

# Student Teaching Checklist Meeting

By Andi Dieckman, Certification Office



# Today's Agenda

- Student Teaching Checklist
- Student Teacher Expectations
- Professionalism and Attendance Expectations



# Student Teacher Checklist

- Admission to Teacher Education Program
- Information Release Form & Updated Resume
  - Submitted to Certification Office
- Program Faculty Approval
- School District Placement Confirmed
- Active DESE Profile
- Missouri Content Assessment** (MoCA) attempted
  - Proof Submitted to Certification Office
- Background Check submitted to DESE (less than a year from graduation date)
  - Proof Submitted to Certification Office

Certification Office email: [clinicalsvs@ucmo.edu](mailto:clinicalsvs@ucmo.edu)

# Apply to Teacher Ed Program

[ucmo.edu/cert](https://ucmo.edu/cert)

Not doing so may risk you being pulled from student teaching

- Graduate students are admitted once accepted to the Alternative Certification Program
- Must be admitted by March 31

# Are you Admitted?

Check your Central Degree Audit!

You are Admitted to the Teacher Education P

See [www.ucmo.edu/cert](http://www.ucmo.edu/cert) for information and forms for Admission Lovinger 2170.

Major Requirements

Professional Education Requirements

Complete a graduation application online in MyCentral the semester

**GENED ASSESSMENT (Education)**

General Ed Assessment Requirement completed by MOGEA

You need Admission to Teacher Education program

See [www.ucmo.edu/cert](http://www.ucmo.edu/cert) for information and forms for Admission Lovinger 2170.

Major Requirements

Professional Education Requirements

Complete a graduation application online in MyCentral the semester

**GENED ASSESSMENT (Education)**

GENED Assessment Requirement



# What is needed for Admission?

- Content GPA 3.00 or higher
- Professional Education GPA 3.00 or higher
  - No grades below a C
- Faculty Mentor submits a recommendation
- Background Check cleared
- Pass the MoGEA (Missouri General Education Assessment)!
  - Or UCM GEA if you earned a 20 or higher on ACT

Must be done by March 31st

# Information Release Form

<https://drive.google.com/file/d/1gvpTRA5gd8ljevTLqFcogo7ShYrow-uy/view?usp=sharing>

**University of Central Missouri  
Information Release Form  
Authorization for Release of Information**

I, \_\_\_\_\_, hereby authorize University of Central Missouri (UCM) to release the following information contained in my files that are maintained by faculty or staff at UCM (please check all that apply) :

Any Information Requested by the School District

I understand that without my written consent only information excepted from the U.S. Department of Education regulations governing student records under Family Educational Rights and Privacy Act, Title 34 CFR, Vol. 1, Part 99, could be made available;

I understand that federal law does not prevent UCM faculty and staff from sharing information based upon their own observations and experiences that is not contained in any record;

Participation in student teaching/internships is a required part of the academic experience. Students who cannot provide acceptable background checks for such placements will not be able to complete the program;

I willingly consent to the disclosures for the purpose of submitting applications qualifying me for various public and private school student teaching/internships and in exchange for UCM's cooperation with this request I release any claims for damages, loss of opportunities or penalties I might seek against UCM for the release of records during my enrollment at UCM and afterwards- even if UCM officials are negligent regarding the protection of my student information.

I understand that I may revoke this authorization at any time by notifying the Director of Clinical Services and Certification, in writing, but the revocation will only affect the treatment of information after he receives it and can communicate it to staff. I understand that this authorization is effective when signed by me and will continue in effect for six years unless revoked in writing by me. I understand that a separate authorization/release will not be required for incident of release of information. This authorization expires six years from the date it is signed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Identification Number (700#)

\_\_\_\_\_  
Date

Certification Office email: [clinicalsvs@ucmo.edu](mailto:clinicalsvs@ucmo.edu)



# Resume

Check out Career Services for  
resume help:

<https://www.ucmo.edu/offices/career-services-center/>

Education Career Contact:  
Chelsea Miyashiro,  
miyashiro@ucmo.edu

Certification Office email: [clinicalsvs@ucmo.edu](mailto:clinicalsvs@ucmo.edu)

