



## CLINICAL EXPERIENCE OBSERVATION REQUEST

Department of Student Teaching and Clinical Experiences  
600 Lincoln Avenue  
Charleston, IL 61920  
217-581-2620 (Fax) 217-581-7915  
<http://www.eiu.edu/~clinical>

All information must be provided or your request will not be processed. Eastern Illinois University must have a contract with any site at which you observe. **Check the DIRPRO Directory of IL Schools (yellow spiral-bound book) in the Student Teaching Office for the contract list.** If we do not have a contract with a given site, you cannot observe at that site until we notify you of approval to do so.

Last Name	First Name
Student's Local Address	Local Phone #
EIU E-mail Address	Cell #
EIU Course	EIU Instructor
Dates Arranged (Be specific)	Time Arranged
District Name & Number (Directory of Illinois Schools is available in Student Teaching Office)	
School Name	
School Street Number	
School City	School Zip Code
Principal's Name	School Phone #
Name(s) of Teacher(s)	Subject(s)/Department(s)

I have read the reverse side of this request form and attest that I have discussed a request for an on-site visit with the principal. Further, I understand that incomplete information on this request form may result in my request being denied.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: This form is to be filled out only if your Eastern instructor required you to pursue a site for your observations.**

In order to observe at schools other than Charleston, Mattoon and Effingham High Schools, you must complete this form.

1. **Contact the principal** of given school and make arrangements through him/her before you complete this form.
2. Complete the form on the reverse side of this sheet after making the arrangements with the principal. Please read directions carefully on the reverse side.
3. Return the completed form to the Student Teaching Office, Room 2418 Buzzard Hall, a minimum of **2 weeks prior** to the date you wish to observe. If we do not have a contract in place, this process may take 3-4 weeks.
4. **Due to volume, requests for observing over EIU breaks will have earlier deadlines.** These deadlines will be clearly posted via flyers in various campus buildings and on EIU's web page (<http://www.eiu.edu>) under Student Official Notices. The Student Teaching Office sends an official letter to the school confirming your visit.

**Please remember that you are a guest of the school. In anticipation of your professional status in the future, you can show your appreciation by:**

1. Being courteous and friendly
2. Dressing appropriately
3. Reporting to the classroom before the period begins
4. Remaining in the classroom for the entire period
5. Expressing your thanks upon leaving the room (when appropriate)
6. Making no evaluative judgments in oral or written form

**NOTE:** This request form is not for those students wishing to observe at Charleston High School, Charleston Teen Reach, Effingham High School or Mattoon High School. **For these sites (with the exception of Teen Reach Center), you must use the computers in the Student Teaching Office, 2418 Buzzard Hall. This must be done at least one week prior to the week that you wish to observe.**

**Observation requests for Effingham High School must be approved by the district school board. Students sign up to observe at this school by filling out a "green form" in the Student Teaching Office. The observation request is due not later than the third Monday of the month prior to the month requested for clinical experience.**

**ISEP students** sign up in the Secondary Education Office (2147 Buzzard) for Charleston High School and Mattoon High School observations.