

# CENTER FOR CHILDREN AND FAMILIES

## Student On-Site Observation Requirements Form (Level I)

**Introduction:** Welcome to the Center for Children and Families (CCF). You have a wonderful opportunity to observe children in their “natural habitat” of child care/preschool and learn from watching them at work in their classrooms. Observation is the process of “watching to learn”—and you might be learning about such things as child development, typical milestones in speech and language, early literacy skills, and classroom management.

It is important to acknowledge that any observer comes to an environment with biases based on one’s experiences, cultural framework, feelings, and expectations. A successful observation begins with a willingness to be open to the events unfolding before you, and an ability to focus on and record—in an objective way—what actually happens in the brief period of time.

**Requirements:** The following is a list of requirements that each student who participates in on-site observation of CCF children must follow. Each student who participates in observations at the CCF must read and sign these observation requirements. The student will turn in a signed copy of this form to the CCF front-desk staff when arriving at the Center for the observation. *Please note:* Please attach a copy of the approved Observation Request Form, which you can get from your instructor, if your instructor is not with you.

**In order for your time at the CCF to be productive for you and safe for the children, we require that you observe the following requirements. Failure to comply with the requirements may result in having your observation privileges being revoked, grade penalties on your assignment, and/or a referral to the Dean of Students for disciplinary action.**

1. You may observe at the center only when you have scheduled the observation in advance. Observations are permitted primarily from 8:30 – 11:30 Monday through Friday, although with permission from the University Liaison and/or the CCF director, an exception may be made regarding your observation times. Observations times should be scheduled through your class instructor. **Please do NOT call the center directly unless you need to reschedule an observation due to an unexpected emergency.**
2. Remember that our families and children are in and around classrooms and hallways. Your observations and reactions to observations are to be kept completely confidential. While observing, please refrain from commenting on children, teachers, or classroom activities. Voices travel easily in our halls, and even the most innocuous comment can be misinterpreted.
3. The observation windows are one-way glass, but depending on the light in the hallway and time of day, children will be aware of your presence. Please do not sit too close to the one-way glass, and keep your noise and movements to a minimum so as not to disrupt the typical flow and behavior in the class.
4. Please dress and conduct yourself appropriately to this environment: no profanity, inappropriate slogans on t-shirts, no cell phones, no food or drink, and no smoking anywhere on the CCF campus.
5. If you have questions or concerns about what you have observed, please direct them to your professor and/or the, Director of the CCF.
6. When writing up reports on your observations **DO NOT** use the name of the child or teacher about whom you are writing.
7. You must disclose to your professor if you know, or think you may know, the identity of any of the children you are observing.
8. Students are **NOT allowed to take any photographs or recordings of children or the facility.**
9. Students are NOT allowed to park in the CCF parking lot. Parking is available for students in Parking Lot K (located north of the police department, and next to the Sprinter station) and Parking Lot J (across from the CCF).
10. When you complete the observation, turn off the audio equipment, replace the cover on the equipment, push in your chair, wrap cords around headphones, return them to the front desk (if you borrowed them), and sign out.
11. **The director (or a teacher or staff acting on her behalf) reserves the right to ask anyone who is not adhering to these guidelines to leave the facility.**

(Student Name—Printed) \_\_\_\_\_ (Date) \_\_\_\_\_ (Class) \_\_\_\_\_

(Student Signature) \_\_\_\_\_ (Professor) \_\_\_\_\_