



**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
Human Resources Department  
1101 S. Raisinville Road  
Monroe, Michigan 48161  
734-322-2640

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## **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, observer, or intern. All requests to student teach, observe, or complete an internship must originate in the Human Resources and Legal 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 Form by [Clicking Here](#).
2. Submit that form along with 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 e-mail the forms to Jeannine Keck, HR Secretary, at [jeannine.keck@monroeisd.us](mailto:jeannine.keck@monroeisd.us).
4. Once ICHAT and required documents are completed, placement will be approved by Eric Feldman, Assistant Superintendent for HR and Legal Counsel. Placement information will be obtained so it can be provided to the student. Jeannine Keck will contact the student to schedule an appointment date to receive MCISD I.D. badge.
5. MCISD staff members will complete an evaluation of the student teacher/ intern at the completion of the assignment. 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 contact Jeannine Keck at 734-322-2642 or via e-mail at [jeannine.keck@monroeisd.us](mailto:jeannine.keck@monroeisd.us).