

**A Guide to Completing the Application for the University of Hawai'i at Hilo**  
**Master of Arts in Teaching**

**MAT Application Checklist**

- UH Hilo application form
- \$50 Application fee
- Statement #1: Interest in the Teaching Profession
- Statement #2: Beliefs about Student Learning
- Completed chart: Experiences Working with Children or Young People (please see attached form)
- Minimum 40 hours (more preferred) of previous experience working with school-aged (P-20) youth.
- Three letters of recommendation from people who have observed your performance teaching students at your desired grade level and can address your potential in the education field (please see attached form)
- Official transcripts from all colleges and universities attended (must be received in an envelope sealed by the institution)
- Baccalaureate degree transcripts from international institutions must be submitted to an independent [transcript evaluation service](#)
- Official report, PRAXIS II scores (UH Hilo code: 4869)
- Mandatory advising prior to submission of application (please see contact information, School of Education, next page)

**For International Applicants:**

- Official TOEFL or IELTS score report, if required
- [International Graduate Student Supplemental Information Form](#)
- Copy of passport

**“Early Bird” Deadline: December 15**  
*(Submit all documents directly to the Graduate Division)*

**Program Purpose and Goals**

The primary purpose of the MAT program is to prepare teachers who demonstrate the knowledge, skills, and dispositions needed to build strong curriculum, pedagogy, assessments, and the relationships that bring about significant changes to improve schools, support learners and their development, and positively impact student achievement.

Program completers will be able to:

- Create supportive environments based on their knowledge of learner development and learning differences.
- Demonstrate subject matter knowledge and apply this knowledge to engage students in learning content.

- Plan instruction that supports student learning through the use of multiple instructional and assessment strategies including technology.
- Demonstrate professional attributes, engage in critical reflection, and collaborate to ensure learner growth.

1. Students who complete the first year of the MAT program will be able to apply for initial teacher licensure with the Hawai'i Teacher Standards Board.

2. Students who complete the second year will be able to engage in action research, a critical and reflective analysis that enables teachers to integrate and apply a variety of research-based methods in their classrooms and earn a Master of Arts in Teaching degree.

**Application Process**

Applications will be reviewed beginning December 15 for cohorts beginning in the following Summer semester. Incomplete application packets will not be reviewed.

The UH Hilo Graduate Division receives all applications and supporting documents and maintains the applications through final notification. If you do not hear from us within 30 days of submitting your application, please contact the Graduate Division at 808-932-7927.

Applications that meet the requirements will be forwarded to the School of Education Admissions Committee where they are subjected to a comprehensive review. Admission decisions made by the committee will be forwarded to the Graduate Division which sends the final notification to the applicant.

**Admission Status:** The applicant's admission status is valid only for the semester to which the applicant is accepted. Applications from students who do not register or who withdraw from the University are voided but retained for a period of two (2) years. Students may reapply for admission to the next cohort by reapplying to the Graduate Division and submitting a \$50 application fee.

**Note: Admission to the MAT program is competitive. Not all applicants who meet the qualifications are accepted.**

***The UH-Hilo MAT program  
leads to teacher licensure  
in the State of Hawai'i***

### Eligibility Criteria for Admission:

An applicant must:

- 1) have earned a baccalaureate degree from an accredited institution or from a nationally recognized foreign institution.
- 2) have a GPA of 3.0 on a 4.0 scale in the last 60 sem. cr.
- 3) take the PRAXIS II: Content Area Examinations.
- 4) have a minimum of 40 hours (more preferred) of previous experience working with school-aged (P-20) youth.
- 5) submit two professional statements detailing interest in the teaching profession and beliefs about student learning.

Additionally,

- 6) School of Education interview may be required.
- 7) for applicants seeking elementary licensure, these courses must be completed, each with a grade of C or better, and in combination passed with a GPA of 2.75 or above: ED 341 (4) Literacy Development in the Elementary School, ED 343 (3) Math for Elementary School and ED 347 (3) Integrated Science and Social Studies for Elementary School.
- 8) for applicants seeking licensure at the secondary level, the baccalaureate degree should be related to the content area of licensure.
- 9) for applicants seeking licensure in English or Social Studies, there may be additional prerequisite coursework.
- 10) applicants for whom English is not the native language must obtain a score of 550 (paper based test), 213 (computer based) or 79 (internet based) on the TOEFL, or a 6.0 on the IELTS. Students with bachelor's degrees from English-speaking institutions do not need to submit TOEFL scores.

Course*	Cr	Title
<b>First year, for licensure:</b>		
ED 640	(2)	Learner Development
ED 641	(1)	Learning Differences I
ED 642	(2)	Learning Differences II
ED 643	(1)	Learning Environments I
ED 644	(1)	Learning Environments II
ED 645	(2)	Learning Environments III
ED 650	(1)	Teaching in Hawai'i's Schools
ED 651	(2)	Elem Instructional Practice
ED 652	(2)	Elem LA/SS Pedagogy
ED 653	(2)	Elem MT/SC Pedagogy
ED 654	(2)	Tech Instruction & Assessment
ED 655	(2)	Sec Instructional Practice
ED 656	(2)	Sec LA/SS Pedagogy
ED 657	(2)	Sec MT/SC Pedagogy
ED 658	(2)	Sec Content Literacy
ED 659	(3)	Professional Practice
ED 660	(1)	Professional Responsibility I
ED 661	(1)	Professional Responsibility II
ED 662	(1)	Professional Responsibility III
ED 670	(1)	Field Experience I
ED 671	(2)	MAT Field Experience II
ED 672	(3)	Clinical Practicum

**Second year, to complete the MAT:**

- ED 680 (3) Teacher as Researcher I
- ED 681 (3) Teacher as Researcher II

*Some courses are specific to the elementary track and others to the secondary track. Some courses are common to both tracks.*

