

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 101M.

IMPORTANT: Communication is carried out solely through your **Colorado Mesa University** email account.

PREINTERNSHIP Paperwork due to CTE by **March 1st** for fall semester; **October 1st** 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 2nd** for fall semester; **November 1st** for spring semester

- CPR/First-Aid /adult and child**
Your certification needs to be current through the end of student teaching.
- Passing scores on PRAXIS II**
(Do not wait until the last possible date to take your test)

Elementary Education MS (5001)	Secondary Content Exams	K-12 Content Exams
Reading & LA, code: 5002 ; required score: 157 Mathematics, code: 5003 ; required score: 157 Social Studies, code: 5004 ; required score: 155 Science, code: 5005 ; required score: 159 <i>--Must pass all 4 subjects.</i> <i>--Can take or retake exams separately</i>	English Language Arts, code: 5038 ; required score: 167 Mathematics, code: 5161 ; required score: 152 General Science, code: 5435 ; required score: 152 Social Studies, code: 5081 ; required score: 150 Spanish, code: 5195 ; required score: 163	Art: Content and Analysis K-12, code: 5135 ; required score: 158 Music Grades K-12, code: 5113 ; required score: 161 Physical Education Grades K-12, code: 5091 ; required score: 148

Praxis website - <https://www.ets.org/praxis/co/requirements>
 Resources & Info - <http://www.coloradomesa.edu/teacher-education/required-testing.html>

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