MfA Los Angeles Master Teacher Fellowship in Computer Science 2020
Application Checklist

The deadline for application materials to be received is February 10, 2020 at 11:59PM

Please see www.mfala.org/mtcs for the most up-to-date information and instructions regarding applying for the MfA Los Angeles Master Teacher Fellowship in Computer Science.

Application checklist:

☐ Completed information form (handwritten and/or scanned forms are not acceptable)
After downloading the application and saving it to your computer: open it using Adobe Reader; complete it; save it; and then email it as an attachment to mt-apply@mfala.org [Mac users: do NOT use Preview]

☐ Resume

☐ Personal statement

☐ Math course credits form: for candidates who do not teach computer science

☐ Lesson plan with student work samples (see instructions)

☐ Proposed improvement project written collaboratively with your colleague(s)

☐ Take the Praxis exam (see instructions)

☐ Arrange to have two letters of reference sent (one must be from your principal; the second from your assistant principal/ administrator in charge of your department *or* from an instructional coach). A rating form must be submitted with each letter (letter and rating sheet must be sent to MfA Los Angeles by the person writing the recommendation)

☐ Order official transcripts from each post-secondary institution you have attended for which you have earned a degree (you need only include transcripts from institutions where you did *not* receive a degree if you took math classes above Calculus I that you are listing on the math course credits form)

☐ Call MfA Los Angeles and provide your social security number and date of birth

Submit your application via email to mt-apply@mfala.org.

Please have transcripts sent to MfA Los Angeles directly from the institution. They can be emailed to mt-apply@mfala.org or mailed to this address:

MfA Los Angeles
1150 S. Olive Street, Suite 2100
Los Angeles, CA 90015

Dates to remember:
- **February 10, 2020:** applications due
- **Interviews:** we will call you to set-up an interview
- **March 14, 2020:** take the Praxis on or before this date
- **April 20, 2020:** decision letters sent via email no later than this date
- **September 12, 2020:** first all-day PD for applicants admitted into the program

Please call us at (213) 821-3438 or send an email to mt-apply@mfala.org if you have any questions.
We're here to help!

M*f*A Los Angeles Master Teacher Fellowship in Computer Science
2020 Information Form

APPLICANT INFORMATION

1. **Full Legal Name:**

    Last Name   First Name   Preferred First Name, if different   Middle Name

2. **E-mail:**   3. **Phone Number:**   4. **Type:**

5. **Mailing Address:**

    Number & Street (with unit #, if applicable)   City   State   Zip

6. **Are you currently teaching computer science and/or mathematics full-time at a secondary school (public or charter) in the greater Los Angeles area?**

7. **In order to check your credential, we need your date of birth and social security number. Please call our office at (213) 821-3438 and provide this information.**

8. **Citizenship:**   **I am a U.S. citizen**

                   I am not a U.S. citizen

If not a U.S. citizen, please explain your status below:

9. **Ethnicity/Race (check all that apply--check at least one):**

- Hispanic or Latinx
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- Other
- White
- Do not want to answer

10. **Previous MfA Participation:**   **If so, when?**

11. **Have you ever been convicted of a felony or misdemeanor that resulted in a sentence of imprisonment? If yes, please explain on a separate sheet of paper.**   Yes   No

UNDERGRADUATE AND GRADUATE INSTITUTIONS ATTENDED

12. **Institution:**

Name	City	State/Province	Country

Degree granted	Dates Attended	Major(s)/Concentration(s)	GPA	Math Credits

13. **Institution:**

Name	City	State/Province	Country

Degree granted	Dates Attended	Major(s)/Concentration(s)	GPA	Math Credits

14. **Institution:**

Name	City	State/Province	Country

Degree granted	Dates Attended	Major(s)/Concentration(s)	GPA	Math Credits

15. **Institution:**

Name	City	State/Province	Country

Degree granted	Dates Attended	Major(s)/Concentration(s)	GPA	Math Credits

PROFESSIONAL TEACHING EXPERIENCE

16. Current:

School Name	Address	District	Public, Charter...

