Relay School of Education

OVERVIEW

In February, 2011, in a historic move, the New York State Board of Regents chartered Relay School of Education (RSE) as the first, new, independent, master's degree-granting graduate institution of its kind. Its design boldly addresses U.S. Secretary of Education Arne Duncan’s call for spirited innovation and clear accountability in teacher training. More significantly, its creation responds directly to President Barack Obama’s call for a new “army of teachers,” better prepared than their forebears, to help build the future of this nation.

More specifically, RSE grows out of Teacher U, the ground-breaking program that has operated in partnership with Hunter College and through which hundreds of New York City charter and district school teachers have earned master’s degrees by demonstrating that they have led their students to meaningful achievement gains. At RSE, the Teacher U program will be able to achieve its true vision and fullest expression as a pioneer in the preparation of the next generation of teachers, especially those who are committed to preparing their low-income students for success in college and life.

RSE begins in the summer of 2011 in New York City, by opening its doors to an inaugural class of 200 charter and district public school teachers who are eager for rigorous, practical, performance-based training that explodes the traditional, course-based paradigm that has been adopted by traditional schools of education over the past century. Teachers who, over two years of graduate study, demonstrate proficiency in concrete techniques and strategies and who generate student achievement gains in their classrooms will earn their master’s degrees after two years of committed effort.

UNIQUE PROGRAMMATIC FEATURES

RSE emerges out of the shared work of three of the country’s highest performing charter school management organizations – Uncommon Schools, KIPP, and Achievement First. These networks have consistent and impressive track records of creating exemplary schools and preparing low-income students for college. Their work has informed many of the techniques and strategies that are the core of the Teacher U program and are at the heart of RSE. In particular, there are ten key program features that distinguish the RSE master’s program:

1. Learn and execute. RSE focuses on teaching its graduate students, who are full-time teachers, concrete techniques that they can immediately implement as teachers, more so than on learning theory and research.

2. Be trained by professors who are themselves “champion” teachers. RSE faculty is comprised of some of the highest performing urban teachers and leaders who themselves have had success teaching low-income students. Professors teach graduate students by modeling precisely the techniques and strategies that can be implemented immediately and effectively in K-12 classrooms.

3. Watch and analyze teacher “game” film. RSE graduate students learn to perform in their own classrooms the moves of model teachers by first witnessing moments of exemplary execution. Video is the best way to do this because (a) it allows graduate students to virtually visit hundreds of teachers and their classrooms across the country; and (b) it precisely captures particular moves and techniques, enabling graduate students to isolate them for clear viewing.

4. Receive multiple instructional and management “at-bats.” Core assignments at RSE involve practicing the teaching techniques in the classroom. Armed with a Flip video camera and tripod, RSE
graduate students film themselves in action and then receive feedback from their professors on their teacher “swing.”

5. **Engage in high-quality online learning sessions.** RSE is pushing the envelope in online instruction, delivering videos and practice exercises that develop skills and enhance learning. The blending of in-person learning with online learning gives graduate students the flexibility and convenience to learn at their own pace.

6. ** Demonstrate it in the classroom and move on.** RSE’s program is competency-based. The average graduate student will take two years or 450 hours to complete a challenging set of learning modules. Some may take longer to get through the material and show their competency. On the other hand, experienced individuals with previous training may demonstrate their mastery of various techniques and to engage in a professional development program that is tailored to their needs, thereby more efficiently fulfilling the program requirements

7. **Experience an aligned community of professors, principals, deans, and coaches.** Based on its partnerships and experience in the charter school world, RSE professors – more than at many other programs – ensure that they teach their graduate students a mindset and set of skills that are strategically and purposely aligned with the approaches and strategies utilized by the instructional leaders and mentors at the schools at which our graduate students are employed.

8. **Drive instruction with data.** Through its graduate programs, RSE trains novice teachers to assess their students in a way that generates meaningful information about their learning, which — in turn — will improve their instruction. By setting ambitious goals for students, investing students in those goals, regularly checking for their students’ understanding, delivering aligned interim-assessments, effectively analyzing the outcomes of those assessments, and re-planning on the basis of that analysis, RSE graduate students will be in a strong position to produce and track meaningful student learning.

9. **Exemplify the character strengths you want your students to develop.** At RSE, graduate students are taught that both intelligence and character are malleable. They also learn to construct lessons that incorporate both academic and character objectives while also receiving guidance on how best to serve as role models for their students.

10. **Close the achievement gap.** RSE graduate students who complete the two-year program, having learned all of the modeled and instructed techniques, are expected to demonstrate that their students have made at least a year’s worth of academic growth in a year’s time. At the same time, RSE graduate students who have not generated requisite student achievement results — after several years — will not earn their master’s degrees and will not be recommended for teacher certification. Consequently, everyone will know — current and future employers, as well as the teachers themselves — that a RSE degree counts for something fundamental and critical: teachers’ ability to lead their students to meaningful student achievement gains.
PROGRAM AT A GLANCE

ENROLLMENT: RSE expects to enroll a cohort of approximately 200 New York City charter and district public school teachers. RSE is particularly designed for novice teachers (with 0-2 years of experience) who expect to be teaching in elementary and middle schools in the coming two years.

