

**FAKULTI PENGAJIAN PENDIDIKAN**  
*FACULTY OF EDUCATIONAL STUDIES*

Reference : UPM.FPP.600-4/30/2 (FCE3804)  
Date : 16 April 2024

Principal of the School Concerned

Dear Sir/Madam,

**APPLICATION FOR PLACEMENT IN SCHOOLS TO MEET THE REQUIREMENTS OF FCE3804 COURSE - EARLY SCHOOL EXPERIENCE**

The abovementioned subject is referred.

2. Please be informed that students at the Faculty of Educational Studies, University Putra Malaysia should meet the requirements of the FCE3804 Course - Early School Experience for two (2) weeks. This course aims to provide opportunities for students as prospective trainee teachers to understand the real learning environment in the school before undergoing the Teaching Training in the final semester of study.

3. For your information, students are required to take the course to enable them to understand the career of teachers and school culture. The course will foster a culture of creative and critical thinking skills as well as reflective prospective trainee teachers on the school climate. At the end of the course, students will be assessed based on the reflection quality report for two weeks.

4. Enclosed is the School's Approval Form (Appendix 1) to be completed by the school and returned to us for further procedure. Please do not hesitate to contact us at 03-97698272 / 019-2274924 / 017-3981217 or email to [halimah.jamil@upm.edu.my](mailto:halimah.jamil@upm.edu.my) or [shammizah@upm.edu.my](mailto:shammizah@upm.edu.my).

5. Thanking you in advance for your kind support and cooperation. Your kind consideration in this matter is highly appreciated.

Thank you.

**"MALAYSIA MADANI"**  
**"WITH KNOWLEDGE WE SERVE"**

Sincerely,



**DR. NOR AZNI ABDUL AZIZ**  
Deputy Dean (Academic, Students, and Alumni)

**SCHOOL APPROVAL FORM**

(Please complete and return to FCE3804 Secretariat)

Deputy Dean (Academic, Students, and Alumni)  
 Faculty of Educational Studies  
 Universiti Putra Malaysia  
 43400 Serdang, Selangor  
 Telefon: 03-97698272  
 Emel: [shammizah@upm.edu.my](mailto:shammizah@upm.edu.my)

Dear Sir/Madam,

**PLACEMENT FOR FCE3804 EARLY SCHOOL EXPERIENCE COURSE STUDENTS FROM  
 UNIVERSITI PUTRA MALAYSIA**

● **SCHOOL APPROVAL FORM**

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We refer to the above matter.

Please be informed that the school \* **agrees / does not agree** to accept student to be placed in the school for two (2) weeks to meet the requirements of the FCE3804 course. The student is as follows:

Student's Name	:	
Matric No.	:	
Program of Study	:	
Placement Date (2 Weeks)	:	

(Please specify the student placement date for 2 consecutive weeks in the period below)

\* 4th August – 22th August 2024 (Terengganu, Kelantan, Kedah & Johor)  
 5th August – 23th August 2024 (Other States)

Thank you,

Sincerely,

\_\_\_\_\_  
 (Principal Signature)

Principal's Name : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Email : \_\_\_\_\_

Official Stamp of the Principal : \_\_\_\_\_

Date : \_\_\_\_\_

School's Stamp : \_\_\_\_\_