

Checklist for Undergraduate Students in Programs of Teacher Education-

(pulled from the [*Handbook for Students in Undergraduate Teacher Preparation Programs*](#))

On-going student responsibilities

Meet with advisor each semester to plan courses for the upcoming semester, update your control sheet and discuss academic issues, progress and career plans.

Your academic records folio (3 below) should include this sheet, a program planner, grade reports, department information, College bulletin, TCNJ Student Handbook, and other academic records. Retain copies of important letters and memos related to courses taken, waived, etc. Many departments provide guidance in development of the professional portfolio (4 below). This portfolio will document professional education coursework, experiences, and reflection.

Read this [handbook](#) thoroughly. Keep in mind that the College Undergraduate Bulletin states, "students are responsible for meeting all major and degree requirements and for seeking regular academic advice."

First year level - Applicant

- _____ 1. Become acquainted with advisor. Every semester, meet with advisor to plan courses for the upcoming semester, review accomplishments, and discuss plans.
- _____ 2. Enroll in and successfully complete introductory education course (if applicable in your program).
- _____ 3. Begin academic records folio.
- _____ 4. Begin professional portfolio.

Sophomore level - Applicant

- _____ 5. Enroll in and successfully complete sophomore field experience course.
- _____ 6. Complete Application for Admission to Program of Teacher Education according to information received.

Junior level - Candidate

- _____ 7. Receive acceptance into program of teacher education.
- _____ 8. Enroll in and successfully complete junior professional experience.
- _____ 9. Attend department meeting during the junior year to prepare for student teaching. Verify with your advisor that prerequisites and standards are met.
- _____ 10. Complete application for student teaching. Submit to department by the deadline.

Senior level - Pre-Professional

- _____ 11. Enroll in and successfully complete student teaching.

- _____ 12. Register for and take appropriate Praxis tests, if needed for your area of certification.
- _____ 13. Contact the Office of Career Services for information about your credentials file, job search, and on-campus interviews
- _____ 14. At the start of (if not before) the final semester, apply to graduate through the Office of Records and Registration.
- _____ 15. During the final year, complete School of Education "Capstone" process. (currently under development)
- _____ 16. During the final semester, apply for N.J. teacher certification through the STEP Office. Teacher education candidates entering their junior year on or after September 2000 are now required to have a final minimum 2.75 gpa for NJ certification.