



**M E M O R A N D U M  
(SECONDARY)**

**TO:** All Students in the College of Education

**FROM:** Dr. Enedina Vazquez, Associate Dean and  
The Office of Teacher Candidate Preparation (OTCP)

**SUBJECT:** **GRADUATE** Competitive Admission to the Teacher Education Program

We value your interest in the Teacher Education Program (TEP) at NMSU and ask that you carefully read the attached TEP admission information. It is required that you submit a professional portfolio as your application to the Teacher Education Program.

Education is a rewarding and challenging profession, and the faculty and staff of the college are eager to help you meet your goals. However, the minimum cumulative GPA and Basic skills test scores are necessary standards to be considered for admission to the TEP and do not ensure admission to the TEP. Therefore, the applicant is encouraged to achieve the highest possible cumulative GPA and develop a strong student portfolio as outlined in this packet.

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**GRADUATE**

**Please read these information sheets carefully.** It is critical that you follow the TEP portfolio instructions described on the following pages. Failure to follow this format will result in the COE not accepting your portfolio. Fully complete your portfolio and return it to the College of Education Advising Center located at O'Donnell Hall Room 101 by the appropriate deadline.

All students who wish to complete a teaching degree must be admitted to the Teacher Education Program (TEP) at New Mexico State University. TEP admission for MA + licensure students must be completed during the second full semester of enrollment (18 credit hours).

Applicants should be aware that admission to the Teacher Education Program is **competitive.** Minimum GPA, NES (Basic) Essential Academic Skills test score, and documented dispositional growth and development are necessary to be considered for admission by the Teacher Education Program Committee but do not ensure admission to the TEP. The applicant must also achieve the highest GPA possible and submit professional portfolio. **A student who, in the professional judgment of the committee, does not present a professional portfolio will be denied admission.**

A professional portfolio meets all the requirements set forth in the ***OUTLINE FOR PORTFOLIO APPLICATION*** (SEE page 4 for outline). The portfolio should be professionally bound and **NOT** submitted in a 3 ring binder. If your portfolio is not professionally bound it will **not be accepted.** (See College of Education Advising Center for examples). Please do not spend an excess of money and/or time on presentation beyond clearly printed responses and professional binding. Artwork, quotes, and color printing are **not necessary.** The content of your portfolio is more important to the determination of professionalism than the presentation.

**Minimum criteria in order to submit a TEP portfolio:**

1. Establish a cumulative GPA of 3.0 or higher at NMSU.
2. Earn a "B" or better in the following TEP prerequisites – or be enrolled in the final TEP prerequisites at the time of portfolio submission.

**ELEMENTARY EDUCATION**

\*MATH 111 C EP 512  
EDUC 515\* SPED 500  
EDUC 530\* EDUC 518

**SPECIAL EDUCATION**

SPED 350/500  
SPED 360/523  
\*College Level Math Course

**SECONDARY EDUCATION**

EDUC 515\* C EP 512  
EDUC 530\*  
SPED 500  
EDUC 518  
\*College Level Math Course  
\*must be completed to apply

- Math 111 or College level math course requires a "C" or better grade

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3. **ELEMENTARY EDUCATION MAJORS ONLY:** Complete Math 111 with a grade of “C” or better prior to registering for EDUC 552, Methods Teaching Elementary Math.
4. Register <http://www.nestest.com/Home.aspx> for the National Evaluation Series for (Basic) Essential Academic Skills during the first semester of enrollment at New Mexico State University. A minimum score of **220** is required. Please include a copy of your **OFFICIAL NES (Basic) Essential Academic Skills** test scores (e-mail confirmation will **NOT** be accepted) in the portfolio and retain the original for your personal records. **The college of Education Advising Center does not provide test score results for students.**
5. **Reminder:** Make copies of the whole portfolio (except confidential recommendations) for your personal files. ► **No copies will be made of any part of the portfolio once it is submitted.** ◀

**The TEP Admission procedure is as follows:**

6. **Reminder:** Make copies of the whole portfolio (except confidential recommendations) for your personal files. ► **No copies will be made of any part of the portfolio once it is submitted.** ◀
7. Given that you have met the criteria above, submit your completed and professionally bound portfolio to the College of Education Advising Center located in O’Donnell Hall Room 101 **no later than 12:00 noon (MST) on the 3<sup>rd</sup> Friday of each Spring and Fall Semesters.** Confirm exact date by contacting the College of Education Advising Center at the beginning of each semester (646- 3404).
8. Plan to spend 15 to 30 minutes in the College of Education Advising Center while a staff member checks in your portfolio.

