



## Application for the Utah State Board of Education Journalism Endorsement

The Journalism Endorsement maybe attached to an Educator License with an Elementary, Secondary or Special Education area of concentration

### Application Information

Name \_\_\_\_\_ Date application submitted \_\_\_\_\_  
Cactus ID \_\_\_\_\_ Email \_\_\_\_\_  
District \_\_\_\_\_ School \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### Check One:

- This is an application for Journalism Endorsement
- This is an application for a State Approved Endorsement Plan (SAEP) for the Journalism Endorsement (see page 3)

#### There are two ways to earn the Journalism Endorsement

1. Successful completion of university or other approved professional development courses matching the requirements (see Page 2), or
2. Demonstrated competency (see Page 3).

#### University and Professional Development Courses

1. Courses are to be upper division or graduate level.
2. Courses taken online with an accredited institution will be accepted.
3. Professional Development courses used to satisfy the requirements of the endorsement must be preapproved by USBE and entered in CACTUS.

#### Instructions for Completing the Application

1. For university courses, attach original transcripts (internet transcripts are not acceptable), with the courses highlighted. In some cases, the university course name on the transcript is non-specific, e.g. "Special Topics in Education." If this is the case, submit either a syllabus from the course or a letter from the instructor or department verifying that the course meets the requirement.
2. For professional development courses, attach a copy of the Cactus report, with the courses highlighted.
3. On Page 2, indicate the courses you have completed that satisfy each of the requirements. Please clearly highlight them on the transcripts so there is no question which courses you are using to fill requirements.

## Requirements to Earn the Utah State Board of Education Journalism Endorsement

A teacher with a major or minor in Journalism will receive an endorsement to teach Journalism classes if the requirements below have been completed. A teacher without a major or minor in Journalism may earn an endorsement to teach Journalism classes by completing 24 credits in Journalism, consisting of approved university coursework, approved professional development courses, or a combination of both. The 24 hours of credit must include courses that meet the requirements listed below.

Requirement	Credits	Evidence
Praxis	N/A	There is currently no required licensure test.
<b>1. Methods of Teaching Journalism in Secondary School</b>  Advising student staffs of school newspapers, magazines, yearbooks, etc.	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>2. Layout and Design</b>  Design, layout and paste-up of newspapers, magazines, yearbooks, etc.	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>3. Introduction to Mass Communication</b>  Organizations, functions, political, economic, and social influences of mass media; books, magazines, newspapers, television, radio, film, public relations, and advertising.	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>4. Reporting</b>  Style, social responsibilities and problems of reporting for the media of mass communications.	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>5. Writing for the Mass Media</b>  Techniques and mechanics or report writing.	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>6. Other</b>	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>7. Other</b>	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>8. Other</b>	3	Course number and name: _____ Date of semester when completed: _____ Institution granting credit: _____ Number of credits: _____
<b>Total Credits</b>	<b>24</b>	

## **Demonstrated Competency for One or More Requirements**

In lieu of university and/or approved professional development courses, the applicant may apply for an endorsement through demonstrated competency. Demonstrated competency will be approved under the direction of the USBE Content Area Specialist. **The applicant must schedule, document, and submit the following:**

**Participate in an oral interview** under the direction of the USBE Content Area Specialist or designee/s to determine applicant's declarative, procedural, and conditional research-based knowledge of each individual course. This is usually done by a committee of specialists.

**AND**

**Participate in a formal observation** conducted by USBE Content Area Specialist or designee/s to demonstrate classroom instructional application of the Journalism Endorsement course content.

## **State Approved Endorsement Program (SAEP)**

1. An approved SAEP for the Journalism Endorsement allows a secondary teacher to teach Journalism classes while working on, but before completing, the endorsement—meaning they are not yet highly qualified in Journalism.
2. The applicant has two years from the date the SAEP is approved to complete all requirements for the endorsement.
3. The applicant must have a minimum of nine hours toward the endorsement before applying for the SAEP.
4. The applicant must document the minimum of nine hours on this application by attaching and highlighting transcript evidence.

## Submitting the Application

**For electronic transcripts:** Original copies of transcripts with courses highlighted is preferred. They do not need to be sealed in an envelope, but they need to be originals and, on the college/university transcript paper. Photocopies or transcripts that you have electronically received will not be accepted. We will accept electronic transcripts only if they are sent directly from the college/university through a transcript clearinghouse to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Transcripts should be sent before you submit your endorsement application. Please note on the application that transcripts have been sent electronically.

1. Print and complete this Endorsement Application.
2. Attach original transcript(s) and/or CACTUS printouts *with the relevant courses highlighted*.
3. Internet transcripts are **not** acceptable.
4. Must submit the following:
  - completed application,
  - highlighted original transcripts to:

### Send application to:

**USBE Licensing**  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

### For more information please contact:

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USBE Secondary ELA Specialist  
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