SCHEDULE: RSE offers a part-time, two-year master’s program. The incoming cohort begins coursework in the summer of 2011 and is scheduled to conclude the program in the summer of 2013. The curriculum is delivered through in-person and online formats. In-person sessions are held two weeknights and one Saturday each month during the academic year, as well as in a two-week session during the first summer and a one-week session during the second summer.¹

ELIGIBILITY: To be considered for admission into RSE, applicants must meet the following criteria:
- Have secured a full-time classroom teaching position in a participating school in grades 1 through 9 for the 2011-2012 academic year; ²
- Not be certified (currently or previously) in NYS for childhood/middle childhood education; and
- Hold an undergraduate degree from an accredited college or university with a cumulative grade point average (GPA) of 3.0 or higher.

PROGRAMS OF STUDY: RSE’s programs lead to Master of Arts in Teaching (MAT) degrees. RSE currently offers (or expects to offer) the following MAT programs:
- Childhood Education (grades 1-6)²
- Middle School Generalist (grades 5-9)
- Middle School Science (grades 5-9)
- Middle School English Language Arts (grades 5-9)³
- Middle School Mathematics (grades 5-9)³
- Middle School Social Studies (grades 5-9)³

Middle School (MS) applicants who have previously completed 30 credit hours in a liberal arts discipline that matches their teaching placement may choose to enroll in a subject-specific program of study (i.e., MS Social Studies, Mathematics). Applicants who do not meet this requirement may be eligible to enroll in the MS Generalist program. The Generalist program exposes graduate students to the core middle school subject areas and also allows them to teach a specific subject to meet the needs of their placement. Graduate students in the MS Science program are placed in a specific track (Biology, Chemistry, Earth Science, or Physics).

CERTIFICATION: Because they are full-time teachers, RSE graduate students are eligible to apply for a NYS Transitional B certificate corresponding to their program of study. Upon graduation, graduate students are qualified to apply for their NYS Initial or Professional certificates.

LOCATION: RSE sessions are held in schools and other locations across NYC that are convenient – to the greatest extent possible – to our graduate students’ work sites as teachers. With various locations particularly in Brooklyn and Manhattan, graduate students spend less time traveling to class and more time learning.

¹ Graduate students may substitute many of the RSE sessions in the first summer by participating in approved institutes and trainings run by partner organizations. Additional sessions, some of them substantial, are taken in an online format during the second summer.
² Those seeking certification as Kindergarten teachers may be eligible to take an additional RSE early childhood module that would satisfy NYS certification requirements. Contact the Director of Enrollment Services at admissions@relayschool.org for more information.
³ These certification programs are currently under review by the New York State Education Department; RSE expects to offer these programs to eligible teachers by the start of the 2011-2012 academic year.
The RSE curriculum is comprised of two core components. First, graduate students learn core instructional practices in planning, delivery, assessment, and character that are necessary for all teachers, regardless of the subject or grade level they are teaching. These practices are sometimes referred to in the education field as “general pedagogy.” Second, graduate students learn how to teach their specific subject at one or more specific grade levels. Math teachers do not learn geometry, for example – but rather how to teach geometry and how students learn geometry. This is sometimes referred to as “pedagogical content knowledge.”

Core Teaching Elements

While not every teacher teaches the same subject or the same group of children, RSE believes that all teachers share the need to learn and gain proficiency in four core elements:

- The Teaching Cycle
- Classroom Culture
- Student Growth & Achievement
- Self and Other People

Graduate students take modules associated with each of these four core elements throughout their two years in the program, allowing them to reinforce and build upon these essential, teaching skills. These modules are primarily delivered through two weekday afternoon or evening sessions each month as well as through online sessions. Each professor teaches, trains, coaches and mentors a small group of graduate students throughout the program.

How to Teach Subject and Grade Level-Specific Content

Strong teachers not only know the content that they teach, but they also master how best to deliver that content to the children in their classrooms. To equip RSE graduate students for success in teaching their content, experienced RSE faculty – “champion” teachers themselves – present monthly sessions to small groups organized around common subjects and grade levels. These monthly sessions are generally held in person on Saturdays. For example, middle school science teachers gather together to work with a professor of middle school science.

Elementary school teachers participate in modules that span the different subject areas that they teach, with a special emphasis on reading, literacy, and math instruction. Throughout both years in the program, graduate students spend significant time learning about literacy and math content. Beginning in the second summer, elementary teachers are exposed to science, social studies, the arts, and technology.

Middle school teachers are also exposed to a survey of content areas and participate in literacy modules to help them infuse reading and writing instruction into all areas of their curriculum.
SUCCESSFUL OUTCOMES: GRADUATION

RSE believes that the content learned from the core and subject-specific modules is critical. At the same time, RSE also believes that the application of this content and the continued improvement of the skills discussed in the modules are fundamental to becoming a great teacher. Keeping in mind RSE’s mission of teaching teachers to develop in all students the academic skills and strength of character needed to succeed in college and life, RSE requires more out of its graduate students than simply going through the curriculum and moving on to new material. RSE graduate students need to demonstrate that they are able to successfully implement the techniques to which they have been exposed through RSE to successfully lead their students to meaningful and measurable achievement gains.

