

Placement Request Information Procedures

Course instructors receive an email requesting the following information from the field experience coordinator approximately 3 weeks before the requests need to be sent to the school divisions.

The following **specific** information must be received prior to sending your request to the school division contacts:

1. The **exact** starting and ending dates of your practicum. Please check the public school calendars and make sure that you are not scheduled to go during their Spring Break or Finals Week, etc and **that you are scheduled for the correct number of practicum hours listed in the EMU catalog** for your course.
2. If your students (or a student) are NOT going to their practicum during the scheduled course time, you are to submit individual student schedules printed from myEMU with the request for an alternate practicum schedule handwritten on the student's myEMU schedule.
3. Grade level that the Practicum should occur in (elementary, middle school, or high school)
4. Description of what the candidates will be doing in the practicum
5. List of students in the class
 - ED 252 Learning Motivation & Assessment Professional Field Experience
 - ED 331, 332, & 333 Curriculum Block
 - ED 321 Management & Organization in Early Education
 - ED 391 Middle School Curriculum and Organization
 - LING 450 Methods of Language Teaching
 - LING 460 Practicum in TESOL
 - ED 341, 342, & 343 Literacy Block
 - ED 361 Special Methods Professional Field Experience
 - EDS 331, 332, & 333 Special Education Block
 - EDS 351 Intervention Strategies for Middle & High School Learners with Exceptionalities
 - EDS 371 Evaluation & Planning in Special Education
 - EDS 381 Special Education Professional Field Experience
 - PE 301 Adapted Physical Education
 - PE 401 & PE 231 Elementary Physical Education Block
 - PE 402 Secondary Physical Education Block
 - MUED 341 Elementary School Music
 - MUED 342 Secondary School Music
 - ART 397 Elementary School Art Methods
 - ART 398 Secondary School Art Methods
 - THR 370 Elementary School Theater Arts Methods
 - THR 371 Secondary School Theater Arts Methods

In ED 101 Exploring Teaching the candidates sign up for placements during class and the field placement coordinator meets with the course instructor and administrative assistant to make the placement requests.