**The first three semesters in the MAT program prepare the student to become licensed to teach. Continuation in the program for 2 more semesters (6 more credits) leads to the Master of Arts in Teaching degree.**

### Frequently Asked Questions

Time: 1 year (30 credits) for teaching license (Summer, Fall, Spring)  
1 year (6 credits) to complete the Masters Degree (Fall, Spring)  
Tuition, 2019-2020 academic year:  
\$489 per credit hour, resident: Fall/Spring  
\$1,107 per credit hour, non-resident: Fall/Spring  
\$489 per credit resident: Summer;  
\$641 per credit non-resident: Summer

**Total Credits: 36 credits**

1. **What are the minimum entrance requirements?**  
Completion of a relevant bachelor's degree, 3.0 GPA in the last 60 credits, 3 recommendations, professional statements, PRAXIS II scores.
2. **Do I have to take the GRE?**  
No. The PRAXIS II exam is the only required exam.
3. **Will the MAT help me earn a teaching license?**  
Yes, the MAT is a licensure preparation program.
4. **Can I transfer credits?**  
No, transfer credits are not accepted.
5. **When will the program start?**  
The MAT begins in Summer Session, and is 3 semesters in length (summer/fall/spring) for teacher licensure, and 2 additional semesters to complete the master's degree.
6. **Is financial aid available?**  
Contact the UHH Financial Aid Office for information (808-932-7449).
7. **How many credits do I take?**  
Students must take the prescribed courses in sequence.
8. **Do I need a computer?**  
Yes, or at least daily access to one.

For program information and mandatory advising, please contact:  
UH Hilo School of Education  
[sehna@hawaii.edu](mailto:sehna@hawaii.edu)  
(808) 932-7102

For questions related to submission of your application, please contact:  
UH Hilo Graduate Division  
200 W. Kāwili Street  
Hilo, Hawai'i 96720-4091  
(808) 932-7927  
[hilograd@hawaii.edu](mailto:hilograd@hawaii.edu)



**UNIVERSITY OF HAWAI'I AT HILO**  
**Master of Arts in Teaching Program**  
**Recommendation Form**

**Applicant:** I understand that my signature below waives my access to this recommendation.

Signature: \_\_\_\_\_ UH ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  Elementary  Secondary

**Writer of Recommendation:** This recommendation should be completed by someone who has directly observed the applicant's performance while working with students in a classroom setting. This information is vital to the review process and your time is greatly appreciated. Your recommendation is very important in making our admissions decisions. We ask that you complete this form, you ask yourself the following question: "Would I want this applicant to teach my child?" Please submit this form directly to the Graduate Division in a sealed envelope or by email attachment to [hilograd@hawaii.edu](mailto:hilograd@hawaii.edu).

1. In what capacity and for how long have you known the applicant? Describe the specific contact time relevant to your knowledge of the applicant. (e.g. "The applicant volunteered for two hours each week for a total of twenty-two hours in the Fall of 2016.")

2. Please provide any other commentary related to questions below, or about the applicant's interpersonal skills, experience with children and/or adolescents, and potential as a teacher.

CONTINUE ON REVERSE SIDE



**Early Bird Application Deadline:**  
**December 15, 2018**  
**Submit directly to the**  
**Graduate Division**

Applicant: \_\_\_\_\_

**PROFESSIONAL POTENTIAL**

Below is the Professional Attributes Scale utilized by the Master of Arts in Teaching Program. Please rate the applicant by checking the appropriate boxes and providing commentary. Write your comments on additional pages as needed.

1) Attendance: Demonstrates responsibility and dependability. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	2) Punctuality: Arrives at or before designated starting time. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely
3) Oral Expression: Communicates and uses grammatically correct English. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	4) Written Expression: Models effective writing; writes in a clear, organized manner. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely
5) Tact, Judgment: Demonstrates diplomacy, sensitivity, and professionalism. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	6) Reliability/Dependability: Completes assigned tasks and duties; provides prompt feedback. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely
7) Self-Initiative/Independence: Demonstrates creativity, resourcefulness, and self-initiative. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	8) Collegiality: Develops supportive relationships, shares ideas, listens empathically, and offers assistance. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely
9) Interaction With Students: Establishes positive rapport with students. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	10) Response To Feedback: Responds to suggestions for improvement and adjusts performance accordingly. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely
11) Desire To Improve Teaching Performance: Reflects on practice and seeks suggestions for improvement. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	12) Commitment to Student Learning: Demonstrates a belief that all students can learn by adjusting instruction to meet the needs of diverse learners. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely
13) Professional Ethics: Demonstrates ethical behavior, maintains student privacy and confidentiality. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely	14) Professional Demeanor: Behaves in a professional manner in accord with school policy; contributes positively to school and community relations. <input type="checkbox"/> Consistently <input type="checkbox"/> Generally <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

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UNIVERSITY  
of HAWAII

**HILO**

**UNIVERSITY OF HAWAII AT HILO  
Master of Arts in Teaching Program  
Experience Working With Children or Young People**

Academic Year: \_\_\_\_\_

Print Name: \_\_\_\_\_ UH ID #: \_\_\_\_\_

Please include beginning and ending dates for the experiences. Also include amount of contact hours.	Please describe your formal and informal experiences working with youth (organization, age group, title)	Please describe your specific duties and responsibilities	Please include name of supervisor and contact information
Beginning Date: Ending Date: Total Contact Hours:			

**Final Su18**

Please return form to:

**UH Hilo Graduate Division  
Wai'ōlino 201  
200 W. Kāwili Street  
Hilo, Hawai'i 96720-4091**

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