**TO: Cooperating Teachers**

**SUBJECT: EDUC 111 Classroom Observations**

Thank you for agreeing to allow a student in EDUC 111 to observe your classroom. Students are required to complete 15 clock hours of classroom observation, unless some of their hours have been waived for past experiences and/or alternative activities. Student observers are expected to identify and inform you of days/times they will be visiting your class, so you will know when to expect them. Those days/times should be indicated on the **Observation Agreement**, which they will complete with you. Students are also expected to inform you if/when they are unable to complete a scheduled visit.

The ICC/RHS student observer will also sign a **Conduct and Confidentiality Agreement** which must be submitted to the EDUC instructor before beginning the observation. Signing this form indicates consent to conduct oneself in a professional manner and to safeguard the confidentiality of all information obtained about the school, faculty, staff, and students.

**THE ROLE OF THE EDUC 111 STUDENT IS TO OBSERVE ONLY**. Student observers are not to engage in any teaching-related activities while observing. Prohibited activities include: taking attendance, tutoring, grading tests or assignments, entering grades into a gradebook, supervising students, or any other activities that may put the student observer in a teaching-related role. **We have these restrictions in place because of the specific goals of this classroom experience which are different from the goals for students in the Field Experience class – EDUC 212.**

ICC/RHS students are expected to comply with all policies and procedures at the host school. They are expected to complete all scheduled visits, unless an emergency arises. Students are expected to pay attention to the classroom activities during their visits. They will likely be taking notes, as they are required to write papers about their observations. They should NOT be on their phones or other electronic devices OR doing other school work while they are visiting your class.

If the student observer is not conducting herself/himself in a professional manner, please let me know. You can contact me either by phone: (309) 693-4400 or by email: kara.lycke@psd150.org.

Once again, thank you for providing this valuable experience for our students.

**Dr. Kara L. Lycke**

Richwoods High School

ICC Dual Credit Instructor

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