From - To	full- or part-time	Grade Levels Currently Taught	Courses Currently Taught

17. Previous:

School Name	Address	District	Public, Charter...

From - To	full- or part-time	Grade Levels Taught	Courses Taught

18. Previous:

School Name	Address	District	Public, Charter...

From - To	full- or part-time	Grade Levels Taught	Courses Taught

19. Previous:

School Name	Address	District	Public, Charter...

From - To	full- or part-time	Grade Levels Taught	Courses Taught

PROFESSIONAL ASSOCIATIONS/DEVELOPMENT

20. Are you a National Board Certified Teacher? If Yes, enter the date you achieved NBCT status:

21. Date that your California preliminary teaching credential was issued:

22. Date that your California preliminary teaching credential was cleared:

23. **Professional Memberships**

24. Articles/Publications

25. Leadership Roles at School (include extracurricular activities and dates)

If there is not sufficient room to complete your answers to the questions above, please attach an additional sheet.

For applicants who do not teach computer science: using the table below, please list all mathematics and mathematics-related courses above Calculus I that you have taken, from each university attended.

University/College	Course #	Course Name	Credits	Grade

Please write a personal statement that addresses the question below (1,000 words maximum). We recommend that you include the question at the beginning of your personal statement.

How am I continuing to grow into the teacher that I want to be?

To the Applicant:

Please complete *all* fields above the dotted line.

Name of Applicant: _____

Name of Recommender: _____

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974. I hereby waive my right to examine the contents of this reference. I understand that by waiving my right, I do so under the condition that the reference is used solely for the purpose for which it is requested.

Date _____ Applicant's Signature _____

To the Recommender*:

The applicant whose name appears above has applied to the M*f*A Los Angeles Master Teacher Fellowship in Computer Science. Please attach a letter detailing your evaluation of the applicant's qualifications. We are particularly interested in examples of the applicant's leadership skills, flexibility, interpersonal skills, and resourcefulness. In the letter, tell us how long you have known the applicant and in what capacity, what you know about their content knowledge in computer science and/or math, their ability as a secondary school math and/or computer science teacher, and any other information that might pertain to the candidate's qualifications for this program.

How would you rate this applicant's **overall ability** as a math and/or computer science teacher and school/area education leader?

_____ Very High _____ High _____Average _____ Low

Date _____ Recommender's Signature_____

Recommender's Name and Title *(please print):*

_____

Institution/Organization _____

Address _____

Phone _____ Email _____

Thank you for your time. Please mail _or_ email this form along with your reference letter so that it reaches us by _February 10, 2020_:

Math for America Los Angeles
1150 S OLIVE ST STE 2100
LOS ANGELES, CA 90015

Email: mt-apply@mfala.org

** Letters may not be written by current M*f*A Fellows, Master Teachers, Staff, or Board Members.*

*Letters (with this rating sheet) must be sent directly from the recommender to M*f*A Los Angeles.*

Following the outline below, please describe a computer science or mathematics lesson that demonstrates your strengths as a teacher.

1. A brief description of the context of this lesson (course title, school information, student population, curriculum used, etc.)

2. A brief written statement addressing these questions:
   a. What was the overarching unit in which this lesson was situated, and how does this lesson related to the overarching unit?
   b. What standards does the lesson address?
   c. What are the student learning outcomes of the lesson?
   d. What are students and the instructor doing during different phases of the lesson?
   e. Was there any technology used for the lesson and if so, how did it contribute to student learning?
   f. Any other details about the lesson that are notable?

3. Work samples from two different students: one who represents a strong understanding of the material and one who struggled with the material. For each work sample, please write a few sentences addressing the following questions:
   a. What does the student understand about this topic? Where that is evidenced in her/his work?
   b. What, if any, misconceptions does the students have about this topic? Where is that evidenced in her/his work?

4. A short reflection on the lesson. Did it accomplish what you hoped it would accomplish? Were you able to challenge your stronger students while still meeting the needs of your struggling students? What will you do differently if/when you teach this lesson again?

Feel free to attach any supplemental materials used (worksheets, assessments, handouts, etc.).

