

Checklist to Complete Secondary Education Program

Step One

Before admission to Secondary Ed, you need to have

- A GPA of at least a **3.00** (and maintain a minimum of 2.75 through graduation).
- Pass the writing exam (available in YETC, #170 in Jones Education Building, the 1st 5 weeks of each semester).
- Take the Speech/Hearing screening. Cost is \$10 – offered 3rd-15th weeks each semester. Sign up in the front office of the Department of Communication Disorders & Deaf Education, 797-1375.
- Complete and Pass the USOE background check. Go to www.utah.gov/teachers to register with the state.
- Complete admission core course requirements (see STEP application)
- ACT Scores: A 21 composite ACT with an ENGLISH ACT of 20 and MATH ACT of 19
- Foreign Language majors/minors-pass OPI prior to admission. See Suzann Winn for information.

Step Two

One semester before you begin the program

- SPED 4000 may be completed before admission to program
- Print application online: Go to <http://teal.usu.edu> then undergraduate programs and Secondary Education then Admission to STEP.
- Take printed application to major and minor advisors for signatures
- Submit printed application for admission to the Secondary Education Program to a Secondary Education advisor, 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)** attach email stating background check has cleared **(4)** attach a current unofficial transcript. **(5)** OPI results if required **(6)** attach copy of ACT scores **(7)** Attach listserve email verification
- Register for Level 1 – Includes *SCED 3100, SCED 3210, SCED 3300 (or department specific 3300), & a methods course* for your major or minor. *SCED 3300 (or department specific 3300)* requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- ITLS 4015 (1 credit) may be completed during either level I or Level II (*waived for Music majors, Math majors and minors, Agriculture Education majors, Theater Majors and TEE majors*)

Step Three

During Level 1

- Bring a copy of registration to EDUC 330 to obtain a voucher for identification badge. Take voucher to USU Taggart Student Center card office for badge.
- Attend a Secondary Education Information Session (SEIS) 1st week of the semester.
- Register for Level 2. Includes *SCED 4200, SCED 4210, SCED 4300 (or department specific 4300), & a methods course* for your major or minor. *SCED 4300 (or department specific 4300)* requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- Take Praxis Content Test for your major and minor. Information is available in the Education Building 373 or at www.cehs.usu.edu then Teacher Education then Praxis
- Apply for Graduation. Online: www.usu.edu/registrar, Go to Graduation and Apply Online.

Step Four

During Level 2

- Attend a Student Teacher Application Session (STAS) 1st week of the semester.
- Apply for Student Teaching: Go to <http://teal.usu.edu> then Undergraduate Programs and Secondary Education and Student Teaching Application.
Fall Student Teaching Deadline – Feb. 1, for Spring Student Teaching Deadline - Sept. 15.
Submit to Office of Field Experience, EDUC #330, 797-1420.
- Obtain a Student Teaching license at www.utah.gov/teachers and attach to student teaching application.
- Apply for Educator license: Download application at <http://www.cehs.usu.edu>.
- Take Praxis Principles of Learning and Teaching Test. Information is available at www.cehs.usu.edu then Teacher Education then Praxis.

Step Five

During Student Teaching

- Attend student teaching orientation and closing
- Successfully complete Student Teaching.
- Pass Minor Praxis Test if you took it but didn't pass it earlier.