DRAFT Placement Request Form

Instructions: This form is required of any student seeking placement in the upcoming term. Please read each question carefully and answer completely to the best of your knowledge. Your responses to these questions are used to identify and secure appropriate, high-quality placements in support of your academic and professional development. If you have any questions about completing this form, please contact the Career and Professional Experience Services at 602-543-6311 or by email at mlftc-pes@asu.edu

STUDENT INFORMATION

Instructions: Please answer the following questions. If you are unsure of your 10-digit ASU ID or your ASU email address, please review the "Profile" section of your My ASU.

1. Your 10-digit ASU ID
   [short answer]

2. Your First Name
   [short answer]

3. Your Last Name
   [short answer]

4. Your ASU email address
   [short answer]

5. Please select your academic level: *[Select one]:*
   a. Undergraduate - go to UNDERGRADUATE COLLEGE
   b. Graduate - go to GRADUATE PROGRAM SELECTION

GRADUATE PROGRAM SELECTION

Instructions: Please identify your degree or certificate plan. You can confirm the correct title of your degree plan on your MyASU in the "My Programs" section.

Please select your degree or certificate program from the list below *[select one]*

Arizona Certification

- Early Childhood Education, MEd Go to GRADUATE ECD COURSES (ONLY OFFERED TRADITIONAL)
- Early Childhood Special Education, MEd Go to GRADUATE ECS PATHWAY
- Elementary Education, MEd Go to GRADUATE ELEMENTARY PATHWAY
- Secondary Education, MEd Go to GRADUATE SECONDARY CONTENT/SUBJECT AREA
- Special Education, MEd (including Dual Special Education & Elementary Education) Go to GRADUATE SPECIAL EDUCATION CERTIFICATION

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- Teacher Certification Graduate Certificate - Elementary Education Go to GRADUATE ELEMENTARY PATHWAY
- Teacher Certification Graduate Certificate - Secondary Education Go to GRADUATE SECONDARY CONTENT/SUBJECT AREA
- Teacher Certification Graduate Certificate - Special Education Go to GRADUATE SPECIAL EDUCATION CERTIFICATION

To be Added: CA certification options

- **MEd Early Childhood Education (CA PK-3 Early Childhood Education Specialist Credential)**
- **MEd in Elementary Education (California Multiple Subject Credential)**
- **MEd Secondary Education (CA Single Subject Credential)**

After selecting CA certification options, they will be redirected to the pathway type.

GRADUATE ECD PATHWAY

Instructions: Please identify whether you are following the CA Intern pathway or the CA Traditional pathway for your program. The Intern pathway requires you to be hired as a Teacher of Record in an appropriate classroom within the PK-3 setting for your course. If you are in the process of changing your pathway from Intern to Traditional or vice versa, **select the pathway you will be in for <insert semester>** If you are unsure, please consult with the advising team Grad EdPrep prior to completing this form.

- Please select your pathway *[Select one]*
  - Intern pathway Go to GRADUATE ECD Intern Clinical Practice COURSES
  - Traditional pathway Go to GRADUATE ECD TRADITIONAL Clinical Practice COURSES

GRADUATE ECD CA INTERN COURSES

Instructions: Please identify which placement course you plan to take in <insert semester>. If you're not sure which course you should take, please consult with your advising team prior to completing this form.

- Which placement course do you intend to take? *[select one]*
  - ECD 551: Preschool - Grade 3 Intern Teaching
  - ECD 552: Preschool-Transitional Kindergarten Intern Teaching
  - ECD 553: Kindergarten- Grade Three Intern Teaching

Go to GRADUATE ALTERNATIVE JOB QUESTIONS

GRADUATE ECD CA TRADITIONAL COURSES

Instructions: Please identify which placement course you plan to take in <insert semester>. If you're not sure which course you should take, please consult with your advising team prior to completing this form.

- Which placement course do you intend to take? *[select one]*
  - ECD 515: Preschool -Grade 3 Clinical Practice
  - ECD 516: Preschool-Transitional Kindergarten Student Teaching
  - ECD 517: Kindergarten-Grade 3 Student Teaching

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Go to PLACEMENT TYPE

GRADUATE ELEMENTARY CA Multiple Subject PATHWAY

Instructions: Please identify whether you are following the CA Intern pathway or the Traditional pathway for your program. If you are in the process of changing your pathway from Intern to Traditional or vice versa, **select the pathway you will be in during the placement course**. If you are unsure, please consult with the advising team Grad EdPrep prior to completing this form.

