Expectations for Case Study School Visits

Working with your Case Study student is a privilege and that privilege comes with certain responsibilities. As a teacher candidate, you represent Williams Baptist College at each school visit and you should maintain the highest standards of professionalism.

There can be professional liabilities involved with school visits; therefore, teacher candidates must purchase liability insurance prior to any school visits.

The expectations listed below are not intended to detail every aspect of professionalism but to give teacher candidates a guideline for consideration.

Case Study Hours and School Contact

The Case Study will require ten hours of school visits. This includes three hours of observation and seven hours of one-on-one with the student to complete assessments and strategy instruction. This may include a third, fourth or fifth grade classroom depending on your degree area.

If you choose, WBC will assign a teacher for your Case Study or you may choose the teacher with which you work. You should contact the teacher to determine the times that will be best for your classroom visits. Be respectful of the teacher’s time. Do not wait until the last minute to schedule visits. Understand that it may take the teacher an ample amount of time to respond to e-mails. Teachers are very busy and cannot always get back with you right away. You are the guest, so it is your responsibility to work around the teacher’s schedule, not vice versa.

It is extremely important that you keep all appointments or contact the teacher immediately upon realizing that you cannot keep an appointment. Be certain to make arrangements to make up any missed appointments so you do not fall behind in course requirements. Mrs. Wheeless will provide a letter for you to take to your Case Study teacher explaining the details of participation.

Conduct During School Visits

Teacher candidates are expected to conduct themselves in a professional manner at all times. This includes signing in and out of the school office as required, being punctual for every appointment, and behaving in a moral, ethical, and responsible manner at all times. It is not appropriate for a Teacher Candidate to be left alone with a class or student at any time during school visits.

Exercise discretion when sharing personal information or opinions during school visits. Consider each visit a job interview of sorts and act in an appropriate manner. Always demonstrate courtesy and respect when interacting with teachers and staff.

Professionalism

WBC Teacher Candidates are expected to be well-groomed at all times when visiting schools. This includes the highest standards of cleanliness for your hair, body, and clothing. Dress professionally at all times and wear the WTEP nametag at each visit. Blue jeans, tee shirts, flip flops, shorts, short skirts, tank
tops, and any clothing that shows your midriff or cleavage are inappropriate attire for school visits. It is **inappropriate** to use your cell phone at any time during school visits. There is no reason to take your phone into the classroom.

**Documentation / Anecdotal Records**

Remember that everything you observe on a school visit is an opportunity to learn. Use discretion in formulating opinions and in reporting your experiences. You are only getting a glimpse of that classroom. You do not know what happened before you arrived or what will happen after you are gone.

Be respectful of student and teacher privacy. Under no circumstances should events you observe during school visits be shared with anyone outside of the school environment. Don’t post comments about teachers or students on Facebook, blogs, or any other online environment.

You will be documenting your school visits for your Case Study but those will not be shared with anyone other than your instructor.

**Conclusion of Case Study**

When you have completed the Case Study, be sure to send a thank you note to the teacher and the parent/guardian of the student. He or she has given of their time to assist you with your education so be sure to show your gratitude in some way. This will reflect well on you for future school and classroom visits as you continue your teacher education.