

## Checklist to Complete Secondary Education Program

Please understand that it is very difficult to work during this program.

### Step One

Before admission to Secondary Ed, you need to have:

- A GPA of at least a **2.75** (and maintain a minimum of 2.75 through graduation)
- Pass the writing exam (available in YETC, #170 in Jones Education Building, the 1<sup>st</sup> 5 weeks of each semester)
- Take the Speech/Hearing screening (\$10 – offered 3<sup>rd</sup>-15<sup>th</sup> weeks each semester, sign-up in the front office for the Department of Communication Disorders & Deaf Education, 797-1375.)
- Pass the CIL (Computer and Information Literacy) Competency test

### Step Two

One semester before you begin the program:

- Submit application for admission to the Secondary Education Program, signed by content advisor for both major and minor, Deadlines: Fall admission for Spring Classes - Oct.1, Spring admission for fall classes - Mar.1  
Attach: **(1)** Speech/Hearing Results, **(2)** Writing Exam Passing Results, **(3)** Completed Background Check (available in the advising office of Teacher Education and Leadership Department, Jones Education room 373, 797-0391, **background check MUST be completed Within 60 days of fee payment**), **(4)** a current transcript
- Register for Level 1 – Includes: *SCED 3100, SCED 3210, SCED 3300, & a methods course* for your major or minor. The Clinical (*SCED 3300*) experience is a 30 hours per semester commitment. Be certain you register for the section for your discipline. e.g., Science, Social Studies, etc. (Take SPED 4000 and INST 3500 if you haven't already done so.)

### Step Three

During Level 1:

- Obtain identification badge at the USU Taggart Center, Customer Service Office
- Attend a Student Teacher Enrollment Meeting (STEM) – Schedule is online at <http://secondaryeducation.usu.edu/ofe/>
- Register for Level 2 - (Includes: *SCED 4200, SCED 4210, SCED 4300, & a methods course* for your major or minor. The Clinical (*SCED 4300*) experience is a 30 hours per semester commitment. Be certain you register for the section for your discipline. e.g., Science, Social Studies, etc.)
- Take Praxis Content test for you major and minor. Information is available in Jones Education #103 or at [www.cehs.usu.edu/praxis/index.htm](http://www.cehs.usu.edu/praxis/index.htm)

### Step Four

During Level 2:

- Apply for Student Teaching – Online Form: <http://secondaryeducation.usu.edu/ofe/>, Deadlines: for Fall student teaching – Feb. 1, for Spring student teaching - Sept. 15. Submit to Office of Field Experience, Jones Education #330, 797-1420
- Get a student teaching license at [www.utah.gov/teachers](http://www.utah.gov/teachers) and attach to student teaching application
- Apply for Graduation, Online, [www.usu.edu](http://www.usu.edu), go to Records, go to Forms

### Step Five

During Student Teaching:

- Successfully Complete Student Teaching
- Pass Minor Praxis Test if you took it but didn't pass it earlier
- Take Praxis Principles of Learning and Teaching Test, Required for Level 2 Educator Licensure (Information is available in Jones Education #103 or at [www.cehs.usu.edu/praxis/index.htm](http://www.cehs.usu.edu/praxis/index.htm))
- Apply for Utah Educator Licensure - Work through USU Office of Teacher Education, Jones Education #103, 797-1443.