



MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

Human Resources Department

1101 S. Raisinville Rd.

Monroe, Michigan 48161

734-322-2640

Student Teacher/Intern/Observation Procedures

We welcome student teachers, interns and student observers who are enrolled in college or university classes that require placements in special education classrooms or programs.

The Monroe ISD (MCISD) has designated teachers and other staff who may accept a student teacher, intern or observer. All requests to student teach, complete an internship or observe must originate in the Human Resources and Legal Services Department and follow these procedures prior to observing in any MCISD classroom:

1. Student teacher, intern or observer must complete the Student Teacher/Intern/Observer Request for by [Clicking Here](#).
2. Submit that form along with your resume and authorization from the college/university that student is enrolled in a course that requires the placement.
3. If you have any difficulties with the form or uploading any documents, you can email the forms to Inez Jarosz, HR Secretary, at inez.jarosz@monroeisd.us.
4. Once ICHAT and required documents are completed, placement will be approved by *Anya Lusk, Assistant Superintendent for HR and Legal Services*. Placement information will be obtained so it can be provided to the student. Inez Jarosz will contact the student to schedule an appointment date to be fingerprinted and receive an MCISD badge.
5. MCISD staff members will complete an evaluation of the student teacher/intern at the completion of the assistance. There is no evaluation of an observer.
6. **No one will be placed in an MCISD classroom or program prior to completing these procedures.**

If you have any questions, please feel free to contact Inez Jarosz at 734-322-2642 or via email at inez.jarosz@monroeisd.us.