## Shelly Schoolhouse

Warrensburg, MO

(660) 429-1234

schoolhouse@gmail.com

<b>CERTIFICATIONS</b>	<b>Missouri: Elementary Education (Grades 1-6)</b> <b>Missouri: Early Childhood Education (Birth-Grade 3)</b>	
<b>EDUCATION</b>	<b>Bachelor of Science in Education</b> (May 2021) University of Central Missouri (UCM), Warrensburg, MO Dual Major: <b>Elementary Education &amp; Early Childhood Education</b> Area of Concentration: <b>Social Studies</b> Overall GPA 3.69/4.00	
<b>TEACHING EXPERIENCE</b>	<b>Johnson County R-VII School District</b> , Centerview, MO <i>Co-Teacher</i> , Grade 5 (Spring 2021) <i>Co-Teacher, Senior I Practicum</i> , Grades 1, 2, & 5, 200 hours (Fall 2020) <b>Lee's Summit R-VII School District</b> , Lee's Summit, MO <i>Intermediate Learner Block Practicum</i> , Grade 5, 100 hours (Spring 2020) <b>Raytown C-2 School District</b> , Raytown, MO <i>Young Learner Block Practicum</i> , Grade 2, 100 hours (Fall 2019) <i>Observer</i> , Grades 2-4, 30 hours (Fall 2019) <b>Foster-Knox Childcare Center</b> , Warrensburg, MO <i>Teacher Aide</i> (Spring 2020) <b>Warrensburg Parks and Recreation</b> , Warrensburg, MO <i>Preschool Day Camp Director and Teacher</i> (Summer 2019-2020) <i>Volleyball Instructor</i> (Summer 2018-2020)	
<b>WORK EXPERIENCE</b>	<b>Taco Bell</b> , Warrensburg, MO <i>Cashier</i> (January 2018 - April 2020)	
<b>HONORS</b>	Dean's List (six semesters) Kappa Delta Pi, Education Honors Society (2020) Voncile Bowen Huffman Scholarship (Spring 2019) Distinguished Mary E. Clara and Mabel Falke Memorial Scholarship Award Recipient (two semesters)	
<b>UNIVERSITY ACTIVITIES</b>	Leading Educator Advocates for Diversity (2017-Present) <b>Vice President</b> (2018-2020) Student Missouri State Teachers Association (2017-Present) <b>Secretary</b> (2017-2019) Student Council for Exceptional Children (2018-Present)	



# Resume

Check out Career Services for  
resume help:

<https://www.ucmo.edu/offices/career-services-center/>

Education Career Contact:  
Chelsea Miyashiro,  
miyashiro@ucmo.edu

Suggest that you submit  
to Handshake as well!  
<https://ucmo.joinhandshake.com/login>

# Program Faculty Approval

Faculty will be sent the form

- May require an additional disposition
- Watch your email for faculty reach out

Awesome!!	<input checked="" type="checkbox"/>
EXCELLENT	<input type="checkbox"/>
GOOD	<input type="checkbox"/>
AVERAGE	<input type="checkbox"/>
POOR	<input type="checkbox"/>

# DESE Profile!

Do you have one?

If not, create one ASAP

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If yes, GREAT! Log on to be sure it is active.

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If not sure, try to log on and/or contact DESE at:  
**Office of Data System Management** at 573-522-3207  
or email [webappsloginassistance@dese.mo.gov](mailto:webappsloginassistance@dese.mo.gov)



# Missouri Content Assessment (MoCA)

This is required for ALL certification areas!

Needs to be attempted no later than March 31st to be enrolled!

[http://www.mo.nesinc.com/PageView.aspx?f=GEN\\_Tests.html](http://www.mo.nesinc.com/PageView.aspx?f=GEN_Tests.html)

Online Testing

- No writing during test
- Pass/Fail not received right away

## Requirements!

For enrollment purposes:

MOCA attempted

For full certification:

MOCA passed

Certification Office email: [clinicalsvs@ucmo.edu](mailto:clinicalsvs@ucmo.edu)



# MoCA Help

## **Cost Help:**

Test Vouchers for College of Education

Email Jill Larsen:

[jlarsen@ucmo.edu](mailto:jlarsen@ucmo.edu)

## **Help Preparing:**

Sample Tests Questions

Study Guides

[http://www.mo.nesinc.com/PageView.aspx?f=GEN\\_Prepare.html](http://www.mo.nesinc.com/PageView.aspx?f=GEN_Prepare.html)



# Background Check

DESE needs a cleared check that is less than a year old from your graduation

1. Use code 2300
2. Proof will be on your DESE Profile
  - a. Screenshots are accepted by UCM

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# Screenshot Sample

Personal Information		
First Name	Middle Name	Last Name
ANDREA	LYNN	DIECKMAN

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**System Setup Date:** 10/8/2020

**SSN:** [REDACTED]

**Educator ID:** [REDACTED]

**Date of Birth:** [REDACTED]

**Gender:**

**Are you Hispanic or Latino?**

Yes  No

**Race:**

American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

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**Contact Information**

**Address:** [REDACTED]

**City:**  **State:**  **Zip:**

**Personal Phone:**  - [REDACTED] - [REDACTED]

**Work Phone:** [REDACTED] - [REDACTED] - [REDACTED]

**Email Address:**  

**Profile UserID:** [REDACTED]

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**Fingerprint Information**

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**Assessments**

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**Certification Status**

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**Application Status**



A decorative graphic consisting of a dark teal square with a lighter teal quarter-circle cutout in the top-left corner.

