

Dear ISU Students,

We are pleased to have you and enjoy being part of your pre-service teacher journey! Please carefully read through the information provided for you below to ensure a positive learning experience for both you and the lab schools' staff and students.

### **What is required?**

- Wear your ISU ID card
- Dress in a professional manner
- Have a valid, up-to-date Criminal Background Check on file prior to beginning any clinical experience/observation

**\*If any of the requirements are not followed upon entering Thomas Metcalf School or University High School, you may be asked to reschedule your clinical experience/observation.**

### **General Professional Behaviors**

- Plan to arrive with enough time to sign in at the office and arrive to the classroom at the designated time/class.
- Avoid bringing food, beverages, or gum into the classrooms.
- Refrain from distractions while in the classrooms (e.g., reading books/newspapers, using laptops, phones, or other devices for purposes other than those associated with the experience like checking email or social media, engaging in conversations with other observers)
- Names of students or teachers are not to be used in written summaries or reports. In addition, any information or pictures related to the experience should not be placed on any social media. Confidentiality is a right that is guaranteed to everyone in our schools.
- Feel free to ask questions when the timing is appropriate.

### **When/How do I schedule my experience/observation?**

The window for observations at the Laboratory Schools is as follows –

2021 Fall semester: August 30th through December 3rd

2022 Spring semester: January 24th through April 29th

Visit the school's webpage to find a step-by-step tutorial for using the system to search for and reserve available observation times for the semester.

[Metcalf Teacher Education](#)

[UHigh Teacher Education](#)

## **Building Specific Information**

### ***Metcalf School***

- There are 2 places in which you may sign in: Metcalf Main Office (located off University Street) or the HILIA Office (located off Dry Grove). These are the only outside doors open during the school day.
- The school day goes from 8:00-3:00pm.
- Classes are in three various buildings-: Metcalf (MLS), Fairchild (FH), and Rachel Cooper (RC). Please note the location of the classroom (number and building) and provide ample time to arrive at the start of class.
- Once at the classroom, look for a sign-in sheet (either in the hallway or right by the classroom door), and fill in your information. *Classroom teachers do not sign individual log sheet.*
- Sit in areas designated for ISU students.
- Plan to walk as there is no convenient parking.

Many ISU students and staff, as well as visitors from other schools and countries visit our classrooms daily. We are proud of our schools and are eager to share the teaching and learning that is demonstrated by our staff and students. Please use the contact information below if you have any questions.

Sincerely,

Vickie Graziano, University High School, Clinical Experiences Coordinator ([vegrazi@ilstu.edu](mailto:vegrazi@ilstu.edu))

Jenn Talbot, Thomas Metcalf School, Clinical Experiences Coordinator ([jkane@ilstu.edu](mailto:jkane@ilstu.edu))

### ***University High School***

- 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.
- Classes are from 7 AM-3 PM.
- 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.*
- You may sit in any available chair. These are often on the side/rear of the room.
- There is no good place to park. Plan to walk over.
- Use 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.

