

## **OBSERVATION / PRACTICUM PLACEMENT FORM**

### **FOR INSTRUCTOR TO COMPLETE:**

Course Prefix and Number \_\_\_\_\_ # of Practicum Hours Required \_\_\_\_\_ Instructor \_\_\_\_\_

Office Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_

**Please specify, if needed, the specific grade that is requested. (Check all that apply.)**

- |  |  |
|--|--|
| <input type="checkbox"/> OBSERVATION         | <input type="checkbox"/> PRACTICUM           |
| <input type="checkbox"/> Elementary School   | <input type="checkbox"/> Elementary School   |
| <input type="checkbox"/> Middle School _____ | <input type="checkbox"/> Middle School _____ |
| <input type="checkbox"/> High School _____   | <input type="checkbox"/> High School _____   |

Please list two school choices below for the student.

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

Student Name \_\_\_\_\_ EMPL ID \_\_\_\_\_

Please remind your students of the following:

1. **Instructor** will inform you of your placement and contact person.
2. Please remember that dress and demeanor while doing fieldwork in the schools should reflect that of a professional educator. Appearance and actions should set you apart from the students in your host school as visiting colleagues.
3. Be on your best professional behavior while you are in these school systems.
4. Be sure to **follow all district policies** including check-in and out procedures, parking and issues of confidentiality.
5. Placements will be made by a cooperative effort between Educational Field Experiences and my department.
6. Students must agree to abide by the policies and procedures of USM and the school district throughout the placement experience.
7. Any school attended for observation/practicum placement may not be available during Teacher Candidacy.

**Due to Educational Field Experiences Office, Box #5028:**

**No later than 2<sup>nd</sup> Wednesday in semester**