

**SCIENCE/MATHEMATICS
TEACHING CAREER PREPARATION CHECKLIST**

Freshman Year

- Begin Field Experience- Complete EDUC 3 & EDUC 4
- Begin First Draft of Resume
- Visit Career Center to obtain service information
- Passage of CBEST Exam
- Apply to SMI and ALPHA Center Apprentice Programs

Sophomore Year

- Attend Graduate School of Education (GSOE) Teaching Credential Information Seminar
- Attend Resume Workshop/Career Information Seminar
- Begin Foundation Education Courses: Consult with SMI Resource Center
- Begin preparing for CSET Subtest Exams
- Continue Field Work Experience:
 - o Completion of Education 100A
 - o Participate in SMI & ALPHA Center Apprentice Programs
- Satisfied U.S. History and Health Education requirements
- Begin to compile professional portfolio/website
- Apply to teaching related scholarships (i.e. NCTM)

Junior Year

- Complete NASC 192
- Continue with Foundation Education Courses: Consult with SMI Resource Center
- Begin taking CSET Subtest Exams
- Continue Field Work Experience
- Begin gathering and comparing information about teaching programs available at UCR and other institutions
- Establish a Letter of Reference File with Career Center
- Begin gathering letters of recommendation/recommendation
- Develop Interview Skills: Seek assistance from Career Center
- Revise and Update Resume: seek assistance from Career Center
- Apply for Certificate of Clearance: a background check from the California Commission on Teaching Credentialing (The process can take up to nine months.) Go to GSOE to pick up an application
- Apply to STEM teaching related scholarships (i.e. TEACH Grant, NOYCE)
- Gain Pre-Service Professional Training
- Continue to develop professional portfolio/website

Senior Year

- Complete Foundation Education Courses: Consult with SMI Resource Center
- Continue Field Work Experience
- Passage of CSET Exams [passage is required by Winter Quarter of senior year for the Integrated Program **or** Spring Quarter for the regular teaching program]
- Refine Interview Skills: Seek assistance from Career Center
- Revise and Update Resume: seek assistance from Career Center
- Gathered letters of reference/recommendation
- Apply to Teaching Program
 - o Integrated Program – apply no later than October
 - o Fall admission begins in January
- Apply to STEM teaching related scholarships (i.e. TEACH Grant, NOYCE, KSTF)
- Gain Pre-Service Professional Training
- Continue to develop professional portfolio/website