Michigan State University  
Teacher Preparation Program  
ELEMENTARY AND SPECIAL EDUCATION 
INTERNSHIP PLACEMENT REQUEST FORM and DELAY FORM  
October 2002

Name______________________________________  Team #__________________

PID#________________________________________   Email____________________________________

Phone_____________________________________

Current Address: ______________________________________________________________________
________________________________________________________________ ____

Summer Address: ______________________________________________________________________
(if known)  ______________________________________________________________________

IF YOU ARE PLANNING TO DELAY or DROP YOUR INTERNSHIP, GO TO THE END OF THE FORM.

Grade and Subject Preference. Please mark appropriate preference with 1 for first priority, 2 for second priority, etc.

<table>
<thead>
<tr>
<th>Elementary Interns</th>
<th>Special Education Interns</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ K - 2</td>
<td>_____ DE</td>
</tr>
<tr>
<td>_____ 3 - 6 (elem school)</td>
<td>_____ VI</td>
</tr>
<tr>
<td>_____ 6 (middle school)</td>
<td>_____ K - 2</td>
</tr>
<tr>
<td></td>
<td>_____ 3 - 5</td>
</tr>
<tr>
<td></td>
<td>_____ LD</td>
</tr>
<tr>
<td></td>
<td>_____ EI</td>
</tr>
<tr>
<td></td>
<td>_____ 6 - 8</td>
</tr>
<tr>
<td></td>
<td>_____ Elementary</td>
</tr>
<tr>
<td></td>
<td>_____ Middle School</td>
</tr>
<tr>
<td></td>
<td>_____ High School</td>
</tr>
</tbody>
</table>

Major(s):_________________________________________________ /_______________________
and/or
Minor(s):_________________________________________________ /_______________________

Geographic Preference. As of 2003-2004, MSU is making placements in the following areas. The issue is where you want to LIVE during the internship. Mark 1 for first preference, 2 for second preference:

GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Southeast</th>
<th>Grand Rapids</th>
<th>Jackson</th>
<th>Lansing area</th>
<th>Traverse</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Michigan area  Possible placements in Holland, Including Flint  Muskegon, and Rockford if warranted on a year by year basis

If warranted on a year by year basis

SPECIAL EDUCATION

NOTE: LD/EI placements will be within the Greater Lansing area schools. If you are in LD/EI, go to the next page.

For DE and VI Interns, there are limited options for spring placements in the Greater Lansing Area.
**Fall (General Ed):**

_____ Greater Lansing Area  
_____ Flint  
_____ Grand Rapids  
_____ Southeast Michigan

**Spring (Special Ed):**

_____ Greater Lansing Area  
_____ Flint  
_____ Grand Rapids  
_____ Southeast Michigan

**Placement Information.** I would like to work in a setting that:

If you have been employed, or you have relatives/significant others* who are employed in schools in the areas you indicated above, please explain your relationships to the person, the position held, the school and the district:

________________________________________________________________________________________

What K-12 schools, if any, did you attend in your preference area?

________________________________________________________________________________________

Do you have children enrolled in schools in the area you requested? If so, what school(s)?

________________________________________________________________________________________

**Southeast Michigan Area Including Flint, General Education Only:** If you indicated the Southeast Michigan area as your first preference, please indicate the address and phone number where you will be living if placed in this area:

<table>
<thead>
<tr>
<th>STREET</th>
<th>CITY</th>
<th>ZIP CODE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is the intersection of main roads closest to the above address?

________________________________________________________________________________________

**Other?** Please write any other important consideration in making your placement or attach a statement:

**Sign and Return This Form to Your Team Coordinator by December 1, 2002!**

**Signature.** By signing below, I acknowledge that I have received a copy of the Intern Placement Policies. I acknowledge that MSU will attempt to honor my preferences but CANNOT GUARANTEE a placement that closely matches those preferences. I understand that it is my responsibility to meet all the eligibility requirements prior to the internship. **I understand that MSU does not permit teacher candidates to make their own placements.**

________________________________________________________________________________________

(Signature)  (Date)

**Delayed Internships or Dropping the Program**

_____ I am dropping the Teacher Preparation Program. **You must write a letter to your Team Coordinator with a copy sent to the College of Education Student Affairs Office stating that you are dropping the Program or complete a withdrawal form in 134 Erickson.**

_____ I will not be interning in 2003-2004. I am delaying my internship until ________________, because (check one reason listed below):

_______ academic extension (e.g. need to finish teacher education coursework, major/minor courses, or degree requirements, study abroad, program interruption) Give reason:

  Have you met with an academic advisor about this extension? Yes  No

_______ personal reasons (e.g. financial needs, medical needs, travel, exploring other options, personal preference, etc.)

Please explain:

**I understand that I must notify my Team of my intent to intern by December 1 of the year preceding the fall I expect to begin my internship.**

**I understand that I am not guaranteed a placement** for the year I request, even if I notify the Team no later than December 1, if Team or overall program numbers are such that more interns cannot be accommodated in the cohort I am requesting.
I understand that I must request a return from delay in writing addressed to my Team and to the Teacher Education Chairperson and I may need to reapply to the University.

________________________________________
(Signature)

________________________
(Date)

*Relatives/significant others means a connection between persons by blood, marriage, adoption, domestic partnership, or other personal relationship in which objectivity might be impaired.