# Student Teaching Application Checklist - 2024

*—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 1st** for fall-semester start; **October 1st** for spring-semester start

> **Questions:** See Devyn Elliott
> delliott2@coloradomesa.edu
> DH 101M; 970-248-1782

☐ **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/verified 3-step CDE Fingerprinting & Background Check—***(Check Profile & Programs section of COOL account.)* See Verifying CDE Background Check for Student Teaching instructions.

☐ **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**.

| Elementary Education Exams - 4 | Secondary Content Exams | K-12 Content Exams |
|---|---|---|
| Teaching Reading: Elementary (5205)* **required score: 159** Mathematics, code: **5003 or 5903** **required score: 157** Social Studies, code: **5004 or 5904** **required score: 155** Science, code: **5005 or 5905** **required score: 159** --Must pass *all 4 subject exams.* --Can take or retake exams separately *Elem. & EC SPED take 5205 by two* | English Language Arts, code: **5038**; **required score: 167** Mathematics, code: **5165** **required score: 159** General Science, code: **5436**; **required score: 141** Social Studies, code: **5081**; **required score: 150** Spanish, code: **5195**; **required score: 163** | Art: Content and Analysis K-12, code: **5135**; **required score: 158** Music Grades K-12, code: **5113**; **required score: 161** Physical Education Grades K-12, code: **5091**; **required score: 148** |
| *months prior to end of pre-internship* **Early Childhood Education Exams** | Education of Young Children, test code **5024**; required score **160** & Teaching Reading: Elementary (5205)* **required score: 159** & Special Education: Preschool/Early Childhood (5692) **required score: 159** | |

Praxis Website - https://praxis.ets.org/state-requirements/colorado-tests.html
Praxis Resources & Registration Guides - https://www.coloradomesa.edu/teacher-education/undergraduate/required-testing.html

# Student Teaching Application

**COLORADO MESA UNIVERSITY**

Complete **ALL** sections

## Candidate Information

**Name:** _____     **Student ID:** 700_____

**Address:** _____     **Home Phone:** _____

**City/State/Zip:**_____     **Cell Phone:** _____

**Email:** (CMU)_____@mavs.coloradomesa.edu Personal _____

**Program**: (select one) ☐ Early Childhood/EC SPED (0 - age 8)     ☐ K-12 (Art, Music, Kinesiology)
                          ☐ Elementary (K-6)     ☐ Secondary (7-12)

**Concentration/Content Area:** _____

**Pre-internship:** ☐Fall OR ☐Spring  Year: _____     **\*Internship:** ☐ Fall OR ☐ Spring  Year:_____

🎵 **\*** *Note: Music does not complete a formal pre-internship; music students, only fill in the dates for internship.* **\***

## Field Placement Preferences

**Mentor Selection:** We consider several factors when making decisions about placements (past placements, letter of interest, placement interview, etc.). One of the most important factors in making a placement is the quality of the mentor teacher. Sometimes due to availability of excellent mentor teachers, we may place you in a grade level or school you may not have selected for yourself. As we work with various school district personnel in making placements, candidates are **NOT** to contact principals or teachers themselves.

I have read the policies regarding mentor/placement selection: _____ **TC Initials**

| **Indicate the district in which you would like placement.** | Preferred Level/Grade: |
|---|---|
| **Preferred District:** *(For example: D51 - Mesa County)* _____ | 1. **ECSE & Elementary** – Elementary Grade(s): _____ |
| NOTE: *Most placements are for D51. Out-of-area placements are subject to availability within preferred district.* | 2. **Secondary** – *(please circle one)* Middle School **or** High School **or** Either  <br><br> High School Attended: _____ |

## Previous Experience and School Affiliations

List the schools you completed **field hours** in for EDUC 341 & 440, for EDUC 340 and ECSE 320 & 435, for EDUC 342, or EDUC 343. **Also, please list any other schools in which you have worked or volunteered.**

🎵 *Music Students: do not complete this section. Instead, turn in your log of field hours with your Student Teaching Application.*

School _____     Grade/Subject _____     Teacher _____

School _____     Grade/Subject _____     Teacher _____

School _____     Grade/Subject _____     Teacher _____

School _____     Grade/Subject _____     Teacher _____

**IMPORTANT:** *You may **not** be placed in a building where a member of your immediate family attends or is employed. You may not be placed at a school where you work, volunteer, or have a relationship.*

Please indicate any school affiliations (information should be current with the semester/year you will be starting your pre-internship).