Specifically, RSE graduate students have four main graduation requirements:
1. Complete the course work successfully;
2. Demonstrate student achievement;
3. Present a portfolio on the mastery of pedagogical skills; and
4. Exhibit classroom competency during periodic observations.

Each graduate student is held accountable for meeting these requirements in order to earn a master’s degree from RSE. The chart below depicts the breakdown of RSE’s graduation requirements. As shown, it is not possible to graduate from our program without having demonstrated student achievement gains, as student outcomes represent half of the graduation requirements. To ensure that they are well positioned to demonstrate their students’ achievement, RSE graduate students are expected to participate in a year-long “Master’s Defense” process during which they are taught how to collect and analyze assessment data to monitor their students’ progress over the academic year.
RSE understands the demanding schedule of new teachers and has designed an academic calendar that is conducive to their busy schedules. In particular, a significant portion of the program’s content is delivered through online modules, thereby providing graduate students flexibility to pursue some of their learning at times most convenient to them. These online modules involve previewing material through videos and readings, direct instruction, and some initial exercises. The in-person sessions often leverage these online modules and take place on two weekday afternoons or evenings per month at a convenient school location. Once a month, on Saturday mornings, graduate students gather by subject and grade level for sessions focused on teaching their specific subject or grade level content. Additionally, graduate students attend about ten days of class during each of the summer terms (in addition to summer online modules). Graduate students who participate in an approved, aligned summer institute or training program may have many of their summer module requirements waived.

The MAT programs at RSE require, for the average graduate student, about 450 hours – or what amounts to a 36-credit program in conventional higher education schools. The estimated instructional time allocation, by RSE term of study, is provided below.

**Summer 1 (July 2011 – August 2011)**
- 6 full days (7.5 hours each)
- 4 half-days (~3 hours each)
- 35 hours of online work

**Summer 2 (July 2012 – August 2012)**
- 7 full days (7.5 hours each)
- 40 hours of online work

**Year 1 (September 2011 – June 2012)**
- 19 weeknight evenings (~2 hours each)
- 10 Saturday half-days (4.5 hours each)
- 40 hours of online work

**Year 2 (September 2012 – June 2013)**
- 19 weeknight evenings (~2 hours each)
- 9 Saturday half-days (4.5 hours each)
- 45 hours of online work

**Hours of Instruction by Term**

![Hours of Instruction by Term](chart.png)

*Online* | *Summer Weekday* | *Weeknight* (App. 2/month) | *Saturdays* (App. 1/month)
CLASS OF 2013 – COST OF ATTENDANCE

This section outlines costs to attend RSE’s master’s degree program – i.e. tuition and fees from admission to graduation. It also describes the various financial aid sources available to help cover the costs, including scholarships, fellowships, host school contributions, and loans. While RSE graduate students – with support from their schools – are responsible for the cost of this program, RSE has done everything possible to raise scholarship funds and identify financial support to make this unique educational program affordable. For the pioneering and inaugural Class of 2013 at RSE, the projected, two-year out-of-pocket cost for graduate students in the Class of 2013 is $4,250 or $6,250, depending on whether they attend RSE’s first summer term module.

Given the various financial aid sources that have been identified, the payment structure that we have established is somewhat complex. Please read this section thoroughly to ensure you understand the amounts for which you would be responsible, and please feel free to reach out to the Office of Student Financial Services (sfs@relayschool.org) if you have any questions.

TUITION & FEES WITHOUT POTENTIAL SCHOLARSHIPS AND AID*

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSE Tuition</td>
<td>$17,075</td>
<td>$17,275</td>
<td>$34,350</td>
</tr>
<tr>
<td>RSE Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Application Fee</td>
<td>$50</td>
<td>$0</td>
<td>$50</td>
</tr>
<tr>
<td>b) Course Materials Fee</td>
<td>$225</td>
<td>$75</td>
<td>$300</td>
</tr>
<tr>
<td>c) Technology Fee</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
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<tr>
<td>TOTAL TUITION &amp; FEES</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$35,000</td>
</tr>
</tbody>
</table>

* This table does not include the fees associated with certification, which are paid to the individual certification organizations as described on page 20.

a) Application Fee
The Application Fee is paid upon the submission of a completed online application.

b) Course Materials Fee
The Course Materials Fee covers the cost of media equipment, books and other materials that are distributed throughout the course of the program. The cost is higher in year 1 due to the additional materials that are distributed at the beginning of the program. The Course Materials Fee is $175 in the first summer term, $25 in the second summer term, and $50 in each year term.

c) Technology Fee
The Technology Fee covers the cost of access and service associated with the course platform and other online resources, as graduate students will use these resources regularly over the course of the program. The Technology Fee is $50 in each summer term and $100 in each year term.
OUT-OF-POCKET COST OF ATTENDANCE FOR GRADUATE STUDENTS

For the RSE Class of 2013, the out-of-pocket costs are outlined below. The difference in out-of-pocket costs for year 1 depends on graduate students’ participation in the coursework during the first summer. The next section describes the discounts and scholarships in more detail, including eligibility criteria for each type of discount and scholarship.

