For successful completion of student teaching, complete the following tasks:

**PRIOR TO STUDENT TEACHING:**

- Print or download and **read** the MSU Student Teaching Handbook [http://www.minotstateu.edu/teu/student_teaching.shtml](http://www.minotstateu.edu/teu/student_teaching.shtml).
- Attend the following meetings:
  - Student teaching orientation meeting (January 13 or January 14).
  - Attend your individual student teaching advising meeting and bring your placement request information.
  - Attend the fingerprinting/licensing seminar (January 20 or January 21).
  - Attend the Final Student Teaching Seminar (February 23).
- Fingerprinting and criminal record checks must be completed and mailed to ESPB no later than January 29. Forward your clearance email to karen.elliott@minotstateu.edu immediately on receipt.
- Graduation Applications are due to your advisors by March 4. Forms are available online or from your departmental office.
- Register for your student teaching course/s during March 22-24. Make sure you change the number of credits to the correct number of credits for your student teaching (see handbook).

**DURING STUDENT TEACHING:**

- During the first week of student teaching, upload your Student Teaching Schedule to Tk20.
- You are responsible for completing the following forms which are available on Tk20 in your student teaching binder: Schedule, Candidate Self Assessment (INTASC and Dispositions), and the evaluation of your Cooperating Teacher and your University Supervisor. You will also fill out your Directed Teaching Log throughout your placement and your cooperating teacher will verify your hours at the end of your placement. You are also responsible for completing (one) Evidence of Student Learning. Refer to the handbook for more information. This will be a separate binder in Tk20.
- The PRAXIS II and/or PLT test/s are required for graduation. You must present the scores to the Dean of Education. For licensure, you are also required to submit the test scores to ESPB.
- At the end of each placement, please verify that your forms are accurate and complete on Tk20.