Student Teaching Application Checklist

--This checklist is for your information and does not need to be turned in with application—

DIRECTIONS: All requirements on this checklist must be submitted by the deadlines to the Center for Teacher Education (CTE) before you will receive your placement for student teaching.

LOCATION: Center for Teacher Education | 1100 North Ave, Grand Junction, CO 81501 | Dominguez Hall, 101M or 109L

IMPORTANT: Placement communication is carried out through your Colorado Mesa University email account.

Submit the following to CTE by **March 1st** for fall-semester start; **October 15th** for spring-semester start

☐ 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 **Graduation Planning Sheet** OR DegreeWorks Report or Plan *(advisor signatures NOT required)*
  - All coursework must be completed prior to internship. CTE Department Head must approve exceptions.
  - Teacher candidates must have a **minimum GPA of 2.80** overall and in academic major and education coursework. A “B” or better is required in all education classes.

☐ **Music Majors (ONLY) Field Hours Log** – all music majors must submit a log of field hours with the application.
  --This may be a copy, or an emailed image, and you may submit the original, completed log at the end of the term.--

☐ **CPR/First-Aid Certification - adult and child**
  - TCs are required to provide proof of CPR/FA certification prior to the start of internship.
  - CPR/FA Certification must be valid through the end of student teaching.
  - TC’s must submit proof of certification by August 1st for fall start; January 1st for spring start
    ▪ Submit a photo/copy of card/certification with application or by deadline via email or in hardcopy.

☐ Completed 3-step CDE Fingerprinting & Background Check—*(Check the Alerts tab in your CDE account for date)*
  ***See CTE Fingerprinting Instructions if you have not completed fingerprinting!***

☐ **Praxis II Testing** Date
  - Teacher candidates are required to take their Praxis II licensure exam PRIOR to the start of pre-internship.
  - Interns are required to pass their Praxis II licensure exam prior to the start of internship.
  - Failure to meet these requirements will delay the candidate’s progress in the program.

<table>
<thead>
<tr>
<th>Elementary Education MS (5001)</th>
<th>Secondary Content Exams</th>
<th>K-12 Content Exams</th>
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</thead>
<tbody>
<tr>
<td>Reading &amp; LA, code: 5002; required score: 157</td>
<td><strong>English Language Arts</strong>, code: 5038; required score: 167</td>
<td><strong>Art</strong>: Content and Analysis K-12, code: 5135; required score: 158</td>
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<tr>
<td>Social Studies, code: 5004; required score: 155</td>
<td><strong>General Science</strong>, code: 5435; required score: 152</td>
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<tr>
<td>Science, code: 5005; required score: 159</td>
<td><strong>Social Studies</strong>, code: 5081; required score: 150</td>
<td><strong>Physical Education Grades K-12</strong>, code: 5091; required score: 148</td>
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<tr>
<td><em>Must pass all 4 subjects.</em></td>
<td><strong>Spanish</strong>, code: 5195; required score: 163</td>
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<td><em>Can take or retake exams separately</em></td>
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</tbody>
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QUESTIONS: April Chandler (achandler@coloradomesa.edu), 248-1732, DH 101M