Graduate Students Eligible for Scholarships and Aid
(Including Summer Coursework Exemption)
(e.g. TFA corps members enrolled in AmeriCorps)

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSE Tuition &amp; Fees</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$35,000</td>
</tr>
<tr>
<td>Tuition Discounts &amp; Scholarships</td>
<td>$16,775</td>
<td>$13,975</td>
<td>$30,750</td>
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<tr>
<td><strong>Total Out-of-Pocket Cost</strong></td>
<td><strong>$725</strong></td>
<td><strong>$3,525</strong></td>
<td><strong>$4,250</strong></td>
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</tbody>
</table>

Graduate Students Eligible Scholarships and Aid
(Except Summer Coursework Exemption)

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSE Tuition &amp; Fees</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$35,000</td>
</tr>
<tr>
<td>Tuition Discounts &amp; Scholarships</td>
<td>$14,775</td>
<td>$13,975</td>
<td>$28,750</td>
</tr>
<tr>
<td><strong>Total Out-of-Pocket Cost</strong></td>
<td><strong>$2,725</strong></td>
<td><strong>$3,525</strong></td>
<td><strong>$6,250</strong></td>
</tr>
</tbody>
</table>
RSE Billing Timetable

Given the unique curriculum and program schedule, RSE’s billing timetable differs from other more traditional institutions. To assist with the financial planning for graduate students, the below table provides guidance around the payment timeline for the first year of the program.

### RSE Payment Timeline – Year 1

<table>
<thead>
<tr>
<th>Term &amp; Payment</th>
<th>Due Date</th>
<th>Teacher (Out-of-Pocket)</th>
<th>Teacher (AmeriCorps/RSE Fellowship)</th>
<th>Host School Aid</th>
<th>Total Due to RSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Enrollment &amp; Matriculation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>6/15/11</td>
<td>$50</td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>Summer 1 – Deposit 1</td>
<td>7/29/11</td>
<td>$175</td>
<td></td>
<td></td>
<td>$175</td>
</tr>
<tr>
<td>Summer 1 – Tuition 2</td>
<td>7/29/11</td>
<td>$2,000</td>
<td></td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>After Enrollment &amp; Matriculation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 – Payment 1 of 3 (Fall)</td>
<td>9/30/11</td>
<td>$250</td>
<td></td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Year 1 – Payment 2 of 3 (Spring)</td>
<td>1/31/12</td>
<td>$250</td>
<td></td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Year 1 – Payment 3 of 3 (Year-End) 3</td>
<td>6/29/12</td>
<td></td>
<td></td>
<td>$5,550</td>
<td>$5,550</td>
</tr>
<tr>
<td><strong>Total Due (excluding Summer 1 Tuition)</strong></td>
<td></td>
<td>$725</td>
<td>$5,550</td>
<td>$1,500</td>
<td>$7,775</td>
</tr>
<tr>
<td><strong>Total Due (including Summer 1 Tuition)</strong></td>
<td></td>
<td>$2,725</td>
<td>$5,550</td>
<td>$1,500</td>
<td>$9,775</td>
</tr>
</tbody>
</table>

1. Upon acceptance into RSE, you must secure your spot in the Class of 2013 by submitting a non-refundable deposit of $175 by Friday, July 29, 2011 (before orientation). The deposit will be applied to the first bill for tuition and fees.

2. Graduate students who are not eligible for the Summer Coursework Exemption will be billed an additional $2,000 in tuition at the beginning of the first summer term, on or around August 1, 2011. Graduate students who wish to pay this tuition over the course of several payments may reach out to the Office of Student Financial Services (sfs@relayschool.org) to inquire about payment plan options.

3. Tuition in the amount of the AmeriCorps Award or RSE Fellowship is deferred until the end of Year 1, so graduate students can have the funds in hand before payment is due. Graduate students who do not receive their AmeriCorps Award or RSE Fellowship, due to withdrawal or dismissal from RSE, will be responsible for covering any portion of their tuition and fees that would have otherwise been covered by either of these funding sources.

### RSE Payment Timeline (Projected) – Year 2

The payment schedule for the second year of the program is currently being determined. Costs are projected to be spread more evenly throughout the academic year, as graduate students should be able to apply for financial aid to cover the out-of-pocket costs as they are billed. It is expected that federal aid will be available by the start of the 2nd year of the program. The projected timeline below should, therefore, be considered preliminary.

