

## PREPARING FOR STUDENT TEACHING

### A Checklist

Have I:

- checked out the Teacher Education web page at ([www.uni.edu/teached/](http://www.uni.edu/teached/))?
- been fully admitted to the Teacher Education Program? This is a requirement before I can register for any Level II class.
- completed the High Risk Behaviors/Substance Abuse seminar?
- attended Student Teaching Round-Up on August 20 or August 21, 2007, if I plan on student teaching in Fall 2008, or have I attended Student Teaching Round-Up on January 14 or January 15, 2008, if I plan on student teaching in Spring 2009? Have I picked up my student teaching packet of materials? If I was unable to attend the Round-Up meeting because of class conflicts, did I view the video tape of the meeting in the IRTS Lab in Schindler 222?
- met **all** grade point average requirements for student teaching?
  - a cumulative GPA of 2.50 or higher on work at all colleges and universities?
  - a UNI GPA of 2.50 or higher?
  - a 2.50 GPA in my academic department (major)?  
Note: Math majors are required to have a departmental GPA of 2.25 or higher AND departmental approval.
  - a 2.50 or higher cumulative GPA in courses completed in the Professional Education Program?
  - a grade of C (2.00) or higher on all methods courses listed as prerequisites for student teaching?  
NOTE: Check for specific department requirements when more than one professional methods course is required. Early Childhood, Elementary, Middle School/Junior High School majors and Special Education minors are required to have a cumulative GPA of 2.5 or higher and not lower than a C (2.00) in methods courses that are required prerequisites for student teaching.
- retained an acceptable professional disposition?
- met all other departmental requirements?
  - Note: Health Education and Physical Education majors are required to have current First Aid and CPR certification prior to student teaching.
- written all the student teaching meeting dates and deadlines on my personal calendar?

**(over)**

**ALL**  
**STUDENT TEACHERS**  
**CHECKLIST (√) OF MEETING DATES AND  “TO DO LIST”**

Fall 2008	Meetings/To Do's	Spring 2009
See Handout for your specific department's scheduled meeting time. If your meeting time has passed, phone your departmental advisor to schedule an appointment.	√ Departmental Student Teaching Meeting.  Hand in your student teaching application along with a current degree audit. Departments will return both copies to OSFE.	See Handout for your specific department's scheduled meeting time. If your meeting time has passed, phone your departmental advisor to schedule an appointment.
On or Before Sept. 24, 2007 – 5:00 PM	<input type="checkbox"/> Personal and Professional Information AND Resume (8 copies each) are due in OSFE, SEC 509. P & P Information must be typed electronically at: <a href="http://www.uni.edu/stdteach">www.uni.edu/stdteach</a> Click on [Student Teachers] [Background Papers]. Also see “How to Organize Your Folder” on salmon colored sheet in packet.	On or Before Feb. 25, 2008 – 5:00 PM
On or Before Sept. 24, 2007 – 5:00 PM	<input type="checkbox"/> Placement Request Form <b>MUST BE SUBMITTED</b> electronically on My Universe, found under Forms & Requests under the Planning My Academic Career Tab.	On or Before Feb. 25, 2008 – 5:00 PM

NOTE: If you submitted your Placement Request indicating that you would like to pursue an out-of-state/international placement you will be contacted via email to sign up for a screening interview. If you are accepted into the Out-of-State/International program, you will then FOLLOW INSTRUCTIONS AND CHECKLISTS PROVIDED BY THE OUT-OF-STATE/INTERNATIONAL OFFICE AND SHOULD DISREGARD THE FOLLOWING TABLE.

**STUDENT TEACHERS REQUESTING AN “IOWA PLACEMENT”  
CHECKLIST OF MEETING DATES (√) AND  “TO DO” LIST**

Fall 2008	Meetings/To Do's	Spring 2009
On or before October 29, 2007	<b>Regional Placement Notification</b> You will receive via your UNI email address.	On or before March 24, 2008
Nov. 8, 2007 5:00 PM SEC Room Numbers will be posted	√ <b>Informational Meeting (Optional)</b>  (You must attend before any appeal will be considered.)	Apr. 10, 2008 5:00 PM SEC Room Numbers will be posted
On or before November 30, 2007	<input type="checkbox"/> Appeal of your placement region must be done in writing and sent to OSFE, Schindler 509. Emails to the office at <a href="mailto:studentteaching@uni.edu">studentteaching@uni.edu</a> are also acceptable. The inclusion of documented evidence will assist the appeal board in its ruling.	On or before May 9, 2008
Jan. 7, 2008	<b>Notification of Appeal Decision</b> You will receive via UNI email.	June 16, 2008
Jan. 22 or Jan. 23, 2008	<input type="checkbox"/> <b>Interview Sign-Up</b> Sign up on bulletin board in hallway outside of SEC 509.	Sept. 8, 9, 10, 2008

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Fall 2008	Meetings/To Do's	Spring 2009
<p>Jan. 25, 2008 8 AM – 1 PM Old Central Ballroom Maucker Union</p>	<p>√ <b>Student Teaching Interviews (Mandatory Meeting)</b> Interviews will be with your regional faculty coordinator.</p>	<p>Sept. 12, 2008 8 AM – 1 PM Maucker Union Expansion</p>
<p>April 10, 2008 4:00 PM – SEC Room Numbers will be posted</p>	<p>√ <b>Student Teaching Orientation (Mandatory Meeting)</b> You will be given the names of your cooperating teachers and schools if available. There will also be important regional orientations.</p>	<p>November 13, 2008 4:00 PM – SEC Room Numbers will be posted.</p>
<p>TBA by Regional Coordinator at Orientation</p>	<p>Student Teaching Classroom Visitation Requirement</p>	<p>TBA by Regional Coordinator at Orientation</p>
<p>TBA by Regional Coordinator at Orientation</p>	<p>Student Teaching Semester Start Date</p>	<p>TBA by Regional Coordinator at Orientation</p>
<p>Dec. 19, 2008</p>	<p>Student Teaching Semester End Date</p>	<p>May 8, 2009</p>