



### Advisor Student Teaching Checklist

**Advisors:** Candidates may register for EDU 474 – Senior Seminar and EDU 475 Student Teaching when all items listed below have been included in their Education Division file. Files should be completed by June 1 for Fall semester and October 1 for Spring semester. Please give me a copy of this completed checklist when you have approved the candidate for student teaching.

Candidate's Name	Advisor	Program	Campus

Check If Complete	Required File Item
<input type="checkbox"/>	Application for Student Teaching (Picture Included)
<input type="checkbox"/>	Official Copy of GACE Content Scores
<input type="checkbox"/>	Tort Insurance Verification – Copy of Insurance Card – Valid Date Through Student Teaching Semester
<input type="checkbox"/>	Clear Background Check – Valid Date Through Student Teaching Semester
<input type="checkbox"/>	August Experience Verification Form
<input type="checkbox"/>	August Experience Daily Log
<input type="checkbox"/>	Community Service Hours Summary and Individual Verification Forms
<input type="checkbox"/>	Current Degree Audit
<input type="checkbox"/>	Complete Blackboard Portfolio Verification Documents, Assessments, Course Artifacts or Explanation Statement
<input type="checkbox"/>	Cumulative GPA 2.5 - C or Higher Major Courses
<input type="checkbox"/>	Faculty Recommendations – 2 Education Division, 1 Content Area
<input type="checkbox"/>	Teacher Education Program Acceptance Letter
<input type="checkbox"/>	Remaining Courses (More than two must have prior approval. Please List Course(s))

**Comments:**

**Advisor's Signature:** \_\_\_\_\_