

Student Teaching Approval

Checklist for: _____

ID: _____



Submitted

	Letter of Intent submitted by deadline (Dec 1 for fall student teaching / May 1 for spring student teaching) (<i>upload in CougarTeach</i>)	
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Included in packet	Student Teaching Packet items to submit (upload in CougarTeach) by deadline (<i>Jan 15 for fall student teaching / Sept 15 for spring student teaching</i>)	Reviewed by:
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	Student Teaching Application form	staff
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	Coursework Completion Plan - A plan must accompany the student teaching packet to show when any remaining Professional Education and/or content area courses will be completed prior to student teaching [See (*) below]	clinical director
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	Student Profile - see guidelines on Ed Dept website	staff
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	Resume' - see guidelines on Ed Dept website	staff
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	Missouri Content Assessment (MoCA) Must be at least attempted by ST Packet submission deadline; MUST be passed by April 30 for fall student teaching or Nov 30 for spring student teaching	staff
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Completed	Tasks to be completed before registering for student teaching course:	Reviewed by:
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	Has been formally admitted the TCP	staff
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	Professional Education GPA meets the program requirement of 3.0	staff
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	Content Area GPA meets the program requirement of 3.0	staff
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	Valid Substitute Certificate for the state of Missouri - must be valid during the entire student teaching experience. (<i>This will include your DESE Educator ID Number.</i>)	staff
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	Valid fingerprinting background clearance - must be valid during entire student teaching experience	staff
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	Synthesis Paper submitted (with supporting artifacts) and approved (This paper is completed in EDUC 400)	clinical director
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	*Has completed all Professional education courses listed on certification checklist	clinical director
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	*Has completed all content area courses listed on certification checklist	clinical director
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Once all of the above tasks have been completed, contact the Education Dept Office for review. Failure to contact the department may result in postponed student teaching.

Date:

Staff review:		
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