<table>
<thead>
<tr>
<th>Term &amp; Payment</th>
<th>Projected Due Date</th>
<th>Teacher (Out-of-Pocket)</th>
<th>Teacher (AmeriCorps/RSE Fellowship)</th>
<th>Host School Aid</th>
<th>Total Due to RSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2 – Payment 1 of 1</td>
<td>7/15/12</td>
<td>$1,175</td>
<td></td>
<td></td>
<td>$1,175</td>
</tr>
<tr>
<td>Year 2 – Payment 1 of 3 (Fall)</td>
<td>9/30/12</td>
<td>$1,175</td>
<td></td>
<td>$750</td>
<td>$1,925</td>
</tr>
<tr>
<td>Year 2 – Payment 2 of 3 (Spring)</td>
<td>1/31/13</td>
<td>$1,175</td>
<td></td>
<td>$750</td>
<td>$1,925</td>
</tr>
<tr>
<td>Year 2 – Payment 3 of 3 (Year-End)</td>
<td>6/28/13</td>
<td></td>
<td></td>
<td>$5,550</td>
<td>$5,550</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>$3,525</strong></td>
<td><strong>$5,550</strong></td>
<td><strong>$1,500</strong></td>
<td></td>
<td><strong>$10,575</strong></td>
</tr>
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</table>
CLASS OF 2013 – FINANCIAL AID

AN AFFORDABLE GRADUATE PROGRAM

RSE is currently establishing its financial aid office and anticipates being able to offer federal student aid starting in the 2012-2013 academic year. It is anticipated that RSE graduate students will then be able to access federal loans so they can, if they so elect, borrow funds to cover out-of-pocket tuition and fees going into the summer or fall of 2012. In the meantime, projected out-of-pocket expenses for graduate students for the 2011 academic year have been minimized through a combination of tuition discounts and scholarships that, for graduate students who successfully complete the program, do not need to be repaid.

FINANCIAL AID: SCHOLARSHIPS, FELLOWSHIPS, AND SOURCES OF SUPPORT

<table>
<thead>
<tr>
<th>Potential Sources of Financial Aid</th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) UKA Urban Teacher Scholarship</td>
<td>$6,500</td>
<td>$6,500</td>
<td>$13,000</td>
</tr>
<tr>
<td>b) Trailblazer Class of 2013 Scholarship</td>
<td>$1,225</td>
<td>$425</td>
<td>$1,650</td>
</tr>
<tr>
<td>c) Host School Aid</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>d) Segal Award or RSE Fellowship</td>
<td>$5,550</td>
<td>$5,550</td>
<td>$11,100</td>
</tr>
<tr>
<td>e) Summer Coursework Exemption</td>
<td>$2,000</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>TOTAL POTENTIAL FUNDING SOURCES</td>
<td>$16,775</td>
<td>$13,975</td>
<td>$30,750</td>
</tr>
</tbody>
</table>

a) **UKA Urban Teacher Scholarship**
The Urban Teacher Scholarship is awarded automatically to graduate students who teach at New York City charter and district public schools that serve primarily low income students. Graduate students who meet these criteria do not need to submit any additional paperwork to receive this discount.

b) **Trailblazer Class of 2013 Scholarship**
To celebrate graduate students’ participation in RSE’s inaugural year, each member of the Class of 2013 will automatically receive a Trailblazer Scholarship that will significantly reduce the teacher’s out-of-pocket cost of the program. Graduate students who enroll in the Fall of 2011 do not need to submit any additional paperwork to receive this scholarship.

c) **Host School Aid**
Schools that employ RSE graduate students as teachers in their teachers’ graduate studies, and they are asked to contribute to their teachers’ education in the form of a School Contribution Scholarship. Upon enrollment, graduate students complete a School Scholarship Agreement to receive this scholarship from their school. Graduate students must remain in good academic standing to maintain the support; those who do not receive their School Contribution Scholarship will be responsible for covering any portion of their tuition and fees that would have otherwise been covered by this funding source.

d) **Segal Award (AmeriCorps Education Award) or RSE Fellowship**
Graduate students who are participating in AmeriCorps while enrolled at RSE receive an Education Award at the end of each of 2 years of service in AmeriCorps. Please see additional details regarding the AmeriCorps Award and the RSE Fellowship in the following pages.

e) **Summer Coursework Exemption**
Individuals who are part of a Teach For America cohort or are teaching in certain charter schools may obtain credit for TFA Institute or school-based training and preparation in the first summer of the RSE program. In this case, the credit for the prior training translates into a tuition discount of $2,000, which is applied in the first year of the program. Because the Summer Coursework Exemption is dependent on an individual teacher’s school placement or cohort program, graduate students will be notified of their eligibility for this exemption and related tuition discount upon their acceptance into RSE and do not need to submit any additional paperwork to receive this tuition discount.
SEagal Award (AmeriCorps Education Award)

AmeriCorps is a network of local, state, and national service programs that connects more than 70,000 Americans each year in intensive service to meet our country’s critical needs in education, public safety, health, and the environment. Full-time AmeriCorps members who complete a year of service earn a Segal AmeriCorps Education Award to pay for current educational expenses or to pay back qualified student loans. The award is projected to be valued at $5,550 for the 2011-2012 academic year and individuals may enroll in AmeriCorps for up to two year-long service terms (for an estimated $11,100 total). RSE graduate students may participate in AmeriCorps through Teach For America or another eligible AmeriCorps service program. Participation in AmeriCorps is dependent upon both enrollment at Relay School of Education and employment at an urban, low-income school.

