

Student Teaching checklist

- Up-to-date BCI/FBI and TB test
 - The FBI/BCI must be current and on file with Kim
 - <http://www.ohioattorneygeneral.gov/business/services-for-business/webcheck/webcheck-community-listing>
- Moral character completed
 - <https://www.xavier.edu/education/moral-character-statement.cfm>
- 2 OAE passed & official copies submitted one month before start student teaching
- GPA 2.7 or above
- Complete program requirements and ensure you are on track to complete the program (Degree Works and or meet with your advisor)
- Successful completion of your subject area methods course and EDMS 411 – both with 50 hour field observation and supervised lesson
- Upload professional resume (see more details below)
 - *Optional: Have your resume reviewed by one of the Career Coaches in Xavier University's Career Development. Create an appointment in [Hire-a-Muskie](#). If you cannot find anything that works with your schedule, please contact Andrea Mersmann at mersmanna@xavier.edu. Please think ahead and note that Career Development is often not able to accommodate last minute appointment requests.
- Upload a brief summary describing those experiences that have shaped your development as a person. Why you choose education as your profession and your short and long-term goals about teaching. Include a revised and updated version of your teaching philosophy. (see more details below)
- You will receive confirmation of your student teaching placement from me through e-mail
- Read over the student teaching materials/handbook located on the Xavier secondary education forms page:
<https://www.xavier.edu/education/documents/handbook.pdf>
- Call/e-mail the Cooperating Teacher ASAP to meet with them after you receive the placement information
- Interview with the teacher and put a plan in place for student teaching

- **Signed contracts from the ST and CT – if you are ST '18 Fall you must have these turned in by the first week in May. You can scan and e-mail or drop them off to me.**
- **Register for ST course (EDMS 470 or 471) – once all of the previous requirements are met, Kim will open the course up for you to register.**

Notes:

- **Resume** – Provide a professional resume up to two pages, no longer, which shows your education and professional experiences (including field experiences), paid and unpaid work and volunteer experiences. Prepare a second document of three to five references. The documents should be professional, with the intention of being submitted to districts for acceptance for the student teaching practicum. The Field Placement Coordinator is available to discuss the documents with you in order to brainstorm ways to make the resume even stronger. Take the resume to the career services for the best results.
- **Essay** – In a two-page, typed, double spaced essay, explain why you chose to become a secondary education teacher and explain how Xavier University has enhanced the knowledge, skills and dispositions needed to be a specialist in your subject area. **In the closing paragraph**, summarize the main reasons why a school district should accept you as a student teacher. Again, the Field Placement Coordinator is available to discuss feedback with you on the essay during the student teaching interview. *Please note that some school districts request an interview.*
- **Philosophy of Education** – Include a revised and updated philosophy of education you previously created for another class. Please make sure the updates are based on how you have grown.