

CLINICAL OBSERVATION PROCESS

Thank you for your interest in a clinical observation experience at New Trier High School. In order to facilitate our application process, we ask that you submit the following materials **two weeks prior** to your preferred observation day(s):

- ✓ A completed New Trier High School clinical observation application that includes date(s) and time(s) you wish to schedule the observation(s).
- ✓ Information from your college/university instructor specifying guidelines and expectations for the clinical observation experience including the number of hours required, content area, level, and focus of your observation(s).
- ✓ Classroom observations are strictly that. We do not allow observers to request that additional work be completed by our faculty, nor do we allow our observers to interact with students.
- ✓ Please note that we will not accept any observation applications after May 1st.

We will contact you by phone or email regarding the status of your request:

- ✓ If accepted, you will hear directly from the department in which you would like to observe.
- ✓ If denied, you will hear from Olivia Koppmann, Assistant, Curriculum and Instruction.

New Trier High School receives many requests from people who wish to observe classes as part of a course requirement or to fulfill the State requirement for pre-student teaching hours. Therefore, we only accept applications from individuals who are enrolled in an accredited college/university teacher preparation program. However, if you are enrolled in an online university, we currently are not able to accommodate your request. ***Please do not initiate contact with an individual teacher or department chair/coordinator.*** Please submit your application to Olivia Koppmann, either by:

1. Email: koppmano@newtrier.k12.il.us,
2. Fax: 847-835-9850, or
3. Mail: New Trier High School, 7 Happ Road, Northfield, IL 60093

Please note that Peter Tragos, Assistant Superintendent for Curriculum and Instruction, and Chimille Dillard, Director of Academic Services, are kept informed about all applicants.

GUIDELINES FOR CLINICAL OBSERVATIONS

We limit observations of multiple teachers to a maximum of 20 hours, preferably on 3 consecutive days. However, we recognize that many colleges and universities now require observations over our maximum. If this pertains to you OR if you are interested in observing, followed by a potential student teaching placement, please contact Olivia Koppmann (koppmano@newtrier.k12.il.us) for further instructions.

- ✓ New Trier High School receives many requests from people who wish to observe classes. We try to accommodate all requests for observations, but at some times during the year, we do not have teachers and classes available. We advise students to apply early.

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- ✓ The highest level of professionalism is expected from observers:
 - Follow the instructions provided to you by the department assistant including sign-in procedures and other logistical information.
 - Once you have confirmed the schedule that has been arranged for you, you must follow it. Be respectful of the time and effort that teachers put into planning the observation lesson.
 - Arrive on time. If you will be late or unable to attend, please contact the person with whom you arranged your schedule.
 - We have 40-minute periods: 1 period equals 1 observation hour.
 - Laptops and mobile devices are not allowed in the classroom. If notes are to be taken, they must be handwritten.
- ✓ If these expectations are not followed, your placement coordinator or professor will be contacted, and you will not be able to complete the remainder of your observation hours.

If you have any questions about the process, or if we can be of further help to you, please call Olivia Koppmann at 847-784-2283 or Chimille Dillard at 847-784-2207. We look forward to working with you.