

October 23, 2009

Dear EDU 208 Students:

You are registered for **EDU 208 *Guided Observation in Education*** for the **Spring 2010** semester. You are required to spend **60 hours in a local school classroom** – this is broken down to 40 hours of classroom observation plus 20 hours assisting the cooperating/classroom teacher in meeting the needs of the class (service-learning). Most EDU 208 students spend approximately 5 hours per week in the local school classroom. Please ensure that your school/work schedule allows for completion of these hours.

Please **COMPLETE AND RETURN** the attached **EDU 208 SCHOOL PLACEMENT PREFERENCE Form within 10 days.**

The information you provide will be used to locate a placement classroom that meets the teacher certification level you are seeking. We also try to locate a placement in one of your three choice school districts. The placement of fieldwork students in local school districts is very competitive due to the large number of teacher education programs in area colleges. You have the best chance of being placed in a school district of your choice when you return this form promptly.

Placements are not made until this form is completed and returned.

Frequently Asked Questions (FAQ):

1. **Can I request to conduct my fieldwork with a specific teacher in a specific school district?**
Yes. Some EDU 208 students wish to conduct their fieldwork with a teacher who is already known to them. Please provide contact information regarding the teacher and the school in the spaces provided on the attached form. If this placement is appropriate for your certification level and our program, then we will contact the school administration concerning possible placement. This placement may, or may not, be approved for a variety of reasons. Students are not to contact the requested teacher or school directly. All placements are made through the Department of Education's Coordinator and the local school administration.
2. **Am I required to request a specific teacher?**
No. You are not required to request a specific teacher, in which case you should leave this section blank.
3. **If I request placement with a specific teacher, do I still need to list my top three preferred school districts?**
Yes. All EDU 208 students should list their top three preferred school districts. If you request a specific teacher we will still need this information in the event that your request is not approved.
4. **My aunt is a teacher. Can I be placed in her classroom?**
No. Your cooperating teacher may NOT be an immediate family member, close friend, or significant other. Your cooperating teacher must be someone who can evaluate your conduct in the classroom objectively. Your cooperating teacher MAY be a former teacher.
5. **Should I contact the teacher or school myself?**
No. DO NOT CONTACT THE SCHOOL OR TEACHER ON YOUR OWN. ALL PLACEMENTS ARE PROCESSED THROUGH THE DEPARTMENT OF EDUCATION. Every local school district has a procedure for making placements which includes working directly with the Department of Education Coordinator. Contacting the school or teacher may negatively impact chances for your placement in that school district.

6. **Do I need to complete a resume? What does “resume required” on the form mean?**

Due to the competitive nature of placements, several school districts will not place students unless the student has submitted a resume for their review. If one of your top three school districts has *(Resume Required)* printed after the name, please e-mail your resume as an attachment to ddwyer@monroecc.edu. We will forward your resume to the school district for their consideration. We cannot request a placement in that district until your resume has been received.

7. **When and how will I be provided with information regarding my placement?**

We will send your placement information to your student email account as soon as your placement has been confirmed. We will also call the telephone number you provide on the form to tell you that your placement has been confirmed. You will be told to check your college e-mail for the name of the school, cooperating teacher's name, grade level and subject area (where appropriate).

8. **When do I contact my cooperating teacher?**

You should **contact your cooperating teacher by e-mail or phone upon receipt of his/her contact information** to introduce yourself, even if you have not yet started your EDU 208 class. You are not required to meet in person with your cooperating teacher until the start of your EDU 208 class. Contact with your cooperating teacher at the time of placement will ensure that the teacher is expecting you when the semester begins.

The MCC Dept of Education contacts each cooperating teacher before you are provided with the contact information. The time period between placement notification and the actual start of the EDU 208 class may be several weeks, or even month and some teachers may be unsure as to when you will actually start coming to their classroom. Local schools are in session during January (MCC's winter break) and June (MCC's summer break) and teachers may think that you have dropped the course when they do not hear from you shortly after the placement is arranged.

9. **When am I required to meet with my cooperating teacher?**

You are not required to meet with your cooperating teacher until after the start of your EDU 208 class. Additional information will be provided in your confirmation e-mail and during your EDU 208 class sessions.

Please note that the State Education Department requires education students to do a portion of their field placement experiences in a high needs setting. All schools in the Rochester City School District meet the criteria for a high needs setting; therefore, you are highly encouraged to seek a field placement within this specific school district.

Important information:

- **At the request of local school personnel, DO NOT CONTACT any teacher or school where you are interested in being placed. Local schools have strict procedures in place for fieldwork placement.**
- **Spaces for placements are limited and very competitive. Please submit your completed form and resume, if required, as soon as possible.**
- **Incomplete forms will cause a delay in the placement process.**
- **You will be notified by your college email as soon as your placement is confirmed. All efforts are made to provide you with this information no later than the second week of classes.**

Sincerely,

Debra Dwyer

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