Please note that the AmeriCorps Education award is subject to federal and state tax when it is used; graduate students should consult a tax advisor for more information. To learn more about AmeriCorps, please visit: http://www.americorps.gov.

Eligibility: To be eligible for AmeriCorps, a graduate student at RSE must meet the following requirements:

- Be a newly hired teacher in an eligible school for the upcoming school year;
- Be a U.S. citizen or permanent resident; and
- Have not received two AmeriCorps awards previously.

Enrollment: Graduate students who are eligible to enroll in the for AmeriCorps program should do so by completing the AmeriCorps enrollment package that will be distributed prior to orientation in the RSE Welcome Packet.

Tuition Payment with AmeriCorps Awards: For the 2011-2012 academic year, graduate students enrolled in AmeriCorps will have a portion of their first year’s tuition bill (in the amount of the award) deferred until the end of the first year of the program. For the 2012-2013 academic year, the tuition will not be deferred, but graduate students may apply their AmeriCorps award toward the repayment of any eligible student loans to cover the cost of attendance for the year.

Additional Information: Graduate students who receive an AmeriCorps award should be aware of the following:

- Graduate students may use the award for any expense allowed by the AmeriCorps rules;
- If a graduate student uses the award for any expense other than RSE tuition and fees, then the graduate student is responsible for paying full RSE tuition and fees;
- Graduate students must remain in good academic standing to maintain enrollment in RSE and therefore in the AmeriCorps program; and
- Graduate students who do not receive their award, due to withdrawal or dismissal from RSE, will be responsible for covering any portion of their tuition and fees that would have otherwise been covered by their award.
RSE Fellowship

Graduate students who are not eligible for AmeriCorps may apply for a RSE Fellowship to cover this portion of the tuition & fees. RSE Fellowships will be distributed subject to sufficient available funding for the Fellowship, and the amount of the individual Fellowships may vary. The Fellowship is projected to be valued at $5,550 for the 2011-2012 academic year and individuals may receive up to two Fellowships over the course of the 2-year program at RSE (for an estimated $11,100 total).

Eligibility to Apply: To be eligible to apply for the RSE Fellowship, a graduate student must not be eligible for an AmeriCorps award.

Application and Selection: Graduate students who are eligible to apply for the RSE Fellowship should do so by completing the RSE Fellowship Form that will be distributed in the RSE Welcome Packet. On this form, the graduate student acknowledges the terms and stipulations of obtaining and maintaining the RSE Fellowship, including but not limited to:

- The RSE Fellowship is granted at the end of each academic year, upon the successful completion of the academic program and continued employment at an eligible school;
- Graduate students must remain in good academic standing to maintain enrollment in RSE and therefore receive the RSE Fellowship; and
- Graduate students who do not receive their RSE Fellowship, due to withdrawal or dismissal from RSE, will be responsible for covering any portion of their tuition and fees that would have otherwise been covered by their Fellowship funding.

Tuition Payment with RSE Fellowship: For the 2011-2012 academic year, graduate students who receive RSE Fellowship funding will have a portion of their first year’s tuition bill (in the amount of the Fellowship funding) deferred until the end of the first year of the program. The graduate student does not need to do anything to apply the Fellowship funding toward his or her tuition; the Fellowship funding is automatically applied to the graduate student’s bill for all graduate students who meet the continuing eligibility criteria. RSE Fellowship funding may be used only for RSE tuition & fees, and is not transferable to another institution or student financing provider.

Other Financial Aid Options

As a new institution, RSE is offering additional discounts and scholarships to minimize the need for financial assistance for the Class of 2013. RSE is currently securing various financial aid options for its graduate students and anticipates being able to offer additional financial aid, including federal student aid, in the 2012-2013 academic year. At such time, applicants will be required to complete the Free Application for Federal Student Aid as well as an RSE Supplemental Financial Aid Application.

Contact the Office of Student Financial Services

The Office of Student Financial Services can be reached at sfs@relayschool.org.
APPLYING TO RSE

APPLICATION DEADLINES

Complete application files must be received on Wednesday, June 15, 2011 by 5:00 pm EST. Admissions decisions will be emailed to applicants approximately 2 to 3 weeks after the application deadline, and no later than Friday, July 15, 2011.

The information below outlines the admissions criteria and the steps required to apply. If you have questions or need more information, please contact the admissions team in the RSE Office of Enrollment Services at admissions@relayschool.org or call (212) 228-1888.

Applications for admission will be available on Friday, April 15, 2011. To access the application, please visit http://www.relayschool.org/apply.

