Student Teaching Application Checklist - 2023
—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. QUESTIONS:

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 1st 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.
  - Professional learning goals & how your strengths and skills will benefit the students and school.

☐ 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. Interns must submit proof of certification via email or hardcopy by August 1st for fall start; January 1st for spring start.

☐ Completed 3-step CDE Fingerprinting & Background Check—(Check Profile & Programs section of COOL account.)
  - ***See CTE Fingerprinting Instructions if you have not completed fingerprinting!***

☐ Praxis Licensure Exam Testing Date
  - Teacher candidates are required to take their Praxis licensure exams PRIOR to the start of pre-internship.
  - Interns are required to pass their Praxis licensure exams prior to the start of internship.

<table>
<thead>
<tr>
<th>Elementary Education Exams - 4</th>
<th>Secondary Content Exams</th>
<th>K-12 Content Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Reading: Elementary (5205)*</td>
<td>English Language Arts, code: 5038; required score: 167</td>
<td>Art: Content and Analysis K-12, code: 5135; required score: 158</td>
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<tr>
<td>required score: 159</td>
<td>Mathematics, code: 5165; required score: 159</td>
<td>Music Grades K-12, code: 5113; required score: 161</td>
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<tr>
<td>Mathematics, code: 5003 or 5903</td>
<td>General Science, code: 5435; required score: 152</td>
<td>Physical Education Grades K-12, code: 5091; required score: 148</td>
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<tr>
<td>required score: 157</td>
<td>Social Studies, code: 5081; required score: 150</td>
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<tr>
<td>Social Studies, code: 5004 or 5904</td>
<td>Spanish, code: 5195; required score: 163</td>
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<tr>
<td>required score: 155</td>
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<tr>
<td>Science, code: 5005 or 5905</td>
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<td>required score: 159</td>
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<td>--Must pass all 4 subject exams.</td>
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<tr>
<td>--Can take or retake exams separately *Elem. &amp; EC SPED may take 5205 two months before the end of pre-internship</td>
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Praxis Website - https://www.ets.org/praxis/co/requirements
Praxis Resources & Registration Guides - http://www.coloradomesa.edu/teacher-education/required-testing.html