

FETE Self-Placement Policy

1. Paperwork:

- The self-placement process requires the attached form.
- **The Self Placement form must be submitted before you can register for a FETE 301, 302, 401, or 402 course;** when you turn the form in to the front desk personnel at the Teacher Education department (313 Porter), you will be given a CRN to register as long as you have the appropriate pre-requisite courses completed and are enrolled in the appropriate co-requisite courses. Starting the first day of classes, students will be charged a late registration fee.
- **The Self Placement form must be filled out entirely, including signatures of the teacher you will be working with and principal of the building.** It is your proof that you have successfully secured placement.

2. Select an Appropriate Placement:

- ***Elementary placements: -Must be in grades 3-5.*** Even if a sixth grade class is located within an elementary school, **it is not an acceptable placement for an elementary major for the purpose of completing a FETE course.**
- ***Secondary placements: -Must be in grades 6-12 -Must be with a teacher certified in secondary education.*** There are quite a few sixth, seventh, and eighth grade teachers who have elementary certification, and placement with these individuals are not appropriate for FETE courses. **-Must be with a teacher certified in your major or minor subject area.** If at all possible, complete FETE 302 with a teacher certified in your minor, and complete FETE 402 with a teacher certified in your major. It is imperative that at least one of your placements is with a teacher certified in your major.

Diversity: Placements for FETE 401 or 402 **MUST** be in a diverse setting. A placement is defined as diverse if at least 30% of the building's student population is culturally diverse, socioeconomically diverse, or if the building has been established as Title I. This information can be found by asking the principal or by going to www.greatschools.net

3. Other Information:

- Due to the lengthy process of placing students, the FETE office cannot secure a placement for you if you are not successful in placing yourself.
- Students **must** self place during Spring or Summer semester.

To Self Place:

1. **Carefully** review the FETE Self Placement Policy (also contained in this packet).
2. Create a list of schools that you would like to work with; these schools might be near your home, place of work, or EMU. If you think you have a personal contact that is willing to allow you into his/her classroom, **still make a list of back-up choices**.
3. Once your list is complete, contact the building administration office to make an appointment with the principal or teacher:
 - **BE POLITE, PROFESSIONAL, AND EFFICIENT**, even if you have to contact the school a few times.
 - Tell the office personnel: -Your name -The reason for the appointment request (*suggestion: "I am currently a student at Eastern Michigan University pursuing a degree in teacher education, and as a part of that degree, I am required to gain experience in a classroom with a certified teacher. I would like to speak to the principal about the possibility of working with one of your teachers."*)
 - Your phone number (**don't rely on email**)
 - If you do not hear back from the principal after your first call, wait at least two (2) business days before calling again.
 - When you do hear back from the principal or teacher, ask if there is anything in particular you need to have with you at the meeting. At the very least, take in a copy of the FETE manual (available on LiveText) to illustrate the expectations of the FETE course. -If you first meet with the principal and he/she then assigns you to a teacher, you might need to print off an extra copy of the FETE manual for the teacher as the principal could very well decide to keep a copy of the manual for his/her own records.
 - When you go in for the meeting, **dress and behave professionally**.
 - The school may require a copy of your TB test results, a background check, or fingerprints. If a background check or fingerprinting is required, the school will give you information about how to secure either.
4. When you meet with the teacher you will be working with for the semester, arrange a visitation schedule and provide the teacher with contact information.

FETE Self Placement Form

Semester (check one): Spring Summer
FETE Course (check one): 301 302 401 402

PERSONAL INFORMATION

PLEASE PRINT OR TYPE

NAME: _____ STUDENT ID: _____

EMICH EMAIL ADDRESS: _____

MAJOR(S): _____

MINOR(S): _____

SCHOOL INFORMATION

NAME OF DISTRICT: _____

NAME OF SCHOOL: _____

STREET ADDRESS: _____
 NUMBER STREET CITY STATE ZIP

SCHOOL PHONE NUMBER: _____

NAME OF BUILDING PRINCIPAL: _____

NAME OF TEACHER: _____

GRADE(S) AND/OR SUBJECT AREA(S) OBSERVING: _____

Statement Of School's Diversity (Fete 401 and Fete 402 Only; Attach Any Supporting Documentation): _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

TEACHER'S SIGNATURE: _____ DATE: _____

DEADLINE:

This form is due to the Department of Teacher Education in order to receive permission to register for FETE 301, 302, 401, or 402. Registration for the Spring/Summer semesters begins in March. Late registration fees will be charged if registration occurs on or after the first day of the semester.