

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.

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

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