

University of Houston Clear Lake

School of Education To Do List

During Your First Semester

- Receive acceptance letter from Office of Admissions.
- Receive welcome letter from School of Education (SoE) with assigned advisor. If School of Education cannot determine specialization(s), we will send you a checklist. Return checklist, if received, to Suite 1231 or by mail.
- Students with academic degrees in other schools (HSH or SCE) meet with advisor in your major to begin preparation of academic degree plan/candidate plan of study (CPS). Come see a SoE advisor for appropriate certification advising.
- A letter will be mailed to you notifying you that your School of Education degree/certification plan is ready to sign. We would like to meet with you to review your plan at the time you sign it. A plan is usually completed before early registration of your second semester.
- If you are transferring from Lee College, Galveston College, San Jacinto – North Campus, or HCC-Southeast Eastside, please speak to the STEP Coordinator for STEP/Collaboration program and scholarship information.

During Your First and/or Second Semester

- Complete prerequisites to Teacher Education Program: EDUC 4130/5130, TCED 3133/6031 and SILC 4135/6030, TASP/THEA, public speaking or verification of speech competency form. Additional information is available at the ABC Workshop web page at www.uhcl.edu/soe.
- Admission to TEP will allow you to register for Pedagogy coursework and the TCED 4010 Professional Examination Preparation course.
- In the semester that all prerequisites will be completed, apply to Teacher Education Program and receive acceptance letter. You will not be able to register for TCED 4010 or any Professional Development courses until grades have been posted for the prerequisite courses.

Every Semester

- Register Early!** See advisor, if needed, prior to your assigned registration appointment. Check the EASE system for cancelled/added courses and course changes. Check prerequisites in the catalog and footnotes in the schedule before enrolling in a course.
- Always receive pre-approval prior to registration for any course changes or substitutions and for any courses to be taken off-campus. Forms are available outside Suite 1231 in the magazine racks and on-line.
- Keep track and maintain required minimum grade point average (GPA), including a 3.0 in Professional Development coursework and 2.5 in all specialization(s) coursework, including transfer credit. Maintain the UHCL minimum cumulative GPA of 2.0 for undergraduates and 3.0 for graduates.
- Check with an advisor if you have any questions. Check the SoE bulletin boards weekly.
- Read and keep each issue of *the educator* newsletter. *the educator* is available on-line, go to www.uhcl.edu/soe. Go to the "Events" menu to find *the educator*.

During the Semester (Fall or Spring) Prior to Internship I

- Attend Internship I information meeting. Complete application and return it to the Center for the Professional Development of Teachers (CPDT), Suite 1231, before stated deadline (**March 1 for fall entry; October 1 for spring entry**).
- Receive audit copy by mail from the CPDT Office.
- Receive Internship I assignment packet by mail from the CPDT office.
- Attend Internship I Orientation (May or December). Meeting scheduled following finals week.

During Internship I

- Attend all in-services and meetings.
- Application for Internship II will be distributed in Internship I. Complete application and return it to the CPDT, Suite 1231, before stated deadline (**March 1 for fall entry; October 1 for spring entry**).
- Receive audit copy by mail from the CPDT Office. The CPDT will determine eligibility for Internship II.
- Obtain information for the required state assessments from the State Assessment Coordinator.
- Students should take the required TExES state assessment (minimum 2 exams: content and PPR, each are currently \$82.00) during the Internship I semester or during final "long" semester.

During the Internship II Semester

- Attend all scheduled Internship II in-services and meetings.
- Make plans to attend Teacher Job Fairs to meet with I.S.D. personnel. Prepare a resume or curriculum vita.

Last Semester and Following

- Apply for graduation with the Student Assistance Center (even if you do not plan to participate in the ceremony). Apply early in the final semester, on or before the posted deadline.
- Upon completion of all degree/certification requirements, including Internship experiences and all state assessments, apply for certification online at the State Board for Educator Certification (SBEC) web page at: www.sbec.state.tx.us/SBECOnline/
- After graduating, you can continue to get your questions answered by visiting our **New Teacher Online website**: www.uhcl.edu/soe/ntol