

C & I 212
Clinical Experience
Secondary School Observations

Information and Procedures

You Need to Know

http://www.coe.ilstu.edu/teacheredcenter/cecp/pre-student_teaching/c+i212.shtml

Introduction

- ❑ Completing observations for this course requires preparation, professionalism, and navigation in new places.
 - ❑ The better prepared you are, the better your observation experience will be.
 - ❑ You *may* want to be hired by the school in which you observe. First impressions you make matter.
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Local/Area Sites Available for Clinical Experience Observations

- Bloomington High School (online signup)
 - El Paso-Gridley High School (online signup)
 - McLean Co. Juvenile Detention Center (online signup)
 - Self-Placement (secure school admin.'s permission)
 - Tri-Valley High School – Downs (email teacher signup)
 - Woodruff High School – Peoria (online signup)
 - Additional schools will be added soon.*
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50 of your required 100 pre-student teaching clinical hours must be in diverse settings.

What does this mean? When you have a clinical experience in a school, the school should meet following criteria...

A school meets the diversity requirement if two of the following four criteria are met.

- ❑ 10% of school population is English Language Learner (ELL)
 - ❑ 20% of school population is a racial minority
 - ❑ 20% of school population lives in poverty ([2009 = \\$22,050 family of 4](#))
 - ❑ 5% of school population has an individualized educational plan (IEP) (*this data will eventually be available through ISU sources*).
 - ❑ See [Illinois Interactive Report Card](#) to determine.
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If you choose Self-Placement:

- ❑ Get permission from your C&I 212 Instructor to self-place. Select a school that meets the diversity requirement. See the [Illinois Interactive Report Card](#). Select “About Students” and “Educational Environment tabs for data.
 - ❑ Print Self-Placement form.
 - Go to:
http://www.coe.ilstu.edu/teacheredcenter/cecp/pre-student_teaching/secondaryschools/selfplacement.shtml
 - ❑ Complete form (needs administrator’s signature; can be obtained the day you arrive for your approved, scheduled observations).
 - ❑ Turn in to your Instructor upon completion of observation(s).
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Special Considerations

McLean County Juvenile Detention Center (MCJDC)

- You must go through Center Orientation prior to first observation.
 - *MCJDC staff will **only** conduct orientation of C&I 212 students in groups.*
 - *Limit of 50 observers for semester.*
 - *If interested, [sign-up online for an orientation](#) . **Online sign-up begins 9.01.09 at 10:00 am.***
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F09 MCJDC Orientation Dates

- ☐ Tue., 9.08.09 7:00 pm
 - ☐ Wed., 9.09.09 11:00 am
 - ☐ Thur., 9.10.09 1:00 pm
 - ☐ Mon., 9.14.09 5:00 pm
 - ☐ Orientation approx. one hour
 - ☐ Capped @ 12-13 participants per orientation
 - ☐ Take little with you to orientation; small lockers
 - ☐ [Sign up for an orientation](#) starting 9.01.09 at 10:00 am.
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Special Considerations

McLean County Juvenile Detention Center (MCJDC)

- You will complete an application and submit it at the orientation.
 - A criminal background check (CBC) will be administered from your application.
 - The CBC process usually takes a week.
 - MCJDC will call you when your CBC is cleared.
 - Your CBC must be cleared prior to first observation.
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Sign Up *Prior* to Your Clinical Experience Observation

- Each school has specific sign up procedures.
 - Do not visit a school for observations without first:
 - signing up online at the TEC website;
 - emailing/arranging with your chosen teacher;
 - OR securing approval from an administrator for a self-placement observation.
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To sign up online:

- Go to <http://www.coe.ilstu.edu/observationsignup/> at the TEC Website.
 - *(First time)* Create a user account *(use your ULID and a password you will remember!)*.
 - From the dropdown menu, select the school in which you want to observe. Click "*Submit.*"
 - Select the date and class period you wish to observe. Click "*Continue.*"
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To sign up online:

