

Communication Channels

If you have questions or concerns about your Teacher Education program, it is important that you bring them to the attention of the appropriate people. If you are having personal difficulties in the program, we will try to support you. If we know what your questions are, we can try to answer them. If we know that there are problems in the program, we can work together to try to solve them. However, if people do not communicate about issues of concern, nothing can be done about them.

A general rule is to start by talking first with the people most directly involved to try to solve a problem. Only if you are not satisfied with the result should you go to a higher level.

Concerns about a Course:

Your first course of action if you are confused or dissatisfied in a course is to talk directly with the instructor. The instructor needs feedback from you in order to help you and others in the class. If you don't know how to approach the instructor or how to conduct such a conversation, you can seek help from the Team Coordinators. Undergrads should call or email Kathy Moon (kmoon@msu.edu or 432-3671) or Nancy Rudd (nrudd16@msu.edu or 432-9620). Interns should contact Judy Thompson (thomps38@msu.edu or (248) 723-9354). They can help you prepare for a conversation with an instructor or facilitate the conversation.

Appealing a Grade or Decision:

If you are unhappy about a grade or a decision that an instructor has made, after talking to that instructor, contact the appropriate coordinator. If necessary, they will consult with the Team Faculty Leaders, Sandy Wilcox and Sandra Crespo, for further steps.

If you are unhappy with a Team decision, after talking with the Team Coordinators and Leaders, contact Sharon Schwill, the TE Program Coordinator, at schwill2@msu.edu or 355-1713.

If you wish to appeal a Program decision, you may contact the Teacher Education Department Chairperson, Mary Lundeborg at mlunde@msu.eu or 353-5091.

If you are not satisfied with a Department decision and wish to appeal it, you may then contact the Associate Dean of Student Affairs, Cassandra Book at cassbook@msu.edu or 355-1787.

Personal Difficulties:

Everyone runs into obstacles and difficulties in their lives from time to time. If something occurs in your life, such as illness, a death or illness in the family, depression, divorce, or any number of other things, please let your instructors know. Also, please alert Kathy, Nancy or Judy of serious difficulties. If necessary, we can refer you to campus services and make adjustments in time deadlines and other requirements to allow you to continue in the program.