

# Student Teaching Application Checklist

Submit the following to CTE by March 15<sup>th</sup> for fall-semester start or October 15<sup>th</sup> 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 – approximately 4 paragraphs**
  - Address your letter to: School Administrator/Mentor
  - Sign your letter—you *may use an electronic, cursive-font signature*
  - 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 Certification - adult and child**
  - TCs are required to provide proof of CPR certification **prior to the start of internship**.
  - [CPR Certification](#) must be valid through the end of student teaching. Interns must submit proof of certification via email or hardcopy by August 1<sup>st</sup> for fall start; January 1<sup>st</sup> for spring start.
- [Verify your CDE Fingerprinting & Background Check](#)
- [Praxis Licensure Exam Testing Date](#)
  - Teacher Candidates are required to **take** their Praxis licensure exams prior to the start of **pre-internship**.
  - Teacher Candidates are required to **pass** their Praxis licensure exams prior to the start of **internship**.



**Center for  
Teacher Education**  
COLORADO MESA UNIVERSITY