- ❑ "*Confirm*" the dates and times you have selected.
 - ❑ To view your schedule at a later time, login to your account and click "*My Account.*" All future reserved times appear (*unless it is the week in which you are to observe or Wednesday or later in the week before you are to observe; in those cases, times will NOT appear*).
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To sign up online:

- When you sign up for an observation time online, you are only registering for a *specific time period*, **not** a particular *class*.
 - Select and rank order three different classes/teachers that you want observe during each reserved time period (*you would go to your second choice if your first choice is not available for some reason, and so on*).
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To cancel an online reservation:

- To cancel an observation reservation , login to your account and click "*My Account.*" All future reserved times appear *(unless it is the week in which you are to observe or Wednesday or later in the week before you are to observe ; in those cases, times will NOT appear).*
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To cancel an online reservation:

- ❑ Select the radio button to the left of the date/time you want to cancel. Click "Delete."
 - *If you need to cancel an observation on or after Wednesday for that week or the following week, you must contact [Adrian Lyde](#) or [Lilly Meiner](#) in the Teacher Education Center, as the observation date and time will not appear in your account.*
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REMEMBER!

- ❑ A student must register in order to observe classes.
 - ❑ No student may register for more than 3 observations in a day.
 - ❑ A student may not change his/her schedule online after Wednesday night for the next week *(must cancel by calling or emailing Adrian Lyde or Susan Conner in the TEC).*
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To sign up emailing a teacher:

- ❑ From the website, identify the school and teacher you want to observe.
 - ❑ Find the teacher's email with the web links provided.
 - ❑ Send a *professional email request* (unlike a text message!) to observe a particular class session on a specific date.
 - It may be helpful to provide several date options from which the teacher can choose.
 - Allow the teacher time to respond before following up (approx. one week).
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To cancel a reservation made by emailing a teacher:

- Call the school to leave a message **AND** email the teacher.
 - If you want to reschedule, leave the message request with the school and email the teacher again.
 - You do not need to notify the TEC unless you are unable to call the school.
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Dates for Observations

Fall 2009

- ❑ Observations will ONLY occur between **September 14 and November 20** (*end time depends on your instructor*).
 - ❑ Avoid Fridays if possible, especially at **Woodruff** (per their request).
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Plan Ahead

- ❑ Don't procrastinate. Get your observations scheduled.
 - ❑ Know your school.
 - Address
 - Driving directions/parking requirements
 - School contact name and teacher name(s)
 - ❑ Give yourself enough travel time to allow **AT LEAST 15 minutes** between arrival and observation (**30 min. first time**).
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Professional Appearance

- ❑ Dress conservatively and professionally. Business casual is preferred.
 - ❑ Keep visible piercings to ears only (within reason).
 - ❑ Tattoos should be covered at all times.
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Professional Appearance

- ❑ No head wear unless for religious purposes. Inform school contact when you sign in.
 - ❑ You *must* wear ISU ID at all times on school property.
 - Carrying it in your wallet or purse will not do.
 - Use a lanyard, etc.
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Professional Demeanor

- ❑ This may be your first time in a secondary school since you were a high school student.
 - ❑ Go out of your way to distinguish yourself in a professional manner from the students you'll be observing.
 - ❑ You are a *teacher candidate*.
 - ❑ You are *representing* ISU.
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Document Your Observation

- ❑ Get blue documentation form or (bubble) “Blue Doc” from your ISU instructor or from the TEC.
 - ❑ Record necessary information on your form in **No. 2 pencil only, and PLEASE** fill in all information on form. Too much information is better than not enough!
 - ❑ Turn in to Instructor or TEC before you leave for semester!
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Questions

Adrian Lyde, Coordinator

DeGarmo 56 arlyde@ilstu.edu 309.438.5024

Lilly Meiner, Secretary

DeGarmo 56 ljmeine@ilstu.edu 309.438.5996