

Code of Conduct for Student Observers

Welcome to our center! We are happy to assist you in your educational needs. While here, we ask that you abide by the following guidelines:

- 1) Observation times are 9-11 a.m. and 3-5 p.m. by prior center administrator approval. No exceptions are made to these times. If you are unable to observe at our program during these times, you need to find another early childhood program to observe.
- 2) You must present your student ID to the front office staff member each time you come to the center, sign in, and wear the "Student" badge in a visible location. Faculty members typically have separate binders by course and section. We will not verify your attendance or sign any paperwork to that effect. If we notice someone signing the book and then leaving immediately, we will notify the sponsoring faculty member.
- 3) Do not call the center if you are not going to come for your scheduled time. This is an issue between you and your faculty member. In the rare situation that you need to miss a day, you may request a make-up day during the above listed observation times. This must be approved in advance by a center administrator.
- 4) This is a business so please dress appropriately. Jeans with holes, clothing with inappropriate slogans, etc. are not permitted.
- 5) Cell phones and pagers are to be turned off while in the building. Use of them is disruptive to the classroom learning environment.
- 6) Finish food and beverages prior to entering the building.
- 7) Keep in mind that conversations can be heard in the classrooms and disruptive to the children and staff members, so please refrain from talking while in the observation room.
- 8) Follow the classroom you are observing. If they leave their room to go to the Physical Activity Room, then continue your observation from that observation room. If the class goes outside, observe from their patio. As an observer, you are not to be in the classroom or observing an empty classroom.
- 9) Textbooks, laptops, book bags, etc. are to be placed out of the way of the families and other observers. As the purpose for being in the center is to observe, all other items are to be stored out of the way.
- 10) Out of respect for our families and teachers, it is important that you maintain confidentiality. Children's family names and/or teacher's names are not to be mentioned outside the center. Please discuss your observation without mentioning names.

If you have any questions or concerns while observing, please bring these immediately to the attention of the Education Coordinator or the Director.

All observations must be completed by three weeks prior to the end of the semester.

The center reserves the right to limit the number of observers and to ask disruptive individuals or individuals who are not actively observing to leave at any point in time.

I have read and understand the above guidelines. I agree to abide by them while observing at the Miami University Child Development Center (operated by Mini University, Inc.). I understand that failure to comply with the guidelines will result in the termination of my privilege to observe at the center. I understand that my sponsoring faculty member will be notified if my behavior results in my being asked to leave.

Student Signature _____ Date: _____

Printed Name: _____ Class: _____

Sponsoring Faculty Member's Name: _____

Witness Signature: _____

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