

## **WORKING IN THE SCHOOLS**

Sessions of observation and participation will take place in the public school system, there will be at least one individual conference during these observations.

**DO NOT MISS THESE SCHEDULED OBSERVATIONS.**

**DO NOT BE LATE OR DISRUPTIVE.**

**DRESS APPROPRIATELY.**

**SPEAK AND ACT APPROPRIATELY.**

**DO NOT EAT, SMOKE, OR DRINK DURING THESE OBSERVATIONS.**

**RESPECT THE TEACHER, EVEN IF YOU DISAGREE WITH THEM.**

**SEE ME IMMEDIATELY WITH ANY PROBLEMS.**

**IF YOU DO NOT HAVE A CAR TAKE THE BUS OR  
ARRANGETRANSPORTATION.**

**USE YOUR COMMON SENSE.**

Remember you are a guest in the classroom of the teacher. 99% of the time things go really well. However sometimes there are problems. If you find that the teacher is not being helpful or supportive see or call me immediately and I will try to change your placement. If anything happens while you are in the schools that worries you or you feel you did something wrong call or see me immediately.

**MAKE SURE YOU HAVE FILLED OUT ANY VOLUNTEER PAPER WORK THAT IS REQUIRED.** You can find out how to obtain this paperwork by calling the school at least 10 days ahead of your first scheduled visit. **SEE WEBSITE FOR CONTACT INFORMATION.**

**MAKE SURE YOU HAVE THE PHONE NUMBERS OF OTHER PEOPLE IN YOUR GROUP. STAY IN TOUCH WITH EACH OTHER.**

**MAKE SURE YOU HAVE A WAY TO GET IN TOUCH WITH THE COOPERATING TEACHER AT SCHOOL AND OVER E-MAIL.**

**ALWAYS (NO MATTER WHAT) SEND A THANK YOU NOTE WHEN THE EXPERIENCE IS OVER.**

**MAKE SURE YOU DOCUMENT YOUR TIME IN THE SCHOOLS USING A PHOTO APPARATUS.**

