



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

TO: All Students in the College of Education

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

SUBJECT: **UNDERGRADUATE** 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.

UNDERGRADUATE

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. **Undergraduate students cannot continue in designated Teacher Education Program courses numbered 300 or above until they have been admitted to the TEP.** These 300-level courses include courses labeled EDUC, RDG, BIL, ECED, PE P 313 and PE P 315. The only exceptions are EDUC 315 and SPED 350 which are prerequisites to the program (These two courses are not prerequisites for SPED majors only).

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 2.5 or higher at NMSU.
2. The student must earn a "C" or better in the following TEP prerequisites – or be enrolled in the final TEP prerequisites at the time of portfolio submission.

ELEM. ED

ENGL 111G EDUC 181
MATH 111 ELA 250
MATH 112G C EP 210G
ELA 101 *EDUC 315
EDLT 368 SPED 350
ENGL 211G or 311G or Literature

BILINGUAL/TESOL

ENGL 111G/H EDUC 103
MATH 111 ELA 250
MATH 112G C EP 210G
ELA 101 *EDUC 315
EDLT 368 SPED 350
EDUC 204
ENGL 211G or 311G or LIT

EARLY CHILDHOOD

MATH 111 ECED 135
MATH 112G ECED 215
ENGL 111G/H ECED 220
ELA 101 ECED 235
EDLT 368 ECED 255
*EDUC 315 ECED 265
ECED 115
ECED 125
ENGL211G or 311G or Literature

SECONDARY EDUC

ENGL 111G/H EMD 250
MATH 120 C EP 210G
ELA 101 *EDUC 315
EDLT 368* SPED 350
EDUC 181 + 381*
ENGL 211G or 311G OR Lit

SPECIAL EDUCATION

I. DUAL E.ED
MATH 111
MATH 112G
ENGL 111G/H
ELA 101
SPED 350
EDLT 368
ENGL 211G or 311G or Lit

II. DUAL SEC.ED

MATH 120
ENGL 111G/H
ELA 101
SPED 350
EDLT 368
ENGL211G or 311G or Lit

* must be completed to apply

UNDERGRADUATE

3. The student must meet all basic skills requirements for NMSU. They include:

<u>Secondary Ed.</u>	<u>Elementary Ed.</u>	<u>SPED/ELEM Ed.</u>	<u>SPED/SEC Ed.</u>	<u>Bied/ Tesol</u>	<u>Early Child.</u>
MATH 120	MATH 111	MATH 111	MATH 120	MATH 111	MATH 111
ENGL 111/H	MATH 112G	MATH 112G	ENGL 111 G/H	MATH 112G	MATH 112G
	ENGL 111 G/H	ENGL 111 G/H		ENGL 111 G/H	ENGL 111 G/H

4. Complete at least **55** credit hours of undergraduate work.
5. 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.**

The TEP Admission procedure is as follows:

1. **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.** ◀
2. 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 3rd 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).
3. 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:

4. 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** academic transcripts from NMSU **and each previous institution attended showing courses, original grades, and GPA**. Unofficial transcripts from registrar's office only. Do **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>Early Childhood ED</u>	<u>Elementary ED</u>	<u>Secondary ED</u>	<u>Special ED</u>
EDUC 315	EDUC 315	EDUC 315	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 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.**

COLLEGE OF EDUCATION- NEW MEXICO STATE UNIVERSITY

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: _____ Undergraduate
_____ Elementary _____ Special Education
_____ Early Childhood _____ SPED/ Elem
_____ Elem/ Bilingual _____ SPED/ Secondary- Area: _____
_____ Secondary Area: _____

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 315**.
- _____ 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 2.5 for undergraduates
- _____ Meet basic skills of NMSU
- Note: *Pass ENGL 111G/H, MATH 111 and MATH 112G for Elementary Majors and Dual Licensure Special and Elementary Education Majors*
- Pass ENGL 111G/G and MATH 120 or higher level for Secondary and Secondary Special Education Majors*
- _____ Pass (Basic) Essential Academic Skills portion of the National Evaluation Series exam (NES).

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
ELEMENTARY 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 _____

4 EXCEEDS EXPECTATIONS	3 MEETS EXPECTATIONS	2 DEVELOPING	1 UNACCEPTABLE
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
ELEMENTARY 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 _____

4 EXCEEDS EXPECTATIONS	3 MEETS EXPECTATIONS	2 DEVELOPING	1 UNACCEPTABLE
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
ELEMENTARY 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 _____

4 EXCEEDS EXPECTATIONS	3 MEETS EXPECTATIONS	2 DEVELOPING	1 UNACCEPTABLE
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.

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.

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.

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.

SAMPLE STUDENT PORTFOLIO EVALUATION FORM

Student Name _____ **Banner ID #** _____

Recommended Weight Outstanding Good Avg Min. Wt. X Scale = Score

5 Cumulative **GPA** _____ **GPA X 5 (DO NOT round off)** _____

5 **Professional Review Academic Environment/Settings** 4 3 2 1 _____
 Recommendations from Faculty
 Recommendations from Public School Teachers
 Evaluation of Field Experience Supervisors
 Committee Recommendations _____

3 **Review of Work Related Experiences: (Paid & Unpaid)** 4 3 2 1 _____
 Quality of Work, Observations from Supervisors
 Supervisor Evaluation
 Committee Recommendations _____

3 **Critical Consciousness for People With Disabilities** 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 **Critical Consciousness of Other Forms of Cultural Diversity** 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 **Campus Activities Profession related** 4 3 2 1 _____
 SNEA, Hispanic Educators, ASNMSU, Kappa Delta Phi, etc., Level of Participation, Professional Involvement
 Committee Recommendations _____

2 **Volunteer Experiences Service Related** 4 3 2 1 _____
 Scouts, FTA, Peace Corps, Candy Stripers, Special Olympics, Service Organizations, etc.
 Committee Recommendations _____

2 **Overall Professional Judgment of Portfolio** 4 3 2 1 _____
 This will be based on criteria such as coherence, conformance to guidelines, neatness and overall writing skills.
 Committee Recommendations _____

Passing Score: 70 **TOTAL** _____

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.

- θ Packet includes fingerprinting form – now required of ALL applicants to the Las Cruces school district.
- θ Fingerprinting should be done within one (1) year of certification to be current.
- o **You must take and pass the New Mexico Teacher’s Content exam for the specific license level you are pursuing 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 NES 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 NES is required to become a certified teacher in the state of New Mexico.
- θ 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