

Countdown to Completion of TE degrees

Semester before Methods	Timeline	Completed
Continue attending Trauma-Sensitive Training	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 the Accessing your Academic Planner video here: https://www.minotstateu.edu/records/pages/how-to.shtml	March/October	
Register for methods classes/Fall Experience (if applicable)	March/October	
Attend methods orientation and return paperwork and clinical request form	April/November	

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 Training (if not already completed)	The day before classes start and Assessment Day	
Apply for student teaching including verification of Trauma Sensitive Training, Liability Insurance verification, 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 TAFP about requests for student teaching	January/September	
Attend Fingerprinting seminar	Third week of classes	
Obtain Fingerprints for ESPB and forward email to TAFP	January/September	
Obtain liability insurance (Fall ST only) and send confirmation to TAFP	April	
Take PLT (all but SPED) and send scores to MSU and ESPB		
Take Praxis II content test and send scores to MSU and ESPB		
Attend Professionalism and Licensing Seminar on Assessment Day	February/October	
Complete graduation application	March/October	
Register for student teaching and ST seminar (new catalog). Check ST handbook for clarification on your weeks/credits.	March/October	
Inform TAFP of your 2 faculty for Mid-Level Transition Point meeting	April/November	

Countdown to Completion of TE degrees

Complete Mid-level Transition Point with 2 faculty	May/December	
Read first two chapters of <i>The Ultimate Student Teaching Guide</i> (Daniels, Patterson, Dunston) for Student Teaching Seminar (new catalog only)	August/December	
Contact/meet cooperating teacher for student teaching	May/December	
Upload goals and autobiography to 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 – contact professor if not enrolled	
Complete Evidence of Student Learning in TK20	Last week of placement	
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: 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!		
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 with you.		
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.		