

University of Central Oklahoma  
College of Education and Professional Studies  
**REQUIREMENTS FOR ADMISSION FOR INTERNSHIP (STUDENT TEACHING)**

Requirements for student teaching are different from requirements for graduation. You are encouraged to have a degree check for graduation conducted during student teaching semester.

**1. Admission to Teacher Education**

Candidates must have received formal written approval of admission to Teacher Education and must maintain all admission requirements.

**2. Complete and Pass Tests:**

- a) *OGET* - Current UCO policy requires passing the Oklahoma General Education Test OR must satisfy the ACT/SAT substitution requirements as set forth in the undergraduate catalog.
- b) *OSAT* - Candidates must take the Oklahoma Subject Area Test prior to beginning internship (student teaching) in time to receive their scores prior to student teaching. Applicants are encouraged to take the OSAT the semester prior to internship/student teaching to ensure maximum course coverage.
- c) *OPI* – Modern Language majors must take the OPI in time to receive scores prior to student teaching.
- d) *ORT* – Special Education majors must pass the Oklahoma Reading Test (ORT) prior to student teaching and this will be required for certification as well.

**3. Complete Course Work:**

- a) *3/4 Major courses* - Candidates must have completed three-fourths of the course work required in the internship (student teaching) field prior to internship. For early childhood, elementary, and special education majors, the 4x12 support courses are considered part of the major.
- b) *Methods courses* - Candidates must complete all methods courses in the internship (student teaching) field prior to internship (student teaching). Although methods courses are a part of the candidate's major and ¾ of the course work must be completed prior to internship (student teaching), all methods courses must be completed prior to the internship (student teaching) semester. In the case of secondary majors some exceptions may be considered.
- c) *Professional sequence courses* - Candidates must complete Foundations of American Education and 15 hours of clinical experience, Teaching Individuals with Disabilities, Child/Adolescent/Developmental Psychology, Contemporary Learning Sciences and 45 hours of clinical experience, and Educational Assessment prior to internship (student teaching).

**4. Maintain Grade Requirements\*:**

- a) *Major courses* – Candidate must earn a “C” or better in all major courses.
- b) *Supportive courses* - Early Childhood, Elementary, and Special Education candidates must earn a “C” or better in all supportive courses (4x12).
- c) *Professional sequence courses* – Candidates must earn a “C” or better in all professional teacher education courses.
- d) *English Composition and Fundamentals of Speech*– Candidates must earn a “C” or better in six hours of English Composition and three hours of speech communication.  
**(\*All incomplete grades in each category must be cleared.)**

**5. Maintain Grade Point Requirements:**

Candidates must achieve a minimum grade point average of 2.75 overall for courses completed. If GPA is less than 2.75, you may qualify for admission to Internship (Student Teaching) by meeting the following criteria: *Have a minimum grade point average of 3.00 in the last 30 hours completed and meet all the other requirements for admission.*

**6. Foreign Language Proficiency requirements:**

Candidates must meet the Foreign Language Competency Requirement and provide appropriate documentation to their academic advisor so that it can be documented on their transcript.

**7. Major Hub in D2L**

*Candidates will access their D2L for Student Teaching where all of the student teaching resources will be found and all PPAT Tasks will be uploaded.*

**8. Background Checks:** Submit an approved background check through UCO's vendor.

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### **APPLICATION**

Application for admission to Internship (Student Teaching) must be made no later than Friday of the fourth week of the fall semester to enroll for the fall term of the following year. Teacher candidates will also enroll in Contemporary Issues during student teaching. Classroom Management can be taken the semester prior to student teaching or during student teaching without prior permission.

Applications are to be submitted on-line at the College of Education and Professional Studies web site <http://www.uco.edu/ceps/> during the fall semester. Requirements and procedures may vary slightly from semester to semester. Check in room EDU 207 for the most current information. There will be some paperwork to turn into the TES office as well. Candidates will be required to attend two small group meetings, one during the fall semester of application and one during the week after spring break. Candidates may sign up for these meetings in the TES office.

### **FINAL APPROVAL**

Teacher Education Services will verify all requirements have been met up to the point of application and up to the point of student teaching. The names of applicants who have met all requirements will be presented to the Council on Teacher Education. The Council on Teacher Education makes a recommendation for final approval to the Interim Associate Dean/Director of Educator Preparation of the College of Education and Professional Studies. Candidates may contact the Cindy Howard, Coordinator Clinical Experiences, for the process to appeal an adverse decision.

Approval for Internship (student teaching) is granted only for the semester that was stated in the application. All requirements are checked one week prior to the semester of internship (student teaching) to ensure that applicants are still eligible. If for any reason the internship (student teaching) component is not completed for the approved semester, the candidate must reapply during the regular application period. Candidates will be notified through their UCO email if there are any deficiencies.