**TEP portfolio review process:**

9. The TEP Admission committee will review portfolios twice a year, in the beginning of the Fall and Spring semesters. The departmental faculty involved in this process will select candidates for admission to the TEP based on the material submitted. **The departmental TEP Committee notifications will be sent by mail. Students who were not admitted may reapply for the next review.**

**COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY  
APPLICATION PROCESS FOR ADMISSION TO TEACHER EDUCATION PROGRAM  
OUTLINE FOR PORTFOLIO APPLICATION**

The College of Education (COE) has instituted a TEP admission process that continues to ensure quality students and prepared teachers. Each student must submit a TEP portfolio that will be reviewed by the College of Education TEP Admission Committee. The following list outlines the material that should be included in the TEP portfolio, preferably not to exceed thirty-five (35) pages. The applicant must structure the portfolio in the order listed below.

1. Table of contents
2. Application Page (included in this packet)
3. Resume
4. Copy of original **undergraduate** and **graduate** academic transcripts from NMSU **and each previous institution attended showing courses, original grades, and GPA**. Unofficial transcripts from registrar's office only, **NOT** print screens from my.nmsu website.
5. **Xerox** copy of OFFICIAL NES Essential Academic Skills that is mailed to you. Please include **ALL** Score Reports and Diagnostic Score Report. Passing score is **(220)** or above.
6. Copies of completed Teacher Candidate Dispositions with appropriate faculty signatures from the required licensure program TEP prerequisite courses:

<u>Elementary ED</u>	<u>Secondary ED</u>	<u>Special ED</u>
EDUC 515	EDUC 515	Not required for TEP admission

7. Letter of Philosophy/Intent (Why you want to become a teacher).
8. **Three confidential** recommendations from NMSU faculty whom you have completed a course with; **two** from COEd (EDUC, EDLT, ELA, CE P, SPED, PE P) faculty are required and **one** from a faculty member at NMSU outside the College of Education. Submitted recommendations must have original signatures. **DO NOT** have recommendations (confidential or non- confidential) sent directly to the College of Education Advising Center. They will be returned to the sender or student and this will only delay the portfolio process. These forms are included in this packet. A suggestion is that one COE recommendation comes from a field experience professor. P.E. majors should provide at least two recommendations from a HPDR (Human Performance Dance & Recreation Department) FACULTY ONLY: Drs. Aranda or Oliver.
9. At least one recommendation from an employer, school or organization. Forms are included in this packet.
10. Description of Evidence of Experience with, and Commitment to working with Persons with Disabilities, and how this relates to being a classroom teacher. Students should include the following information in the statement: Feelings about working with students with disabilities in one's classroom, personal experiences with persons who are disabled including friends and family, volunteer work, course work in Special Education., employment with persons with disabilities and how this will influence your teaching.
11. Description of Evidence of Experience with, and Commitment to other forms of Cultural Diversity, and how this relates to being a classroom teacher. When outlining multicultural experiences, students should include the following information in the statement: experiences with languages other than English, travel, volunteer or work experiences with other cultures, courses related to other cultures, study of other languages. These should be written in detail, using specific examples that describe how they relate to classroom instruction. Please include in the statement attitudes and perceptions about working with diverse cultures and how this will influence you as a teacher.
12. Description of Campus Activities – We recommend addressing this topic even if you do not have any.
13. Description of Volunteer Activities - We recommend addressing this topic even if you do not have any.

