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

3/13/2017
LU-CHOICE Application Packet Contents

Requirements ................................................................. 1
Instructions ...................................................................... 3

Application Instructions .................................................. 4
Submission Instructions .................................................... 6
Application Checklist: ....................................................... 6
ALL Items MUST be completed and included in the online application (transcripts are not submitted online but sent to Graduate & Professional enrollment Management)......................... 6
*Online submission............................................................ 6
Interview Anticipation Instructions...................................... 6
Requirements

1) Bachelor’s Degree

2) 3.0 GPA

3) Interest in working with elementary school children and receiving a Professional Educator License (PEL) with an elementary endorsement (grades 1-6) allowing you to teach self-contained grades 1-6. LU CHOICE teachers can be placed in grades 1-8. Those teaching 7th or 8th grade must also teach 6th grade in order to meet licensing requirements.

4) Willingness to live in a community of other teachers

5) Service commitment of 2 years

6) The requirements listed below are to be met after being admitted to the program. It is not necessary to complete these at the time of application.

★ 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. This is completed during the 2nd summer of the program.
   o [http://www.luc.edu/education/graduate/teacher-prep/general-education-requirements/](http://www.luc.edu/education/graduate/teacher-prep/general-education-requirements/)

★ Participants must pass the Illinois Test of Academic Proficiency –
   o [Illinois Test of Academic Proficiency (TAP)](http://www.luc.edu/education/graduate/teacher-prep/general-education-requirements/)
      (formerly known as the Illinois Basic Skills Test)
      Proof of passing score must be submitted no later than second semester registration to continue in the program. Candidates may apply using the ACT/SAT scores in lieu of the TAP with an ACT composite of 22 plus the minimum of 19 in writing or SAT composite in mathematics and critical reading of 1030 plus writing.

* Please use these instructions for submitting ACT/SAT scores in lieu of the TAP.

* To submit proof of passing scores an Education Licensure Information System (ELIS) screen shot must be submitted as part of the admission process. You can access the information by creating an [ELIS account](http://www.luc.edu/education/graduate/teacher-prep/general-education-requirements/). You will then be able to view your testing information and future licensure information with the Illinois State Board of Education (ISBE).

* Please refer to the study guide and registration on the [Illinois Licensure Testing System](http://www.luc.edu/education/graduate/teacher-prep/general-education-requirements/) site.

★ Participants are not required to take the GRE or Praxis exams.
Application Instructions

Application

- The LU CHOICE application is completed online and can be found at http://gradapp.luc.edu/

Instructions for completing the online Application

- Program to which you are applying:
  - LU CHOICE Elementary Education MEd – It is extremely important that you select this program,
    - LU CHOICE Elementary Education MEd, from the program drop down list.
    - Do not select Elementary Education MEd, as that is a different program at Loyola.
    - Failure to do so may result in your application being misfiled and therefore not considered.

- Desired term of entry: 2018 Summer 1 semester
- Intended enrollment status: Full time

Test Scores

- If you have taken the Illinois Test of Academic Proficiency include those scores. If you have not taken the test yet, include the expected test date.

- A note on test scores. No test scores need to be submitted with the application. You will take any necessary tests, and submit those scores, after you are accepted into the program.

- The information included on testing is for your information. These tests/scores are a requirement of the graduate program at Loyola University Chicago.

  - Illinois Test of Academic Proficiency (TAP) (formerly known as the Illinois Basic Skills Test)
    Proof of passing score must be submitted no later than second semester registration to continue in the program. Candidates may apply using the ACT/SAT scores in lieu of the TAP with an ACT composite of 22 plus the minimum of 19 in writing or SAT composite in mathematics and critical reading of 1030 plus writing.

    - Please use these instructions for submitting ACT/SAT scores in lieu of the TAP.

    - To submit proof of passing scores an Education Licensure Information System (ELIS) screen shot must be submitted as part of the admission process. You can access the information by creating an ELIS account. You will then be able to view your testing information and future licensure information with the Illinois State Board of Education (ISBE).
Please refer to the study guide and registration on the Illinois Licensure Testing System site.

**Statement of Purpose**
- Follow the instructions for the LU CHOICE program only.

**Recommendations**
- It is strongly suggested that you have your letters of recommendation be submitted online to gradapp@luc.edu.
- When requesting an online submission please copy and paste the guidelines from the information below. This can be included in the section that allows you to add a personal note in the references section.

**Last Steps**
- Are you planning on applying for any type of financial aid?
  - Check no.

**Items to be included:**

- **Official Transcripts** – send to  
  Graduate & Professional Enrollment Management  
  Loyola University Chicago  
  820 N. Michigan Ave.  
  Lewis Towers, Suite 800  
  Chicago, IL 60611

- **Resume** – submitted online.

- **Statement of Purpose** – submitted online.  
  - **Length:** 2 pages per section  
    - Double spaced  
    - Typed, 12pt Font  
    - 1 inch Margins

- **Letters of Reference** – submitted online.  
  - 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

  - There is no set format for letters of reference. However, please follow these guidelines:  
    - Letters should be one page.  
    - Please do not include more than three letters of reference.  
    - Email and phone number of the reference should be included in the signature of the letter.
Submission Instructions

− Deadline
  ▪ The completed application and all materials *MUST be received by: January 15th.*

Application Checklist:

ALL Items MUST be completed and included in the online application (transcripts are not submitted online but sent to Graduate & Professional enrollment Management).

  *Online submission
  □ Completed Application
  □ Statement of purpose which addresses three sections
  □ Resume
  □ 3 Letters of Reference

  *Sent to Loyola
  □ Official Transcripts

Interview Anticipation Instructions

− Interview Date: February 24th.
  ▪ 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.
  ▪ Skype/google hangout/factime can be set up.
− Notification of acceptance usually begins shortly after interviews.

Program Start

− Summer school starts on May 29th and move in day is May 26th.