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**TO: All Faculty Requesting Observations in the Lab Schools**

**FROM: Ms. Karen Irvin (438-7073:kpirvin) Thomas Metcalf School**  
**Ms. Kathy Clesson (438-8346:kmcless) University High School**

**RE: Observation Request Forms**

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**To better assist us in scheduling observations, review the following information. Please feel free to contact us if you have any questions. E-mail is a great way to reach us!**

1. Instructors, please complete the yellow REQUEST for OBSERVATIONS/CLINICAL EXPERIENCES form. This form must be completed **with the course assignment attached** before the observations can be scheduled. If you are teaching more than one section of the same course, you need only attach one assignment description, but each set of scheduling forms must have its own observation request sheet with section and enrollment numbers filled out.
2. Have the students complete the goldenrod CLINICAL EXPERIENCES SCHEDULING form. Advise them to print neatly, and remind students to list times they are available to observe.
3. Return request form and the students scheduling forms to the appropriate site.
4. Additional information will be provided with the scheduled observations. The observation schedule will be returned to you with important information that must be shared with the students.
5. At University High School, the placements can be accessed from the school webpage ([www.uhigh.ilstu.edu](http://www.uhigh.ilstu.edu)). The link is on the right side of the school's homepage under the grey bar that says **Scheduling**. The linked word below that bar is **Clinicals**.
6. Please encourage students to adhere to their original placements. We work hard to balance observer numbers in classes as we schedule, so making a change is not an easy matter.