**IMPORTANT:** It is the student's responsibility to collect and submit **all** TEP portfolio materials at one time, including the recommendations. **Do not** submit materials separately to the College of Education Advising Center. They will be returned to the sender or student and this will only delay the portfolio process. Portfolios must be complete. **None will be accepted if anything is missing at the time of submission.**

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**APPLICATION TO THE TEACHER EDUCATION PROGRAM**

**NAME** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**MAILING ADDRESS** \_\_\_\_\_  
Where all correspondence will be sent (STREET OR BOX) (CITY) (ST) (ZIP)

**BANNER ID #** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

Please check the areas that apply: \_\_\_\_\_ Graduate

\_\_\_\_\_ Elementary  
\_\_\_\_\_ Secondary – Area: \_\_\_\_\_  
\_\_\_\_\_ Special Education

**TEP PORTFOLIO CHECKLIST**

Please make sure **ALL** items below are included and completed **BEFORE** you submit your portfolio. Use the following checklist to verify all items are in your portfolio:

- \_\_\_\_\_ Table of contents
- \_\_\_\_\_ Signed copy of this application page
- \_\_\_\_\_ Resume
- \_\_\_\_\_ An **Official or unofficial copy of all transcripts for all colleges** attended including NMSU
- \_\_\_\_\_ Xerox **Copy of NES (Basic) Essential Academic Skills Test Score**. Passing score is **220** or above
- \_\_\_\_\_ Copy of completed Teacher Candidate Disposition from EDUC 515
- \_\_\_\_\_ Letter of Intent (why you want to become a teacher)
- \_\_\_\_\_ **Three Confidential FACULTY** recommendations from which you have completed a course with
- \_\_\_\_\_ One recommendation from an employer, school or organization
- \_\_\_\_\_ Descriptions and Evidence of and Commitment to Persons with Disabilities
- \_\_\_\_\_ Descriptions and Evidence of and Commitment to Cultural Diversity
- \_\_\_\_\_ Description of Campus and Volunteer Activities

**OTHER TEP REQUIREMENTS**

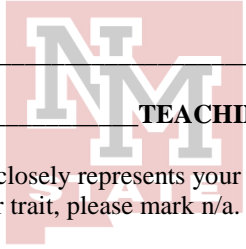
- \_\_\_\_\_ Cumulative GPA of at least 3.0 for Graduate/Licensure students
- \_\_\_\_\_ Meet basic skills of NMSU
- \_\_\_\_\_ Elementary Education Licensure students must have taken Math 111
- \_\_\_\_\_ Secondary Licensure students must meet all academic teaching field requirements prior to student teaching.

**I HAVE READ THE ADMISSION INFORMATION AND UNDERSTAND THE PROCEDURES FOR APPLYING TO THE TEACHER EDUCATION PROGRAM AND THE REQUIREMENTS FOR STUDENT TEACHING AT NEW MEXICO STATE UNIVERSITY.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**CONFIDENTIAL**  
**FACULTY RECOMMENDATION FOR ADMISSION INTO THE**  
**SECONDARY TEACHER EDUCATION PROGRAM**  
**College of Education**  
**NEW MEXICO STATE UNIVERSITY**



NAME OF CANDIDATE \_\_\_\_\_ BannerID \_\_\_\_\_

MAJOR \_\_\_\_\_ TEACHING FIELD \_\_\_\_\_

Evaluator: Please supply a rating which most closely represents your evaluation of each disposition. If you have had insufficient opportunity to observe a particular trait, please mark n/a.

Candidate: Please sign and date the statement below:

I understand this is a confidential reference and hereby waive my rights to inspect it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>4 EXCEEDS EXPECTATIONS</b>	<b>3 MEETS EXPECTATIONS</b>	<b>2 DEVELOPING</b>	<b>1 UNACCEPTABLE</b>
Student performs the competency accurately, consistently and efficiently.	Student performs the competency consistently and without significant error.	Student performs the competency but has several areas for improvement within its designation.	Student fails to demonstrate the competency and/or the application of the competency.

