

Appropriate Self-Placements

All self-placements are subject to review by the placement coordinator, who reserves the right in collaboration with faculty, to deny an inappropriate self-placement.

Appropriate self-placements meet the following criteria at a minimum:

- Site is an approved agency as recorded in the Office of Student Life and Leadership.
- Placement environment will meet the objectives set forth by all of the student's CGCC instructors.
- Mentor is not an immediate relative or spouse of the student. There are not immediate family members in the placement classroom.

Self-Placement Guide



Cultivating Our Roles in Education



Service-Learning Experience

Teacher Education Program

Chandler-Gilbert Community College

2011-2012

Self-Placement Basics:

- Contact the teacher you hope to be your mentor. Make an appointment to go over the paperwork and to discuss our program.
- Let the teacher know that you need to also meet w/the principal to discuss our service-learning program and to acquire a signature of approval for the self-placement. *The administrator must sign your code of conduct.*
- The teacher, if he/she agrees to be your mentor, should sign the code of conduct form also and go through each bulleted statement with you. Make a copy of this form for your teacher.
- You will give the teacher a mentor-teacher handout.
- Return your code of conduct to the service-learning office or your primary instructor.

* Your service-learning placement *will not* be considered valid *without an administrator's signature.*

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Students may not self-place without first discussing the self-placement with the service-learning placement coordinator:
Below are a few specific guidelines:

Chandler Unified School District

****NO** self-placing is allowed in Chandler Unified School District. ALL placements/requests will go through CGCC's SL Placement Coordinator per CUSD policy....no exceptions.

Gilbert Public Schools

****Students** must complete the service learning form for GPS--available online. This is submitted to the placement coordinator. CGCC students' fingerprint clearance card and completed form are sent to GPS by placement coordinator. Students will then be notified by email once they are cleared to begin. Students may NOT begin before this email confirmation.

Kyrene School District

****Additional** fingerprinting is required. Ask SL Placement Coordinator for info. Immediately. District ID badge is required.

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