

Observation Guidelines

Finding a Site

- Review the *Partnership Schools* list on [myjessup](#) for schools that allow Observations. This list also provides a link to the school website and Title 1 status.
- Make every effort to set up your campus visitation appointments with the principal at least one week prior to your observation.
- When contacting a principal, be specific as to the Observation experiences you are requesting. (e.g.: “I would like to observe in a second, fourth and fifth grade classrooms next Thursday. I hope to see math, history and a language arts lesson.) Principals appreciate you being specific in your requests.
- If there is a school site you want to observe at that is not listed, e-mail the name of the district, school, principal and teacher including the school’s phone number to [David Bills](#) for review and possible addition to the list. Have an alternate “Approved” school ready to visit, because adding a district and school to the list can be a long process.
- You can team with another WJU student for observations, however, no more than three students in a classroom per-observation.
- It may take several contacts to firm-up Observation dates and times. It is not uncommon for the principal to email you back with the contact info for a teacher whose classroom you can observe. However, you then need to coordinate scheduling with the teacher.

Preparations

- Prior to Observing in a classroom you must write a *Letter of Introduction* (see example below) and have your *CTC Certificate of Clearance*.
- Dress professionally for your visit. It is better to over dress. Do not wear blue jeans, t-shirts or flip-flops or have underwear or midriff skin showing. You are making a first impression and possibly meeting your future principal and master teacher for student teaching.

Day of Observation

- Always check-in/out through the school office.
- Wear your WJU lanyard and ID card at all times.
- Observations maybe cancelled by the school at any time for any reason.

During Observation

- At the first visit to the school site, present a *Letter of Introduction*, *Principal Approval Letter* & *CTC Certificate of Clearance*. The *Principal Approval Letter* must be signed by the principal or a representative – one per school, not per observation.
- Provide a *Letter of Introduction* to each teacher whose classroom you observe. Many students email their letter to the teacher prior to observing.
- Make sure you have your *Observation Log* and *TPE Observation Packet* for data collections.
- While being sensitive to the teacher’s demands in class, try to spend a few minutes talking and encouraging them by the things you observed. Make sure you use good eye contact and shake their hand. Remember, you are a professional. Many students leave a Thank You note for the teacher they observe.

Sample Letter of Introduction

September 8, 2016

Dear Teacher, (use appropriate title, Dr., Mr., Mrs., Ms.)

I am a Liberal Studies & Credentialing student at William Jessup University in Rocklin, California. As part of my “Teaching as a Profession” class, I am required to observe in classrooms for a total of 10 hours. These observations must cover grade levels from kindergarten through high school; various curriculum areas; children with special needs; and public, private and charter schools.

I currently work in the library of an elementary school, which I enjoy. I have found that my interactions with students there have drawn my heart toward seeking a teaching credential. I feel that I have the traits necessary to engage children in learning, and that with the proper training I will have the skills needed to be an effective teacher.

As I observe you in your classroom, I hope to broaden my perspective of the daily life of a teacher. I also hope to record some ideas that will be useful to me when I am teaching in a classroom. Thank you for opening your classroom to me today.

Sincerely,

WJU Student