



Teacher Education Program

**EXPECTED SEQUENCE OF ACTIVITIES**

Year	To be done:	When to do:	How to get information:
<b>First</b>	Praxis I exams – Reading, Writing, Mathematics	By fall of sophomore year (must be completed prior to application for admission to TEP)	Read about Praxis I on TEP website. Pick up Praxis information from Boyer 410. <b>TIP: Review Praxis Test-At-A-Glance to prepare for exams</b>
<b>Sophomore</b>	Specific required courses – First Year Seminar, COMM 105, English literature, 2 college-level math	Ideally, by end of fall semester of sophomore year & prior to admission to TEP. If necessary, required courses may be completed during spring semester of sophomore year.	Check with your academic advisor and refer to your Advisee Handbook for appropriate course selection and sequence. <b>TIP: Check TEP website for appropriate lit and math courses. Additional assistance can be provided from the TEP office (B414).</b>
	Required Clearances – PA Child Abuse, PA Criminal Record Check, and FBI Record Check, processed through Pa. Dept. of Education	About six weeks prior to when you expect to apply to the TEP.	See Clearance Information on TEP website <b>TIP: Clearances must be within one year of the date of admission, so students should wait to process until they have met other admission requirements.</b>
	Application for Admission to the Teacher Education Program	Completed application and supporting documentation should be submitted when you have met the requirements for application. Admission is required to enroll in certain field experiences and other courses.	If your information has been entered in our database as a student pursuing teacher certification, you will receive an application in October of your sophomore year via email. You should review the application to discern if you are eligible for admission and submit the application when you have met (or expect to meet) requirements. If you do not receive an application, you can request one by emailing <a href="mailto:TeacherEdProg@messiah.edu">TeacherEdProg@messiah.edu</a> .
<b>Junior</b>	Required courses - Field experience and other courses required to be successfully completed prior to the Professional Semester	Prior to Professional Semester	Check with academic advisor and refer to Advisee Handbook for appropriate course selection and sequence. Course instructors, college supervisors, host teachers, and others will be asked to provide professional judgments regarding your readiness for student teaching.
	Praxis II exams	Summer following junior year. Some students wait to take Praxis II until senior year, which is acceptable. You may want to complete the exams prior to student teaching.	Praxis information is available in Boyer 410 and on the TEP website. <b>TIP: Don't take too early in your program, since they measure the knowledge gained in Education courses, curriculum &amp; instruction courses, and content knowledge in your major.</b>
<b>Senior</b>	Meeting for all student teachers	September of student teaching year	Notification will be sent via email. <b>TIP: Don't miss this meeting</b>
	Complete remaining exit requirements such as Praxis II, physical exam	September – March Check on status of exit documentation with Certification Office six weeks prior to graduation	Follow guidelines for certification provided on TEP website. <b>TIP: Physical exam must be completed by a physician, not a PA or NP. Students are not permitted to miss student teaching for the physical exam.</b>
	Begin preparations for job search	September – March	Information will be distributed at Sept. meeting to help you plan. <b>TIP: Watch for job fairs in the area you are hoping to seek a job.</b>
	Request letters of recommendation from faculty, supervisor, and cooperating teacher	As appropriate during senior year	Follow Career Center guidelines for contacting references. <b>TIP: Initiate request with personal contact and follow up with a thank you note. Make copies for application packets.</b>
	Prepare presentation portfolio	During Professional Semester	Portfolio Seminar scheduled during Professional Semester
	Pick up official copy of Student Teaching Evaluation	End of Profession Semester or prior to graduation	Distributed at Portfolio Fair or picked up at Boyer 414. Must be collected in person. <b>TIP: Make copies for job search.</b>