

# COE Quick Reference Checklist

## YEAR 0, 1ST YEAR & TRANSFER

### Before 1st Year

- Attend SOAR, March- Aug. (Student Orientation Advising & Registration)
- Attend EMU Connect (Move in time)
- ### 1st year/Transfer
- Find out who your advisor is.\*\*
- Meet with your advisor one on one.
- [Explore major/minor.](#)
- Review admission criteria for the ITPP.
- [Attend Student Teaching Crash Course 1](#)  
In person, coming Sept. and Feb.

## 2ND YEAR

- [Complete Canvas ITPP advising Class.](#)
- Check in with your advisor.
- Review and complete admission criteria for ITPP.
- Review and complete ITPP admission criteria, often between 2nd & 3rd yr

## 3RD YEAR

- Make sure admitted to ITPP by start of Jr yr
- Consider jobs that aid in future teaching- subbing, tutoring, coaching, etc.
- Check in with your advisor.
- Start your resume and cover letter for student teaching application.
- Gain experience in the K-12 class with observation and practicum hours.

## 4TH YEAR (OR LAST YEAR)

- Apply for student teaching 8-9 months BEFORE student teaching.
- [Complete all professional education classes.](#)
- Interview on [zoom](#) or [in person](#), for placement choices.
- [Attend Student Teaching Crash Course 2](#)  
In person, Sept. and Feb.
- Attend student teaching orientation.

## BEFORE AND DURING STUDENT TEACHING

- [Finish your resume, & cover letter.](#)  
[Here is a Sample.](#)
- [Apply for student teaching](#) - 8-9 months BEFORE student teaching. Think about which 3 Southeast MI districts you'd like
- Take MTTC tests in major(s)/minor(s) as required, recommended the summer before student teaching or when 90% coursework completed.
- Complete registration canvas course and register when completed. You'll get a link later in the registration window. Student teaching doesn't fill up! Don't worry.
- [Apply to graduate](#) 1st month /s. teaching.
- Interview on [zoom](#) or [in person](#), for placement choices.
- Apply for teach. cert. through MOECS.
- Review requirements for certification.
- [Sign Civil/Criminal Conviction Statement.](#)  
Email to: [coe\\_studentteaching@emich.edu](mailto:coe_studentteaching@emich.edu)

## NOTES

- Don't forget to revisit your academic, personal, and professional goals. [Run online audit.](#) If something is missing, see advisor. Advisors are busiest in Oct., Nov. and March.
- [Fall student teachers have application deadline of 1/15.](#)
- [Winter student teachers have application deadline of 6/15](#)
- [Registration for Winter starts in November,](#)
- [Registration for Fall starts in March.](#)
- [Student teaching - You will register late for this. It won't fill up!](#)
- [Here is a link to a student teaching calendar @ a glance.](#)

[Advisor sign up link/QR](#) \*\* ➡

