



## *Professional Expectations & Tips*

The importance of demonstrating professionalism in the classroom is stressed frequently in courses and field experiences. Here are some great ways to implement professional practices in your field experience:

### **Request a short meeting or conversation with your cooperating teacher.**

It is important that you discuss your cooperating teachers preferred methods and classroom policies. Topics should include grading, philosophy, teaching diverse learners, emergency procedures, and classroom management techniques. This meeting can help to prevent any misunderstandings and problems in the future, and can help you to be as prepared as possible in the event of an emergency.



### **Be on time every time.**

You are also expected to bring a copy of the Field Experience Timesheet upon which you are to record. Just as teachers must arrive in advance of the morning bell, and sometimes work when they are not feeling their best, you must also demonstrate the same level of dedication. The teacher and students will notice your absence, *even if your assignment is primarily observational*. Do not disappoint them.



If you are unavoidably delayed, call the school to leave a message for your cooperating teacher. To maintain professionalism, always plan to arrive at least ten minutes before you are expected.

If you are seriously ill or have a major emergency, contact your teacher in advance of when you are expected. Make plans with your cooperating teacher to make up your absence.

**Please note: Issues with timeliness and attendance or failure to meet the expectations for professional performance in the field experience can result in removal from and potential failure of the field experience.**

## Be aware of your host school's calendar and closings.

Schools in the Bloomington area do not follow the same calendar as Indiana University, and calendars also vary by corporation. It is your responsibility to find your school's calendar (located on the corporation's website), to discuss the school calendar with your cooperating teacher, and to plan for days when the school will be closed. You are expected to accrue a minimum number of hours or days for your field experience, and must make arrangements to make up all missed days.



Schools may close unexpectedly due to weather conditions, power outages, flooding, etc. Ask your cooperating teacher which radio stations broadcast school closings, or if there is a text messaging alert system that you can opt into for your school's closings, delays, and emergency messages.

## Consider your wardrobe choices carefully.



As you move from being a student to becoming a professional, issues related to what is and is not acceptable to wear during field experiences often arise. While you may want to express your individuality, or wear clothing that is trendy, it is very important for you to understand the importance of appropriate dress when you visit placement schools.

Teachers and administrators do notice what preservice teachers wear, and have mentioned clothing choices (as compliments and criticism) in final evaluations. Principals tell us that they have decided not to hire a candidate to teach in their schools—even when the field experience was great, and the philosophy was right on with the school culture —because their dress was less than professional.

*You want to be remembered for the right reasons.* Therefore, keep the following tips and suggestions in mind when deciding what to wear:



## Does your outfit meet the following criteria?

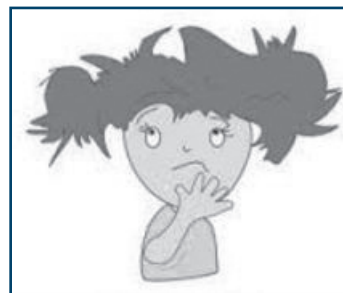


- 1) It isn't torn, frayed, excessively faded or wrinkled.
- 2) It isn't dirty or stained.
- 3) It isn't too tight, too loose, too low-cut, or too short to move around the classroom or interact with students comfortably.
- 4) It doesn't contain graphic, text, or implied messages that are likely to disrupt the school environment.

5) It isn't noisy or distracting, and won't present a safety hazard to anyone (e.g. dangly, heavy, or sharp-edged jewelry).

6) It isn't something I would wear to the beach or the club (e.g. flip flops, shorts, t-shirts, tank tops, bare midriff, backless, transparent, etc).

7) It isn't jeans, sweats, yoga pants, leggings or overalls.



Be sure your physical appearance is also neat & clean.

### Your best bets are:

Dresses

Skirts

Dress pants/dress-casual slacks

Shirts with collars

Ties

Sweaters

Polos

Mock necks/Turtlenecks

Leggings under shorter skirts/dresses/tunics