ADMISSION CRITERIA

To be considered for admission to RSE, applicants must meet the following criteria:

- Applicants must have secured employment as a grade 1-9 teacher in a district public school or charter public school.
- Applicants must present a baccalaureate degree or graduate degree from an accredited institution of higher education acceptable to RSE.
- Applicants must demonstrate a cumulative undergraduate or graduate grade point average of 3.0 or higher (on a 4.0 scale).
  - Applicants with a GPA below 3.0 but above 2.75 may submit a supplemental letter of recommendation from a teaching supervisor that states why the applicant is qualified for the program.
- Applicants to any of RSE’s middle school programs in specific subject areas must have a concentration, defined as 30 credits, in the subject area that they are planning to teach, e.g. Mathematics, English, Social Studies, Biology.
  - Applicants who do not meet this coursework requirement may be admitted with up to 15 remaining credits that they must fulfill at the undergraduate or graduate level before graduation from RSE. Applicants may fulfill their unmet credits at any accredited university program.
- Applicants to the Childhood Education Program, which leads to a grade 1-6 initial certificate, or the Middle School Generalist program, which leads to a grade 5-9 initial certificate, must have 30 credits in liberal arts & sciences or an interdisciplinary field.
  - Applicants who do not meet this coursework requirement may be admitted with up to 15 remaining credits that they must fulfill at the undergraduate or graduate level before graduation from RSE. Applicants can fulfill their unmet credits at any accredited university program.

Additionally, applicants must adhere to the New York State Education Department’s requirements for certification. As such, applicants must demonstrate knowledge, understanding, and skills in the liberal arts and sciences. New York State standards expect education background to include, but not be limited to: study in the artistic expression; communication; information retrieval; concepts in history and social science; humanities; a language other than English; scientific and mathematical processes; and written analysis and expression.
All applicants’ transcripts will be reviewed by the Admissions Committee to see if they meet these academic requirements – including GPA, concentration, and general education core study – for admission.

APPLICATION PROCESS

As of April 15, 2011, applicants can access and complete the RSE application online. All components (with the exception of transcripts) can be submitted through our website. Applicants do not need to complete their application in one session; they are able to save their work and complete the application at a later time.

STEP 1: Confirm that you are currently teaching or have an offer to begin teaching in fall of 2011 and that your position makes you eligible for certification corresponding to your program of study.

STEP 2: Complete the online application (http://www.relayschool.org/apply) which includes the following:

- **Application Information:** All applicants must submit personal, educational and employment information.

- **Statement of Purpose:** All applicants are required to write and submit a statement of purpose of approximately 500 words that demonstrates the applicant’s belief in and commitment to the RSE mission “to develop in all students the academic skills and strength of character needed to succeed in college and life.”

- **Current Resume:** All applicants are required to submit a current resume that depicts the applicant’s relevant educational and professional experiences.

- **Letters of Recommendation:** All applicants are required to submit the names and email addresses of two references who can speak to the applicant’s candidacy for the program in the form of a letter of recommendation. RSE will contact these references to submit online recommendations. RSE suggests that one reference is an academic reference and the second is a professional reference. Applicants are not permitted to view letters of recommendation in their application files. If admitted to and enrolled at RSE, graduate students will then have access to letters of recommendation, provided they have not previously waived the right of access.

- **School Authorization Form:** All applicants must submit the name and email address of the principal of the school at which the applicant will be working for the 2011-2012 academic year. RSE will contact the principal to complete the online authorization form.

- **Application Fee:** All applicants must pay a $50 application fee. The non-refundable application fee must be submitted online along with the application and may be paid with a MasterCard or Visa credit or debit card. Applications submitted without the fee cannot be processed. As the application fee is devoted to the administrative cost of processing all applications received, it is not refundable under any circumstances, regardless of the outcome, the date of filing, the time of review, or if the application is withdrawn for any reason.

STEP 3: Submit official college and university transcripts. If applicants have attended more than one post-secondary institution, a transcript is required from each institution. Transcripts should be submitted unopened and in their original envelopes; opened transcripts will not be considered. Transcripts can be mailed first to the applicant or sent directly to the RSE Office of Enrollment Services:

Office of Enrollment Services
Relay School of Education
40 West 20th Street, 6th Floor
New York, NY 10011
**STEP 4:** Upon acceptance, RSE graduate students will need to complete additional enrollment materials prior to enrolling in the program. **Graduate students should be prepared to complete all certification and matriculation pre-requisites prior to the start of the first summer term.**

**NOTICE OF NONDISCRIMINATION POLICY**

Relay School of Education admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, and other school-administered programs.
CERTIFICATION INFORMATION

Upon fulfilling the necessary requirements, RSE graduate students are eligible to receive a New York State Transitional B certificate in their respective programs during the summer they enter the program. Transitional B certificates allow individuals to serve as full-time teachers while enrolled in RSE. Upon graduation, teachers can apply for either their NYS Initial or Professional certificates in their program of study. The certification timeline and fingerprinting instructions are provided below. **With limited exceptions, graduate students must complete all Transitional B certification prerequisites by September 1, 2011; failure to do so may lead to dismissal from the program.**

The certification process described in this section is mandated by NYS and involves an application, testing, workshops, and fingerprint clearance. This section outlines each step that individuals must take to become provisionally certified to teach in New York City. RSE graduate students must be appropriately certified to remain in the master’s program; those who do not complete the required certification steps by the applicable deadlines may be dismissed from the program.