Are you <u>employed</u> or do you <u>volunteer</u> at a school? Yes ☐ No ☐ If yes, what school _____

School: _____     Name of Relative:_____     Relationship: _____

School: _____     Name of Relative:_____     Relationship: _____

## Agreement and Signature

I authorize the release of information contained in this application or in my Center for Teacher Education file to my mentor teacher(s), my principal(s), my college supervisor(s) and other active participants in my internship for all purposes of licensure and/or degree completion.

Student Name (printed): _____ Date: _____

Signature: _____ *(Written)*

**Please read and initial the following:**

_____ I have read the CTE Intern Handbook, available online at: https://www.coloradomesa.edu/teacher-education/documents/intern-handbook-2024-20251.pdf

_____ I must have a "B" or better in all EDUC classes and have a content area and overall GPA of 2.8 or higher.

_____ I must **pass the Praxis Licensure exam(s) before I can begin my final semester of student teaching**.

_____ I acknowledge that student teaching placements are made within the 14-county region served by CMU and that placement outside of that region is subject to an additional approval process and potentially greater fees.

_____ My pre-internship &/or internship begin on the first day that my mentor teacher begins.

_____ I am **to follow my host school's calendar, not the CMU calendar** for field hour attendance.

_____ I'm expected to work through the last day of my internship, which follows the school district's end-date for the semester.

_____ Teacher candidates are not substitute teachers, and may only substitute teach on a limited basis, as determined by CTE & district.

_____ I am not allowed to take personal days during my internship.

_____ It is **mandatory** that I attend the orientation and the colloquium set up by the Teacher Education Department.

_____ The internship must be concentrated in my area of licensure. The mentor teacher must be professionally licensed and highly qualified.

_____ My university supervisor will evaluate me at least **twice** during pre-internship and **four times during internship**.

_____ I am required to email a formal, typed lesson plan to my supervisor PRIOR to observation visits.

_____ I must be present at all scheduled internship meetings. Dates will be provided by the Program Coordinator.

_____ It is expected that I apply for licensure within five years of completing my requirements.

_____ When applying to the Colorado Department of Education for my *Initial Teacher License*, I am responsible for submitting all paperwork, fees, and supporting documents (including the request of all official transcripts).
*For more information on the CDE application process, see http://www.cde.state.co.us/cdeprof/checklist-initialteacher*

**Return application items to Devyn Elliott at the Center for Teacher Education, DH 101M**
**1100 North Avenue |Grand Junction, CO 81501**
**Phone: (970) 248-1782 |Email: delliott2@coloradomesa.edu**

**Additional Application Items Required:**

- **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—*may use an electronic, cursive-font signature*
  - Include why you want to become a teacher and your experiences working with youth.
  - Include your vision of an ideal school, mentor teacher, and classroom.
  - Include 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 (advisor signature NOT required)
  - **Music Majors** must also submit a log of field hours with student teaching application.
- **Evidence of current CPR & First Aid & test date or completion of the Praxis II**

**Verify that your Background Check Results are showing in your CDE COOL account.** Write the date you entered in your Programs section for your **Graduation Date:** _____ ***See CTE Fingerprinting Instructions for more details.***

**Date:** _____ **of CPR/FA** *(Child and Adult)* certification *(OR explain plan for getting certified below)*

**OR** Plan for CPR/FA certification: _____

**Praxis II Licensure Exam Date:** _____ *(date you are taking the exam or the date you passed it)*

## COLORADO MESA
### U N I V E R S I T Y

**Registrar's Office**
1100 North Avenue • Grand Junction, CO 81501-3122
1.800.982.6372 • 970.248.1555 (o) • 970.248.1131 (f)
registrar@coloradomesa.edu

# GRADUATION PLANNING SHEET

Use this document to help verify the completion of all graduation requirements.

This sheet is to be completed by the student utilizing their DegreeWorks report prior to meeting with their advisor. The advisor will approve the graduation plan after reviewing it and making any needed modifications. The student should keep a copy of the sheet as well as their advisor so they may enter the graduation plan on the student's "Plan" tab in DegreeWorks.

NAME: _____   ID#: _____

Phone #: _____   E-Mail (if used): _____

Which semester do you plan on completing all your requirements?
   Spring   /   Summer   /   Fall        Academic Year: _____

Graduation Plan: Please use the space below to indicate all outstanding graduation requirements. Be sure to list all courses as well as non-course work required (i.e., exit exam, studio requirements, etc.)

**Fall** _____
   (Year)

_____

**Spring** _____
   (Year)

_____

**Summer** _____
   (Year)

_____

**Other: \***

_____

\*Please indicate when and how you plan on completing these requirements.