- Exhibits a positive disposition and works effectively with all colleagues and students \_\_\_\_\_
- Seeks advice and resources \_\_\_\_\_
- Demonstrates an ability to accept and utilize feedback \_\_\_\_\_
- Exhibits effective communication skills in appropriate standard written and spoken English \_\_\_\_\_
- Demonstrates appropriate and relevant knowledge in all content areas \_\_\_\_\_
- Demonstrates the ability to think reflectively, critically and creatively \_\_\_\_\_
- Demonstrates the ability to integrate various forms of technology as a tool for learning and communicating \_\_\_\_\_
- Demonstrates awareness of multicultural content & pedagogy in meeting students' needs \_\_\_\_\_
- Demonstrates the skills and sensitivity to work with diverse learners \_\_\_\_\_  
(ex: cultural, racial, gender and language diversity)
- Exhibits attributes to become a quality educator \_\_\_\_\_

Name of Evaluator (print) \_\_\_\_\_ Position \_\_\_\_\_  
 College \_\_\_\_\_ Department \_\_\_\_\_  
 Length of Time You Have Known Candidate \_\_\_\_\_ Capacity \_\_\_\_\_  
 Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS IS CONFIDENTIAL PLEASE RETURN THIS FORM TO THE STUDENT IN A SEALED ENVELOPE.**

**CONFIDENTIAL**  
**FACULTY RECOMMENDATION FOR ADMISSION INTO THE**  
**SECONDARY TEACHER EDUCATION PROGRAM**  
**College of Education**  
**NEW MEXICO STATE UNIVERSITY**

NAME OF CANDIDATE \_\_\_\_\_ BannerID \_\_\_\_\_

MAJOR \_\_\_\_\_ TEACHING FIELD \_\_\_\_\_

Evaluator: Please supply a rating which most closely represents your evaluation of each disposition. If you have had insufficient opportunity to observe a particular trait, please mark n/a.

Candidate: Please sign and date the statement below:

I understand this is a confidential reference and hereby waive my rights to inspect it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>4 EXCEEDS EXPECTATIONS</b>	<b>3 MEETS EXPECTATIONS</b>	<b>2 DEVELOPING</b>	<b>1 UNACCEPTABLE</b>
Student performs the competency accurately, consistently and efficiently.	Student performs the competency consistently and without significant error.	Student performs the competency but has several areas for improvement within its designation.	Student fails to demonstrate the competency and/or the application of the competency.

Exhibits a positive disposition and works effectively with all colleagues and students \_\_\_\_\_

Seeks advice and resources \_\_\_\_\_

Demonstrates an ability to accept and utilize feedback \_\_\_\_\_

Exhibits effective communication skills in appropriate standard written and spoken English \_\_\_\_\_

Demonstrates appropriate and relevant knowledge in all content areas \_\_\_\_\_

Demonstrates the ability to think reflectively, critically and creatively \_\_\_\_\_

Demonstrates the ability to integrate various forms of technology as a tool for learning and communicating \_\_\_\_\_

Demonstrates awareness of multicultural content & pedagogy in meeting students' needs \_\_\_\_\_

Demonstrates the skills and sensitivity to work with diverse learners \_\_\_\_\_

(ex: cultural, racial, gender and language diversity) \_\_\_\_\_

Exhibits attributes to become a quality educator \_\_\_\_\_

Name of Evaluator (print) \_\_\_\_\_ Position \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Length of Time You Have Known Candidate \_\_\_\_\_ Capacity \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS IS CONFIDENTIAL PLEASE RETURN THIS FORM TO THE STUDENT IN A SEALED ENVELOPE.**

**CONFIDENTIAL**  
**FACULTY RECOMMENDATION FOR ADMISSION INTO THE**  
**SECONDARY TEACHER EDUCATION PROGRAM**  
**College of Education**  
**NEW MEXICO STATE UNIVERSITY**

NAME OF CANDIDATE \_\_\_\_\_ BannerID \_\_\_\_\_

MAJOR \_\_\_\_\_ TEACHING FIELD \_\_\_\_\_

Evaluator: Please supply a rating which most closely represents your evaluation of each disposition. If you have had insufficient opportunity to observe a particular trait, please mark n/a.

