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.

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 months prior to end of pre-internship*	English Language Arts, code: **5038**; **required score: 167**	Art: Content and Analysis K-12, code: **5135**; **required score: 158**
	Mathematics, code: **5165** **required score: 159**	
	General Science, code: **5436**; **required score: 141**	Music Grades K-12, code: **5113**; **required score: 161**
	Social Studies, code: **5081**; **required score: 150**	Physical Education Grades K-12, code: **5091**; **required score: 148**
	Spanish, code: **5195**; **required score: 163**	
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