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