Candidate: Please sign and date the statement below:

I understand this is a confidential reference and hereby waive my rights to inspect it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>4 EXCEEDS EXPECTATIONS</b>	<b>3 MEETS EXPECTATIONS</b>	<b>2 DEVELOPING</b>	<b>1 UNACCEPTABLE</b>
Student performs the competency accurately, consistently and efficiently.	Student performs the competency consistently and without significant error.	Student performs the competency but has several areas for improvement within its designation.	Student fails to demonstrate the competency and/or the application of the competency.

Exhibits a positive disposition and works effectively with all colleagues and students \_\_\_\_\_

Seeks advice and resources \_\_\_\_\_

Demonstrates an ability to accept and utilize feedback \_\_\_\_\_

Exhibits effective communication skills in appropriate standard written and spoken English \_\_\_\_\_

Demonstrates appropriate and relevant knowledge in all content areas \_\_\_\_\_

Demonstrates the ability to think reflectively, critically and creatively \_\_\_\_\_

Demonstrates the ability to integrate various forms of technology as a tool for learning and communicating \_\_\_\_\_

Demonstrates awareness of multicultural content & pedagogy in meeting students' needs \_\_\_\_\_

Demonstrates the skills and sensitivity to work with diverse learners \_\_\_\_\_

(ex: cultural, racial, gender and language diversity) \_\_\_\_\_

Exhibits attributes to become a quality educator \_\_\_\_\_

Name of Evaluator (print) \_\_\_\_\_ Position \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Length of Time You Have Known Candidate \_\_\_\_\_ Capacity \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS IS CONFIDENTIAL PLEASE RETURN THIS FORM TO THE STUDENT IN A SEALED ENVELOPE.**



COLLEGE OF EDUCATION- NEW MEXICO STATE UNIVERSITY

EMPLOYER RECOMMENDATION VOLUNTEER/SCHOOLS/ORGANIZATIONS

STUDENT NAME \_\_\_\_\_ BANNER ID # \_\_\_\_\_

Supervisor's Name and Address (Print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Business/Organization \_\_\_\_\_

This recommendation will assist the Teacher Education Admissions Committee in making selections for admission into the Teacher Education Program at New Mexico State University. Please recognize the importance of this activity and complete the responses accordingly. Thank you for your participation in this important endeavor.

Please indicate appropriate response using the following scale:

Excellent = 5, Good = 4, Average = 3, Below Average = 2, and Poor = 1

- 1. Communication Skills
Writes well, establishes rapport
2. Interpersonal Relations
Demonstrates positive relationships with others
3. Professionalism
Punctuality, attendance, appropriate dress, etc.
4. Attitude
Projects an enthusiastic and positive approach to work-related activities
5. Supervision
Accepts recommendations and makes appropriate changes
6. Organizational Skills
Is able to deal with a variety of tasks in a systematic and effective way
7. Ability to Learn
Adapts to new situations and demonstrates a willingness to find the answers
8. Works with persons from a variety of cultural groups:
Relates well to various ethnic groups, all ages, those with disabilities
9. Time period this individual worked with you
10. General Comments:
Please indicate areas of strength and weakness

Candidate: Please sign and date one of the statements below:

I request a confidential reference and hereby waive my right to inspect it

I request a non-confidential reference and reserve the right to inspect it

Address

Phone Number (Work) (Home)

RETURN THIS FORM TO THE STUDENT. IF CONFIDENTIAL, RETURN TO STUDENT IN A SEALED ENVELOPE. IF YOU HAVE QUESTIONS CONCERNING THIS PROCESS CALL 646-2119.

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EMPLOYER RECOMMENDATION VOLUNTEER/SCHOOLS/ORGANIZATIONS

STUDENT NAME \_\_\_\_\_ BANNER ID # \_\_\_\_\_

Supervisor's Name and Address (Print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Business/Organization \_\_\_\_\_

This recommendation will assist the Teacher Education Admissions Committee in making selections for admission into the Teacher Education Program at New Mexico State University. Please recognize the importance of this activity and complete the responses accordingly. Thank you for your participation in this important endeavor.

