

THANK YOU FOR YOUR INTEREST IN GRADUATE STUDIES AT NAZARETH COLLEGE! Nazareth College educates students to be lifelong learners with the knowledge and skills they need to succeed in our challenging, changing and diverse world. We strive to prepare ethical and skilled professionals who are capable of applying intellectual strength to determine priorities and fulfill the needs of society.

If you need assistance completing this approval form, please contact Patricia Huntington, Director of Academic Support Services, at (585) 389-2051 or e-mail phuntin6@naz.edu. We will be happy to assist you in pursuing your educational goals.

PLEASE NOTE: Annotation and Extension Approvals are due at least two weeks before the start of the term the student will begin taking coursework.

CRITERIA – PLEASE SUBMIT THE FOLLOWING

1. Completed Approval Form.
2. Copy of your teacher certification in Education. This is required for approval to take coursework in all of the extension/annotations offered.
3. Completion of the personal/professional statement describing your reasons for undertaking this particular annotation/extension.
4. See chart on page 3 for additional specific requirements.

APPROVAL FORM – To be approved to take annotation or extension coursework, please complete the following information:

1. Name _____
 Last First Middle or Former Social Security Number

2. Address _____
 Street/Apt. #/City/State/Zip

3. Telephone & Email _____
 Home Phone Work Phone Cell Phone

_____ _____
 Home Email Work Email

4. Employer If you are currently teaching, indicate the name and address of the school:

 School Name School District

_____ _____
 School Address School Phone

5. Certification _____
 Teacher certification currently held Certification area and grade level

_____ _____
 State Date Issued Check one: active pending lapsed

6. What semester/year will you begin your annotation/extension coursework?

Fall 20 _____ Spring 20 _____ Summer 20 _____

7. Indicate the Annotation or Extension to which you are applying:

- Bilingual Extension: Please specify area of current teaching certification _____
- Gifted and Talented Extension
- Coordinator of Work-Based Learning Extension
- Teaching Students with Severe or Multiple Disabilities Annotation
Students with Challenging Behaviors

8. Previous College Information:

Colleges attended:	Entering Date	Leaving Date	Degree Type	GPA	Date Conferred

9. PERSONAL/PROFESSIONAL STATEMENT – PLEASE ATTACH

An essential component of the approval process is a personal/professional statement describing your reasons for undertaking this **particular** graduate annotation or extension. The personal/professional statement should also include your future academic plans and anticipated contributions to the area of education for which the coursework will prepare you.

**See page 3 for instructions for Bilingual Extension statements.*

10. To the best of my knowledge, the information I have provided for annotation/extension approval is true. I understand that misrepresentation of facts on this approval form will be cause for denial, cancellation, or suspension from the institution. By signing this approval form, I agree to abide by the written policies and regulations of the institution and the regulations of the New York State Education Department regarding teacher certification.

SIGNATURE OF APPLICANT

DATE

PLEASE RETURN COMPLETED FORM WITH YOUR REGISTRATION FORM AND COURSE PAYMENT TO:

Patricia Huntington, Director of Academic Support Services
Nazareth College
4245 East Avenue
Rochester, NY 14618

Academic Support Services will send the form and documentation to the appropriate Program Director for review.

For Internal Use Only – Program Director Review

- Approved for Annotation/Extension
- Not Approved for Annotation/Extension

Comments: _____

Program Director Signature

Date

Additional Annotation and Extension Information

Certification Required	Additional Approval Requirements	Annotation /Extension Courses Required
Bilingual Extension*Dr. Cynthia McPhail, Program Director*Phone: (585) 389-2607*E-mail: cmcphai2@naz.edu		
<ul style="list-style-type: none"> • Early childhood, childhood, middle childhood, adolescence, special subject, literacy education, career and technical education, students with disabilities, students who are blind or visually impaired, students who are deaf or hard of hearing, or students with speech and language disabilities 	<ul style="list-style-type: none"> • Rather than the personal statement in section 9 above, applicants to the Bilingual Extension should write two personal/professional statements: Each should be one-page, typed, double spaced, 12 point font, with one inch margins. One of your selected statements is to be written in English, the other is to be written in Spanish. The choice as to which topic will be addressed in each language is yours. <p>Please respond to the first topic:</p> <ol style="list-style-type: none"> 1. Discuss how you might use the bilingual extension with your current certification and how you might serve English language learners. <p>You may select one of the following two topics:</p> <ol style="list-style-type: none"> 1. What do you consider to be your two greatest strengths as a teacher? How do these qualities nurture bilingual students? 2. Describe an experience you have had that reflects a Spanish speaking culture 	<p>BIL640 – Teaching Content Areas in Spanish Bilingual Classrooms (25 hours fieldwork required)</p> <p>BIL641 – Native Language Arts and Literacy Instruction for Spanish Speakers (25 hours fieldwork required)</p> <p>TSL603 – Linguistics</p> <p>TSL604 – Foundations of Bilingual Multicultural Education</p> <p>TSL605 – Culture and Context in TESOL/Bilingual Curriculum and Assessment</p>
Gifted and Talented Extension*Dr. Kathleen DaBoll-Lavoie, Program Director*Phone: (585) 389-2591*E-mail: kdaboll9@naz.edu		
<ul style="list-style-type: none"> • Any teacher certification 	<ul style="list-style-type: none"> • <i>no additional approval requirements necessary</i> 	<p>GTE550 – Introduction to Gifted and Talented Education (15 hours fieldwork required)</p> <p>GTE560 – Curriculum and Instruction for Individuals with Gifts and Talents (35 hours fieldwork required)</p> <p>GTE650 – Gifted Education in the School Organization and Community (10 hours fieldwork required)</p>
Coordinator of Work-Based Learning* Dr. Robert Marino, Program Director*Phone: (585) 389-2604* E-mail: rmarino9@naz.edu		
<ul style="list-style-type: none"> • Copy of teacher certification in Business and Marketing Education • Letter from employer verifying 600 hours of work 	<ul style="list-style-type: none"> • <i>no additional approval requirements necessary</i> 	<p>BED612 – Organization and Administration of Work Experience Programs (only offered Summer Session I)</p> <p>BED618 – Supervision and Coordination in Diversified, Cooperative, Occupational Education (only offered Fall)</p>
Severe or Multiple Disabilities Annotation *Dr. James Black, Program Director *Phone: (585) 389-2619*E-mail: jblack8@naz.edu		
<ul style="list-style-type: none"> • Teacher certification in Students with Disabilities 	<ul style="list-style-type: none"> • <i>no additional approval requirements necessary</i> 	<p>SMD650 – Seminar in Supporting Students with Challenging Behavior in Inclusive Settings (15 hours fieldwork required; course offered once per year)</p> <p>SMD651 – Strategies for Breaking the Conflict Cycle and Teaching Students with Challenging Behaviors (35 hours fieldwork required; course offered once per year)</p>

