

## University Resources

### **Learning Resources Center (LRC), 209 J Bessey Hall, 355-2363**

The LRC provides instructional facilities, staff, and materials for MSU students interested in improving thinking, reading, writing, listening, study, time management, and test-taking skills. Appointments are **not** necessary. All services and workshops are provided free of charge.

### **Writing Center, 300 Bessey Hall, 432-3610, [grammar@pilot.msu.edu](mailto:grammar@pilot.msu.edu)**

Experienced writing consultants talk one-on-one with writers of **all** levels of proficiency at **all** stages of a composition. Get assistance in brainstorming topics, organizing ideas, developing rough drafts, and fine tuning your writing. For an answer to a quick question, use the Grammar and Usage Hotline at the same phone and e-mail address.

### **Career Information Center (CIC), 6 Student Services Building, 353-6474 ext. 335**

The CIC contains a comprehensive collection of books and files on thousands of career fields and 3,200 employers as well as career and employer directories, MSU curriculum files, graduate and student information, audio-visual aids, and self-evaluation modules.

### **MSU Career Development and Placement Services, 113 Student Services Building, 355-9510**

This office assists students in the College of Education who are activating a Placement File, preparing resumes, researching employers, and preparing for job interviews. Office staff assist teacher certification students in career planning and understanding market research.

### **Service Learning Center, 26 Student Services Building, 353-4400**

MSU students may receive placement assistance here for volunteer experiences and internships related to their major. The office is open Monday - Friday, Noon - 5:00 pm.

### **Counseling Center**

**Main Office: 207 Student Services Building, 355-8270**

**Branch: 335 Olin Health Center, 355-2310**

### **Detroit Area Interns - after 5:00 PM and on weekends contact:**

**Oakland County - Common Ground, (248) 456-0909**

**Macomb County - Macomb County Crisis Line, (810) 307-9100**

**Wayne County - Emergency Telephone Service, (313) 244-7000**

Students should feel free to contact the Counseling Center for personal concerns and crises. Professional counseling and psychological services are offered to assist with both immediate personal and career concerns and longer range plans. All services are confidential. Initial consultations are free of charge; all services are free to currently enrolled students carrying 1 or more credits. A multitude of specialized groups and workshops are offered each semester, with varying topics which usually include stress management and test anxiety. Handouts about these groups and workshops are available in 207 Student Services.

A 24-hour Sexual Assault Crisis Line for women and men who have been sexually assaulted (and their friends, families, and roommates) can be reached at 372-6666.

**The Testing Office, 207 Student Services Building, (inside the Counseling Center), 355-8385**

Registration materials for the LSAT, GRE, MCAT, and GMAT are available here, as well as foreign language placement tests. Registration materials for the MTTC are available in the College of Education Student Affairs Office, 134 Erickson Hall.

**Overseas Study Office, 108 International Center, 353-8920**

This office can assist students who want to include an international study experience in their program of study.

## **Team Assignments, Field Placements & Internship Preferences**

**Team  
Assignments**

Upon admission to Teacher Education, students are assigned to a particular TE Team.

- Elementary Education -- Team 1, 2, or 3
- Secondary Education -- Team 4  
(*except as noted below*)
- Music Majors & Audiology and Speech Majors - Not assigned to teams. Placements are arranged directly by their major departments.

**Field  
Placements**

Students enrolled in TE 301 through TE 402 are placed for field work in the greater Lansing area in order to minimize travel time. For the internship year, field placements are made in the Lansing area and in selected sites that are distributed more broadly. A list of sites available for internship placement is provided with a survey which students complete prior to internship placement.

**The first consideration in making field and internship placements is to prepare you for certification in Michigan.**

To do that, we place you in situations that match the teaching certificate you intend to earn, and which prepare you to teach diverse students in diverse settings. We also seek to place you in settings which best fulfill your educational needs as we see them. Our second consideration is to place you in schools with which we have developed good working relationships and which support a productive combination of course work and field work. Our third field placement consideration is your preference of a location for the internship year. We attempt to honor your preference, provided that we can satisfy the first two considerations and have enough placements in a given location for all who want internships there.

**Under no condition are students allowed to negotiate their own placements.**