



# Intradistrict Communication

Date: August 1, 2016

To: All Principals  
Administrators of Schools

From: June LeMaster, Ph.D., Administrator, Human Resources   
Travis Hamblin, Human Resources, Licensed 

RE: Guidelines for Classroom Observation & Student Teacher Requests

This memo is to provide principals with guidelines for classroom observations and student teacher requests from University students. Please use the following guidelines when these requests are made:

## **Guidelines for Classroom Observation by University Students:**

- 1) **University Student** requests to observe in the classroom should include a letter of request to the principal from the student's University Advisor. These requests remain at the school level and are under the direction of the principal. Students observing classrooms are to be supervised at all times. These arrangements are short term in nature.
- 2) **Student Teacher** placements are requested through the Human Resource Department by a University Advisor. HR will forward the placement request(s) to the principal to determine a cooperating teacher. Cooperating teachers must, 1) not be a provisional teacher, 2) be willing to do student teacher evaluations, 3) work with University Advisor(s) who will do several classroom observations, and 4) instruct, model, and mentor the student teacher regarding professionalism and best practices. The principal notifies HR with the name of the cooperating teacher. HR then reports this back to the requesting University Advisor who will work with the student teacher regarding future communication with the cooperating teacher. Student teacher placements should be about 2-3 months in duration. Student teachers will have completed a background check prior to beginning their student teaching. Any placement or student teacher concerns should be reported to HR as soon as possible.

Thank you for your attention to this important matter. It is our desire that this memo will clarify questions you are receiving from university students requesting to observe or student teach in the classroom.

Please feel free to call us with any additional questions you might have regarding this process.

JL/am