

# Teacher Education Advising Checklist

Teacher Candidate's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

Major: \_\_\_\_\_ Certificate/Endorsement/Minor: \_\_\_\_\_

## Step 1 – Before Admission to Education:

- ☐ The teacher candidate has completed a minimum of 30 credits, **or** they are on target to complete 30 credits by the end of the semester before beginning ED courses. *Preferably, all of Liberal Education Goal Areas are complete.*
- ☐ The teacher candidate has an established Cumulative BSU GPA or a Cumulative Transfer GPA average  $\geq 2.50$ . *The candidate must maintain an Education GPA of 2.50 throughout their program and for graduation.*
- ☐ Obtain one (1) letter of recommendation (aligned to the admission rubric) for the admission application.
- ☐ Address the four (4) writing prompts (aligned to the admission rubric) for the admission application.

## Step 2 – After One Semester of Education Courses:

- ☐ The teacher candidate has completed all 11 Liberal Education Goal Areas.
- ☐ The teacher candidate has at least 42 Liberal Education credits. A course may be used to meet more than one Goal Area, but the credits will only count once.
- ☐ Of the 42 Liberal Education credits, at least 40 credits are from Goal Areas 1-10.
- ☐ The teacher candidate will have earned 120 credits by graduation. A course may be used to meet more than one requirement, but the credits will only count once. If the candidate is completing two degrees (i.e.: B.S. & B.A. or B.S. & B.F.A.) they need 150 credits. Candidates completing to majors (both B.S.) only need 120 credits.
- ☐ The teacher candidate has maintained a C- or above in all major coursework.
- ☐ The teacher candidate has a plan of study on file documenting how all coursework will be met.

## Step 3 – After Two Semesters of Education Courses:

- ☐ The teacher candidate has documented field experience in each of the content areas and grade levels of licensure – or they will by the time they complete student teaching. Grade levels are defined as: PrePrimary (Age 3-PreK), Elementary (K-6), Middle School (6-8), and High School (9-12).
- ☐ The teacher candidate has maintained a C- or above in all major coursework.

## Step 4 – Two Semesters Before Student Teaching:

- ☐ The teacher candidate submitted their Graduation Application (grad plan) to the Records Office **AT LEAST 2 semesters before student teaching**. *This allows one semester before student teaching to make up any missing coursework.*
- ☐ The teacher candidate has maintained a C- or above in all major coursework.

- ☐ The teacher candidate has met with the Advising Coordinator, Dr. Aspen Easterling, at least once to make sure they are on track to meet all requirements for licensure.

**Step 5 – Prior to Student Teaching:**

- ☐ The teacher candidate has maintained a C- or above in all major coursework.
- ☐ Substitute/Transfer Course Equivalency Forms are on file for all approved course substitutions.
- ☐ Official transcripts are on file for all external coursework accepted for Education or Content requirements.
- ☐ The teacher candidate has an approved Graduation Application (grad plan) on file with BSU. Confirmation of an approved Graduation Application (grad plan) will be required in ED 4799 The Professional Teacher (taken the semester before student teaching).

**Other Advising Notes:**

- Secondary (5-12) and K-12 candidates are not able to add “Endorsements” to their DARS reports. They may, however, complete the coursework, testing, and field experience requirements and receive the license. It just doesn’t show up on their DARS or transcript.
- Please direct advising questions to: [Aspen.Easterling@bemidjistate.edu](mailto:Aspen.Easterling@bemidjistate.edu)
- Please direct all licensure questions to: [Teaching.License@bemidjistate.edu](mailto:Teaching.License@bemidjistate.edu)