- Please select your pathway *[Select one]*
    - Alternative pathway continue to GRADUATE ELEMENTARY CA Intern COURSES
    - Traditional pathway continue to GRADUATE ELEMENTARY TRADITIONAL COURSES

GRADUATE ELEMENTARY CA MULTIPLE SUBJECT INTERN COURSES

Instructions: Please identify which placement course you plan to take in <insert semester>. If you're not sure which course you should take, please consult with your advising team prior to completing this form.

- Which placement course do you intend to take? *[select one]*
    - EED 551: Intern Multiple Subject Teaching I
    - EED 552: Intern Multiple Subject Teaching II
    - EED 553: Intern Multiple Subject Teaching III

Go to GRADUATE ALTERNATIVE JOB QUESTIONS

GRADUATE ELEMENTARY CA MULTIPLE SUBJECT TRADITIONAL COURSES

Instructions: Please identify which placement course you plan to take in <insert semester>. If you're not sure which course you should take, please consult with your advising team prior to completing this form.

- Which placement course do you intend to take? *[select one]*
    - EED 515: Multiple Subject Clinical Practice
    - EED 516: Multiple Subject Student Teaching A
    - EED 517: Multiple Subject Student Teaching B

Go to PLACEMENT TYPE

GRADUATE SECONDARY CA SINGLE SUBJECT CONTENT AREA

Instructions: Please identify your desired content/subject area for secondary education. Your content area determines the type(s) of classrooms which are appropriate for your placement experience.

- What is your secondary education content area (also called subject area)? *[Select one]*
    - English/Language Arts
    - Math
    - Science
    - Social Science

Go to GRADUATE SECONDARY PATHWAY

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GRADUATE SECONDARY CA SINGLE SUBJECT PATHWAY

Instructions: Please identify whether you are following the CA Intern pathway or the Traditional pathway for your program. If you are in the process of changing your pathway from Intern to Traditional or vice versa, **select the pathway you will be in during the placement course**. If you are unsure, please consult with the advising team Grad EdPrep prior to completing this form.

- Please select your pathway *[Select one]*
    - Alternative pathway Go to GRADUATE SECONDARY ALTERNATIVE COURSES
    - Traditional pathway Go to GRADUATE SECONDARY TRADITIONAL COURSES

GRADUATE SECONDARY SINGLE SUBJECT CA INTERN COURSES

Instructions: Please identify which placement course you plan to take in <insert semester> If you're not sure which course you should take, please consult with your advising team prior to completing this form.

- Which placement course do you intend to take? *[select one]*
    - SED 551: Intern Single Subject Teaching I
    - SED 552: Intern Single Subject Teaching II
    - SED 553: Intern Single Subject Teaching III

Go to GRADUATE ALTERNATIVE JOB QUESTIONS

GRADUATE SECONDARY SINGLE SUBJECT CA TRADITIONAL COURSES

Instructions: Please identify which placement course you plan to take in <insert semester>. If you're not sure which course you should take, please consult with your advising team prior to completing this form.

- Which placement course do you intend to take? *[select one]*
    - SED 515: Single Subject Clinical Practice
    - SED 516: Single Subject Student Teaching A
    - SED 517: Single Subject Student Teaching B

Go to PLACEMENT TYPE

GRADUATE CA Intern PATHWAY JOB QUESTIONS

Instructions: The CA Intern pathway requires students hold a Teacher of Record position within a school in a classroom aligned with their program and certification area. Please answer the following questions about your employment. These questions help us verify your job matches your intended certification area, and provides important information about your employer to initiate the Paid Intern Agreement (PIA).

- Are you currently hired as a teacher of record? Only answer "yes" if you are already hired by a school as a teacher of record. If you are currently seeking employment, or are interested in being hired as a teacher of record, answer "no" *[Yes/No]*
    - Yes Go to GRADUATE ALTERNATIVE JOB DETAILS
    - No Go to ASSISTED PLACEMENT JOB-EMBEDDED

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GRADUATE CA INTERN JOB DETAILS

Please answer the following questions about your employment as a teacher of record for your **upcoming placement term**, even if your employment has not changed since your last placement. This information is used to verify your employment aligns with your desired certification area(s) and expedite subsequent required documents (e.g., Paid Intern Agreement), if required for your position.

