

## Kent State University Guidelines for Field Experience in School Psychology

As guests in schools and other educational settings, your presence should reflect professionalism. The following will help to guide you in your site visits as representatives of Kent State University:

1. When you make arrangements for visits be considerate of the cooperating school's schedule and not wait to the last minute to fulfill your obligations.
2. Educators rely on your commitment and punctuality. If for some reason, you are not able to attend the agreed upon times and days for your field experience, contact the teacher or school/site office and also Caven Mcloughlin, your course instructor, to let them know (preferably in advance) of your absence. In case of an emergency need to cancel ~~ contact the school and leave a message the day the emergency occurs. Let Caven know in case the school contacts him to see why you didn't arrive.
3. Schools expect that all visiting KSU students wear professional attire that clearly distinguishes them from the students in the school/site. In general, 'college attire' is not appropriate. Hats, jeans, t-shirts, shorts, revealing clothing, tank tops and sandals are never acceptable attire. In addition, no skin should show when reaching or bending. Dress and demeanor should reflect your understanding of the typical, 'professional' dress and demeanor of established school psychologists in schools.
4. Transportation is always your responsibility. Car pooling is encouraged whenever possible because of the limited parking available at schools/sites. Be alert to restricted parking zones within school parking lots.
5. Whenever possible, schedule a few minutes to meet the building Principal or schedule to attend when the school's psychologist is in attendance. This offers you the opportunity to learn the preferred way to enter classrooms, meet teachers and address your specific goals. Being inconspicuous is difficult in a school/site, but it certainly is appreciated by all educators. When observing, please find an area in the room away from the classroom activities and follow the teacher's lead for interactions and classroom involvement with his/her students.
6. Teachers and schools expect that KSU guests not "chit chat" while in their classrooms and remain on-task throughout the scheduled times in their classrooms. Talking to anyone, including other KSU graduate students visiting the classroom with you, will interfere with the learning environment. If the teacher asks why you are there, explain quickly so that the class can continue. No food, gum or beverages are to be consumed in the classroom unless it is part of the classroom activities preapproved by the cooperating teacher.
7. When it is time to end the visit, leave as quietly as possible. If the opportunity is there to thank the teacher for the visit, it is an appreciated and a professionally courteous gesture.
8. In your development as a school psychologist, your fieldwork must be given priority over most other personal obligations and commitments. In summary ... *it's expected that you will conduct yourself in a professional manner, including dress, speech, personal habits and overall courtesy.*