

**Grambling State University  
College of Education  
Office of Professional Laboratory Experiences**

**FIELD EXPERIENCES (Observation and Participation)**

**THE TEACHER CANDIDATE ORIENTATION**

You are an invited guest at the school or agency where you have been placed. Your behavior should be appropriate to your role as a professional visitor. The guidelines include:

- 1.** Dress professionally. Dress such as shorts, cutoffs, tee shirts, tank tops, jeans, sweat pants, flip-flops, bare feet, hats or sunglasses worn inside the building, low cut, too loose or too tight clothing, etc. is not appropriate. Tongue rings/studs, exposed body piercing (with the exception of earrings in the earlobe), exposed body tattoos, distracting hair coloring or style are not acceptable in a professional setting. You are **required** to follow the dress code of the school in which you are placed.
- 2.** Your GSU ID will serve as your photo identification badge. You should wear your photo identification badge in schools at all times. Pick up a badge holder in the Office of Professional Laboratory Experiences (Assembly Center Room 173 F).
- 3.** Report to the school site on the assigned date. Take your GSU ID and a tablet for taking notes.
- 4.** You will need to secure directions to the school or agency to which you are assigned ahead of time. You can go to the website mapquest.com if necessary. Allow for travel time to and from your placement location. Parking space at many schools is minimal. Ask someone at your assigned school about a proper place to park your car. Some may require parking stickers.
- 5.** Arrive at the school a few minutes early. Check in at the office. Meet with the principal first. Obtain directions to the mentor teacher's room to which you are assigned.
- 6.** Stay the entire length of your scheduled visit. If you are to observe for one hour, do not leave after thirty minutes. Do not arrive or leave in the middle of a class period or activity.
- 7.** Ask the mentor teacher to sign your Record of Observation/Participation (Appendix D) form after each visit before you leave the school site.
- 8.** If you are not able to attend a scheduled visit, please notify both your Grambling State University course instructor and the assigned school as soon as possible.
- 9.** While on the school grounds or in the school building, please do not smoke, chew gum, talk, or behave in a loud or unruly manner. Follow all safety precautions and policies while at the school site.

**10.** During observations of mentor teachers and students:

- If children ask, tell them you are writing notes on how to teach. Then direct your attention back to your papers. Do not distract students from paying attention to their classroom teacher.
- Interact with the children as little as possible, unless directed to do so by the classroom teacher. Please follow all COVID-19 safety guidelines, including wearing a mask.

Revised Fall 2020

Have any paperwork or forms at hand when you enter the classroom. Do not rustle papers and books looking for materials. Go into the room prepared.

**11.** When serving as a teacher aide or assisting with teaching duties:

**12.** Respect the right to privacy of all persons involved.

**13.** Do not publicly criticize school, teachers, children or curriculum.

**14.** Do not take or use cell phones in the school.

**15.** Remember that you represent Grambling State University and are establishing important professional relationships.

**16.** Upon completion of the field experience, ask the teacher to complete and sign the required Field Experience Student Evaluation Form (Appendix E) and return to your university instructor. The teacher may choose to return the form directly to the university instructor. Also, submit your Record of Observation/Participation Form (Appendix C) and the Summary of Field Experience (Appendix D) to your instructor.