

**The Citadel Zucker Family School of Education
GRADUATE STUDENT TEACHING CHECKLIST**

DUE: Two Semesters Prior to Internship

STEP 1: Complete the Application for Student Teaching Internship form and return completed form to 307 Capers Hall. For further information regarding internships call (843) 953-5097 or 953-6984 or stop by Room 307 or 317 Capers.

<http://www.citadel.edu/root/teacher-education-forms/te-internship-application>

DUE: By Beginning of Semester Prior to Internship

STEP 2: Complete S.C. Educator Certification Application Online at:

<http://ed.sc.gov/educators/teaching-in-south-carolina/becoming-a-teacher/student-teaching/>

DUE: By Beginning of Semester Prior to Internship

STEP 3: Complete the FBI Electronic Fingerprint process for certification in South Carolina at

<http://www.identogo.com/>

DUE: At Completion of courses EDUC 514 and EDUC 536

STEP 4: Take the Praxis PLT exam. See link at:

https://www.ets.org/praxis/register/centers_dates

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STEP 5: Take the Praxis II Content Area exam. See link at:

https://www.ets.org/praxis/register/centers_dates

DUE: By End of Semester Prior to Internship

STEP 6: Take a TB Test and submit a copy of negative results to School of Education office, 307 Capers Hall.

ONGOING:

Access your degree evaluation from the Lesesne Gateway Portal and resolve any discrepancies with your advisor ASAP. All requirements except the actual internship course/s must be complete for you to begin your student teaching internship. If they are not, follow through and submit the necessary paperwork to the graduate college. Remember to check your hard copy program of study for undergraduate content or prerequisite requirements as they do not reconcile on the online degree audit. It is your responsibility to have a clean audit prior to beginning the student teaching internship.

Failure to meet these deadlines could result in delaying your student teaching internship for at least one semester.

Student Printed Name

Internship Semester and Year

Student Signature

Date