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.

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**Submit the following** to CTE by **March 1** for fall-semester start; **October 1** 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, 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.

- **CPR/First-Aid - adult and child**
  - TCs are required to provide proof of CPR/FA certification **prior to the start of student teaching**.
  - CPR/FA certification must be valid through the end of student teaching.
  - TC’s must submit proof of certification by August 1 for fall start; January 1 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.

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**Elementary Education MS (5001)**

<table>
<thead>
<tr>
<th>Reading &amp; LA, code: 5002; required score: 157</th>
<th>English Language Arts, code: 5038; required score: 167</th>
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</thead>
<tbody>
<tr>
<td>Mathematics, code: 5003; required score: 157</td>
<td>Mathematics, code: 5161; required score: 152</td>
</tr>
<tr>
<td>Social Studies, code: 5004; required score: 155</td>
<td>General Science, code: 5435; required score: 152</td>
</tr>
<tr>
<td>Science, code: 5005; required score: 159</td>
<td>Social Studies, code: 5081; required score: 150</td>
</tr>
<tr>
<td>--Must pass all 4 subjects.</td>
<td>Spanish, code: 5195; required score: 163</td>
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<td>--Can take or retake exams separately</td>
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</tbody>
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**Secondary Content Exams**

<table>
<thead>
<tr>
<th>Art: Content and Analysis K-12, code: 5135; required score: 158</th>
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<tbody>
<tr>
<td>Music Grades K-12, code: 5113; required score: 161</td>
</tr>
<tr>
<td>Physical Education Grades K-12, code: 5091; required score: 148</td>
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**K-12 Content Exams**

| Education of Young Children, test code 5024; required score 160 |

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**QUESTIONS:** April Chandler (achandler@coloradomesa.edu), 248-1732, DH 101M