

# 2013

## LU-CHOICE Application Packet



### Lee Hubbell

Director JVC Magis & LU-CHOICE  
Director of Ministry, First Studies Program

**Contact Information**

Phone: 312-915-7049  
Fax: 312-915-7448  
lhubbel@luc.edu

**Office Location**

Water Tower Campus  
Lewis Towers  
111 East Pearson Ave, # 601D

**Mailing Address**

Loyola University Chicago  
School of Education  
Water Tower Campus  
820 North Michigan Avenue, 11th Floor  
Chicago, IL 60611

3/13/2012

# LU-CHOICE Application Packet Contents

---

<b>Requirements</b> .....	<b>3</b>
<b>Instructions</b> .....	<b>3</b>
Application Material Instructions.....	3
Submission Instructions.....	3
Application Packet Checklist .....	3
Interview Anticipation Instructions.....	3
Once Accepted into LU-CHOICE Program.....	4
<b>LU-CHOICE Application Form</b> .....	<b>5</b>
<b>Essays</b> .....	<b>7</b>
Essay Requirements.....	7
Essay One: Motivations to Serve as an Elementary Teacher .....	7
Essay Two: Community Living Experience .....	7
Essay Three: Personal Values & Beliefs and LU-CHOICE Mission Statement.....	7



# Requirements

- 1) Bachelor's Degree in discipline **OTHER** than Education – Completed or expected completion summer prior to entering LU-CHOICE program. ***Applicants must not have student taught or received education certification.***
  - 2) **3.0 GPA**
  - 3) Interest in working in with elementary school children
  - 4) Willingness to live in a community of other teachers
  - 5) Service commitment of 2 years
- ★ Participants must meet the undergraduate requirements for Illinois state certification in elementary education. If a participant is lacking in an area, he/she will have to take (an) additional course(s) at the participant's expense.
- ★ ***Participants are not required to take the GRE or Praxis exams.***

## Instructions

### Application Material Instructions

- **Application Form**
  - Please type within the form fields and print form. Or print form and write/type responses.
- **Official Transcripts**
  - Please do not include in a sealed & signed envelope
- **Current Resume**
- **Essay Format**
  - **Label each Essay** at the top of the page
    - **Label Includes:** Essay question number & actual question
  - **Length:** 2 pages per Essay
  - **Format:**
    - Double spaced
    - Typed
    - 12pt Font
    - 1 inch Margins
    - Single Sided Printing ONLY
    - **NO STAPLES**
- **Letters of Reference**
  - There are no required forms for a referee to fill out and there is no set format for letters of reference.
  - **Recommendation:**
    - We recommend references from people who can address your ability to succeed in the three pillars of LU-CHOICE.  
**Example:** volunteer coordinator, priest, chaplain, college professor
  - **Requirements:**
    - Letters should be one page.
    - Letters from professionals should be on letterhead.
    - Please ***do not*** include more than three letters of reference.
    - Letters are not to be in sealed, signed envelopes
    - Email and phone number of the reference should be included in the signature of the letter.
    - (Some references are not comfortable providing letters of reference, not in a sealed envelope. If that is the case the letter can be mailed directly to the LU CHOICE director.)

### Submission Instructions

- **Deadline**
  - ***MUST be received by: January 21<sup>st</sup>***
- 1 original, and three copies, of all materials in the application packet must be submitted together in **ONE LARGE ENVELOPE.**  
**Application Packets should be addressed to:**  
Lee Hubbell, Director LU-CHOICE  
Loyola University Chicago  
School of Education  
820 N. Michigan Ave., 11<sup>th</sup> Floor  
Chicago, IL 60611

### Application Packet Checklist

- ★ **ALL Items MUST be Included**
- Completed Application Form
  - 3 Essays
  - Current Resume
  - 3 Letters of Reference (not in separate, sealed envelopes.)
  - Official Transcripts (not in sealed envelope)
  - 1 original, and three copies, of all materials in the application packet.

### Interview Anticipation Instructions

- **Interview Date:** February 16<sup>th</sup> or 23<sup>rd</sup>, to be determined.
  - Interviews are for selected candidates only
- Please begin to secure the time and resources you need to come to Chicago for an interview.
- Face to face interviews are preferable.
  - Phone/Skype can be set up.
- Notification of acceptance usually begins shortly after interviews.

### **Once Accepted into LU-CHOICE Program**

- Participants must complete a graduate application for Loyola University Chicago's School of Education.



## LU-CHOICE Application Form

Please type within the form fields, and print form. Or print form and write/type in responses and submit it together with all supporting documents by **January 21st.**

### **Personal Information**

1. Name: \_\_\_\_\_  
Last First Middle

2. Date of birth: \_\_\_\_\_

3. Phone number(s): \_\_\_\_\_  
Home Cell

5. Email address: \_\_\_\_\_

6. Permanent/Home address: \_\_\_\_\_  
Street Address  
Apartment/Unit Number  
City State Zip

Permanent/Home phone number: \_\_\_\_\_

### **Educational Background**

7.

College Dates of Attendance Major Degree GPA

College Dates of Attendance Major Degree GPA

8. Please list the other service programs, employment opportunities, schools, etc. are you considering for the coming year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. How did you find out about LU CHOICE?

- UCCE brochure or website
- Response directory
- Connections – St. Vincent Pallotti Center
- Current or former LU CHOICE teacher
- Other \_\_\_\_\_

10. Do you speak any languages in addition to English?

---

---

---

**Other**

11. Have you ever been convicted of a crime or do you currently have felony charges against you pending?

\_\_\_\_\_ ~ If yes, please explain on a separate sheet of paper.  
Yes / No

During the admission process and/or during your time with LU-CHOICE, you are required to disclose any and all information concerning charges and/or possible charges against you at the time such circumstances arise.

12. Have you ever been disciplined for serious misconduct, suspended, or expelled from school?

\_\_\_\_\_ ~ If yes, please explain on a separate sheet of paper.  
Yes / No

13. I hereby certify that the information provided by me in this application is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

# Essays

---

*Please write three brief essays as described below*

## **Essay Requirements**

- **Label each Essay** at the top of the page
    - **Label Includes:** Essay question number & actual question
  - **Length:** 2 pages per Essay
  - **Format:**
    - Double spaced
    - Typed
    - 12pt Font
    - 1 inch Margins
    - Single Sided Printing ONLY
    - **NO STAPLES**
- 

## **Essay One: Motivations to Serve as an Elementary Teacher**

Describe your motivations to serve as an elementary school teacher. Include the following in your answer:

- What experiences have you had with elementary-aged children?
- Have you participated in teaching related activities? (Coaching, mentoring, tutoring, teacher assistant)
- Have you worked with children in high need areas?

## **Essay Two: Community Living Experience**

Community living is the source of great joy, but also provides challenges. Describe any community living experiences you may have had. Please detail an example of a joy you experienced in community, as well as a challenge.

- How have these experiences affected your vision of community?

## **Essay Three: Personal Values & Beliefs and LU-CHOICE Mission Statement**

Review the LU CHOICE mission statement.

- How do your personal values and beliefs relate to the mission of LU CHOICE?
  - Give examples of service programs or service work that you have participated in and how this will contribute to your LU CHOICE experience. (Year and length of service should be included in your resume)