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 Math for Elementary teachers
- ☐ 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.
- ☐ Complete the basic skills tests for reading, writing and math if your ACT is below 22 or 1010 SAT. The tests are provided for you free of charge through Kansas State Library System – **Learning Express Library.**
- ☐ Upon completion of the pre-professional requirements listed above, submit an online application for ***Admission to Teacher Education/Professional Program.*** This application is 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.
- ☐ Before starting EDCI 230 Early Field Experience, complete and submit TB form, watch Blood Borne Pathogens video, complete and submit Background Check, and buy a COE polo – see EdCats Central.

Students in Professional Teacher Education (Blocks 1/A, 2/B, C and Teaching Internship)

- ☐ Register with the ***Career Center***.
- ☐ Acquire professional liability insurance.
- ☐ Complete First Aid and CPR certification and update TB (tuberculosis) test. Upload proof of certification to Canvas – EdCats Central.
- ☐ Complete 40 ***Professionalism Hours***. Documentation forms and suggested opportunities available on the website. The hours are due November or April 1, the semester prior to student teaching. Upload proof of certification to Canvas – EdCats Central.
- ☐ 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 is required in all attempted courses that meet degree requirements, including all graded transfer credits.
- ☐ Complete the Student Teacher Assignment Request (STAR) form: Elementary or Secondary. It is due February 1 or September 1, the semester prior to student teaching.
- ☐ Enrollment information for blocks, special education and student teaching.

Required for Graduation

- ☐ 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.

Required for 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.
- ☐ Consult with your advisor about tests to add subjects or levels to your license including ESL or middle school (5-8) tests.
- ☐ Application for Licensure (submit on-line the semester in which you plan to graduate). Instructions: ***www.coe.k-state.edu/csps/licensure/index.html.***
- ☐ Get fingerprinted and submit for a background check.