

The Citadel Zucker Family School of Education STUDENT TEACHING PREPARATION CHECKLIST

DUE: Two Semesters Prior to Internship

Take the Praxis II Content Area exam. Learn more and register for Praxis testing [here](#).

DUE: At Completion of courses EDUC 312/514 and EDUC 202/536

Take the Praxis PLT exam. Learn more and register for Praxis testing [here](#).

DUE: Six Months Prior to Internship

Submit completed ZFSOE's Application for Student Teaching form, found [here](#).

Email the completed form to wisemany2@citadel.edu.

Be sure to complete the first part of the application, which directs you to obtain the S.C. Department of Education's clearance to student teach. A direct link to obtaining student teaching clearance is found [here](#). SCDE charges a \$105 processing fee, and there is a \$51.75 fingerprinting fee for your background check. Candidates who do not obtain clearance will not be permitted to student teach. SCDE recommends obtaining clearance 6 months prior to student teaching.

DUE: By End of Semester Prior to Internship

- Take a TB Test (available at doctors' offices and CVS Minute Clinics); email a scanned copy of negative results to wisemany2@citadel.edu.
- GRADUATE STUDENTS ONLY: Be sure you have completed LDRS 500 – Principled Leadership Seminar – prior to your internship. Learn more about LDRS 500 [here](#).
- Apply for Citadel graduation [here](#).

ONGOING:

Access your degree evaluation from the Lesesne Gateway Portal and resolve any discrepancies with your academic advisor ASAP. All requirements except the actual internship course/s must be complete for you to begin your student teaching internship. If they are not, follow through and submit the necessary paperwork to the Registrar. Remember to check your hard copy program of study for undergraduate content or prerequisite requirements, as they do not reconcile on the online degree audit. It is your responsibility to have a clean audit prior to beginning the student teaching internship.

For more information, contact Kim Wiseman, director of clinical practices, partnerships and recruitment, at wisemany2@citadel.edu, (843) 953-1374, Room 317 Capers Hall.

Failure to meet these deadlines could result in delaying your student teaching internship for at least one semester.

Student Printed Name

Date

Student Signature