Please indicate appropriate response using the following scale:

Excellent = 5, Good = 4, Average = 3, Below Average = 2, and Poor = 1

11. Communication Skills

Writes well, establishes rapport \_\_\_\_\_

12. Interpersonal Relations

Demonstrates positive relationships with others \_\_\_\_\_

13. Professionalism

Punctuality, attendance, appropriate dress, etc. \_\_\_\_\_

14. Attitude

Projects an enthusiastic and positive approach to work-related activities \_\_\_\_\_

15. Supervision

Accepts recommendations and makes appropriate changes \_\_\_\_\_

16. Organizational Skills

Is able to deal with a variety of tasks in a systematic and effective way \_\_\_\_\_

17. Ability to Learn

Adapts to new situations and demonstrates a willingness to find the answers \_\_\_\_\_

18. Works with persons from a variety of cultural groups:

Relates well to various ethnic groups, all ages, those with disabilities \_\_\_\_\_

19. Time period this individual worked with you \_\_\_\_\_

20. General Comments:

Please indicate areas of strength and weakness

Candidate: Please sign and date one of the statements below:

I request a confidential reference and hereby waive my right to inspect it \_\_\_\_\_/\_\_\_\_\_

I request a non-confidential reference and reserve the right to inspect it \_\_\_\_\_/\_\_\_\_\_

Address \_\_\_\_\_

Phone Number (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

RETURN THIS FORM TO THE STUDENT. IF CONFIDENTIAL, RETURN TO STUDENT IN A SEALED ENVELOPE. IF YOU HAVE QUESTIONS CONCERNING THIS PROCESS CALL 646-2119.

**COLLEGE OF EDUCATION- NEW MEXICO STATE UNIVERSITY**

**STUDENT PORTFOLIO EVALUATION FORM (SAMPLE)**

Student Name _____		Banner ID # _____				
Recommended Weight		Outstanding	Good	Avg	Min.	Wt. X Scale = Score
5	GPA _____	GPA X 5				_____
5	<b>Professional Review Academic Environment/Settings</b>	4	3	2	1	_____
	Recommendations from Faculty Recommendations from Public School Teachers Evaluation of Field Experience Supervisors Departmental Dispositions Document Committee Recommendations _____					
3	<b>Review of Work Related Experiences: (Paid &amp; Unpaid)</b>	4	3	2	1	_____
	Quality of Work, Observations from Supervisors Supervisor Evaluation Committee Recommendations _____					
3	<b>Critical Consciousness for People With Disabilities</b>	4	3	2	1	_____
	Sensitivity to Disability, Work or Experience with the Disabled, Courses related to individuals with Disabilities, Observation from Faculty/Supervisors Committee Recommendations _____					
3	<b>Critical Consciousness of Other Forms of Cultural Diversity</b>	4	3	2	1	_____
	Cultural Sensitivity, Measure of Facility in Second Language of the Service Area, Courses in a Second Language of the Service Area, Courses dealing with Various forms of Cultural Diversity, Linguistics, Observations from Faculty/Supervisors Committee Recommendations _____					
2	<b>Campus Activities Profession related</b>	4	3	2	1	_____
	SNEA, Hispanic Educators, ASNMSU, Kappa Delta Phi, etc., Level of Participation, Professional Involvement Committee Recommendations _____					
2	<b>Volunteer Experiences Service Related</b>	4	3	2	1	_____
	Scouts, FTA, Peace Corps, Candy Strippers, Special Olympics, Service Organizations, etc. Committee Recommendations _____					
2	<b>Overall Professional Judgment of Portfolio</b>	4	3	2	1	_____
	This will be based on criteria such as coherence, conformance to guidelines, neatness, and overall writing skills. Committee Recommendations _____					
						TOTAL _____

The Admission Committee will use this form as a guide when reviewing TEP portfolios.

