

Countdown to Completion of Teacher Education degrees

Semester before Methods	Timeline	Completed
Delete/clean-up/change settings on social media	Before practicum starts	
Continue attending Trauma-Sensitive Schools Training and upload certificates into artifacts in Tk20	The day before classes start and Assessment Day	
Make sure you are admitted to TE program	March/October	
Plan all of your remaining classes and have your advisor check it and compare with your Academic Requirements report in CC. Fall Experience (ED 324L) must be taken with methods or student teaching and only in a fall!	March/October	
Register for methods classes/Fall Experience (if applicable). If you are not admitted to teacher education, to request permission to enroll. Form: https://www.minotstateu.edu/teu/ted_admission.shtml	March/October	
Attend methods orientation	March/October	
Complete Methods/Fall Exp Clinical Request Form	April 1/November 1	
Upload proof of your background check to artifacts in TK20. No one may start methods placement without this.	April 1/November 1	

Methods Semester	Timeline	Completed
Complete Fall Experience binder (if applicable)	September 15	
Complete practicum and Methods Clinical VII binder in TK20	Due last week of classes	
Complete Evidence of Student Learning in TK20	Due last week of classes	
Semester before student teaching		
Attend Module Four of Trauma-Sensitive Schools Training (if not already completed), upload into artifacts in Tk20	The day before classes start and Assessment Day	
Apply for student teaching including Autobiography, etc. to TK20	Friday of the first week of classes	
Download/locate Student Teaching Handbook	Second week of classes	
Attend Student Teaching Orientation Seminar	Second week of classes	
Meet with Deb about requests for student teaching	January/September	
Attend Fingerprinting seminar (not required for people with sub licenses or alternative access licenses)	Third week of classes	
Obtain Fingerprints for ESPB and put confirmation from ESPB (or sub license) in background check – ST artifacts in Tk20	January/September	
Obtain liability insurance and put in artifacts in Tk20	April/September	
Take PLT (all but SPED) and email PDF of scores to ESPB espbinfo@nd.gov	Early fall/early winter	
Take Praxis II content test and email PDF of scores ESPB espbinfo@nd.gov	Early fall/early winter	
Attend Professionalism and Licensing Seminar on Assessment Day to learn about permanent licenses	January/September	

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Complete graduation application – eForm in Campus Connection	March/October	
Register for student teaching and ST seminar. Check ST handbook for clarification on your weeks/credits.	March/November	
Inform Deb Ringham of 2 faculty who have agreed to your Mid-Level Transition Point meeting (not SPED, ELED, ECE)	April/November	
Complete Mid-level Transition Point with 2 faculty https://www.minotstateu.edu/teu/methods.shtml	May/December	
Read first two chapters of <i>The Ultimate Student Teaching Guide</i> (Daniels, Patterson, Dunston) for Student Teaching Seminar	August/December	
Contact/meet cooperating teacher for student teaching	May/December	
Email Deb Ringham with all planned absences for student teaching (travel for sports, conferences, graduation, etc.)	May/December	
Upload goals and autobiography to ST binder in TK20	August/December	

Student Teaching Semester	Timeline	Completed
Complete Fall Experience binder (if applicable)	September 15	
Upload schedule, contact university supervisor if he/she does not contact you, complete agreement in TK20	First week of placement	
Upload hours from student teaching	weekly	
Complete Mid-term Self-Evaluation halfway through each placement		
Complete Module Five of Trauma Sensitive Training	In Student Teaching Seminar	
Complete Evidence of Student Learning in TK20	Nov 15/April 15	
Complete Student Teaching binder in TK20: Final Evaluation, Narrative Assessment, Feedback forms for US and CT, and goals for first year. This assumes Schedule, Hours Log, and Midterm Eval. are done. If anything is not done TK20 will not submit.	Last week of placement	
Meet with cooperating teacher and create goals for first year of teaching, upload to TK20	Last week of placement	
Apply for licensure! Tutorial is located here: https://www.minotstateu.edu/teu/documents/licensure_instrutions.pdf	Once ST is completed	
Complete the Exit Survey that is emailed to you. We are required to send this as part of our accreditation.		
Graduate and walk through graduation ceremony (May only)!	December/May	
Get a job and let us know where it is. We are required to keep track of you for three years. More importantly, we will rejoice!		
Complete the Transition to Teaching survey in the spring of your first year of teaching. This will be emailed to you and is part of our accreditation process.		