

7/1/2021



**Application Process & Evaluation  
for Admission to the Rutledge Institute in Early Childhood Education**

<b>Decision Point</b>	<b>Criteria</b>	<b>Evaluators</b>
<b>Decision Point #1: Application (October)</b>  *Applications submitted by November 15 <sup>th</sup> are given first consideration	Minimum overall GPA of 3.5 for high school students	Rutledge Director Department Chair
Independent review of applicant's credentials, including transcript, letters of reference, and test scores.	Submitted 3 letters of reference	Rutledge Director Department Chair
	Submitted official high school transcript	Rutledge Director Department Chair
	SAT, ACT, or PAPA/Praxis scores to meet the qualifying score requirements of PDE certification	Rutledge Chairperson Department Chair
<b>Decision Point #2: Skill, Experience, &amp; Disposition (November-February)</b>	Decision to interview or reject communicated to RI Council by program Director and Dept. Chair	
Evaluation of writing sample and interview.	Written essay response to a given prompt (done on day of interview or online for long-distance candidates)	Rutledge Institute Council
	Interview	Rutledge Institute Council

***Upon successful completion of the process outlined above, students will be notified beginning in March. Selected students are categorized as pre-candidates.***

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***A maximum of 10 students are selected each year to progress through the program as a cohort.***

### ***Application Process***

#### **Application Steps & Checklist**

**Submit the following items to:  
The Rutledge Institute Scholarship Program Director via email**

- \_\_\_\_\_ 1. Complete online application or paper application. Application opens on July 1. Applications received by November 15 will receive first consideration.
- \_\_\_\_\_ 2. Submit official high school transcript.
- \_\_\_\_\_ 3. Submit 3 letters of reference written by those qualified to assess the applicant's potential for undergraduate study. A link to an electronic form is provided for you on the webpage to share with your references to complete.
- \_\_\_\_\_ 4. Submit official score reports for SAT, American College Test (ACT) scores, or PAPA or Praxis Core Basic Skills Test Scores

All documents in Phase 1 are to be sent to the Rutledge Institute Scholarship Program Director as a packet even if test scores have been sent to the University Admissions Office. You will be considered for the second round of the application process for the Rutledge Institute after careful review of your application (e.g., school records, academic coursework, test scores, letters of reference).

#### **Additional Program Requirements**

##### **Step 2**

\_\_\_\_\_ 5. Complete the writing task on campus (or online writing sample if long-distance and approved by the program director) that requires the applicant to demonstrate professional writing skills and ideas and beliefs on a topic. This occurs during a 1-hour time period. Applicants will receive the reading materials and rubric prior to the interview day. The applicant's response is submitted directly to the program Director. If completing the online writing sample as a result of long-distance, the applicant's response is emailed to the program Director by the end of the time allotted for completion.

\_\_\_\_\_ 6. Participate in a on-campus or virtual interview with Rutledge Institute Council. Applicants will be interviewed by the Rutledge Institute Council, which is made up of faculty and administration from the Department of Education and potentially administration from Cal U's partner schools.