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## Checklist Completion

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<td>CPR Certification</td>
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<td>40 Professional Hours</td>
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CRUCIAL MILESTONES
CRUCIAL MILESTONES

Check each of the following requirements as you successfully complete it.

Required for Admission to Teacher Education

- Orientation to Teacher Education at Kansas State University (DED 075).
- CORE Exam administered by ETS OR ACT composite score of 22 or above.
- Expository Writing I and II with a grade of "C" or better in each course.
- Public Speaking with a grade of "C" or better.
- Early field experience (EDEL 230, EDSEC 230 or equivalent).
- 50 semester hours for Secondary students and 42 semester hours for Elementary students.
- Six hours of math with a minimum grade of "C" to include College Algebra or a higher level math course and STAT 325 or a higher level statistics course. (Elementary majors may take MATH 160 or STAT 325.)
- Overall GPA of 2.75 (both elementary and secondary majors).
- Teaching field GPA of 2.75 (secondary majors).
- Application for admission to teacher education to be prepared when all of the above are completed. DEADLINES: October 1 for Spring semester and February 15 for Fall semester.

Required for the Professional Semester (Student Teaching)

- “Student Teacher Assignment Request” (STAR) form due September 1 or February 1 — the semester before you plan to student teach. (American Red Cross or equivalent First Aid and CPR certification required at the time the STAR form is submitted.)
- Professional and Educational Service Hours due April 1 or November 1 of the semester before you student teach.
- Admission to the Professional Semester (student teaching). (You will receive a student teaching license prior to student teaching.)

Required for Graduation

- Application for Graduation (due in the first four weeks of the semester in which you intend to graduate or first two weeks of summer session).

Required for Licensure

- Principles of Learning and Teaching Test (PLT). You can find the passing score on the COE web page: http://www.coe.ksu.edu/ss/testing.htm.
- Subject (Content) Assessment Test(s): Passing scores differ for each subject test. You can find the individual passing scores on the COE web page: http://www.coe.ksu.edu/ss/testing.htm.
- Application for Licensure (submit on-line the semester in which you plan to graduate—AFTER December 1, May 1, or August 1). Instructions can be found at: http://coe.k-state.edu/ss/download/license/InitialLicense.pdf.
PERSONALIZED CURRICULUM
TIMELINE OF EVENTS
Year 1

- September: Attend meeting for all Music Education Majors. Register for CMENC. Attend all CMENC meetings.
- Read the College of Education Handbook
- Attend four (4) meetings on Monday evenings in the fall semester to prepare for the Introduction to Music Education Course offered in the Spring.
- Enroll in EDSEC 230 – ZA Early Field Experience (January Intersession Course). Register through continuing education in October so a placement can be found by the meeting in early December.
- Enroll in EDSEC 200 Teaching as a Career & DED075 Intro to Teacher Education (Payne sections)
  - TB test completed (Yellow Form), Lafene: 532-6544, or a licensed physician.
  - Complete a Disclosure Form (Blue Form)
  - Complete the Blood Borne Pathogens Video (White Form)
  - All documents ust be submitted to BH 244 by the end of the fall semester.
- Spring (as a requirement of DED075) – Take the CORE Exam as administered by ETS. You do not have to take this test if you received a score on your ACT 22 or higher. I think you will find this test easer the closer you take it to your high school studies because many of the content courses from high school cover the content of the exam. The further you take away from high school, the more likely you are to forget some of the information
- Meet with Dr. Payne early in the fall semester to plan the sequence of courses for your college career that will be the most efficient. If you plan on taking Block 1 during the summer between your Sophomore and Junior year, you must take Statistics during the Fall of your Sophomore year. You may transfer in a Statistics course from another school (community college). You are not allowed admission into the Teacher Education Program until your Statistics grade is posted.

Year 2

- September: Attend meeting for all Music Education Majors. Register for CMENC. Attend all CMENC meetings.
- February 15: deadline for Summer and Fall Courses - Admission to Teacher Education Program. Make application even though some courses may be 'in progress' at the time of application.
- Complete the Aural Skills exam. (it is required to move into the upper level theory courses)

Year 3

- October 1: deadline for Spring - Admission to Teacher Education Program. Make application even though some courses may be 'in progress' at the time of application.
Year 4

- September 1: deadline for **Spring Student Teaching Application (STAR Form)** Make application even though all requirements listed below have not been satisfied at the time of application.
  - August (Prior to submission of STAR form), students will meet with Dr. Payne for final consultation, DARS check, and possible placements.

- February 1: deadline for **Fall Student Teaching Application (STAR Form)** Make application even though all requirements listed below have not been satisfied at the time of application.
  - January (Prior to submission of STAR form), students will meet with Dr. Payne for final consultation, DARS check, and possible placements.

- All **music courses** must be completed or in progress.

- All **professional education** courses have been successfully completed or are in progress.

- Aural skills and piano proficiencies have been passed.

- Overall grade point average of 2.75 in all coursework.

- Overall grade point average of 3.0 in all Teaching Field Courses.

- **STAR (Student Teaching Assignment Request) Form** for student teacher placement. **Completed On-line**

- Submission of your 40 Service Hours to Bluemont 244.

- Red Cross First Aid/CPR training must be completed (call Red Cross to enroll - cost about $50.00). Must be submitted to BH 244 prior to completion of the STAR form.

