GUIDELINES FOR CONDUCTING CLASSROOM OBSERVATIONS

1. Teaching is a profession, and as such you are on your way to becoming a professional.
2. Classroom observations are an essential part of an education curriculum and must be completed in order to pass EDU 101, EDU 103, EDU 155, EDU 156, and EDU 251. Failure to do so will result in a grade of “F”.
3. Classroom Observations and observation reports must be completed prior to the last class of the semester in which you are taking the class.
4. An Observation Completion Form, signed by the supervising teacher, must be submitted to your instructor upon completion of your observation.
5. You are being placed as a professional in the community. If you fail to complete your observation, you must write a letter of explanation and meet with the Department Head for approval prior to receiving another placement.
6. Upon receipt of your placement assignment, contact your supervising teacher immediately. Let them know you are assigned to them for an observation, where you go to school, what course you are taking, and that you are ready to begin your assignment.
7. Maintain the confidentiality of the teachers and students you observe. In any reports you make, avoid using names and don’t identify specific persons. You want to prevent any possibility of embarrassing someone.
8. Keep the information you gather as factual as possible. Avoid making premature judgments. The purpose of your classroom visit is to observe how the concepts you learn in your text and class activities are applied in the classroom environment; it is not to assess a teacher’s performance. You will have reactions to what a teacher does, but try to report your observations as objectively as possible.
9. Be on time for your observations. If you are unable to attend a scheduled observation, be sure to contact the appropriate person and make the necessary arrangements to reschedule.
10. In the event that you are having difficulty with your assignment, contact your class instructor or the Field Placement Coordinator immediately.

Course Title: ___________________________________________

Print Name: ___________________________________________

I have read and understand the “Guidelines for Conducting Classroom Observations.”

Signature: ______________________________ Date: __________