To the best of my knowledge the above plan will complete my graduation requirements. I acknowledge I will need to review my DegreeWorks report after registering for classes to ensure all requirements have been met or are in-progress.

_____   _____
Student Signature                         Date

_____   _____
Faculty Advisor Signature                 Date

Date Received:

## Verifying CDE Background Check for Student Teaching

*The CDE Background check should have been completed when you applied to the Teacher Ed Program. You will need to make sure results are still showing. We also recommend that you set the expected graduation date in the "Programs" section of your COOL account for one month AFTER your expected graduation date.*

1. **Log in to your CDE COOL** account & check your PROFILE
   a. Check to see if your background check results are still showing in your CDE account. If so, skip to step 2.
   b. If there are no results but you have completed fingerprinting, make sure you have completed the Programs sections – it links your prints to your CDE account and gives D51 & CMU access to results. See step 3 of CDE Background Check Instructions for guidance on completing Programs section.
   c. If your Programs section is complete but there are no results or results are expired, see step 2 of the CDE Background Check Instructions to get reprinted.
2. **Check Programs section in COOL account:**
   a. Make sure your programs section is completed and identifies the correct district where you will be student teaching. **Select D51 Mesa County** if being placed in the Mesa County area.
   b. **Check that your graduation date is correct**. If the date has already passed, then your fingerprints and background check are likely expired, and you will likely need to get re-fingerprinted. See step 2 of the CDE Background Check Instructions.
   c. Check to see if you need to change your expected graduation date:
      i. **Prints expire 30 days after the expected graduation date** entered into the programs section, and you cannot apply for your teaching license until you receive your transcripts showing your degree, which can be up-to two weeks after graduation.
      ii. December graduates, we recommend you enter December 31$^{st}$; any date before 12/15 should be updated
      iii. May graduates, we recommend you enter June 1$^{st}$; any date before 5/15 should be updated
   d. If you need to update your expected graduation date and are not able to, you may need to create a new "Program" record in your COOL account.
      i. Make sure all of your information, SS#, 700#, district, expected graduation date, etc. are all correct in the new Programs record.
      ii. You should be able to delete the old Programs record.
3. **If your background check is expired, you will have to get re-fingerprinted for student teaching.**
   a. Please see the instructions found at: https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf.

## CPR/FA Requirement & Training Options

**CPR/First Aid Requirement:** valid adult & child CPR & First Aid Certification required
1. CPR/FA certification must be valid through the end of student teaching.
2. TC's must submit proof of certification by August 1$^{st}$ for fall start; January 1$^{st}$ for spring start.
3. Registration for internship will not be permitted until proof of CPR/FA certification is submitted.

**CPR/FA Training Options:**
A. **CPR In-Person Training:** At this time, we are not scheduling a training on campus for CPR/FA. However, the company that offers the training for CMU & D51 is still offering training sessions, off-campus. You can view their schedule for Adult and Child CPR/FA training at https://www.proemsedu.com/adult-child-cpr-aed-first-aid.
B. **CPR Option Online:** Please note, the site for the options below states that it meets and "adheres" to OSHA and AHA standards; it does not state that it is OSHA certified. So it is possible that when you get a teaching job, the district may ask you to complete another training (most districts offer it for free to their employees). To sign up, or for more information, see https://www.nationalcprfoundation.com/courses/standard-cpr-aed-first-aid/.

**CPR/FA Cert Submission:**
Once you have completed your CPR/FA certification, send a copy, picture, or PDF to Devyn Elliott at delliott2@coloradomesa.edu.

# PRAXIS Licensure Exam Registration Steps

- Go to https://www.ets.org/praxis. Click on **Find Tests and Prep**.

- Search for the tests you need by typing in the 4 digit test number. These can be found HERE and on the next page.

  - **Depending on your degree, you may have more than one test to enter.** Elementary will have 4, ECSE will have 3, and Secondary/K-12 will have 1.

- Click the **"Add to Cart"** button. (You will be prompted to purchase additional study materials, but these are optional and you can click "No Thanks" if you wish.)

- Go to your cart (in the top right-hand side of the page) and select **"Checkout"**. The ETS site will prompt you to log in or create a Praxis account. You should have an account from taking the Praxis CORE exam when you applied to CTE.

