

RIO RANCHO PUBLIC SCHOOLS

Instructions for Completion of Applicant Transcript Analysis

You are being asked to complete this transcript analysis prior to an interview, so the interviewers can more easily see possible areas in which you may be highly qualified, endorsed, or have the possibility of endorsement. The analysis will also give the interview committee a better idea of the breadth and depth of your education and your areas of expertise. In addition, it should help the applicant analyze areas of strength.

The final determination of acceptable coursework for any endorsement comes from the New Mexico Public Education Department. While several RRPS employees are trained in this area by the PED, an RRPS employee does not have the power to make a final determination in Public Education Licensure issues or university transcript reviews.

The Public Education Department provides a list of possible acceptable coursework for endorsements and highly qualified determinations. That list is provided below for your use while analyzing your transcript. Available endorsements are also listed below. Not all endorsements can be added to all licenses, especially elementary and special education licenses.

Please complete the Applicant Transcript Analysis using the coursework listed below and your transcript.

1. A course which the applicant received an F will obviously not count as credit hours.
2. If an applicant took a course originally and then re-enrolled in the class for a higher grade, that course will only count one time.
3. For each content area, abbreviate the course number and name with enough information to make it intelligible.
4. *Be sure to total the hours and asterisk (*) the number of hours at a junior level (generally 300 level) and above. That is critical information for the interviewers.*
5. This transcript analysis will become a part of your application file.

Acceptable Course Work for Endorsements

Social Studies	Language Arts	Science	Math
<ul style="list-style-type: none"> • American History • World history • Government • Sociology • Economics • Geography • Anthropology • Political science • Art history • Some law courses • Criminal justice • Military courses • Some American studies & philosophy 	<ul style="list-style-type: none"> • Poetry • Theater • Rhetoric • Literature • Writing • Communication • Composition • Drama • English grammar • Speech • Journalism • English linguistics • Reading • English as a second language • Public speaking • Handwriting • Some American studies & philosophy 	<ul style="list-style-type: none"> • Biology • Electricity • Chemistry • Geology • Astronomy • Meteorology • Agricultural science courses • Mineralogy • Physics • Physical science • Ecology • Botany • Zoology • Microbiology • Anatomy & physiology • Human growth & development 	<ul style="list-style-type: none"> • Calculus • Algebra • Geometry • Number theory • Differential equations • Computations • Algorithms • Modern analysis • Statistics • Some engineering courses (must provide course descriptions)

<p>Modern & Classical Languages</p> <ul style="list-style-type: none"> • Foreign language • Culture & civilization • Literature & linguistics in same language as endorsement 	<p>Reading</p> <ul style="list-style-type: none"> • All reading coursework with RDG prefix • Any literacy course that is a reading methods course 	<p>Bilingual</p> <ul style="list-style-type: none"> • Spanish, Native Language (up to 12 hours) • Methods of bilingual • Methods of ESL • Culture • Parent/community involvement/assessment 	<p>TESOL</p> <ul style="list-style-type: none"> • Up to 6 hours of any foreign language • Methods of ESL • Cultural anthropology • English linguistics or phonetics • English grammar • Assessment • Parent-community relationships • NOT English grammar courses
<p>Performing Arts</p> <ul style="list-style-type: none"> • Music • Theatre • Dance • With a concentration in one of these areas 	<p>Visual Arts</p> <ul style="list-style-type: none"> • Drawing • Painting • Sculpture • Art history • Art appreciation • Photography • Art lab • Visual art design • Basics of line • Shape • Form • Color • Texture • Art and culture 	<p>Health</p> <ul style="list-style-type: none"> • First aid • Safety • Personal health • Nutrition • Drugs & behavior • Human sexuality • Program planning & evaluation • Human anatomy & physiology • Human growth & development • Life skills • Conflict resolution • Stress management • Family relationships • Mental health • Community resources & communication 	<p>Business Education</p> <ul style="list-style-type: none"> • Business law • Accounting • Marketing • Management • Office machines • Office procedure • Shorthand • Secretarial skills • Computers • Public relations retailing • Business policy • Business analysis • Finance • Advertising • Interviewing • Business math
<p>Library Media Specialist</p> <ul style="list-style-type: none"> • Design & utilization of media • Instructional design/development • Selection & Acquisition • Reference & bibliography • Cataloging • Classification of materials • Children's literature • Educational uses of computers and research • Some literacy course work 	<p>Physical Education</p> <ul style="list-style-type: none"> • All areas of sports • Weight training • Kinesiology • Movement • Dance • Evaluation of PE programs • Coaching • Methods & recreation courses 	<p>Family & Consumer Science</p> <ul style="list-style-type: none"> • Food science • Family studies • Nutrition • Marriage & family relations • Consumer decisions • Consumer education • Parent-community interaction • Clothing & textiles • Interior design • Contemporary family lifestyles • Family management theories • Entrepreneurship • Child development • Family finance • Food preparation • Housing • Costume design • Tailoring • Experimental foods 	<p>Endorsements Available:</p> <ul style="list-style-type: none"> • 01-Visual Arts • 03-Technology Education • 04-Health • 05—PE • 07—Library/Media • 08—Psychology • 10—Social Studies • 20—Language Arts • 24—Reading • 27—TESOL • 32—Science • 45—Information Tech Coordinator • 47—Business Education • 51—Math • 60-Modern, Classical Languages • 67—Bilingual Education • 72—Family & Consumer Science • 82—Agriculture • 90—Performing Arts