

Checklist for Student Teaching

1. Complete all required coursework except Student Teaching, InTech, and Classroom Management
2. Complete Field Experience placements at all levels (elementary, middle school, high school)
3. Complete the Application for Student Teaching at the beginning of the semester you plan to student teach. You will receive this application from the music education faculty.
4. 2.75 minimum GPA
5. Apply for graduation at the Registrar's Office (one semester in advance)
6. Print out the Student Teaching Handbook from the College of Education SAFE Office website
7. Fill-out a Request to Work form (available from Cynthia Benator, Coordinator of Student Teaching, at orientation meeting) if you intend to work during student teaching (not recommended!)
8. Apply for liability insurance and send proof of insurance to Cynthia Benator (information provided at orientation meeting)
9. Fulfill CPR/First Aid requirements and give proof to Cynthia Benator
10. Register to take the GACE Music Exam (2 sections)
<http://www.gace.nesinc.com/>
11. Verify school and cooperating teacher placement with advisor
12. Attend orientation meeting with Cynthia Benator
13. You will be registered for Classroom Management and InTech by Cynthia Benator and student teaching by your advisor – check to make sure registration is accurate!
14. Send transcripts from other institutions to CSU (if you haven't already)
15. Check Degree Evaluation Report to ensure that you have completed all coursework
16. Attend Student Teacher Orientation meetings that take place before the student teaching semester begins.
17. Complete the Outcomes Assessment and/or any other exit requirements.