- Once you are logged in, you will be taken to the "Review" page. Make sure your details look correct, then scroll down to the **"Educator Preparation Program"** (EPP) box. Select "Edit", then search by "Institution Name/Code" and use CMU's code: **4484.** Click save. (You may already have CMU listed from when you registered for the CORE exam.) Note that selecting CMU as your EPP does not mean scores are automatically sent to us. You will do this on another step! (See **Fig. 2**) Lastly, click the checkbox at the bottom of this page to agree to the Praxis terms, then click **"Schedule My Test."**

  > ℹ️ **Score Recipient Selection:** After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. **In order for your Educator Preparation Program to receive your full score details, you MUST add the institution as one of your free score recipients.** Selecting an institution as your Educator Preparation Program does not result in your scores being sent.

- You may then choose to **Test from Home** or you may **Select Test Center** (ex: CMU Testing & Prometric Center). Select your preferred date and time, then click **"Continue."** A pop up will appear for you to review your test time and date details, so click **"Continue"** when you are ready. The next page will prompt you to buy study guides, which you can either add to cart or just select **"Continue."**

- Review your cart for accuracy and **"Proceed to Payment."**

- **Please remember that AFTER you have paid for the test and up to 3 days before your scheduled test, you need to add CMU as a free score recipient. Otherwise we will not receive your results!**

# What Tests, When and Where to Take Them, & How to Prepare

**All** teacher candidates must submit passing scores for state-approved content area licensure exams prior to the start of their internship semester. **Students are encouraged to take their Praxis Content Exams before or at the start of their pre-internship semester, that way there is time to re-take any exams that are not passed.**

## Praxis Licensure Exam Registration
- Register through the ETS website
- Colorado State Department of Education code: 7040
- Recipient code for CMU: 4484
- The code for the test center located at Colorado Mesa University: 5307
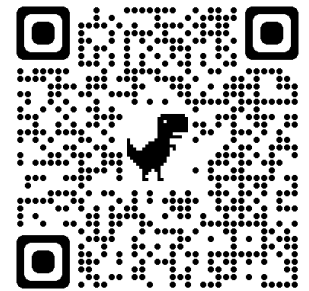
**ELEMENTARY AND ECSE STUDENTS:** Please wait to take Praxis exam 5205, Teaching Reading, until you are about halfway through EDUC 441 (this would be roughly halfway through pre-internship).

## Praxis Testing Offered at-Home, at CMU, or Offsite:
- To **register to test at CMU** see the Praxis Website at: https://www.ets.org/praxis/co/requirements
- ETS is offering **at-home testing options**.
  - You do have to create a proctored environment at home.
  - Learn more at https://www.ets.org/praxis/site/test-takers/register/at-home-testing.html
- **To locate another testing center,** see https://www.ets.org/praxis/site/test-takers/where-to-test.html

## Prepare for the Praxis
- Practice materials can be found at www.ets.org/praxis/testprep
- Praxis study tools are also available at the CMU Library:
  - See https://libguides.coloradomesa.edu/PraxisPrep

## Colorado Department of Education Licensure Information
- CDE Endorsement Exam Requirements: http://www.cde.state.co.us/cdeprof/endorsementrequirements
- CDE Initial Licensure Checklist: http://www.cde.state.co.us/cdeprof/checklist-initialteacher

*For more Licensure exam information, scan me!*

| Elementary Education Exams - 4 | Secondary Content Exams | K-12 Content Exams |
|---|---|---|
| Teaching Reading: Elementary (5205)* required score: 159<br>Mathematics, code: **5003 or 5903** required score: 157<br>Social Studies, code: **5004 or 5904** required score: 155<br>Science, code: **5005 or 5905** required score: 159<br>--Can take 3 as bundle under 5901<br>--Can take or retake exams separately<br>--Must pass all 4 subject exams. | English Language Arts CK, code: **5038**; required score: **167**<br>Mathematics, code: **5165**; required score: **159** | Art: Content and Analysis K-12, code: **5135**; required score: **158** |
| | General Science: Content Knowledge, code: **5436**; required score: **141**<br>Social Studies: Content Knowledge, code: **5081**; required score: **150**<br>Spanish World Language, code: **5195**; required score: **163** | Music: Content Knowledge, code: **5113**; required score: **161**<br><br>Physical Education: Content Knowledge, code: **5091**; required score: **148** |
| *Elem. & EC SPED take 5205 two months before the end of pre-internship* | | |
| **Early Childhood Education Exams** | Education of Young Children, test code **5024**; required score **160** & Teaching Reading: Elementary (5205)* required score: **159** & Special Education: Preschool/Early Childhood (5692) required score: **159** PRAXIS 5691 (159) also accepted if taken before 08.31.2023; accepted through 08.31.2028 | |