

Checklist to Complete Secondary Teacher Education Program

Step One -Before admission to Secondary Ed, you need to have

- ☐ Meet with TEAL advisor to learn about the Secondary Teacher Education Program (STEP) requirements and application deadlines. Deadlines: Fall admission for Spring classes-October 1, Spring admission for fall classes-March 1.
- ☐ Decide what subject you would like to teach. TEAL partners with 22 different departments across USU giving students many options to choose from.
- ☐ Be in Good Academic Standing at USU (2.0 cumulative GPA).
- ☐ Complete and Pass the [USB E background check](#).
- ☐ Complete admission core course requirements (see [STEP application](#)).
- ☐ Foreign Language majors/minors-pass OPI prior to admission.

Step Two -One semester before you being the STEP

- ☐ SCED 3210 and ITLS 2500 may be completed before STEP admission.
- ☐ Go to <http://teal.usu.edu/> then Undergraduate Programs/Secondary Education/Program Admissions/STEP Application.
- ☐ Work with advising team (your major advisor, your minor advisor, if you have one, and your TEAL advisor) to complete STEP Application; Statewide Campus students contact bobbi.crabtree@usu.edu
- ☐ Submit STEP Application, cleared USB E background, and [SCED Listserve](#) confirmation using [eGrad](#).
- ☐ Register for first semester STEP courses-Includes *SCED 5100, 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.

Step Three -During first semester in the STEP

- ☐ Meet with your advising team (your major advisor, your minor advisor, if you have one, and your TEAL advisor) at the beginning of your semester.
- ☐ Obtain TEAL Clinical Experience badges with your clinical course instructor.
- ☐ Maintain a grade of C or better in STEP coursework and maintain a 3.0 in the major courses.
- ☐ Register for second semester STEP courses-Includes *SPED 4000, SCED 5200, SCED 5210, 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.

Step Four-Complete prior to Student Teaching Semester

- ☐ Meet with your advising team (your major advisor, your minor advisor, if you have one, and your TEAL advisor) at the beginning of your semester to ensure you're on track to student teach.
- ☐ Maintain a grade of C or better in STEP coursework and maintain a 3.0 in the major courses.
- ☐ Enroll in STEP Courses ensuring content method(s) course(s) are complete prior to student teaching
- ☐ Complete clinical experiences. All students requiring a clinical placement must use eGrad.
- ☐ [Apply for Student Teaching](#). Fall Student Teaching Deadline-March 1st; Spring Student Teaching Deadline-October 1st.

Step Five-During Student Teaching Semester

- ☐ Meet with your advisors (your major advisor, your minor advisor, if you have one, and your TEAL advisor) to ensure you're ready to graduate at the end of your student teaching semester.
- ☐ Maintain a grade of C or better in STEP coursework and maintain a 3.0 in the major courses.
- ☐ Attend Student Teaching Orientation.
- ☐ Successfully complete student teaching requirement
- ☐ Submit your Graduate Application in Banner.
- ☐ Submit an [Educator License Application](#).
- ☐ Apply and interview for teaching positions and Graduate!