

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. A laptop should be used only to take notes, not to surf the Web or check email. 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. It is a high priority at the lab schools and should be respected.

ABSOLUTELY NO NAMES of students or teachers are to be used in written summaries or reports.

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 lab school buildings again.

**The window for observations at the lab schools this semester will be February 1 - May 4, 2017. Students will be able to access the online scheduling system beginning January 30, 2017.**

For U-High, go to <http://www.uhigh.ilstu.edu>. Once there, look for "registration" under the "TCH" tab on the homepage.

For Metcalf, go to <http://www.metcalf.illinoisstate.edu/teachered/>

Note: Either URL above will take you to a page where you can find a link to register for **all** lab school observations. (For example, you can sign up for Metcalf observations through the U-High website)

Spring, 2017

# Things to Know About Observing at U-High and Metcalf

Please be reminded that it is a requirement for ISU Teacher Education that all students have an Illinois State Police Fingerprint Criminal Background Check on file prior to beginning any clinical experience.

## U-High

1. Classes here generally start on the hour and last 55 minutes, with the exception of classes in the Freshman Program. 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! *This only applies to U-High.*
4. You may sit in any available chair. These are often on the side/rear of the room.
5. There is no good place to park. Plan to walk over.
6. 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.

## 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 (italics added).*
4. Feel free to sit in any chair at the back of the classroom.
5. There is no good place to park; plan to walk.

Questions?

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

Metcalf questions: Mrs. Meyer ([mls\\_metcalfga@exchange.ilstu.edu](mailto:mls_metcalfga@exchange.ilstu.edu))

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