You and a colleague(s) at your school site must work together to propose, design, and orchestrate a project that will bring about improved student outcomes at your school. This proposed project will be the centerpiece of your work as an M*f*A Los Angeles Fellow for five years, so please think carefully about what you want to accomplish.

Each team must submit a description of a proposed project that addresses the following questions (a single proposal, co-written by the team):

1. What specific challenge or area of improvement in your school/district do you want to address? Why is this challenge significant?
2. What attempts have been made in the past to solve this or similar challenges, perhaps at other schools and districts?
3. How do you propose to solve these challenges? How will student outcomes be improved by your proposed work? What mathematics or computer science education research backs up or informs your proposed solution?
4. Which students will benefit from these improvements?
5. What are some concrete ways of measuring whether your proposed solution is successful? (At least some part of your answer to this question should involve student performance assessments.)
6. What resources will you need to be successful?
7. How are your proposed improvements aligned with your school's curricula, standards, practices, and culture?
8. How do you think your proposed improvements should be rolled out at your school? Can your ideas be shared across your district?
9. How will your proposed work continue to be effective after your five-year fellowship is over?
10. Why do you think that what you and your colleague(s) do will be successful?

Project proposals will be scrutinized for evidence of a deep concern for students' learning and of personal growth as a result of prior professional development opportunities. Applicants will need to demonstrate that their school administration will define clear roles for them related to the improvement projects they will design and implement, and will provide them with the support, time, and resources necessary to be successful. Applicants' proposed improvement projects will be judged on their appropriateness, potential for improvements in student performance, alignment with school and district standards, thoughtfulness of design, and potential for sustainable change. Priority will be given to projects that benefit all students, not just students who are already talented in mathematics and/or computer science.

We strongly encourage all applicants to speak with their school administration and colleagues in their department(s) to come up with compelling projects that will have school and departmental support.

Please type up your improvement project, and include any supporting documents, research, or materials. Your project narrative should not be more than 10 typed pages.

ETS Praxis® web site: https://www.ets.org/praxis/register

You must take either Praxis® 5161 or Praxis® 5652. See the options below to decide which test to take.

Option 1: You are credentialed in mathematics
Take Praxis® 5161 *Mathematics: Content Knowledge*

Option 2: You are credentialed in a subject other than mathematics
Take Praxis® 5652 *Computer Science*

Option 3: You are credentialed in mathematics *and* another subject; or your credential includes a computer science authorization; or you have a degree in computer science from an accredited institution
Take *either* Praxis® 5161 *or* Praxis® 5652 (it is your choice which exam to take)

REGISTRATION
Register for the Praxis® exam directly through Educational Testing Service. The exams are computer-delivered. **Test dates on or before March 14, 2020 are preferred**. It takes approximately 2-3 weeks for us to receive your score and a final decision regarding acceptance into the program cannot be made absent the results.

To ensure that you can be reimbursed for the exam fee and that your score report is sent to M*f*A Los Angeles, enter institution code 7779 when registering for the test.

Testing Windows	
Praxis® 5652 *Computer Science*:	Praxis® 5161 *Mathematics: Content Knowledge:*
1/6/2020–1/18/2020	This test is offered continuously throughout the year
2/3/2020–2/15/2020	
3/2/2020–3/14/2020	

REIMBURSEMENT FOR TEST FEE
A one-time reimbursement for the $120 test fee is available if a completed application is submitted, the applicant meets the basic criteria for admission, and the appropriate institution code is entered when registering for the test. Please submit your receipt to M*f*A Los Angeles showing that the test fee was paid and a reimbursement will be processed once your score report is received. Any additional fees assessed because of test center date or location changes, additional score report requests, or late registration fees are at the applicant's expense.

ACCOMMODATIONS
Accommodations are available for test takers with disabilities or health-related needs. For more information, please visit https://www.ets.org/praxis/register/disabilities/.

The Praxis® tests are only given in English. If English is not your primary language, you may be eligible for 50 percent additional testing time. For more information, please visit
https://www.ets.org/praxis/register/plne_accommodations.