

Methods & Practicum Placement Request Form

Methods Students:

You will first enter in your academic information, and then indicate that you are registering for a Methods Course ED 607 or ED 624. This will take you to the Methods Registration Page.

ED 607 and ED624 require that you meet Level 2 in the Levels of Teacher Education Program Progression (MyMBUOnline/College of Education/Program Forms and Documents/Levels of Teacher Education Program Progression OR Advanced Levels of Program Progression). You will enter in your academic information and then indicate that you are registering for a METHODS course. This will take you to the Methods Registration Page.

What you need in order to complete request form (link to the form is below):

- Student ID number (9 digit number; typically starts with 301)
- MBU login information
- Education Advisor's name (if you have one)

Link: **You cannot save your request and complete it at another time so make sure you have gathered the necessary information stated above. Once the request is submitted you cannot make changes. Changes need to be submitted to the Field Placement Coordinator in writing before the request deadline.**

LINK to Request Form:

[https://docs.google.com/forms/d/e/1FAIpQLScGcRjfuyjxRhe3Ou2JDjOg77fAMgplG0vouP30KXo-kRai7Q/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLScGcRjfuyjxRhe3Ou2JDjOg77fAMgplG0vouP30KXo-kRai7Q/viewform?usp=sf_link)

Registration: All students will be registered by the Director of Academic and Student Services. Once registered, you will be notified.

Practica Students:

You will first enter in your academic information, and then indicate that you are registering for a Practicum Field Experience. This will take you to the Practicum Field Experience Registration Page. Any student requesting a Methods Practica will also need to meet Level 2 requirements in the Levels of Teacher Education Program Progression. (MyMBUOnline/College of Education/Program Forms and Documents/Levels of Teacher Education Program Progression OR Advanced Levels of Program Progression)

We do not guarantee placements in your preferred school divisions, school, or with your preferred teacher.

Mary Baldwin University works closely school districts to secure appropriate placements for practicum students. Please do NOT make your own arrangements for a practicum. You will be notified via email as soon as a placement is secured (fall placements may be the end of September before confirmed; spring placements may be the middle of February before confirmed). We appreciate your patience.

Remember that placements, once assigned, are not negotiable. Plan carefully.

Practicum Request Deadlines:

Spring Placement: December 1st; May Term Placement (MBCW only): March 1st; Fall Placement: August 1st

What you need in order to complete request form (link to the form is below):

- Student ID number (9 digit number; typically starts with 301)
- MBU login information
- Education Advisor's name (if you have one)
- School division and school names where you would like to be placed
- If you are requesting to complete your practicum while employed, you need your principal and school's contact information (name of principal and school, principal's email address, school's phone and fax number)

Registration: All students will be registered by the Field Placement Coordinator. Once registered, you will be notified.

Online & Adult, Residential, and PBTL students: You MUST be **accepted** into the Education Program BEFORE you can take a Methods Course (ED 300, 310, 315).

Placement Reminders:

- You need to fill out ONE REQUEST FORM **per practicum** placement request (Example, Sally plans on taking ED 510 and ED 511. Sally must complete this form twice. One to indicate the need for a 510 practicum and one for a 511 practicum, even if requesting them at the same school and/or the same classroom).
- We do not guarantee placements in your preferred school divisions, school, or with your preferred teacher.
- Mary Baldwin University works closely with local school districts to secure appropriate placements for practicum students. Please do not make your own arrangements for a practicum. You will be notified via email as soon as a placement is secured. We appreciate your patience.
- Remember that placements, once assigned, are not negotiable. Plan carefully.
- Background Checks: many school systems now require a health and criminal background check. Comply with these requirements as soon as you are notified so that the beginning of your placement will not be delayed. Mary Baldwin does not cover the costs of background checks, fingerprinting, or TB testing for any school division.

Late requests: with the exception of new admits to our programs, late/incomplete request forms must be accompanied by a letter of appeal to the Field Placement Coordinator; students who miss the request deadline are not guaranteed a placement.

Link: **You cannot save your request and complete it at another time so make sure you have gathered the necessary information stated above. Once the request is submitted you cannot make changes. Changes need to be submitted to the Field Placement Coordinator in writing before the request deadline.**

LINK to Request Form:

https://docs.google.com/forms/d/e/1FAIpQLScGcRjfyujxRhe3Qu2JDjOg77fAMgplG0vouP30KXo-kRai7Q/viewform?usp=sf_link