

Countdown to Completion of Teacher Education degrees

| <b>Semester before Methods</b>   | <b>Timeline</b>                                 | <b>Completed</b> |
|--|---|------------------|
| 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                                   |                  |
| Put your remaining classes in your Planner in CC and have your advisor check them. If you need help, watch one of the Adding Courses to the Planner videos here: <a href="https://www.minotstateu.edu/records/pages/how-to.shtml">https://www.minotstateu.edu/records/pages/how-to.shtml</a> . Fall Experience (ED 324L) must be taken with methods or student teaching! | March/October                                   |                  |
| Register for methods classes/Fall Experience (if applicable). If you are not admitted to teacher education, to request permission to enroll. Form: <a href="https://www.minotstateu.edu/teu/ted_admission.shtml">https://www.minotstateu.edu/teu/ted_admission.shtml</a>   | March/October                                   |                  |
| Attend methods orientation   | April/November                                  |                  |
| Complete Methods/Fall Exp Clinical Request Form  | April 15/November 15                            |                  |
| Upload proof of your background check to artifacts in TK20. No one may start methods placement without this.   | April 15/November 15                            |                  |

| <b>Methods Semester</b>   | <b>Timeline</b>                                 | <b>Completed</b> |
|---|---|------------------|
| 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                        |                  |
|   |   |                  |
|   |   |                  |
| <b>Semester before student teaching</b>   |   |                  |
| 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   | Third week of classes                           |                  |
| Obtain Fingerprints for ESPB and put confirmation from ESPB (or sub license) in artifacts in Tk20   | January/September                               |                  |
| Obtain liability insurance and put confirmation in artifacts in Tk20  | April/September                                 |                  |
| Take PLT (all but SPED) and send scores to MSU and ESPB   |   |                  |
| Take Praxis II content test and send scores to MSU/ESPB   |   |                  |
| Attend Professionalism and Licensing Seminar on Assessment Day  | February/October                                |                  |
| Complete graduation application ( <a href="https://www.minotstateu.edu/records/forms.shtml">https://www.minotstateu.edu/records/forms.shtml</a> ) | March/October                                   |                  |

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|---|-----------------|--|
| 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<br><a href="https://www.minotstateu.edu/teu/methods.shtml">https://www.minotstateu.edu/teu/methods.shtml</a> | 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 |  |

| <b>Student Teaching Semester</b>   | <b>Timeline</b>             | <b>Completed</b> |
|--|-----------------------------|------------------|
| 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 Evaluation are done. If anything is not done TK20 will not let you 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:<br><a href="https://www.minotstateu.edu/teu/documents/licensure_instrutions.pdf">https://www.minotstateu.edu/teu/documents/licensure_instrutions.pdf</a>  | 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!  | 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.   |                             |                  |