# School District Placement

- Placement requests have been sent for FLDX/Practicum this Spring
- Other placements will go out soon

Confirmation notifications should be out around enrollment

NOTE: Placement requests are not the same as confirmation of placement!

# Placement Confirmation

Emailed out once:

1. School district confirms
2. Supervisors are assigned
3. Enrollment has started

Contact your Cooperating Teacher

- Start date (same day as they return)
- Obtain a District/Building Handbook

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## Enrollment

You can NOT enroll yourself

*Andi* will enroll you once all checklist items  
are completed



# **Student Teaching Expectations**



# The Importance of Student Teaching

Everything you have prepared for!



Professionalism experience!



Helpful experience!



Networking!



## Attendance

- Start when your Cooperating Teacher starts
- Follow your school districts calendar/schedule
- Attend everything your Cooperating Teacher does:
  - Faculty Meetings, Professional Development Activities, Grade Level or Departmental Meetings, Parent-Teacher Conferences, IEP, 504 Meetings, etc.
- Report to school on time every day



# Professionalism

**Conduct yourself as a professional and remember that you are a valued guest:**

- Be on time
- Attend every meeting
- Learn and follow School District policies
- Inform your CT and USup of any needed absence
- Follow all UCM and School District social media and technology policies
- Be present and engaged
- Use your cell phone only outside of class hours
- Be prepared for every class and every lesson
- Dress professionally
- Demonstrate a respectful attitude to everyone
- Remember that you are the trusted adult

# Electronic and Social Media Use by Field and Clinical Students Policy

All University of Central Missouri students placed in field or clinical placements will interact and communicate in a professional manner with students, parents/legal guardians, district administrators, and staff according to guidelines set forth by district and building policies of the school district in which the teacher candidate is placed. In all forms of communication, field and clinical students must maintain professional boundaries.

The use by field or clinical students of any social media to communicate with students and/or parents/ legal guardians, including but not limited to email, Facebook, Twitter, texting, and blogs must be for educational purposes approved by the field or clinical student's school district. Communications must comply with all relevant district policies and must be set up for public viewing.



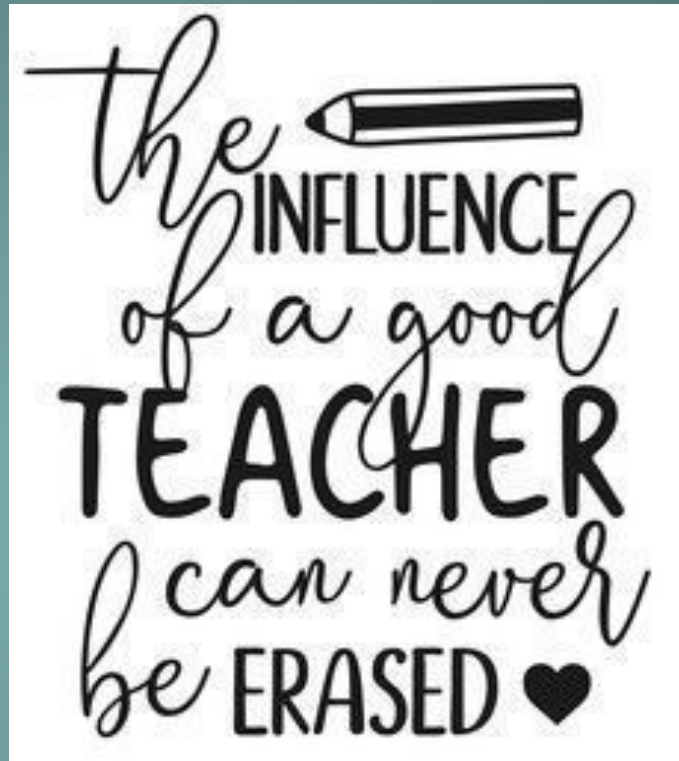
# Scholarships

College of Education Scholarships may still be available.

Submit your application in Scholarship Finder:

<https://www.ucmo.edu/future-students/financing-your-education/scholarships/>

Working during ST is highly discouraged and very hard, use the scholarships!



**Andi Dieckman,**  
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