

Contact Information

<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
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Office of Student Academic Services	956-7849	osas@hawaii.edu
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Gail Tamaribuchi ITE Secondary Program Chair	956-4241	tamaribu@hawaii.edu
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Elaine Mezurashi ITE Secretary	956-4241	mezurash@hawaii.edu
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Julie Amsberry Data Coordinator	956-3949	amsberry@hawaii.edu
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ITE Secondary Program Fax	956-9808	
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ONLINE RESOURCES

WEBSITE ADDRESS

ITE Program Homepage	http://www.hawaii.edu/coe/departments/ite/prog_bed_sec.shtml
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Laptop Initiative	http://www.hawaii.edu/coe/departments/ite/ite_laptop.shtml
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Electronic Portfolios	http://www.hawaii.edu/coe/departments/ite/Portfolios.shtml
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WebCT	http://webct.hawaii.edu
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Curriculum Resource Center (CRC)	http://www.hawaii.edu/coe/departments/outreach/crc_equipment.shtml
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Checklist for Teacher Candidates

Semester 1

- New Student Orientation** – Attend the New Student Orientation (date and time announced via email). Orientation is held in May for Statewide teacher candidates and in August and January for Oahu candidates.
- Laptop Computer** – Acquire a laptop computer with the specifications outlined on the College of Education website: http://www.hawaii.edu/coe/departments/ite/ite_laptop.shtml
- TK-20 Online Account** – Purchase a TK20 account at <http://uhm.hawaii.tk20.com>
- Developmental Portfolio** – Begin this semester.
- Register for ITE 401** – Introduction to Teaching course must be taken during your first semester in the College of Education.
- Contact Julie Amsberry** (amsberry@hawaii.edu) with your university email address. Check this email address regularly for various announcements and notices sent by Julie.

Pre Field Experience

- ITE 402 Placement Survey** – Complete and submit the ITE 402 Placement Survey to the ITE Secondary Program Office (Everly 226) by the end of the semester prior to registering for the fall semester methods course. The form can be found in Appendix N.
- Name Badge** – Acquire an ITE name badge through the UHM Campus Center Ticket, Information and ID Office (CC 212). Name badges identify students as ITE teacher candidates in public schools during field experiences. The cost of \$5 is due at the time of order. Application forms are provided in Appendix O and on the Secondary Program website.
- Liability Insurance** – Acquire and maintain liability insurance through the College of Education Student Association (CESA) in OSAS. You can purchase online at <http://www.nea.org/student-program/index.html>.
- TB Clearance** – Obtain a Hawai'i Department of Health TB clearance certificate, required by the Hawai'i State Department of Education school regulations. The certificate must be valid through the end of the student teaching experience and must be filed with the Office of Student Academic Services (OSAS).
- Fingerprinting and Background Check** – Complete a background check and fingerprinting (Personnel Form 90), required by the Hawaii Board of Education. Form 90 is available in OSAS. Students are to contact any district DOE office to make an appointment to complete this requirement. The DOE sends a list of approved background checks to the Secondary Program.

Pre Student Teaching

- Student Teaching Application and Graduation Check** – Complete a formal application for student teaching and make an appointment with an advisor in OSAS for a graduation check. Forms and deadline information are included in Appendix L or on the Secondary Program Website. After the graduation check, applications are to be submitted to the ITE Secondary Program Office (Everly 226).

Final Semester

- Large Group Seminars** – The Secondary Program organizes large group seminars each semester especially for student teachers. The seminars focus on a range of current topics related to schools and students.
- Graduation Application** – Obtain an application for graduation from OSAS. Applications must be submitted with the degree fee to the UHM Cashier's Office by the deadlines in the UHM Calendar. Contact your OSAS advisor for more information.
- OSAS Placement File** – Make an appointment with your OSAS advisor to open your Student Placement File to use with future employers.