

TEACHER EDUCATION PROGRAM - EXPECTED SEQUENCE OF ACTIVITIES

YEAR	TO BE DONE	WHEN TO DO	HOW (where to get info and tips)
FIRST	*Praxis I exams Reading Writing Mathematics	*Summer following first year or early in Fall of Sophomore year (must be completed by time of application for admission to Program)	*Pick up Praxis information and registration materials in the Education Department Office (Boyer 410) TIP: Be sure to review the Praxis Test-At-A Glance in preparation for your exams.
	*Required Clearances	*As suggested above	*Each semester there will be a clearance session set up for your convenience where you will be able to complete all clearance request forms and be fingerprinted for the FBI clearance if you are an out-of-state student. Or, if you prefer, you may pick up clearance request forms in either the Education Department Office or the Teacher Education Office and process these on your own. Fees for clearances are your responsibility. TIP: Clearance requests may take as long as six weeks to process and must be on file when you make application for admission to the Program.
SOPHOMORE	*Application for Admission to Teacher Education Program (including all required clearances, Praxis I Scores on file)	*Completed application & supporting documentation is due by November 1 of your sophomore year	*You will be notified about applying to the Program in writing by the DTE's office if you enrolled in a major which leads to teacher certification. Specific details and the actual application form can be accessed via the campus network. Check the Program website for application information & directions. TIP: Begin to collect information and secure documentation well in advance of the November 1 due date. Clearances and Praxis information MUST accompany your application in order for it to be considered complete and for processing to begin.
	*3.0 GPAs (cumulative and in the certification major)	*Attained and maintained as soon as possible	TIP: If you are having difficulty with your GPAs, consult with your advisor for suggestions.
	*Specific required courses (2 college-level Math, First Year Seminar, & one American or British Literature; check the Teacher Education Program website for appropriate Lit courses)	*By the end of Fall semester of Sophomore year & prior to admission to the Program	*Check with your academic advisor and refer to your Advisee Handbook for appropriate course selection and sequence. TIP: If you have questions or need assistance beyond that provided by your advisor, contact the Teacher Education Program Office. Boyer 414
JUNIOR	*Specific required courses (Communications and any/all field experience or EDU/major courses required to be completed prior to the Professional Semester)	*Before being admitted to the Professional Semester	*Check with your academic advisor and refer to your Advisee Handbook for appropriate course selection and sequence. TIP: If you have questions or need assistance beyond that provided by your advisor, contact the Teacher Education Program Office.
	*Praxis II exams Check TEP website for details	*Anytime during the second semester Junior year or during the summer before the Senior year. Some students wait to take the Praxis II until their Senior year which is acceptable	*Praxis information and registration materials may be secured in the Education Department Office. TIP: The Teacher Education Program website (Certification) and that of ETS are the best sources of information. Don't take Praxis II exams too early in your program since they measure the knowledge gained in Education courses, curriculum & instruction courses, and content knowledge in your major. It may be in your best interest to plan to complete these tests prior to your Professional Semester, since some students have reported that it is difficult to be student teaching and reviewing for and taking the Praxis tests at the same time.

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SENIOR	Develop a Strategic Plan for Senior Year including:		
	*Program Completion & Exit requirements and processes	*September - Informational Meeting for all student teachers in the current academic year (usually during the 1 st week of fall term)	*Notification of this meeting will be issued in a summer mailing and via Groupwise TIP: Do NOT miss this meeting
	*Begin Preparations for Job Search	*September-March	Information at student teacher meetings during first week of school. Guidelines in AAEE Job Search Handbook.
	*Complete any remaining exit requirements such as Praxis tests, exit-required clearances, physical exam	*September-March	*Follow guidelines for certification provided on the Teacher Education Program website. TIP: Mark your calendar and work on it regularly throughout the year.
	*Request letters of recommendation from faculty members, college supervisor, and cooperating teacher	*As appropriate throughout Senior Year	*Follow suggestions provided by the Career Center for contacting possible references. TIP: Be sure to initiate request with a personal contact and follow up with a thank you note. Put original letter in secure place and send only copies of these letters with your application packets
	*Prepare Presentation Portfolio	*During your Pro Sem & throughout Senior Year	*The DTE, your EDU 407 instructor, your college supervisor, and/or your advisor will be able to assist you with this
	*Check on status of exit documentation and plan to provide any missing items	*Six weeks prior to graduation	*The Certification Office (Education Department) Secretary should be consulted. Boyer 410
	*Pick up official copy of Student Teaching Evaluation form	*End of your Pro Sem OR prior to May graduation	*This is available in the Teacher Education Office. You must sign off upon receipt of this document. If you do not collect it in person, you will be charged a fee if we mail it to you.

TIP: Throughout your preparation program you should: be in close communication with your academic advisor; be alert to e-mail and regular mailings which provide Program-related information; keep your resume, portfolio collection, and credentials up-to-date and in a single, secure place; strive to gain as much experience as possible with children/youth either through summer employment, co-curricular activities, and/or voluntary services; check the Teacher Education Program website regularly for Program information, links to instructional sites, job postings, and other items of interest or importance to you.

If, at any time, you need assistance with interpretation of information or policies, please contact the Director of Teacher Education, the Teacher Certification Officer, or the Chair of the Education Department/Teacher Education Committee, or the secretaries in these offices (B410 and 414).

Teacher Education Program Website: www.messiah.edu/teacher Bookmark this and refer to it often for information about admission, retention, and exit requirements for the Program.