

Dear Illinois State University Students,

Many clinical experience students, as well as visitors from other schools, visit our classrooms to observe the lab school students and faculty daily. We are pleased to have you and enjoy helping you develop into quality educators. In order to assist you in developing professional behaviors, we ask you to follow these guidelines:

1. Arrive on time and remain until the end of the assigned time.
2. *Sign in and out* in the Main Office.
3. Visitors **MUST WEAR AN ILLINOIS STATE UNIVERSITY PHOTO-ID** when in the building.
4. Dress in a professional manner. Please remove any body piercings which may be visible, as they are distracting to our students. Please refrain from wearing halter/spaghetti strap tops, low cut or revealing clothing, or hats. Lab school faculty associates may ask you to reschedule your observation or field experience and return when dressed more appropriately.
5. Food, beverages, or gum may not be brought into the classrooms.
6. Be attentive and quiet during observations. Books, newspapers, etc. should NOT be read during clinical experiences. It is important to refrain from talking during class sessions, even if the students are engaged in conversations or small group work. Side conversations are distracting. Cell phones must be turned off while in the building.
7. Conduct yourselves as professionals at all times.

CONFIDENTIALITY: Confidentiality is a right that is guaranteed to our students.

ABSOLUTELY NO NAMES of students or teachers are to be used in written summaries or reports. Confidentiality is a high priority at the lab schools and should be respected.

Never discuss or comment on students in their presence. This can be a very uncomfortable situation for students in the classroom.

ABSOLUTELY NO social network (i.e. Twitter, Facebook, MySpace, etc.) commenting about students. We do check and if discovered, you will not be allowed to observe in the buildings again.

Metcalfe: Sign in on log sheets inside the classroom door and feel free to sit in chairs at the back of the classroom.

U-High: Sit in any available chair and ask classroom teacher to sign your log sheet at the end of class.

To Schedule Observations:

Go to <http://metcalf.illinoisstate.edu/teachered/> (for Metcalfe) and <http://www.uhigh.ilstu.edu/blogs/candi/> (for U-High) and click on the "Student Clinical Experience Registration" link to complete a survey about your availability for observing in each school. You will be contacted within 48 hours on weekdays with specific classes/dates/times for you to observe.

If a student needs to schedule clinicals at both Metcalfe 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.

The observation window is between September 9 – November 22, 2013.

Revised Fall, 2013

Questions?

U-High questions: Mrs. Gorski (jmgorsk@ilstu.edu)

Metcalf questions: Ms. Meyer (mls_metcalfga@exchange.ilstu.edu)

Things to Know About Observing at U-High and Metcalf

U-High

1. Classes here start on the hour and last 55 minutes. You'll need time to check in/out at the main office, so schedule your availability accordingly.
2. Classes are from 7 AM-3 PM.
3. UHS teachers will ask to sign your log sheet at the end of the hour as evidence of your attendance. Make sure you have it!
4. There is no good place to park. Plan to walk over.
5. Swipe your ISU ID to gain entry at the south doors. If you forget your ID or it doesn't work, press the silver button to announce yourself and gain entry.
6. When selecting your dates to observe, note that these dates are NOT available:
September 4th, 6th, and 20th.
October 4th, 8th, 14th, 15th, 18th, and 23rd.
November 1st and 15th.

Metcalf

1. You can sign in the Main Office located off University Street or the HILIA Office which is located off Dry Grove- these are the only outside doors open during the school day
2. Classes are located in three various buildings- Metcalf (MLS), Fairchild (FH) and Rachel Cooper (RC). Please note the location of the room number and building and provide ample time to arrive at the start of class
3. You are responsible for signing the log sheet that is posted inside of each classroom- classroom teachers will not sign an individual log sheet
4. There is no good place to park; plan to walk.
5. When selecting your dates to observe, note that these dates are NOT available:
September 4th and 20th.
October 14th, 15th, 18th, and 23rd.
November 15th.