2. **Transcripts from all previous undergraduate and graduate study**
3. **Three (3) Letters of Recommendation**
4. **Resume**

Please email all materials to TGCadmissions@tvcof.org or mail to:

Texas Graduate Center
1098 W. Expressway 83
Mercedes, TX 78570

PERSONAL INFORMATION *Please Print or Type:*

Name: _____
Last First Middle

Date of Birth: _____ ☐ Male ☐ Female

Place of Birth: _____ Citizenship: _____

Address: _____
Street City/State Zip

Phone Number: _____ School Email: _____
Cell

Secondary Email: _____

Current Employment: _____
School District Grade(s)

Date of Application: _____

Optional:

Which of the following do you identify with? (You may check more than one)

- | | |
|--|--|
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> White |

EDUCATION

Please list the names of all colleges and universities attended, with the most recent first. If you require additional space, please include the information on a separate sheet of paper.

School 1

Name of School		Dates Attended	
Degree		City	State
Date Conferred	Major/Minor		

School 2

Name of School		Dates Attended	
Degree		City	State
Date Conferred	Major/Minor		

School 3

Name of School		Dates Attended	
Degree		City	State
Date Conferred	Major/Minor		

What is your undergraduate degree **CUMULATIVE GPA**? _____

PROFESSIONAL EXPERIENCE

1. Please list areas of certification: _____
2. How many years of teaching experience have you completed? _____
3. How many years of experience do you have in teaching mathematics? _____
4. Are you currently teaching secondary mathematics? _____ If yes, list the course(s): _____

5. Total number of years teaching high school? _____
6. Current teaching assignment (course names): _____
7. Special positions or responsibilities within district, school or department: _____

8. Participation in curriculum development or enrichment programs: _____
9. Active involvement in professional organizations: _____
10. Other educational activities: _____

PROGRAM COMMITMENT/AGREEMENT

1. Do you commit and agree to completing a rigorous course of study and earning a Master of Liberal Arts degree in Mathematics for Teaching from Harvard University within a three-year period in a blended distance-learning environment? _____
2. Do you agree to fulfill the residency requirements of the program at Harvard University? _____
3. Do you agree to remain in your current school district a minimum of three years or as specified by your district after completing your degree? _____
4. Do you commit to teaching students in a mathematics dual enrollment setting upon completion of your degree as assigned by your school and district administration? _____
5. Do you agree to collect data on your graduate school experience for research and continuous program improvement? _____
6. Do you agree to train and share your knowledge with others in collaboration with the Texas Graduate Center and with your school/district administration? _____
7. Do you agree to comply with any other commitments as specified by your school district regarding your participation in the program? _____

MISCONDUCT/ACADEMIC SANCTION

1. Have you ever been subject to dismissal, expulsion, suspension, probation, or other disciplinary or academic sanction by any college, university or other professional school? _____
2. Have you ever been convicted, either as an adult or a juvenile whether expunged or not, of a felony or a misdemeanor, or is any such charge now pending against you? _____
3. If the answer to either question is "yes," please explain fully on a separate sheet of paper.

RESUMÉ

Please provide a resumé detailing your work experience including job descriptions and major areas of responsibility along with dates of employment. Please include extracurricular or community activities, volunteer work, honors, awards, and any service in the Armed Forces. Also include details as to any foreign language proficiencies you may possess including the level of ability with regard to speaking, comprehension, reading, and writing. You may also include any publications or other information that you believe the Texas Graduate Center should consider in evaluating your application.

LETTERS OF RECOMMENDATION

Three (3) Letters of Recommendation are required; one from your campus principal, one from math coordinator or department chair, and one from district superintendent. Letters of Recommendation can, in some cases, have a significant impact on the admission decision. The strongest recommendations are those submitted by individuals who know the applicant well and can give a substantiated assessment of their academic potential. Therefore, other letters in addition to those required may also be submitted.

PERSONAL STATEMENT

The Texas Graduate Center aspires to be the best conduit for offering and supporting graduate studies from world-class and prestigious universities from across the country through distance learning options. The primary role of the admissions process is to enroll students who demonstrate outstanding academic, professional, and leadership promise; are committed to students and their success; and who have backgrounds and experiences that will enhance and enrich the cohort environment. As such, applicants are invited to write a personal statement that describes their potential contributions to our Mathematics for Teaching collaborative community.

Applicants may include the following factors in their personal statement: life events or experiences that shaped your character, perseverance against substantial obstacles; socio or economic disadvantage; family or personal adversity; social hardships; disability; prejudice or discrimination; leadership potential; studying or living abroad; foreign language skills; special talents; or unique life experiences. Please limit your response to 500 words.

ESSAY

Please submit a typed essay of no more than 300 words expressing how you anticipate that the Mathematics for Teaching graduate degree will play an influential role in your future professional career plans.

TRANSCRIPT(S)

Please submit a copy of your transcript from a regionally accredited U.S. bachelor's degree or its foreign equivalent. If you've earned an undergraduate degree outside the United States, have it evaluated by the Center for Educational Documentation (www.cedevaluations.com), World Education Services (www.wes.org) or American Association of Collegiate Registrars and Admissions Officials (ies.aacrao.org) to ensure you are eligible for the degree prior to selection and taking any courses. Transcripts may be mailed directly from a registrar's office to the Texas Graduate Center or scanned and emailed with a completed application. You may also choose to mail the transcript to the program along with your other application materials. An official transcript will be required upon admission to the Texas Graduate Center.

APPLICANT CERTIFICATION

I, _____, confirm that the information represented in this application is accurate and true. If selected to the program, I also confirm my commitment to fulfill the requirements of this program as stated in the Program Commitment section of this application to the Texas Graduate Center.

Signature of Applicant

Date

DISTRITCT ACKNOWLEDGEMENT

We, the undersigned, would recommend this applicant if selected for admission into the Texas Graduate Center and for participation in the Master of Liberal Arts in Mathematics for Teaching Graduate Program from Harvard University.

Signature of Superintendent

Date

Signature of School Principal

Date

Equal Opportunity and Accommodations Statement

The Texas Graduate Center reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, and employment.

The Texas Graduate Center is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.