



Music Student Teaching Checklist (Internship)

DIRECTIONS: All information on this checklist must be submitted to the Center for Teacher Education (CTE) at 1100 North Ave, Grand Junction, CO 81501 or dropped off at **CTE, DH Building, Room 101M**.

IMPORTANT: Communication is done only through your **Colorado Mesa University** email account.

Internship

Submit the following items to CTE by **March 1st** for fall semester:

- **Completed student teaching application form**
<http://www.coloradomesa.edu/teacher-education/documents/StudentTeachingApplicationUG.pdf>
- **Resume** - This should be a one-page document to include the following:
 - Personal Data: name, address, email, phone#
 - Field Experiences (include your 200 and 300 level observations), work experiences, background information (who, where, when, what) and/or teaching-type jobs, volunteering, etc.
 - **A resume and interest letter workshop will be offered on February 15th @ 4:00 in DH 111 & February 21st @4:00 in DH 112.**
- **One-page Letter of Interest – approx. 4 paragraphs**
 - Address your letter to: School Administrator/Mentor
 - Sign your letter—you *may use an electronic, cursive-font signature*
 - What to include:
 - Why you want to become a teacher and your experiences working with youth.
 - Your vision of an ideal school, mentor teacher, and classroom.
 - How your personal strengths and skills will benefit the students and school, and list some of your professional learning goals.
- **Review your Graduation Plan in DegreeWorks**
— <http://www.coloradomesa.edu/registrar/degreeworks/index.html>
 - To begin your student teaching, you must have a **minimum GPA of 2.80** in your academic/licensure major and cumulative overall total.
 - You must also have a **"B" or better in all education classes**.
 - All other coursework must be complete—you must not have any outstanding major requirements.
- **CPR/First-Aid /adult and child**
Your certification needs to be current through the end of student teaching.
- **Passing scores on PLACE or Praxis II test**
 - Praxis II – The Music Exam code is **5113**; the passing score is **161**.
 - To register, visit <http://www.ets.org/praxis>
 - Music Praxis II Preparation Materials: <https://www.ets.org/praxis/prepare/materials/5113>
 - Place – The Music Exam code is 029; the passing score is 220. **The PLACE exam was discontinued in May 2017.**

QUESTIONS: April Cackler - acackler@coloradomesa.edu, 248-1732, DH 101M