

## PROCESS FOR ADMISSION TO THE SPECIAL EDUCATION DEPARTMENT

**Admissions portfolios are submitted after completing SPED 300 with a grade of B- or better and before registering for SPED 311 and 312.**

Admissions Portfolio guidelines can be picked up in the Special Education Department or printed from the Rhode Island College website by going to:

<http://www.ric.edu/specialEducation/portfolios.php>

- The student brings their completed admission portfolio materials to the department secretary in Horace Mann 049 for review.

### **A completed Admission Portfolio application should include:**

1. a completed special education **application form**;
  2. a **copy of current transcript(s)** from Rhode Island College and all other institutions of higher education attended during the last ten years, transcript(s) should document a minimum overall course grade point average of 2.50 in all college course work and including the Special Education 300 or equivalent (department chair approval required) indicating a grade of B- or better;
  3. **one reference letter** from a professional documenting the extent and quality of the candidate's experience with individuals with disabilities;
  4. **a personal statement** describing the candidate's interest in a career teaching students with disabilities; this statement must address all content areas listed under the Content/Purpose section of the Career Commitment Essay rubric which is included in these guidelines;
  5. **a copy of a letter of acceptance** to an early childhood, elementary or a secondary education teacher preparation program.
- Each student is assigned a Special Education Department Advisor and is instructed to schedule an appointment as soon as possible to evaluate the completed admission portfolio for final department approval.

### **Note:**

- Students must have an **approved** Special Education Admissions Portfolio to register for classes beyond SPED 310. This must be received by **March 15** to enroll in fall semester special education classes, **October 15** for spring semester special education classes. (*July 15 for Summer I students only*).
- SPED 312 **and** SPED 412, 424, 435, or 436 **CANNOT** be taken at the same time.
- Practicum placements for all four credit special education courses are assigned and approved by the professor of each course. Students should bring a copy of a their Special Education **Field Work** form (available in the Preparing to Student Teach Portfolio Guidelines, p. 10) to their first Special Education class each semester.