MfA Los Angeles Master Teacher Fellowship in Computer Science 2021
Application Checklist

The deadline for applications to be received is February 8, 2021 at 11:59PM
Submit your application via email to mt-apply@mfala.org

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

Application checklist:

- ☐ 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/ Pro; 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
- ☐ Course credits form
- ☐ Lesson plan with student work samples
- ☐ Proposed improvement project written collaboratively with your colleague(s)
- ☐ Take the Praxis test
- ☐ Arrange to have two letters of reference sent
  One letter 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 cs classes or math classes (above Calculus I) that you are listing on the course credits form.
- ☐ Call MfA Los Angeles at (213) 821-3438 and provide your social security number and date of birth (used to verify your credential)

Please have each institution email the transcript to MfA Los Angeles at mt-apply@mfala.org. If the institution can only mail the transcript, please use this address:

Math for America Los Angeles
1150 S. Olive Street, Suite 2100
Los Angeles, CA 90015

Dates to remember:

- **February 8, 2021:** applications due
- **Interviews** (we will call you to set-up an interview)
- **Praxis**
  - For those taking **Praxis 5652 (cs)**: take no later than March 7, 2021
  - For those taking **Praxis 5161 (math)**: take no later than April 12, 2021
- **May 3, 2021:** decision letters will be sent via email no later than this date
- **September 11, 2021:** first 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!

MfA Los Angeles Master Teacher Fellowship in Computer Science 2021

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:** select one

5. **Mailing Address:** _____ (Number & Street (with unit #, if applicable)) _____ (City) _____ (State) _____ (Zip)

6. **Are you currently teaching computer science or mathematics full-time at a secondary school (public or charter) in the greater L.A. area?** select one

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:** select one **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)

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Information Form

PROFESSIONAL TEACHING EXPERIENCE

16. Current:

School Name | Address | District | Public, Charter...

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

17. Previous:

School Name | Address | District | Public, Charter...

From - To | select one full- or part-time | Grade Levels Taught | Courses Taught

18. Previous:

School Name | Address | District | Public, Charter...

From - To | select one full- or part-time | Grade Levels Taught | Courses Taught

19. Previous:

School Name | Address | District | Public, Charter...

From - To | select one 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.

Course Credits

Using the table below, please list all post-secondary computer science and mathematics courses (above Calculus I) taken.

University/ College	Course #	Course Name	Credits	Grade

Personal Statement

On a separate sheet of paper, 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?

M*f*A Los Angeles Master Teacher Fellowship in Computer Science 2021

Letter of Reference

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 math and/or computer science, 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 email this form to mt-apply@mfala.org, along with your reference letter, so that it reaches us by February 8, 2021.

**** Letters may not be written by current MfA Fellows, Staff, or Board Members.***

Letters (with this rating sheet) must be sent directly from the recommender to MfA Los Angeles.

Lesson Plan

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.).

Proposed Improvement Project

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 computer science or mathematics 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 or computer science and/or mathematics.

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.

Praxis

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

You must take <u>either</u> Praxis 5161 (Mathematics: Content Knowledge) <u>or</u> Praxis 5652 (Computer Science). You choose which test to take.

REGISTRATION

Register for the test directly through Educational Testing Service. The tests are computer-delivered.

Currently, either test can be taken at home. Visit www.ets.org/s/cv/praxis/the-americas/ for more details.

- For those taking **Praxis 5652 (cs)**: take the test before March 7, 2021
- For those taking **Praxis 5161 (math)**: take the test before April 12, 2021

Acceptance into the program cannot be made absent the test results.

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

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. M*f*A Los Angeles will process a reimbursement 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.