



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

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Dear ISU Professors,

Welcome back to the 2013-2014 school year! The Laboratory Schools are ready to partner with you in creating an environment filled with amazing teaching and learning opportunities for both our students and yours. In preparation for this upcoming semester, we want to take the opportunity to introduce the procedures that we need you and your students to follow when requesting and signing up for clinical experiences at Metcalf and U-High.

For all clinical experiences (including observations) that take place at Metcalf, please refer to the Metcalf Teacher Education Webpage at <http://metcalf.illinoisstate.edu/teachered/>.

For all clinical experiences (including observations) that take place at U-High, please refer to the U-High TCH Webpage at <http://www.uhigh.ilstu.edu/blogs/candi/>.

#### **Requesting Clinical Experiences- Professors**

The first step in setting up clinical experiences for your students is to complete the *Professor Request Form for Clinical Experiences*. Upon receipt and approval of this request, you will be sent a confirmation email signifying the ability for your students to begin registering for clinical experiences. Please email the form to Michelle Meyer at [mls\\_metcalfga@Exchange.ilstu.edu](mailto:mls_metcalfga@Exchange.ilstu.edu) for Metcalf requests. Please email the form to Jean Gorski at [jmgorsk@ilstu.edu](mailto:jmgorsk@ilstu.edu) for U-High requests. A link to this form can be found on each website.

#### **Registering for Clinical Experiences- Students**

Students should visit each webpage and click on the *Student Clinical Experience Registration* link which will document their availability to schedule clinical experiences. Please note there will be 24-48 hour wait time before students receive an email back with their scheduled clinicals. If a student needs to schedule clinicals at both Metcalf and U-High, different times/days should be requested so there is no conflict. Students should make every effort to keep scheduled clinical hours, as rescheduling can be difficult.

Please note: For those of you that have used our online scheduler in the past, it is not currently an option for professors to request clinical experiences or for students to schedule clinical experiences. We will be hand-scheduling all clinical experiences at the lab schools this semester.

Sincerely,

Jean Gorski, University High School, C & I Coordinator  
Lisa Kendall, Thomas Metcalf School, Special Services Administrator