

Undergraduate Checklist

K-12 Music (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 101N**.

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 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.
- **Copy of your program sheet** OR [Course Planning Sheet for Student Teaching Internship](#)
 - **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.**
- **CPR/First-Aid /adult and child**

The Teacher Education Department schedules an on campus class with the Nursing Department in October. You can take this class or opt to take it on your own. Your certification needs to be current through the end of student teaching.
- **Passing scores on PLACE or Praxis II test**

The State of Colorado now accepts Praxis II and PLACE for Music

 - Praxis II – The Music Exam code is 5113; the passing score is 161. To register, visit <http://www.ets.org/praxis>
 - Place – The Music Exam code is 029; the passing score is 220. To register, visit http://www.place.nesinc.com/CO19_testdates.asp **The PLACE exam is being phased out after May 2017.**

QUESTIONS: April Cackler (acackler@coloradomesa.edu), 248-1732, DH 101N