

# 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 1<sup>st</sup> for fall-semester start**; **October 1<sup>st</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 – 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 1<sup>st</sup> for fall start; January 1<sup>st</sup> 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**.

**Questions:** See Devyn Elliott  
[delliott2@coloradomesa.edu](mailto:delliott2@coloradomesa.edu)  
DH 101M; 970-248-1782

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

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>