

EDUCATION MAJOR - SENIOR CHECKLIST

1. Review your Degree Audit

- a. Degree audits do not automatically update. **You MUST hit "PROCESS"** to view an updated audit.
- b. Email your advisor regarding any deficiencies. Your advisor will make updates.
- c. **Degree Audits can be found on:** my.missouristate.edu > Student tab > My Graduation Path (on the right) > Degree Audit and Student Educational Planner
- d. Post-bac students will not have a degree audit. Check with your advisor to ensure you have met requirements

2. Preparation for Student Teaching

When Should I apply?	<ul style="list-style-type: none"> ○ Applications are due February 1 if you are student teaching in the fall. ○ Applications are due August 1 if you are student teaching in the spring. <ul style="list-style-type: none"> ○ INTERNSHIP ACADEMY participants must apply to student teach
How do I apply?	Student Teaching applications can be accessed on: my.missouristate.edu --> Student tab --> My Teacher Education--> Practicum and Student Teaching Resources --> Student Teaching Application
After I apply?	You will be sent an EMAIL and a "Student Teaching & Certification checklist/timeline".
Out of Area Student Teaching	Out of area student teaching documents are due September 15 th for the spring and March 15 th for the fall. More Information
Student Teaching Meeting	Informational meetings to outline the student teaching process are recommended and available in April/November. <i>Your specific program might require additional meetings.</i>
Compliance Documents	You will receive emails. Please read entire email & follow directions for TB Test/Professional Liability Insurance/DESE FBI Background Check/Mandated Reporter Training. Compliance Documents
Questions?	Questions about Student Teaching and Certification can be directed to 417-836-8772.

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Test Code **Early Childhood Education (Birth- Grade 3)**

#064	Early Childhood Education	\$73
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Test Code **Elementary Education (Grades 1-6)**

#073 & 074	Elementary Education: Multi-content. Covers content and pedagogy. Must pass both subtests Subtest I- Mathematics and Science Subtest II – English Language Arts and Social Studies	\$94 (Single Subtest \$50)
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Test Code **Middle School Education (Grades 5-9)**

#011	Middle School Education: Language Arts	\$73.00
#012	Middle School Education: Mathematics	\$73.00
#013	Middle School Education: Science	\$73.00
#014	Middle School Education: Social Studies	\$73.00

Test Code **Special Education (K-12)**

#050	Mild/Moderate Cross Categorical Special Education	\$73.00
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Test Code **Family & Consumer Sciences (K12)**

#038	Family & Consumer Sciences	\$73.00
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4. **Apply for Graduation** – After you register for student teaching, you can apply to graduate.
- Application to graduate can be accessed on:** my.missouristate.edu > Student tab > My Graduation Path (on the right) > Graduation Application and Status Review
 - We advise you to check that ALL REQUIREMENTS ARE MET ON YOUR AUDIT before you apply to graduate.** Applications must be submitted by October 31st for the fall and March 31st for the spring to assure your name will be in the commencement program. Please see the commencement web page for details.
 - READ YOUR ADVISING NOTES** a few days after you apply to graduate.

If Denied	Email the person who created the advising note notifying you of deficiencies in your audit
If Accepted	You will receive an advising note stating that your name was put on the graduation list.

- [Summer graduates](#) can elect to participate in spring or fall commencement and can select preference.
- Post-bac students do not apply for graduation

5. **Take the University [Exit Survey](#)**

- The exit survey will appear on Blackboard after 102 completed credit hours.
- Complete the Exit Survey on Blackboard the semester before you student teach.
- Please contact Sue McCrory at 417-836-6120 (SueMcCrory@missouristate.edu) with questions.

6. **Review Commencement Details**

- Details including graduation with Honors information can be found on the [Commencement Web Page](#)
Please note that student teaching grades are not calculated in your GPA at the time of commencement
- For detailed questions, please contact the Office of Registrar at 417-836-5520 or registrar@missouristate.edu
- Post-bac students excluded

7. **Complete graduation outcome survey:** [Survey available through Handshake](#). What are your plans after graduation? Where will you work? Will you go to graduate school?

8. **Complete [financial aid exit counseling](#):** Required for students who have student loans. Exit counseling helps to make sense of student loans and repayment after graduation. It also walks through ways to better understand taxes and how to develop a sound financial plan.

9. **Certification Details During Student Teaching**

- During student teaching, you can begin applying for future teaching positions. After midterm,** you can request a letter from Kim Dubree (kdubree@missouristate.edu) stating that we will recommend you for certification upon the successful completion of certification requirements.
- At mid-terms and during the last 2 weeks of student teaching** you will receive important emails with instructions regarding applying for certification. *Read them carefully!*
- After degrees are conferred and certification requirements are verified,** the MSU Professional Education Certification office will recommend teacher candidates to DESE for certification. This process could take up to 8 weeks once requirements are verified. This occurs after you walk at commencement.
- After the Professional Education Certification office recommends teacher candidates to DESE,** it could take up to 4 – 6 weeks for DESE to issue the certificate. The status of the certificate can be checked on the DESE profile.

10. **Visit the [Career Center](#):** The Career Center is available to you before AND after you graduate

Jeri Arnold-Cook Education Contact 417-836-5636	Attend the spring College of Education career fair
	Help with the creation and revision of your professional resume and cover letter
	Participate in mock interviews to better prepare

11. **Bear in Every Building:** Contact RhondaBishop@MissouriState.edu for information on how to become a bear in your building. Stay connected and represent Missouri State College of Education in your new classroom!

12. **Explore the [Graduate College in Carrington 306](#).** There are many online options! [Graduate COE programs](#)