

Undergraduate Licensure Program

Frequently Asked Questions

What should be included in my letter of Intent?

Your letter of intent should state your desire to be considered for the undergraduate program and why you seek a career in special education. Explain why you believe you have the personal characteristics, competencies, and motivations required to be a successful teacher. Your letter of intent should be typewritten and no longer than two pages in length.

Whom should I ask to write the letters of recommendation of my behalf?

Choose people who can attest to and give evidence of your ability and/or potential in one or more of these areas: interpersonal skills, work habits, academic eligibility, teaching and relating to children, and motivation to pursue special education as a career. One letter should be from your cooperating teacher in Exploring Helping Relationships: Teaching/Learning (EDU PAES 271 and 289.01). One letter should be from a university faculty member. The remaining letter may be written by employers, and persons who have supervised your work (whether volunteer or paid) with children and/or adults. Letters from family and friends are not helpful. Letters of recommendation should be written on official letterhead of the school, agency or business where the letter writer is employed.

How do I obtain and submit and OSU advising report and/or official transcripts of previous college or university work?

Applicants are required to provide a transcript showing grades for all college or university academic work on or before the application deadline. For coursework completed at Ohio State, an OSU advising report is acceptable. The applicant should submit transcripts from universities other than OSU with the remaining application materials to the PAES Office of Student and Alumni Services. Submit all application materials at one time, including transcripts and advising reports. Visit: <http://buckeyelink.osu.edu> to print off your advising report.

How many students are accepted to the program?

Approximately 30 students are admitted to the program each year.

Will every applicant be interviewed?

Not necessarily. Applicants who do not meet the minimum entry requirements for the program may not be interviewed. A letter will be sent to all applicants by the end of the second week of Winter Quarter indicating whether or not an interview has been scheduled.

Should I bring anything to the interview?

Be sure to bring the grade report you received from the University for the courses that you will have completed during Autumn Quarter.

Who will interview me and what questions will I be asked?

Interview teams consist of special education faculty and graduate students. You will be asked to tell about yourself, to talk about your experiences in classrooms, and to describe your personal and career goals. The interview also provides the opportunity to ask any questions you may have about the program, the curriculum, or the field of special education.

What does the faculty consider in making the admission decisions?

The Special Education faculty considers each of the following factors in selecting students with the strongest application for admission:

- Overall academic record as a college student: CPHR(cumulative point hour ratio) ranking
- Grades in Introduction to Special Education (EDU PAES 251), Math 105, and English 110.01
- Interview and letter of intent
- Three letters of recommendation
- Past experience working with children and/or adults with special needs
- Past experience working with children and/or adults in a teaching capacity

If interviewed, when and how will I find out if I have been accepted to the program?

Notices of acceptance are normally mailed within one week of the interview date, in time to enable the students who are admitted to the program to enroll in the appropriate coursework for Spring quarter.