Checklist to Complete Secondary Education Program

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

- A GPA of at least 3.00 (and maintain a minimum of 3.00 through graduation).
- Pass the writing exam (available in YETC, #170 in Jones Education Building, the 1st 5 weeks of each semester). Cost is $5.00 – paid on student Banner account.
- Take the Speech/Hearing screening. Cost is $5 paid on student banner account – offered 3rd-15th weeks each semester. Sign up at: www.cehs.usu.edu/advising, then click on CEHS Speech and Hearing Test.
- 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.
- A GPA of at least 3.00
- Pass Minor Praxis Test
- Obtain Field Education and Student Teaching Application.
- Submit printed application online:
  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.

Step Two
One semester before you begin the program

- SPED 4000, ITLS/TEAL 5500 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.

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) beginning 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 http://www.ets.org/praxis/ut/requirements.
- 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) beginning 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, (435) 797-2222.
- Obtain a Student Teaching license at www.utah.gov/teachers and attach to student teaching application.

Step Five
During Student Teaching

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

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