Department of Teacher Education Minor Advising Checklist

PART ONE: Admission to the Department of Teacher of Education:

- Prior to beginning upper level coursework in Teacher Education:
  - UWF Acceptance
  - 2.5 GPA on all previous college work. Current cumulative GPA = ________
  - A.A. degree and/or all lower level courses complete
  - Lower level courses still needed____________________________
  - Purchase TK20 computer software package (uwf.tk20.com) can be purchased through the bookstore
  - Submit Application to Teacher Ed through TK20 including the Self-Rating Scale
  - Complete the Department of Teacher Education online orientation and email the last page to dherman@uwf.edu
  - Sign degree plan and the advising checklist
  - Sign Principles to Live By
  - Review your personal Course Rotation
  - Maintain a 2.5 cumulative GPA or higher

PART TWO: Important Department of Teacher Education Deadlines and Information:

- Secondary Practicum: apply through TK20 by May 1 for fall and October 1 for spring
- Florida Teacher Certification Exams (Optional): General Knowledge Test (GK), Professional Education (PED), Subject Area Examination (SAE)
- Liability and Medical Insurance: I understand I am responsible for all injuries or illnesses occurring during this Teacher Education program. I must have proof of liability and medical insurance to be placed in the schools
- Fingerprinting: complete prior to being placed in the school per your local school district requirements
- Review the Teacher Education Handbook for specific details and policies.

PART THREE: Other Important Information:

- UWF gmail account – activate your UWF gmail account and your Google Calendar through MyUWF
- Degree audit – available through MyUWF
- Send most current college transcripts - after degree is posted - to admissions
- Send high school transcripts for foreign language to admissions
- Register for classes through MyUWF. Guides available at uwf.edu/registration
- Nautilus card
- Parking decal
- Student given copy of “Principles to Live By.”

I understand the above information provided by the advisor:

______________________________________________________________
Student Name  Student Number

______________________________________________________________
Student Signature  Date  Advisor Signature