## College of Education – New Mexico State University

### STUDENT TEACHING REQUIREMENTS

1. The student must complete all of the required education and teaching field courses from the appropriate degree plan with grades of “C” or better and must complete **all** of their teaching field courses. Graduate students must complete all education courses with a “B” or better.
2. The student must be admitted to the TEP.
3. Undergraduate students must maintain a cumulative GPA of 2.5 or better. Graduate students must have a cumulative GPA of 3.0 or better.
4. **NO ADDITIONAL COURSES ARE ALLOWED TO BE TAKEN WITH STUDENT TEACHING.**
5. The student must establish senior status.
6. ALL **FALL** STUDENT TEACHING APPLICATIONS ARE DUE IN THE UNDERGRADUATE ADVISEMENT CENTER O'DONNELL HALL ROOM 101 BY **OCTOBER 9** ONE YEAR PRIOR TO STUDENT TEACHING. ALL **SPRING** STUDENT TEACHING APPLICATIONS ARE DUE BY **MARCH 9** ONE YEAR PRIOR TO STUDENT TEACHING.
7. Student Teaching must be done within the State of New Mexico and within an 80-mile radius of New Mexico State University main campus. Exceptions require approval in advance by the Student Teaching Coordinator, Department Head and Associate Dean. There will be an additional fee for a distant placement.

After you have submitted your student teaching application, you should immediately make an appointment with your advisor to review the remaining requirements needed to student teach – request a “degree check”. **Assuming you are admitted to the TEP and enrolled in the appropriate courses outlined in your degree check**, you will plan to student teach during the semester you requested. The degree check is signed by you and your advisor, thereby agreeing to the course work yet to be completed within the 6-year catalog limit.

**It is your responsibility to notify your advisor in writing of any change.** Please fill out a new student teaching application to document a change in name, address or student teaching request. A current correct address is essential to notify you of meetings and other crucial information. Applying for student teaching is your responsibility as a student and a teacher. The College of Education and your assigned teacher are counting on you to act responsibly and professionally.

Elementary, secondary, special education and early childhood **placements are done one semester in advance**, usually completed by May for Fall semester and by December for Spring semester. However, no student will be given a student teaching placement without a review and an approval by their respective department.

Most districts require completion of a substitute teaching application. You are expected to follow the school district's calendar year, which usually requires reporting to your school before the University's regular semester begins.

**Now New Mexico schools are requiring that background checks be initiated prior to the student teaching semester.**

The Las Cruces Public Schools is now requiring that every student teacher requesting placement in the Las Cruces Public Schools complete an application packet for substitute teaching at the Human Resources Office, prior to the student teaching semester.

- ⊖ Packet includes fingerprinting form – now required of ALL applicants to the Las Cruces school district.
- ⊖ Fingerprinting should be done within one (1) year of certification to be current.
- **You must take and pass the New Mexico Teacher's Content exam before you can be cleared to student teach.** Registration for this exam should be initiated no later than one (1) semester prior to the student teaching semester. **Please retain the ORIGINAL copy of your NMTA scores. The College does not receive copies of your score results. (Business and Early Childhood majors are exempt from the exam, for now, but exam for these majors will be required in the future).** The NMTA is required to become a certified teacher in the state of New Mexico.
- ⊖ Fingerprinting should be started at least one (1) semester before the student teaching semester.

**NOTE: STUDENT TEACHERS WILL NOT BE ALLOWED TO BEGIN THEIR WORK IN THE CLASSROOM UNTIL THE PACKET IS COMPLETE.**

The State Department of Education will require successful completion of all applicable parts of the New Mexico Teacher Assessments. You may contact the Advisement Center or the Professional Licensure Unit, New Mexico State Department of Education if you have questions on this requirement.

When the degree is attained, the student applies for licensure to the New Mexico Department of Education in Santa Fe, NM:

PROFESSIONAL LICENSURE UNIT  
NEW MEXICO STATE DEPT OF EDUC  
EDUCATION BUILDING  
SANTA FE, NEW MEXICO 87501-2786  
(505) 827-6587

[www.sde.state.nm.us](http://www.sde.state.nm.us)