

# BAYLOR UNIVERSITY | SCHOOL OF EDUCATION

## *4 Year Program Checklist*

---

### FRESHMAN YEAR

- Take 1st Novice level teaching courses *Introduction to Teaching (TED 1312 & TED 1112)*
  - If contacted about Texas Higher Education Assessment (THEA) requirement, make arrangements to complete testing
  - Attend academic advising once each semester, Marrs McLean Science (MMSCI) building 1<sup>st</sup> floor, discuss current courses and plan for spring, summer and fall courses
  - Maintain minimum gpa of 2.75, cumulative and major
- 

### SOPHOMORE YEAR

- Take 2<sup>nd</sup> Novice level teaching course *discuss the specific course with your academic advisor*
  - Attend academic advising once each semester, Marrs McLean Science (MMSCI) building 1<sup>st</sup> floor, discuss current courses and plan for spring, summer and fall courses
  - Formally apply to Teacher Education Program (*semester before entering Teaching Associate experience*)
    - Complete online application
    - Turn in required paperwork to certification officer (Ms. Sandra Parnell, MMSCI 116)
    - Arrange faculty interview *if certification program requires*
    - Respond to emails from Office of Professional Practice regarding formal acceptance
  - Earn 12 credit hours in content area (Middle & Secondary English, Social Studies, Spanish and Business Education majors)
  - Earn 15 credit hours in content area (Middle & Secondary Math and Sciences majors)
  - Maintain minimum gpa of 2.75, cumulative and major and 60 credit hours earned
- 

### JUNIOR YEAR

- Be sure to receive and read Teacher Education Handbook for all program requirements and expectations
- Attend academic advising once each semester, Marrs McLean Science (MMSCI) building 1<sup>st</sup> floor, discuss current courses and plan for spring, summer and fall courses
- Begin Teaching Associate (TA) phase Earn B (3.0) or better in all Teaching Associate courses, each semester, to progress to next sequence of coursework
- Earn B (3.0) or better in all Teaching Associate courses, each semester to progress to next sequence of coursework
- Obtain Texas Education Agency (TEA) account information via email from Texas Education Agency Login (TEAL) to complete Educator Profile in TEA system.
- Complete required diagnostic certification testing, refer to Teacher Education Handbook for calendar. The expectation is that once a diagnostic test is completed, the Teaching Associate will complete the corresponding official TExES certification exam.
- Results of official TExES certification exam must be posted, by the testing company, prior to first day of intern orientation. Refer to the Teacher Education Handbook for additional requirements, specific to your certification area and major.

## 4 Year Program Checklist

### JUNIOR YEAR CONTINUED

- Complete all general education requirements and ensure your transcript is accurate prior to Internship. *This includes any transfer work.* Must discuss this coursework with academic advisor.
  - Complete Bio sheet through online link sent to Baylor email (spring semester).
  - Attend Part 1 Internship Orientation
  - Maintain minimum gpa of 2.75, cumulative and major
- 

### SENIOR YEAR

- Attend Part 2 Internship Orientation (*prior to start of Baylor semester*)
  - Complete Notice of Graduation. See the advising website for this link
  - Attend all Intern seminars
  - Upload resume' with the Office of Career and Professional Development
  - If seeking any additional supplemental certification, take and pass the diagnostic test and official TExES certification exams
  - Conduct action research and present findings at Action Research Symposium
  - Earn B (3.0) or better in each Internship course, each semester in order to progress to next sequence
  - Attend Teacher Job Fair
  - When directed, apply to Texas Education Agency (TEA) for teacher certification
  - GRADUATE and change the world!
- 

### GLOSSARY

Texas Higher Education Assessment (THEA): basic skills test required by state law for all students entering a teacher preparation program. Students can be exempted by specific ACT/SAT scores.

Novice: Field based courses Education students take prior to formal admission to program.

Teaching Associate (TA): Start of the professional phase of teacher education program. Students spend 3-4 weekday mornings teaching in the field.

Texas Education Agency (TEA): State agency that oversees public education in Texas.

TExES (Texas Examination of Educator Standards) Certification Exam: Testing required by the state of Texas, for teacher certification.

Bio Sheet: Information sheet on the certifications you plan to seek and grade preferences for Internship year.

Internship: Culminating field experience, typically the final year of the program for teacher education candidates.