

**Minnesota State University, Mankato**  
**Educational Studies: K-12 and Secondary Programs**  
**MN TAPP Checklist**

Applicants Name: \_\_\_\_\_  
First Last

Intended MN TAPP Track (Check One):

- Teaching Certificate only       Masters degree with teaching certificate (MAT)

**I. Admission into the Graduate School** **Date Submitted**

- Completed an application for Graduate School \_\_\_\_\_
- 3.0 Cumulative undergraduate GPA \_\_\_\_\_
  - Verification of undergraduate degree: \_\_\_\_\_
    - Content area: \_\_\_\_\_
  - GRE if required \_\_\_\_\_

**II. Admission into the Graduate Teacher Licensure Program** **Date Submitted**

- Building Administration Agreement: \_\_\_\_\_
- Mentor Agreement: \_\_\_\_\_
- Verification of Limited Licensure: \_\_\_\_\_
- Complete Personal Statement Form \_\_\_\_\_
- Three Letters of Recommendation
- One: \_\_\_\_\_
  - Two: \_\_\_\_\_
  - Three: \_\_\_\_\_
- Professional Resume: \_\_\_\_\_
- Background Check: \_\_\_\_\_
- Plan of Study: \_\_\_\_\_
- Signed by advisor \_\_\_\_\_
  - Signed by Content Specialist \_\_\_\_\_

**III. Admission into Professional Education** **Date Submitted**

Note: All candidates will complete this during the 4 hour multistage screening process.

- Complete the Praxis I test (PPST) \_\_\_\_\_
- Complete an application for Professional Education \_\_\_\_\_
- Writing Sample
  - Surveys
  - Interview
  - Observation of pre-recorded lesson

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**IV. Retention for all candidates**

**Date Submitted**

Note: All candidates must maintain an active portfolio throughout the program.

- Maintain cumulative 3.0 GPA. \_\_\_\_\_
- Successfully complete the evaluation \_\_\_\_\_
  - course work \_\_\_\_\_
  - disposition, and \_\_\_\_\_
  - progress at each transition point \_\_\_\_\_
- Successfully complete and have your pedagogical portfolio evaluated \_\_\_\_\_

**V. Admission into the Internship**

Note: All candidates should complete the following the semester prior to student teaching. Contact the [Office of Clinical & Field Experiences](#) at 507-389-1517 for deadlines.

- Building Administration Agreement: \_\_\_\_\_
- Mentor Agreement: \_\_\_\_\_
- Verification of Limited Licensure: \_\_\_\_\_
- Internship Agreement \_\_\_\_\_
  - Signature from candidate \_\_\_\_\_
  - Signature from school-based mentor \_\_\_\_\_

**VI. Application for licensure**

Note: All candidates should complete this upon successful completion of student teaching and the Praxis II exam. Contact Gail Orcutt, Dean's Office (AH 118) for teacher licensure at 507-389-1216.

- Complete an application for licensure \_\_\_\_\_
- Complete and pass the Praxis II test in the pedagogy area \_\_\_\_\_
- Complete and pass the Praxis II test for your content area \_\_\_\_\_

**VII. Capstone Project for the Masters Degree**

Note: All candidates need to meet with their advisor prior to taking any research course work and completing their capstone project.

- Contact your advisor \_\_\_\_\_
  - determine the project, issue, question \_\_\_\_\_
- Complete a research course \_\_\_\_\_
  - KSP 609: Research Methods or \_\_\_\_\_
  - KSP 611: Teachers as Researchers: Classroom Inquiry \_\_\_\_\_
- Complete KSP 610: Scholarly Writing \_\_\_\_\_

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**VIII. Awarding the Degree**

Note: All candidates need to contact, discuss, and work with their committee members throughout this stage. The evaluation of the candidate's capstone experience should be on-going. Any candidate that waits until the last 3-4 weeks to contact and work with their committee members does so at their own risk and may jeopardize their completion of the degree.

Complete an application for graduation \_\_\_\_\_  
Complete Capstone experience; AP Paper, Thesis or Creative Project \_\_\_\_\_  
Complete an application for awarding the degree \_\_\_\_\_

**Resources**

MSU Graduate School (forms, information and deadlines): <http://www2.mnsu.edu/graduate/>  
Guidelines for Capstone Experience: <http://www2.mnsu.edu/graduate/cstudents/capstoneexp.shtml>  
GRE: <http://www.gre.org/>  
Praxis: <http://www.coled.mnsu.edu/departments/Academicadvising/Praxis.htm>  
Winona State University: <http://www.winona.edu/bued/>

College of Education Advising Office	AH 117	507-389-1215	Cheryl Kalakian
Clinical and Field Experience Office	AH 119	507-389-1517	Pat Harrington
Teacher Licensure Office	AH 118	507-389-1216	Gail Orcutt