- TB test completed, Lafene: 532-6544, or a licensed physician. Must be submitted to BH 244 prior to completion of the STAR form.

- Disclosure Form Must be on file with Bluemont 244.

- December: piano proficiencies must be successfully completed.

Year 5

- September 1: deadline for **Spring Student Teaching Application (STAR Form)** Make application even though all requirements listed below have not been satisfied at the time of application.
  - August (Prior to submission of STAR form), students will meet with Dr. Payne for final consultation, DARS check, and possible placements.

- February 1: deadline for **Fall Student Teaching Application (STAR Form)** Make application even though all requirements listed below have not been satisfied at the time of application.
  - January (Prior to submission of STAR form), students will meet with Dr. Payne for final consultation, DARS check, and possible placements.
Before the completion of Student Teaching: Complete the PLT (passing score 161) also known as Praxis II (professional licensure test) See PLT test dates | Preparing for the PLT
  o The tests that you must take are: Principles of Teaching and Learning Secondary [test code 5624 for computer delivered tests and 0624* for the computer-delivered test.] and the Music Content [test code 5113* computer-delivered test] Practice tests for both can be found at the reserve desk of Hale Library.
    • *Offered in Manhattan

Required for Graduation and Licensure

  ➢ Application for graduation (due in the first four weeks of the semester in which you intend to graduate or first two weeks of summer session).

  ➢ Application for licensure (the semester in which you plan to graduate—November 1 or April 1).
APPLICATION TO TEACHER EDUCATION
Instructions for the Application to Teacher Education (ATE) for the College of Education

1. Complete all areas of the ATE COMPLETELY and ACCURATELY. Failure to do so could result in a delay in the processing of your application. If you do not understand the instructions and/or have questions, please contact your advisor for assistance.

2. Print a copy of your DARS report from your iSIS Student Center. Use your DARS to locate and record your total number of completed hours (K-State and Transfer), overall degree requirement GPA and your teaching field GPA (secondary only).
   
   NOTE: You must include ALL ATTEMPTED courses in your GPA. If you have received an ‘F’ in a required course, or a ‘D’ in class that requires a ‘C’, this will not be reflected in your DARS GPA. You will need to manually calculate your GPA. For assistance calculating your GPA, see http://pages.cs.wisc.edu/~xiyang/gpacalc.html

3. Use your DARS to record your grades in all required courses. DED 075 and EDEL/EDSEC 230 are CR/NC. Provisional admission is given to those currently enrolled or pre-enrolled (as reflected in your DARS). Successful completion is required or you will be dropped from the teacher education program.

4. Record your Basic Skills Test (CORE, ACT Composite, SAT <Reading + Math>) scores and the date you took the test. Official scores must be on file at KSU to verify.

5. Attach a copy of your DARS to the application form.

6. Submit your application — ATE deadlines:
   - October 1st for Spring
   - February 15th for Summer and Fall

Return Completed Form to:
Center for Student and Professional Services
College of Education, Bluemont Hall 013
Questions? Call (785) 532-5524
Application for Admission to the Teacher Education Program

Program:
- Agricultural Education
- Early Childhood Unified
- Elementary Education — Area of Concentration: __________________________
- Family and Consumer Science Education
- Music Education
- Secondary Education — Teaching Field: __________________________

I am hereby applying for the Teacher Education Program which I have designated on this sheet. I understand that I must fulfill all requirements for admission to the program. As evidence of my eligibility, I have provided the requested information.

Signature: __________________________
Date: __________________________

Admission to Teacher Education Requirements

Use your DARS to locate and record the information below.

NOTE: DARS and the College of Education may not calculate your GPA in the same manner. Please see your advisor if you have questions.

Total Completed Hours: _____________
Fifty total hours for secondary, 42 hours for elementary

Overall Degree Program GPA: _____________
A 2.75 GPA is required in all attempted courses that meet degree program requirements.

Teaching Field GPA (NOT Elementary Education): _____________
A 2.75 GPA is required in all college work attempted in the required teaching field courses.

Orientation: __________________________
Successful completion of DED 075 — for Elementary, FACS, Music, and Secondary Education (CR/NC/IP) or AGED 300 for Agricultural Education

Early Field Experience: __________________________
EDEL/EDSEC 230, AGED 505, FSHS 313 or approved alternate course in teacher aiding. Provisional admission is given to those currently enrolled or pre-enrolled.

Please indicate the semester you plan to take the following:

Elementary  | Secondary
---|---
Block A:  | DED 318:
Block B:  | Block 1:
Block C:  | Block 2:
Student Teaching:  | Student Teaching:

Pre-requisite Courses — A grade of C or better is required
- Expository Writing I
- Expository Writing II
- Public Speaking
- College Algebra
  or higher level Math
- STAT 325
  or MATH 160 for Elementary

Basic Skills Test (CORE, ACT, SAT)

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<td>Mathematics</td>
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<td>ACT (22) or SAT (1030)</td>
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- [ ] Full
- [ ] Provisional
- [ ] Probational

Return Completed Form to:
Center for Student and Professional Services
College of Education, Bluemont Hall 013
Questions? Call (785) 532-5524
VOLUNTEER HOUR WORKSHEETS
Supporting Documents

- Letter of Acceptance to College of Education
- Approved 40 Hours
- Student Teacher Confirmation
- Graduation Confirmation