



# HUMANE EDUCATION CERTIFICATE PROGRAM

## Admissions Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Primary email address \_\_\_\_\_

**Please type your responses to the following questions on separate paper and attach a resume.**

**1. Educational background:** Please tell us about your educational background, including degree programs, relevant courses or workshops, specific academic interests, or areas of study.

**2. Work Experience:** Please tell us about your work and volunteer history.

**3. Please write an essay in response to the following:** What experiences in your life have led you to pursue a certificate in humane education? What do you hope to learn/accomplish through this program? Is your goal to become a humane educator? If so, please include your personal opinion on the goal of education *and* the qualities that make someone a great teacher. If not, please explain how the Humane Education Certificate Program (HECP) might help you achieve your goals.

**4. How would you respond to the following situations? Please choose at least three and write a short paragraph in response.** *(These are not pass/fail questions, and we are not looking for right or wrong answers. Rather, these questions represent difficult situations that humane educators face. Your responses enable us to understand your approach to education, and assist us in determining your needs in the HECP.)*

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The Institute for Humane Education • P.O. Box 260 • Surry, ME • 04684  
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- a. You have just taught a class on consumer and environmental issues at a high school. A student says: “If we stop buying stuff, the economy will collapse. Isn’t it good to buy things?”
- b. You are teaching a 6th grade science class about modern animal agriculture. One student says: “Are you saying it’s better to be a vegetarian?”
- c. You are walking down the hall on your way to do an assembly program in a school you’ve never been to before. As you approach the auditorium, the principal comes up to you and says: “I don’t want anything graphic here, and I don’t want kids to get upset. I don’t want any calls from parents about your program, so make sure you tone things down.”
- d. After a class on deforestation, a 9th grade student asks: “Do you think forests are more important than people who need jobs?”
- e. You are facilitating a discussion in a biology class when a heated argument breaks out between a student who thinks dissection is important to science education and one who thinks it’s cruel and should be banned from schools. The other students in the class begin to yell and take sides.
- f. You overhear a conversation in the school hallway in which one student makes a derogatory racial comment toward another.
5. In large part, humane educators teach by example. **Please tell us how you endeavor to model humane choices in your own life in relation to other people, the environment and animals.**
6. **Please tell us anything about yourself that you think we should know.** (*You may include any publications, articles, presentations, or other relevant supplemental materials.*)

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**Letters of Recommendation:** The HECP requires **three** letters of reference from professors, instructors, employers, or colleagues who are familiar with your personal, academic, and professional background, and who can evaluate your candidacy for an educational program. Forms for the letters are included in this application packet. Please complete and *sign* the applicant's portion of the form, and give the form and a self-addressed envelope to each person providing a reference. You should include the sealed and signed envelopes with the completed application package you return to IHE, or have your reference send them to us directly.

**Application Instructions:** Please submit your application, including your three letters of reference, each individually signed and sealed, a non-refundable check made payable to IHE in the amount of \$25 to: HECP, The Institute for Humane Education, P.O. Box 260, Surry, ME 04684.

**Admissions:** The HECP offers a rolling admissions process. You will be informed about acceptance within six weeks of receiving your application. Applicants accepted into the HECP may matriculate at that time.

**Phone Interview:** You will be contacted to schedule an interview, by phone or in person, after your application has been received.

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## Your CHECKLIST

### Have you:

- Completed all the information requested on the application form?
- Enclosed your resume (optional)?
- Included three sealed and signed envelopes from those providing you with a letter of reference?
- Included your non-refundable application fee of \$25, payable to IHE?
- Included your scholarship request form, if applicable?
- Placed all of the above materials in a single application envelope?
- Kept a copy of your application for your personal records and in case it gets lost in the mail?

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## Letter of Reference Form

### Directions for Applicant:

Please complete the top portion of this form and ask your reference to complete the rest. Include a self-addressed envelope for each person providing a reference. The completed reference should be returned to you, *signed and sealed*, for inclusion in the packet of application materials:

Applicant's Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Title: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### Under the provisions of the Family Educational Rights and Privacy Act of 1974,

I have retained my right of access to this recommendation.

I have waived my right of access to this recommendation.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Guidelines for writing a letter of reference:

The individual whose name appears above is applying for admission to the Institute for Humane Education's *Humane Education Certificate Program (HECP)*, an off-campus, distance learning program that trains students to offer critical thinking programs which encourage compassion and respect for the Earth, other species and all people. Your responses to the questions below will help us determine the individual's suitability for this program.

1. How long have you known the applicant and in what capacity?

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2. What is your knowledge of the applicant's relevant professional and educational experience, and how will this background be of value to the applicant in the HECP?

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3. Can the applicant function effectively in a learning environment that offers limited structure, and requires an ability to work independently?

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4. Does the applicant have the initiative required to locate and utilize professional and educational resources in the applicant's community?

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**Please rate the applicant in the categories below:**

(1 is poor, 2 is adequate, 3 is good, 4 is exceptional)

- ① ② ③ ④ Motivation and perseverance toward goals
- ① ② ③ ④ Personal and professional integrity
- ① ② ③ ④ Ability to work independently
- ① ② ③ ④ Ability to communicate effectively
- ① ② ③ ④ Potential to manage a thesis project independently
- ① ② ③ ④ Liveliness and enthusiasm when presenting issues
- ① ② ③ ④ Ability to listen to others respectfully

**If you marked 1 in any category, please explain in detail below:**



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Please use the space below to discuss the applicant's initiative, maturity, self-motivation and resourcefulness, and to make any further comments:

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Reference signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Place this form in the envelope provided by the applicant, seal it, sign your name across the seal, and return the envelope to the applicant.**