- Please enter the name of the school at which you are employed as a teacher of record
  - *[short answer]*
- Please select the state in which you are employed as a teacher of record *[select one]*
  - *[Dropdown list of all states]*
- Please enter the city in which your school is located
  - *[Short Answer]*
- Please enter the zip code in which your school is located
  - *[Short Answer]*
- Please provide the name of your school's hiring point of contact. This is most typically either a school or district administrator, or HR professional.
  - *[Short answer]*
- Please provide the email address of your school's hiring point of contact.
  - *[Short answer]*
- What grade level(s) are you assigned to teach? *[select all that apply]*
  - Pre-K
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
- What content or subject area(s) and grade level are you assigned to teach?

- Have you used this job to meet previous ASU placement requirements? *[Yes/No]*
  - Yes Go to MENTOR INFORMATION
  - No Go to FINAL

MENTOR INFORMATION

Instructions: Please provide the following information about your mentor from your previous experience

- Mentor name

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    - *[Short answer]*
- Mentor email address
    - *[Short answer]*
- Are you interested in being placed with this mentor again, if possible? *[Yes/No]*
    - Yes
    - No

Go to FINAL

CA INTERN ROLE QUESTIONS

Please answer the following questions about your employment for your **upcoming placement term**, even if your employment has not changed since your last placement. This information is used to verify your employment aligns with your desired certification area(s) and expedite subsequent required documents (e.g., Paid Intern Agreement), if required for your position.

- Please enter the name of the school at which you are employed
    - *[short answer]*
- Which best describes your role at your PK-12 school? *[Select from list]*
    - Assistant Teacher
    - Content Specialist
    - Instructional Aide
    - Long Term or Emergency Long Term Substitute Teacher
    - Paraprofessional
    - Teacher (Teacher of Record)
    - Teachers Assistant
    - Specialist or Interventionist
    - Other (please specify)
- Please select the state in which you are employed. If you are hired outside the United States, please select “Out of Country” *[select one]*
    - *[Dropdown list of all states]*
- Please enter the city in which your school is located
    - *[Short Answer]*
- Please enter the zip code in which your school is located
    - *[Short Answer]*
- Please provide the name of your school’s hiring point of contact. This is typically a school or district administrator, or HR professional.
    - *[Short answer]*
- Please provide the email address of your school’s hiring point of contact.
    - *[Short answer]*
- What grade(s) are you assigned while in the placement course?
    - Pre-K
    - Transitional Kindergarten
    - 1
    - 2

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    - 3
    - 4
    - 5
    - 6
    - 7
    - 8
    - 9
    - 10
    - 11
    - 12
- What content or subject area(s) are you assigned while in the placement course?

- What type of certificate are you hired under? If your position or school (e.g., instructional aide, paraprofessional, charter) does not require a certificate, please select "No certificate required." If you are not sure whether your position requires a certificate, consult with your school's HR department to determine how you are hired.

- Have you used this job to meet previous placement requirements? *[Yes/No]*
    - Yes Go to MENTOR INFORMATION
    - No Go to FINAL

TRADITIONAL PLACEMENT QUESTIONS

Instructions: Please answer the following questions about your preferences to help us best support your placement in a traditional placement. Although we make every effort to support your preferences, your placement coordinator may assign a different placement or mentor to ensure a high-quality experience aligned with your academic and professional goals.

- Please select the state in which you intend to complete your placement course *[select one]*
    - *[Dropdown list of all states]*
- Please enter the city in which you prefer to be placed
    - *[short answer]*
- What is your first choice preference school or school district
    - *[short answer]*
- What is your second choice preference school or school district
    - *[short answer]*
- What is your third choice preference school or school district
    - *[short answer]*
- Are there any circumstances we should take into consideration when locating a placement (e.g., public transportation, bike or walking distance, other accommodations, etc.)
    - *[long answer]*
- If you were in a placement experience previously, are you interested in being placed with the same mentor, if possible? [Yes/No]
    - Yes Go to MENTOR INFORMATION

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- Please provide any additional information you would like us to know about or consider when supporting your placement experience.
    - *[long answer]*
- Do you have any questions you would like to discuss with a Placement Coordinator? Answering "Yes" to this question will result in a Placement Coordinator reaching out to you to assist within 48-72 business hours.
    - Yes
    - No

If you have any questions about completing this form or about next steps, please contact the Office of Professional Education Services at 602-543-6311 or by email at mlftc-pes@asu.edu

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