Annual Report: Graduate Scholarships for Elementary School Teachers

State Submission Annual Reporting Period: **October 2014 - September 2015**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Name of Recipient</th>
<th>Program</th>
<th>Entrance Date</th>
<th>Total Credits Awarded</th>
<th>Total Credits Completed</th>
<th>Completion Date</th>
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No more than three scholarships can be in force at any given time with a cumulative maximum of 18 credits per school year. The cumulative maximum of 18 credits per school year makes it likely that only one scholarship will be awarded annually due to the Master’s Degree Program credit requirements.

*Academic Year 2014-2015

The recruitment process was being refined during Academic Year 2014-2015. It is anticipated that depending on the program selected by the scholarship recipient and requirements of the specific program selected, there could be a need to adjust the recruitment process annually to meet the obligation. In the case of [Redacted], she accelerated her participation and was able to utilize 36 (two years’ worth) credits in a little less than 18 months. As a result, no new scholarship was awarded in school year 2014-2015.

[Redacted] currently continues to serve with the Columbia Secondary School of Math, Science and Engineering utilizing her state certification for elementary school teaching.

**Additional Supporting Documentation**

- Announcement regarding availability of scholarships
- Application for Enrollment in Scholarship Program
- Applicant Pool
- Letter to scholarship recipient
- Letter of acceptance from scholarship recipient
Graduate Scholarships for Elementary School Teachers

In an effort to support and enhance the quality of elementary school education within the local community, Columbia University offers scholarships with a cumulative maximum of 18 credits per year for qualified elementary school teachers to earn a Master’s Degree in an appropriate field from Columbia University or Teachers College.

Applicant Eligibility Requirements

Each graduate scholarship applicant must be:

a. Certified to teach elementary education in the State of New York.
b. Admitted or pending admission to a Master’s Degree program at Columbia University or Teachers College.
c. Committed to teach for five years within Community District 9.
d. Approved by the New York City Department of Education, the United Federation of Teachers, and/or their local school principal.

For more information please contact Melissa Mondesir at mm4358@columbia.edu
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### Applicant Eligibility Requirements

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c. **Committed** to teach for five years within Community District 9.

d. **Approved** by the New York City Department of Education, the United Federation of Teachers, and/or their local school principal.

### Application Requirements Checklist

Each graduate scholarship applicant must provide the following required documents:

- ☐ Completed application form (see page 3)
- ☐ Copy of elementary education certification. Applicable certifications include:
  - Initial Certificate for Childhood Education (Grades 1-6) or
  - Initial Certificate for Middle School Education (Grades 5-9)
- ☐ Letter of admission or proof of application to a Master’s Degree program at Columbia University or Teachers College
  - Master’s program has to be from a pre-selected listing of CU/TC offerings. Please see *List of Available Master’s Degree Programs* (Appendix A) for eligible programs.
- ☐ Letter of five-year teaching commitment
  - Letter must express applicant’s commitment to teach within Community District 9 for five years after they commence their participation in the scholarship program.
- ☐ Letter of candidacy endorsement from local elementary school principal
  - Letter from local elementary school principal must approve the candidacy of each prospective scholarship recipient in writing to be considered for a graduate scholarship.
Application Process

1. Interested applicants are required to completed the enclosed application (page 3) and submit the required documentation to be considered eligible for a scholarship.
2. Columbia University will interview applicants to determine the teaching commitment of each prospective scholarship recipient.

Application Deadline

Application deadline for Fall 2015 is June 1, 2015

Contact Information

For more information regarding Graduate Scholarships for Elementary School Teachers program, please contact Melissa Mondesir at mm4358@columbia.edu or visit the Columbia University Community Services Webpage: http://manhattanville.columbia.edu/graduate-scholarships-elementary-school-teachers-0.
In order to be considered for a scholarship, you must complete and sign the following application form along with all required documentation listed on page 1 of this application packet. All application items must be submitted as a complete package.

