

## Clinical Experiences at Thomas Metcalf School and University High School

We are pleased to have you and enjoy helping you develop into quality educators. We expect that you conduct yourselves as professionals at all times while at the ISU Laboratory Schools. Please carefully read through the information provided for you below.

### Requirements-

- It is a requirement that all students have a valid, up-to-date Criminal Background Check on file prior to beginning any clinical experience.
- Your ISU photo-id must be worn at all times while in the lab schools
- You must dress in a professional manner. Please refrain from wearing apparel that can be construed as vulgar, obscene, offensive, provocative, defamatory, or include references to tobacco, alcohol, weapons, drugs or sexual innuendo.

**If any of these requirements are not followed upon entering Thomas Metcalf School or University High School, you will be asked to reschedule your clinical experience.**

### Professional Behaviors-

- Arrive on time and remain until the end of the assigned time.
- *Sign in and out* in the Main Office.
- Food, beverages, or gum may not be brought into the classrooms.
- Be attentive and quiet during observations. Books, newspapers, etc. should NOT be read during clinical experiences. A laptop should be used only to take notes, not to surf the Web or check email. It is important to refrain from talking during class sessions, even if the students are engaged in conversations or small group work. Side conversations are distracting. Cell phones must be turned off while in the building.
- Confidentiality is a right that is guaranteed to our students. It is a high priority at the lab schools and must be respected.
- Absolutely no names of students or teachers are to be used in written summaries or reports.
- Never discuss or comment on students in their presence. This can be a very uncomfortable situation for students in the classroom.
- Absolutely no social network (i.e. Twitter, Facebook, etc.) commenting about students. We do check and if discovered, you will not be allowed to observe in the lab school buildings again.

### Scheduling Clinical Experiences-

The window for observations at the lab schools the fall semester will be September 5 – December 8, 2023 and January 29 - May 2, 2024 for the spring semester. Students will be able to access the online scheduling system a few days before the window opens.

- For Metcalf, go to [https://metcalf.illinoisstate.edu/teacher\\_education/students/](https://metcalf.illinoisstate.edu/teacher_education/students/)
- For U-High, go to <https://uhigh.ilstu.edu/registration/>

Note: Either URL above will take you to a page where you can find a link to register for **all** lab school observations. (For example, you can sign up for Metcalf observations through the U-High website)

## Building Specific Information- Metcalf

- You can sign in the Main Office located off University Street or the HILIA Office which is located off Dry Grove- these are the only outside doors open during the school day
- Classes are located in three various buildings- Metcalf (MLS), Fairchild (FH) and Rachel Cooper (RC). Please note the location of the room number and building and provide ample time to arrive at the start of class.
- Please sit in areas designated for ISU students.
- There is no good place to park; plan to walk.

## U-High

- Classes here generally start on the hour and last 55 minutes, with the exception of classes in the Freshman Program. You'll need time to check in/out at the main office, so schedule your availability accordingly.
- Classes are from 7 AM-3 PM.
- UHS teachers will ask to sign your log sheet at the end of the hour as evidence of your attendance. Make sure you have it! *This only applies to U-High.*
- You may sit in any available chair. These are often on the side/rear of the room.
- There is no good place to park. Plan to walk over.
- Use your ISU ID to gain entry at the south doors. If you forget your ID or it doesn't work, press the silver button to announce yourself and gain entry.

Many ISU students and staff, as well as visitors from other schools, and countries visit our classrooms daily. We are proud of our schools and are eager to share the teaching and learning that is demonstrated by our staff and students. If you have questions about any of the information provided please contact the following individuals:

Metcalf Questions- Cassandra Mattoon  
[cmattoo@ilstu.edu](mailto:cmattoo@ilstu.edu)

U-High Questions- Vickie Graziano  
[vergrazi@ilstu.edu](mailto:vergrazi@ilstu.edu)