School of Education
Center for Professional Development (CPD)
Norfolk State University

Observation and Observation/Participation Guideline Reminders

“The Teacher as a Competent, Compassionate, Collaborative, and Committed Leader”

1. Type all placement request forms. **COMPLETE ALL REQUESTED INFORMATION ON THE FORMS.** Handwritten forms not accepted.

2. Students or instructors are not permitted to secure a school observation placement without submitting an application through the CPD.

3. Candidates may request a specific school; however, that placement at the requested school is subject to change. The school requested is contingent on availability of staff and other factors under the control of the school district and not the Center for Professional Development.

4. Do not request more than one (1) experience per school division or daycare.

5. Do not request a placement for a school in a school division or daycare where you or family members are currently employed.

6. Candidates are to present evidence of a negative tuberculin test when requested.

7. **CHESAPEAKE, VIRGINIA BEACH, SUFFOLK AND NORFOLK REQUESTS:** In addition to the Level I and Level II applications, all candidates requesting to observe in Chesapeake, Virginia Beach, Suffolk, or Norfolk must complete that city’s additional form. These forms are located at [https://www.nsu.edu/education/cpd/forms](https://www.nsu.edu/education/cpd/forms).

8. Candidates observing outside of Hampton Roads must check the observation criteria for the selected school district.

9. Once placement is confirmed, a confirmation email is sent from the CPD.

10. **Level I Observation Candidates**
    Submit one copy of the completed appendices (A-E, including the handbook cover page) to the CPD. Only Appendix A is accepted in your handwriting. Only submit appendices A-E.

11. **Level II Observation/Participation Candidates**
    Submit one copy of the completed appendices (A-L, including the handbook cover page) to the CPD. Only Appendix A is accepted in your handwriting. Only submit appendices A-L.
12. Do not contact the school or teachers before receiving e-mail confirmation from the CPD. If you do not receive a return call by the following day, candidates may go to the school to make scheduling arrangements. If a candidate does not report as scheduled and does not notify the school within three (3) days of confirmation, that placement is in jeopardy of cancellation.

13. Candidates must report any problems encountered with the placement to the CPD immediately. Failure to do so may result in the cancellation of your placement.

14. Candidates are to report to the school office, not directly to the teacher.

15. Candidates have approximately five to six weeks to complete the field experience. Begin the experience immediately after you have received your placement confirmation and schedules confirmed with the teacher.

16. Display professional dispositions at all times. Dress professionally at all times.

17. Avoid adjustments and conflicts to the schedules once you begin the experience. Schedule changes create a burden on the school administrators and teachers.

18. Take assignments seriously—show interest and motivation, ask questions, share your handbook with your assigned teacher, and complete handbook reports. Submit a copy of your appendices to the CPD, a copy to your instructor, and keep a copy for yourself.