

# James Madison College - Petition for Substitution of Field Experience

Complete sections I, II, and III.

Submit to the Field Experience Office (329B South Case Hall).

Name: \_\_\_\_\_ PID: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

# of Credits completed: \_\_\_\_\_ Semester of Substitution: \_\_\_\_\_ Date: \_\_\_\_\_

## I. Option for Substitution (mark one):

\_\_\_\_\_ 1. Senior Honors Thesis (MC 495H, 8 credits) **Signatures A, B, C**

\_\_\_\_\_ 2. Prior professional work experience (waive MC 400; complete MC 401, 3 credits) **Signatures A, B**

\_\_\_\_\_ 3. a. Student Teaching (TE 407-408, 10 credits)  
b. Dual major practicum (major/course) \_\_\_\_\_ **Signatures A, B**  
(complete MC 401, 3 credits)

\_\_\_\_\_ 4. Education Abroad Program: Sponsoring University \_\_\_\_\_

Name of Program \_\_\_\_\_

Program Dates \_\_\_\_\_

# of credits \_\_\_\_\_

Course Numbers \_\_\_\_\_

**Signatures A, B, D**

**Please note:** You will not earn credit for MC 400/401 if you choose to substitute these credits. You must still complete **120 total MSU credits**, including the minimum number of MC-specific credits required for graduation (**47 MC credits** for those who enrolled in the College as freshmen, **41 MC credits** for those who came in as transfer students). If you are earning credits other than MC credits during this program, be sure that you are still on track to meeting this requirement. **Courses used for Field Experience Substitution may not double count for other major requirements.**

## II. Signatures:

A. **Student** - I have completed the above substitution option.

\_\_\_\_\_

B. **Advisor** - I confirm the above substitution fits into this student's academic plan and graduation requirements (47/41-MC credits, 120 total MSU credits).

\_\_\_\_\_

C. **Academic Sponsor/Scholar/Mentor** - I have agreed to sponsor/mentor the academic research/scholarship of this student.

\_\_\_\_\_

D. **Education Abroad Program Administrator** - This student has completed the indicated Education Abroad program.

\_\_\_\_\_

## III. APPROVALS:

Field Experience Coordinator, JMC - I approve this substitution option.

\_\_\_\_\_

Date \_\_\_\_\_

## Field Experience Substitution Requirements (Revised February 2026)

### Students must have junior or senior academic status in order to be eligible to complete Field Experience.

Madison students may petition to substitute one of the following options for Field Experience, with required documentation and approval: a senior honors thesis; prior professional experience; student teaching or a dual major practicum; or Education Abroad in an approved program.

#### The options and substitution requirements are listed below:

1. A senior honors thesis (MC 495H) for 8 credits.
  - MC 495H is taken two consecutive semesters for 4 credits each semester.
  - Must be substantiated by a letter of commitment from the academic sponsor and a student statement.
2. Prior professional or public affairs related work experience relevant to the Madison program.
  - This option is intended for MC students who have returned to the College to complete their degrees or for students who are earning their degrees after sustained employment in a professional capacity, or for students who complete ROTC Summer Leadership Training and would otherwise not be able to complete a Field Experience.
  - Must be substantiated by documentation confirming student participation/employment.
  - MC 400 waived, enroll only for MC 401.
3. Student teaching seminar and Field Experience (TE 407-408, 10 credits) or dual major practicum.
  - Students in the teacher education program must take TE 407-408, combined seminar and field/clinical experience (10 credits) during the senior year. Dual major practica will have MC 400 waived, but will need to complete MC 401 (3 credits).
4. Education Abroad program with a minimum of 8 credits are eligible. This may be a JMC or MSU overseas study program or, in special cases, another institution's program. Education Abroad programs must meet the following set of criteria:
  1. Programs that can be considered: JMC (including Michigan Leadership Program), and selected MSU and non-MSU programs
  2. A minimum of eight credits and 4 - 5 weeks in duration.
  3. Satisfactory completion of all courses taken in the program.
  4. Ordinarily completed during the junior or senior year.
  5. The program should be in the social sciences, humanities, or involved advanced study in a language.
  6. The program credits will not count towards College or University requirements, or JMC major requirements, if counted towards field experience.
  7. The program should include substantial written work (or other format) that reflects study of and interaction with the host society or culture, close faculty guidance, and structured out of class experiences (e.g. travel, excursions, interaction with populace).

#### The Substitution Process

The process involves completing the "Petition for Substitution" which is submitted to the Field Experience Coordinator. Documentation and approval for the substitution are needed and include: prior approval by academic advisor; approval/letter of commitment from the mentor/scholar or instructor; and a student statement describing and relating the option to the student's academic program. Final approval for substitution will be made by the Field Experience Coordinator. The petition for substitution will be submitted in the term during or after completion of the proposed substitution. **Students are encouraged to meet with Field Experience Coordinator prior to undertaking substitution program (when feasible) to ensure it meets criteria listed on this petition form.**