CERTIFICATION REQUIREMENTS

- **Certification Tests:** Register for and take the New York State Teacher Certification Examinations (NYSTCE): LAST and Multi-Subject CST (002) Teachers in MS subject-specific programs should take the CST that corresponds to their specific subject. Teachers can choose to take the computer-based or paper-based tests.
  - Computer-based testing is available Monday through Saturday (excluding holidays). There are no registration deadlines, however, you should plan to register as early as possible before your desired test date, as seating is limited. Score reports will be available on the NYSTCE web site within 30 days after the test date. To register, please visit [http://www.nystce.nesinc.com/NY15_internetreg.asp?pagetype=CBT](http://www.nystce.nesinc.com/NY15_internetreg.asp?pagetype=CBT).

- **Workshops:** Complete the Child Abuse and Maltreatment and the School Violence Prevention and Intervention workshops. Workshops can be accessed at [http://www.workshopsexpress.com](http://www.workshopsexpress.com).

- **Fingerprint Clearance:** Please refer to the page entitled “Fingerprint Process for Certification” section on the next page for details.

- **Certification Application:** In August 2011, the RSE Office of Enrollment Services will distribute instructions on how to set-up an account on TEACH, the NYS teacher certification system, and how to apply for your Transitional B certificate. To prepare for the application, you should submit copies of your NYSTCE test scores and workshop certificates to the Office of Enrollment Services.
FINGERPRINT PROCESS FOR CERTIFICATION

Teachers enrolling in RSE are classified in 1 of 3 different fingerprinting categories:

Category 1  Not previously fingerprinted by the New York City Department of Education (NYCDOE) and do not have prior NYS fingerprint clearance.

Category 2  Have already been printed and cleared by the NYCDOE after July 1, 1990, but have not been credited on TEACH for the fingerprint requirement.

Category 3  Have cleared fingerprints with the NYS Education Department (already credited on TEACH) after July 1, 1990. Teachers in this category do NOT need to get printed again.

Category 1: Not previously fingerprinted by the NYCDOE and do not have prior NYS fingerprint clearance

While fingerprints can be taken at any authorized fingerprinting agency, RSE recommends that teachers utilize the fingerprinting service at the NYC Charter School Center, which is designed specifically for certification clearance. Below are instructions on how to get your fingerprints taken at the Charter Center.

- Self-register on the New York State Education Department’s TEACH website (http://www.highered.nysed.gov/tcert/teach/selfreg.htm) and pay the $94.25 fingerprint application fee. Print out a copy of your payment confirmation.
- To have fingerprints processed at the NYC Charter School Center, pay a $20 fee online through http://www.nyccharterschools.org/lead/for-school-leaders/fingerprinting/346. Print out your payment confirmation.
- Bring the two payment confirmations and a photo ID to the NYC Charter School Center (111 Broadway, Suite 604) on any Wednesday between 9:00 am and 4:30 pm. Contact Dan Mash (dmash@nyccharterschools.org) to schedule a specific appointment time.

Individuals who experience any problems with the TEACH website should contact the TEACH Helpline at 518-486-6041 or email teachhelp@mail.nysed.gov.

Category 2: Have already been printed by the NYCDOE but have not been credited on TEACH for the fingerprint requirement

- Download the OSPRA 104 form at http://www.highered.nysed.gov/tcert/pdf/ospra104.pdf. Completed forms can be faxed to (718) 935-2726 or mailed to the following address:

  NYCDOE Division of Human Resources
  HR Connect Walk-in Center
  65 Court Street, Room 102
  Brooklyn, NY 11201

- The NYCDOE will forward the fingerprints to the NYSED for clearance. Individuals should check their TEACH account frequently to ensure that their fingerprints were received (the process takes approximately 1-2 weeks).
RSE graduate students are eligible to receive their New York State Transitional B certificate at the beginning of the program (summer of 2011) and their NYS Initial/Professional Certificates at the completion of the program (summer of 2013). Fees associated with each certificate are listed in the table below. Certification costs are paid directly to the administering organizations. RSE does not bill or collect payment for any certification costs.

**Estimated NYS Certification Expenses for the Class of 2013**

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<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEACH Certification Application Fee</td>
<td>$50</td>
<td>$50</td>
<td>$100</td>
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<tr>
<td>NYSTCE Testing</td>
<td>$160</td>
<td>$80</td>
<td>$240</td>
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<tr>
<td>(LAST &amp; CST in Year 1; ATS-W in Year 2)</td>
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<tr>
<td>Workshops</td>
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<td>$75</td>
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<tr>
<td>Fingerprinting¹</td>
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<td>$0</td>
<td>$115</td>
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<tr>
<td><strong>TOTAL CERTIFICATION EXPENSES</strong></td>
<td><strong>$400</strong></td>
<td><strong>$130</strong></td>
<td><strong>$530</strong></td>
</tr>
</tbody>
</table>

¹ Fingerprinting fees apply only to individuals who have not previously obtained fingerprint clearance from New York State or the New York City Department of Education.
CONTACT INFORMATION

Thank you for your interest in Relay School of Education! We look forward to reviewing your application materials.

If you have any questions about the admissions process, please reach out to the admissions team in the Office of Enrollment Services at:

Office of Enrollment Services
Relay School of Education
40 West 20th Street, 6th Floor
New York, NY 10011
admissions@relayschool.org
http://www.relayschool.org/apply