

# Student Teaching Checklist—Undergraduate (Pre-Internship and Internship) Elementary • Secondary • K12—Kinesiology & Art

**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, Dominguez Hall, Room 101N.

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

**PREINTERNSHIP** Paperwork due to CTE by March 1<sup>st</sup> for fall semester; **October 2<sup>nd</sup>** for spring semester

## Submit the following:

- Completed [Student Teaching Application](#)**
- Resume** - This should be a one-page document and 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.
- 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](#)
  - You may turn in a copy of your program sheet—no signatures are required
  - OR you may use DegreeWorks to fill out the Course Planning Sheet
- 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.**

**INTERNSHIP** Paperwork due to CTE by April 1<sup>st</sup> for fall semester; **November 1<sup>st</sup>** for spring semester

- CPR/First-Aid /adult and child**

The Teacher Education Department schedules an on-campus class with the Nursing Department in March and 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 PRAXIS II or PLACE test**

The State of Colorado requires all licensure students to PASS their content knowledge exams **prior to starting** student teaching. Art, Music, P.E., and Spanish students must take the PLACE exam; Elementary and secondary English, History, Math or Science licensure students may take either the PLACE or the Praxis II exam. The PLACE exam is specific to the State of Colorado; the Praxis II exam has portability across the country. Do not wait until the last possible date to take your test.

Praxis - <http://www.ets.org>

Place - <http://www.place.nesinc.com>

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