

Department of Education Advising Checklist

(Please complete, and bring with you to drop-in or individual education advising)

Name (printed):	Student ID#:	Education Advisor:	Content Advisor (secondary only):
Content Specialization(s). Select all that apply.			I am interested in optional Early Childhood Special Education PK-K electives:
<input type="checkbox"/> Elementary K-6	<input type="checkbox"/> General Science 5-Adult	<input type="checkbox"/> Social Studies 5-Adult	<input type="checkbox"/> Wellness Pk-Adult
<input type="checkbox"/> English 5-Adult	<input type="checkbox"/> Music Pk-Adult	<input type="checkbox"/> Special Education K-6 & 5-Adult	
			<input type="checkbox"/> Yes <input type="checkbox"/> No

- _____ I have an unofficial transcript with me
- _____ I have completed a progression sheet(s) for my academic content area(s)
(Department of Education progression sheets available online at <https://www.concord.edu/education/>).
- _____ I have declared my academic major (Declare academic major online at <https://apps.concord.edu/forms/view.php?id=47623>).
- _____ I have prepared my trial schedule for the upcoming semester(s).
- _____ I have consulted with my content area advisor (if applicable), or I will consult with my content area advisor following this session.
- _____ I have completed an 'Early Field Experience Request Form' for each course on my trial schedule that requires an early field experience. Forms can be found online at the link below, and must be returned to the Department of Education.
(<https://www.concord.edu/ConcordUniversity/media/CollegesDepartments/Education/Early-Field-Placement-Request-Form-Spring-2019.pdf>).
- _____ I have taken and successfully completed Praxis Core Academic Skills for Educators Exam.
- _____ Reading Score _____ Writing Score _____ Mathematics Score
- Or Obtained a Waiver of Exemption from Registrar's Office (based upon ACT and/or SAT score reflected below) -----
- _____ ACT Enhanced Composite score 26+ _____ SAT MV score 1170 (March 2005-April 2016) _____ SAT MV score 1240 (May 2016-present)
- _____ I have completed, or am completing, my 100 hours of volunteer service working with youth in a structured setting.
- _____ I have completed, or am completing, Department of Education Professional Seminars. If not, my advisor has reviewed this with me.
- _____ I am knowledgeable of the current requirements for Admission into the Teacher Education Program. If not, my advisor has reviewed this with me. Teacher Education Program requirements can be found online at the link below.
(<https://www.concord.edu/Academics/College-of-Professional-Studies/Department-of-Education/Teacher-Education-Program.aspx>).
- _____ I have been admitted to the Teacher Education Program.
- _____ I am knowledgeable of the Educator Disposition Assessment (EDA), and Concord University's EDA Policy. If not, my advisor has reviewed this with me. The EDA Rubric and Policy can be found online at the link below.
([https://www.concord.edu/Academics/College-of-Professional-Studies/Department-of-Education/Teacher-Education-Professional-Learning-Commun-\(1\).aspx](https://www.concord.edu/Academics/College-of-Professional-Studies/Department-of-Education/Teacher-Education-Professional-Learning-Commun-(1).aspx))
- _____ I understand that I am responsible for completing a background check through Castlerock, and I am to provide the Department of Education a copy of my results. I understand that this must be done prior to starting a field experience, and must be updated once per academic year at my expense.
- _____ I am knowledgeable of the requirements for Admission to Student Teaching, including PRAXIS II requirements for the PLT and the subject assessments for my content area(s). If not, my advisor has reviewed this with me.
(PRAXIS II PLT & Subject Assessments <https://www.ets.org/praxis/wv/requirements>)
(Student Teaching Requirements <https://www.concord.edu/Academics/College-of-Professional-Studies/Department-of-Education/Field-Experiences-Internships.aspx>)
- _____ I understand that to be eligible to student teach & to be recommended for WV Certification I must be fingerprinted & have a state/national personal background check, & be approved by the WV Department of Education and the county where the I will student teach. I understand that misdemeanors and felonies may prohibit me from student teaching. Information regarding WV Fingerprinting and background checks can be at the link below.
<https://www.concord.edu/Academics/College-of-Professional-Studies/Department-of-Education/Field-Experiences-Internships.aspx>)

Teacher Education Candidate Signature

Date