

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

DUE: Summer Prior to Sophomore Year

Passing scores on all three Praxis I exams

See link at: https://www.ets.org/praxis/register/centers_dates

DUE: End of First Semester of the Junior Year

Take the Praxis PLT exam after completing EDUC 202 and 312. See link at:

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

DUE: One Year Prior to Internship

Complete the Citadel 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. See link at:

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

DUE: One Year Prior to Internship

Complete S.C. Educator Certification Application Online at:

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

DUE: One Year Prior to Internship

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

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

DUE: One Year Prior to Internship

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

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

DUE: By End of the Semester Prior to Internship

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

ONGOING:

Access your degree evaluation from the Lesesne Gateway Portal and resolve any discrepancies with the Registrar's office ASAP. All requirements except the actual internship course/s must be complete (coded "yes") for you to student teach. If they are not, follow through and submit the necessary paperwork to the registrar's office. 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