

**PROFESSIONAL EDUCATION EVENT SEQUENCE FORM
for OSU Music Education Majors**

Refer to this checklist often in order to student teach and graduate on time!

Date Completed Event

- _____ 1. Complete the Application for Admission to Oklahoma State University’s Professional Education Program form: https://coeforms.okstate.edu/peu/PEU_App.php when you declare your music education degree.
- _____ 2. Join the OSU Chapter of National Association for Music Education, YOUR professional development organization and support network for current and future teachers.
- _____ 3. Begin your Pre-Professional Sequence by taking MUSI 2722 – Introduction to Music Education in the Fall of your Sophomore year. Collect **20 hours** toward the minimum of 60 observation hours in the public schools required by the Oklahoma State Department of Education AND begin your LiveText Teaching Portfolio.
- _____ 4. Take and pass the Oklahoma General Education Test (OGET*) while enrolled in MUSI 2722. Register online @ www.ceoe.nesinc.com
***You must pass the OGET Exam and Portfolio Submission I to be officially admitted to the OSU Professional Education program.**
- _____ 5. Maintain a minimum overall G.P.A. of 2.50 or above and a minimum grade of “C” in all MUSI and Professional Education courses.
- _____ 6. Complete your required observation hours and Portfolio Submissions in these courses:
 - _____ A. Elementary Methods (MUSI 3832) - ALL majors - **20 hours** (Fall / Junior)
LiveText Teaching Portfolio Submission I Due
 - _____ B. Teaching Choral Music (MUSI 3732) – Vocal majors - **20 hours** (Spring / Junior)
OR
 - _____ Instrumental Methods (MUSI 3852) – Instrumental – **20 hours** (Spring / Junior)
LiveText Teaching Portfolio Submission II Due
- _____ 7. Take and pass the following exams:
 - _____ A. Oklahoma Subject Area Test (OSAT*) – **1 year before** student teaching
 - _____ B. Oklahoma Professional Teacher Exam (OPTE*) – in your final year
***Register online for these @ www.ceoe.nesinc.com**
- _____ 8. Attend the “Intent for Clinical Practice” meeting with the Professional Education Unit **the semester prior to student teaching** to apply for student teaching placement.
- _____ 9. Take MUSI 4940 (Student Teaching) and MUSI 4742 (Student Teaching Seminar) in your final semester. **LiveText Teaching Portfolio Submission III is due during your final semester.**
- _____ 10. Complete graduation requirements and licensure/certification requirements. Submit an Application for Licensure form to the Office of Professional Education (325 Willard).