

Observation Protocols: University Students preparing for education Northwest Christian School

- Communicate first with the area administrator as to your need for observation. He/she will ask you to fill out an Application for Classroom Observation. Be ready to provide a copy of your syllabus/letter from your professor that indicates what class you are in and why you need to observe. If you have a particular grade level in mind, please let the area administrator know at this time.
- The area administrator will get back with you regarding a cooperating teacher. Cooperating teachers are volunteering their time. We do not require our teachers to take observers; consequently we ask that you work according to their academic schedule.
- Let your cooperating teacher know why you need to observe. Are there subjects/students you need to see in order to complete your class assignment? It is helpful to show your cooperating teacher the syllabus you are working from as you observe classes on site.
- Work with your cooperating teacher to agree on days and times you will observe. It is important to the teacher that you are punctual and that you come on the days you have set up with him/her. Often he/she will have an activity for you to do.
- Please call the school if you cannot make your appointment with the teacher. 602-978-5134: [Preschool extension 600](#), [Elementary Main extension 512](#), [Elementary Peoria extension 701](#), [Junior High and High School extension 514](#).
- You will need to be working on getting a fingerprint clearance card. As of the 2009 – 2010 school year it will be required for all observers to have a fingerprint clearance card prior to observing in classrooms. [In the interim we require a copy of your driver's license, copied from your original and a copy of the fingerprint application form.](#)
- You will need to check in at the office each time you arrive on campus. You will be given a visitor badge as you leave a cell phone/keys for the receptionist to hold. You will need to check out with the receptionist as you leave.
- Please turn your cell phone to vibrate or off as you observe in the classroom. [Please refrain from cell phone conversations while in the classroom.](#)
- You will not be allowed to work alone with a group of students or with an individual student. You may work with student/s with the teacher's permission as long as the teacher is in the classroom with you.
- Come dressed professionally, or at least a "step above" our students. Our students wear polo shirts and Docker style pants. We ask that you consider the length of dresses, that pants be appropriately worn to cover necessities and that modesty is observed as you come in as an upcoming professional.
- Have your paperwork ready to be initialed by the cooperating teacher. It is better to keep up with the initialing of timeframes observed on a time by time basis.
- Always thank your cooperating teacher for the time invested in your class.

Northwest Christian School
Application for Classroom Observation

Student Name _____ Date _____

Name of University _____

University Professor Name _____ Phone _____

Scheduled Graduation Date _____ Degree Planned _____

Requested Grade Level(s) to Observe _____

Total Number of required hours for classroom observation _____

Finger Print Card (our office will make a copy of your card) _____

Driver's License # _____ State _____

Personal Information

Address _____ Home Phone _____

City/Zip _____ Cell Phone _____

Parent/ Spouse's Name _____ Spouse's Phone _____

Family Physician _____ Phone _____

Hospital _____ Phone _____

Emergency Contact (other than person listed above) _____

Relationship _____ Phone _____

2nd Emergency Contact _____

Relationship _____ Phone _____

Current Medications _____

Known Allergies _____

Any Physical condition you would like us to be aware of? _____ Yes _____ No

If yes, please list conditions: _____
