Preparation Check List (Secondary Ed - Concurrent)

- Admitted to ASU with concurrent degree plan added.
- Enrolled in a major that provides content knowledge (24 credits) in the subject you plan to teach. Appropriate major will include subjects related to biology, business, chemistry, earth and space science, economics, English, geography, history, math, physics, political science, and some foreign languages.
- 2.5 cum GPA is required to enter into your final semester of student teaching.
- Valid DPS IVP Fingerprint Clearance. Online application: [www.azdps.gov/services/fingerprint](http://www.azdps.gov/services/fingerprint) Be sure to select (IVP) Identity Verified Prints volunteer or student (NOT regular application). On sponsors page select: Tutor or Teacher Preparation Program ARS 15-534
- Your Teachers College advisor will help you plan out course work. **The semester before you plan to enroll in your first internship**, you will meet with your Teachers College advisor, provide a copy of your IVP fingerprint card, and submit an online form (called Intent to Progress). This form notifies the college and placement office that you will need a school internship assignment the following term. For a **fall start**, we recommend the forms be submitted by **March 1** for priority registration and placement purposes. For a **spring start**, we recommend the forms be submitted by **October 1** for priority registration and placement purposes.
- After Teachers College has successfully reviewed your documents, **you will receive an email inviting you to attend an orientation**. At this orientation you will learn more about education program policies, internship requirements, and the registration process. Attendance at the workshop is mandatory and is a pre-requisite to course registration.

Plan out all remaining course requirements with your advisor and consider clinical experience requirements.

- While enrolled in your two semesters of **clinical experience internship**, you will be placed at a school site (6-12th grade class room outside of ASU). Transportation to the school site is important. You may have to travel up to 40 miles one way. **A minimum of 75 hours over 12 weeks is required**, ideally one full day a week.
- Your final semester in the program will be spent participating in a **student teaching practicum**. This requires a **full-time 15 week commitment** that follows the intern mentor teacher’s contracted hours. No more than one course should be planned with student teaching. **Any course taken with student teaching must be taught online or in the evening so that it does not interfere with student teaching responsibilities.** It is highly recommended that you complete all required course work before student teaching so that you have the time and energy needed to devote to your student teaching responsibilities.

January 2019
Progression Plan for Secondary Education Concurrent Degree

Student Name:  
ID:  
Date:  

Term Starting Program:  

EDP 313 and SPE 222 can be taken any time. Remaining required courses will be completed with an internship as outline below.

<table>
<thead>
<tr>
<th>Completed?</th>
<th>Term:</th>
<th>Term:</th>
<th>Term:</th>
<th>Summer Courses (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP 313 (3)</td>
<td>BLE 407 (3)</td>
<td>Methods (3)</td>
<td>SED 478 (12)</td>
<td></td>
</tr>
<tr>
<td>SPE 222 (3)</td>
<td>TEL 311 (3)</td>
<td>SED 322 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPE 417 (3)</td>
<td>RDG 323 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SED 398 (1)</td>
<td>SED 496 (1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT Certification Exams: all teachers must demonstrate proficiency through exams or other means to get certified to teach in Arizona. If you don’t have a major in the subject you plan to teach, or 3 yrs full-time teaching experience, or 5 yrs relevant work experience, you will need to pass a Secondary Subject Knowledge Exam. Anyone who does not have 3 years full-time teaching experience must pass the Secondary Professional Knowledge Exam. Please discuss testing requirements with advisor and check Arizona Department of Education website for the most up-to-date information.

Constitution Requirements for Certification:
Students must complete a course or pass a state exam on the US & Arizona Constitution.
US course options at ASU: HST 109, POS 110, POS 310
AZ course option at ASU: POS 417
US/AZ course option at ASU: GCU 113
US/AZ course option at Maricopa Community College POS 220
US course option at Maricopa Community College: POS 222
AZ course option at Maricopa Community College: POS 221

I understand that by signing this form I agree to follow the course plan outlined above. If the schedule of courses changes or I need to adjust this schedule in any way, I will notify my Teachers College advisor.

Student Signature:  
Advisor Signature:  

January 2019