Contact Information

Full Name:____________________________________________________________________________

Home Address:________________________________________________________________________

City, State, Zip Code:_________________________________________________________________

E-mail Address:_______________________________________________________________________

Phone Number:_______________________________________________________________________

Teaching Experience

Name of School Where Currently Employed:_____________________________________________

Grade Level Currently Teaching:________________________________________________________

Number of Years Teaching:_____________________________________________________________

Please list all Relevant Teaching Certifications:___________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Master’s Program

Master’s Program applied to at Columbia University or Teachers College:

___________________________________________________________________________________

Status of Application (Please circle one): Admitted Awaiting Decision

Total Number of Credits Required for Program:___________________________________________

Number of Credits Enrolled in this Year (if known):______________________________________
Graduate Scholarships for Elementary School Teachers
Application for Enrollment in Scholarship Program

Master’s Program (continued)

Have you applied for this scholarship before? (Please circle one): Yes No
If Yes, how many credits were you granted? ____________________________________________

Short Answer Questions

Please explain why you want to receive this scholarship:

_____________________________________________________________________________________
_____________________________________________________________________________________}
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________}
Graduate Scholarships for Elementary School Teachers
Application for Enrollment in Scholarship Program

Short Answer Questions (continued)

Please describe your commitment to teach for five years within Community District 9:

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I certify that all of the statements in this application are true and complete to the best of my knowledge.

Signature: _____________________________________________   Date: _________________________
## Graduate Scholarships for Elementary School Teachers

### Scholarship Program

**APPLICANT POOL**

1. **Columbia Secondary School for Math, Science, and Engineering (CSS-MSE)**
   
   Grades Served: 6-12  
   Location: 425 West 123rd Street, New York, NY 10027

<table>
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<tr>
<th>Condition Satisfied:</th>
<th>Condition Required:</th>
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<tbody>
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<td>Since elementary school education is Grades 1-6 and CSS-MSE serves grades 6-12, then teachers of Grade 6 at CSS-MSE would be eligible to apply for a graduate scholarship.</td>
<td>• Qualified elementary school teachers must be accepted into a master’s degree program from the pre-approved list of programs.</td>
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| If a CSS-MSE elementary school teacher is eligible for a graduate scholarship, then s/he would be able to provide either a Childhood Education Certificate (Grades 1-6) or a Middle School Education Certificate (Grades 5-9). This means there will be a certification overlap for Grade 6 for teachers from CSS-MSE.  
  • CSS-MSE elementary school teachers would fulfill the requirement that they be “qualified elementary school teachers either currently teaching within Community District 9 or interested in teaching elementary school within Community District 9”. | • CSS-MSE elementary school teachers would meet the eligibility requirement, but the scholarship recipient would still need to make a 5 year commitment to teach within Community District 9.  
  • CSS-MSE elementary school teachers would need to fulfill the requirement that they meet the criteria of the NYCDOE, the United Federation of Teachers, and/or the local school principal. |

2. **Teachers College Community School (TCCS)**
   
   Grades Served: PreK-3 (School will phase in an additional grade every year to PreK-8)  
   Location: 168 Morningside Ave, New York, NY 10027

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| If elementary education is Grades 1-6 and TCCS currently serves Grades PreK-3, then teachers of Grades 1, 2, or 3 at TCCS would be eligible to apply for a graduate scholarship. If a TCCS elementary school teacher is eligible for a graduate scholarship, then s/he must be able to provide a Childhood Education Certificate (Grades 1-6).  
  TCCS elementary school teachers would fulfill the requirement that they be “qualified elementary school teachers either currently teaching within Community District 9 or interested in teaching elementary school within Community District 9”. | • Qualified elementary school teachers must be accepted into a master’s degree program from the pre-approved list of programs. |
|  | • CSS-MSE elementary school teachers would meet the eligibility requirement, but the scholarship recipient would still need to make a 5 year commitment to teach within Community District 9.  
  • CSS-MSE elementary school teachers would need to fulfill the requirement that they meet the criteria of the NYCDOE, the United Federation of Teachers, and/or the local school principal. |
Graduate Scholarships for Elementary School Teachers
Scholarship Program

