

**STUDENT TEACHING, GRADUATION, & CERTIFICATION CHECKLIST**

**[Professional Education Services](https://www.missouristate.edu/ProfessionalEd/default.htm)**

PES@MissouriState.edu

417-836-5429 or 417-836-8772

Hill Hall 212/213 (8:00 am - 5:00 pm)

For detailed information visit: <https://education.missouristate.edu/Advise/education-senior-checklist.htm>

**BEFORE STUDENT TEACHING**

[ ]  Review degree audit

[ ]  Apply for student teaching

[ ]  Review Student Teaching Handbook

[ ]  Apply for out-of-area student teaching if needed

[ ]  Apply for student teaching as Teacher of Record if a job offer is made

[ ]  Submit compliance documents

[ ]  Register for student teaching course(s)

[ ]  Attempt the state-required student teaching assessment

[ ]  Visit the Career Center

[ ]  Receive student teaching placement information

**DURING STUDENT TEACHING**

[ ]  Apply for graduation

[ ]  Maintain communication

[ ]  Check the calendar

[ ]  Take surveys

[ ]  Certification process

[ ]  **Request a letter at midterm if applying for a job**

[ ]  **Apply for Initial Professional certificate when notified by the certification office**

[ ]  **Check certificate status on DESE profile**

[ ]  Review commencement details

[ ]  Complete financial aid counseling

**AFTER STUDENT TEACHING**

[ ]  Stay connected with Bear in Every Building

[ ]  Visit the Career Center

[ ]  Explore the Graduate College