

Checklist for English Education Majors

Name _____

E # _____

- _____ 1. Complete course requirements with a C or better in every required course.
- _____ 2. Earn at least a 2.75 GPA in English and a cumulative GPA of 2.75 overall.
- _____ 3. Be a member of a professional organization before student teaching.
- _____ 4. Six hours of professional development or attendance at 2 professional conferences. (Professional development hours can include attending lectures, workshops, trainings, readings, etc. related to English and/or Education).

Conference, Lecture, Workshop, Activity, etc.	Verifying Signature from Faculty Member or other documentation (e.g. program, screenshot)
1.	
2.	
3.	
4.	
5.	
6.	

- _____ 5. Present at the **SPRING** English Studies Student Conference at least once.
- _____ 6. Prepare a professional portfolio. Portfolios should be submitted electronically to the English Education Director by Monday of Week 14 the semester prior to student teaching. The final product should be logically organized with a purposeful, professional, appealing design. This should include your best work (e.g. revised copies of assignments feedback free). The portfolio should contain at least the following items:
 - _____ Table of Contents
 - _____ Résumé
 - _____ Completed “Checklist for English Majors”
 - _____ Comprehensive Teaching Philosophy (from ENG 4801)
 - _____ Literature Narrative (from ENG 3402 with updated list of English Courses Taken)
 - _____ 3 writing samples -- one from a Multicultural course (i.e. ENG 3705) and two from other English courses
 - _____ Unit plans from ENG 3401, ENG 3402, and ENG 4801
 - _____ Mini-Lessons/Lesson Plans (Grammar/Language, Close Reading, Speaking/Listening/Presenting, Social Justice Lesson Plan)
 - _____ Evidence of professional organization membership
 - _____ Evidence of presentation at English Studies (or other approved) Conference (i.e. program)
 - _____ Pedagogy Reflection/Clinical Experience Essays from ENG 3401, ENG 3402, and ENG 4801
 - _____ Portfolio Reflection (1-2pg single-spaced essay reflecting on portfolio contents, highlighting at least three artifacts within that showcase your teaching philosophy/strengths)*
- _____ 7. Complete Post-Graduation [Contact Form](#)
- _____ 8. Earn positive evaluations from English faculty on digitally submitted Department Disposition

Evaluation Forms (formerly the print “Yellow Sheets”).