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**SCHOLARSHIP AVAILABILITY**

The maximum annual scholarship to be awarded will cover 18 credits. In many cases, this will limit the number of scholarships to one annually which may be renewed until the completion of the selected Master’s Degree. Individual programs may have a restriction on the number of credits that must be taken annually and can impact the number of scholarships awarded. Further explanation follows:

a) 1 scholarship for 18 credits = 18 credits
b) 2 scholarships for 9 credits ea. = 18 credits
c) 3 scholarships for 6 credits ea. = 18 credits
d) Or any other combination equaling 18 credits annually.

**FOR CONSIDERATION:**

**Outreach:**

Outreach will begin with the Columbia Secondary School for Math Science and Engineering as well as the Teacher’s College Community School. After at least five years, Columbia will re-evaluate to determine if additional outreach might be necessary.

**Eligibility**

A qualified elementary school teacher, who has not yet been admitted to a Master’s degree program, can still apply for a graduate scholarship, but their scholarship award will be contingent on their graduate program acceptance.
NEW YORK STATE TEACHING REQUIREMENTS

Certified Teacher requirements:
- All states require a minimum of a bachelor’s degree in education to become a certified teacher.¹
- New York State requires teachers to obtain a master’s degree in teaching (or a related discipline) within five years of the completion of their initial degree.²

NY State Type of Certificates:
- Initial: the entry-level teaching certificate issued for a specific subject and grade level. It is valid for five years (with the possibility of a time extension if you are eligible). During this five-year period, you must obtain a Professional Certificate which requires a minimum of three years of experience and a Master’s degree.³
- Professional: the second-level teaching certificate. A holder of an Initial certificate must apply to the New York State Department of Education (SED) for the Professional certificate upon completion of requirements.⁴

NY State Teaching Certificates (that would be applicable):
- Initial Certificate in Childhood Education (Grades 1-6)
- Initial Certificate in Middle School Education (Grades 5-9)

¹ http://certificationmap.com/states/new-york-teacher-certification/
² http://certificationmap.com/states/new-york-teacher-certification/
September 17, 2015

[Name]

Early Childhood Education, Special Education
Teachers College Community School

Dear [Name],

Congratulations on your selection as a recipient of the Graduate Scholarship for Elementary School Teachers. This scholarship represents Columbia's commitment to enhancing the quality of elementary school education within the local community and to supporting the professional development of teachers within the community's schools.

This scholarship will cover the costs of tuition for your studies toward the completion of a Masters in Education degree at Teachers College, up to a maximum of 36 credits.

I would be grateful if you could provide to my office a brief letter acknowledging your fellowship by September 23. This letter should:

- Confirm your acceptance of the fellowship;
- List the name of the graduate program in which you are enrolled;
- Provide the annual number of credits you anticipate receiving;
- Provide the year you anticipate completing the program; and
- Affirm your commitment to teach within CD 9 for five years following receipt of the degree, pursuant to the terms of the fellowship.

I wish you all success in your studies at Teachers College, and offer my deep appreciation for your work on behalf of the children of upper Manhattan.

Sincerely,

[Signature]

John Coatsworth
Provost
September 24, 2015

John Coatsworth
Provost of Columbia University

Dear Mr. Coatsworth,

I am grateful to be selected as the recipient for the Graduate Scholarship for Elementary School Teachers. I will gladly accept all terms of this fellowship.

I am enrolled in the Master of Education Program in Curriculum and Teaching in the Department of Curriculum and Teaching. I anticipate that I will use 18 credits annually and hope to complete the program by May 2017.

I would also like to affirm my commitment to teach within CD9 for five years following receipt of my degree.

Once again, I would like to express my sincere gratitude for being selected for this scholarship. Please feel free to reach out to me with any questions or concerns via e-mail at [redacted] or by phone at [redacted].

Sincerely,

[Redacted]