Student Success Checklist

Students in Pre-Professional Teacher Education
Complete the following with grades of C or better:
- ENGL 100 & 200 Expository Writing 1 & 2, COMM 105/6 Public Speaking
  Math 100 College Algebra, STAT 325 Statistics or MATH 160 Concepts of Math
- Earn credit for EDCI 230 Early Field Experience or approved work waiver
- Maintain a 2.75 GPA in all attempted courses that meet degree program requirements; in
  addition a 2.75 is required in all attempted secondary teaching field courses. This includes all
  graded transfer courses.
- Send copy of ACT/SAT score report to advisor or contact advisor if no scores are available.
- Upon completion of the pre-professional requirements listed above, submit an online application
  for Admission to Teacher Education/Professional Program. Due the semester prior to Block 1/A.
  Priority deadline is October 1 or February 15 or as soon as all the requirements are completed.

Professional Hours
As a part of the educational experiences, students should engage in and document 40 hours of
professional development and service. There are two areas in this component of your teacher
preparation:
  o Professional Growth/Service to the Profession (20 hours required)
  o Educational Service to Youth and Families (20 hours required)
Refer to EdCats Central on Canvas “Professional Development” module for more information and
YouTube tutorial. Deadline to complete this requirement is April 1 or November 1 the semester prior
to student teaching. Note: due to the shortage of emergency substitutes and paraprofessionals in
local schools, students are allowed to use their work hours to fulfill this requirement.

Students in Professional Teacher Education
- Professional teacher education courses are Blocks 1/A, 2/B, C and Student Teaching Internship.
- Complete the “Student Teacher Assignment Request” (STAR) form. It is due February or
  September 1, the semester prior to student teaching.
- Get First Aid and CPR certified and update TB (tuberculosis) test. Upload proof of
certification to Canvas – EdCats Central. Certification doesn’t need to be current and Red Cross
  online training will suffice.
- Complete all Teacher Ed courses and practica with a minimum 3.0 GPA with C or better.
- To be eligible for student teaching, a minimum 2.75 or higher GPA in all teaching field courses
  including all graded transfer credits.
- Enrollment information for blocks, special education and student teaching.

Graduation and Commencement
- Complete an Application for Graduation. The application is located on KSIS - Student Center. In
  order for the application to be processed, transcripts from other institutions must be sent to K-
  State Office of Admissions in Anderson Hall.
- Check DARS – degree audit report on KSIS Student Center to ensure all requirements are met
  or in progress.

Testing and Licensure
Check www.ets.org/praxis/ks for more information about fees, study guides, practice tests, passing
scores, and test dates. To search for test dates, create a user id and password.
- Take Principles of Learning and Teaching Test (PLT) K-6 or 7-12 after Block A/1.
- Take the Praxis Elementary Ed CKT content test or Secondary content/teaching field test.
- Application for Licensure (submit on-line the semester in which you plan to graduate).
  Instructions: https://coe.ksu.edu/student-success/licensing-endorsement-assistance/
- Get fingerprinted and submit for a background check