

Guidelines for Observations

Many faculty prefer to set up observations for their classes. If this is your situation, it is **NOT** necessary to register for observations online with the Office of Teacher Education.

If your professor does request that you register online, please follow the directions below:

- 1. Only one observer is allowed for any teacher at any time.**
- 2. Only three observers are allowed for any teacher during any week.**
- 3. Arrive early enough (at least 15 minutes) at your appointment to find a parking space, check into the office and go to your classroom before class starts.**
- 4. Do not park in spaces designated for teachers or other school personnel. If you are not sure where to park, please check with the school secretary; she will be able to help you.**
- 5. Please dress professionally. (No jeans, cut-offs, t-shirts, sandals, etc. allowed-if in doubt, please check with the Office of Teacher Education).**
- 6. If you cannot keep observation appointments, you must notify the Office of Teacher Education and contact the school as soon as possible.**
- 7. Complete observation forms before asking the teacher to sign.**
- 8. Assist teachers in any way possible while you are there.**
- 9. We are allowed into the schools as a courtesy. Remember to behave in a way that reflects favorably on Troy University, the College of Education and you.**

You must request observations **at least three weeks** prior to the dates of the observations. Observations will begin the 4th week of each semester.

No observation requests will be accepted after the 13th week of each semester. Remember, some school systems do not accept observations requests during the time of exams or other testing periods.