Important Dates

September 3, 2019  Students can begin to submit observations & observe outside of Delaware County
September 10, 2019 Students can begin to observe at Burris
September 17, 2019 Students can begin to observe at Muncie Schools and Delaware County Schools
November 15, 2019 Last day to submit observation requests for Muncie and Delaware County Schools
November 26, 2019 Last day to submit observation requests for Burris
December 6, 2019 Last day to observe

Prerequisite Requirement for all Field Experiences

1. Students involved in clinical experiences for an initial teaching licensing program, must have a current national background check completed prior to entering into the field experience. Ball State University has contracted with a specific vendor (Castlebranch) to provide this type of check. Students who have a completed check through another vendor, must complete a new one through Castlebranch. Click on the link below to access the national criminal background check website and follow the directions.
   a. Link: https://portal.castlebranch.com/BM84

2. Students must complete the video training "Protecting Children from Sexual Misconduct" before placement requests will be processed. This training is valid during the years a student is admitted to Ball State University.* The training can be accessed via my.bsu.edu, then “Other Tools” and finally clicking on “EDURisk Training-Students.”

3. OTES-CP will run local and national sexual offender checks on all students engaged in an initial licensure field experience.

-Things to note when you Apply for an OBSERVATION @ Burris Laboratory School

1. Students must visit the OTES-CP office and fill out the appropriate form. Five business days are required to process the observation request. If a student’s request is denied, OTES-CP will notify the student by e-mail as soon as we are notified.
2. Students must come the day before or the day of the scheduled observation and pick up their pink confirmation sheet. In addition, students must bring a valid Ball State ID and a copy of their criminal background check EVERY time they enter the school. Schools are instructed to deny the students access without the proper entry materials. If a student is permitted access without the proper materials, the observation does not count and the student will need to do another one.

3. Once the student has completed the observation and has the teacher sign their pink confirmation, he/she must return the signed paperwork to the Office of Teacher Education Services and Clinical Practice in TC205 within two weeks. If you are unable to make it to your observation, please contact OTES-CP at 765-285-1168.

-Things to note when you Apply for an OBSERVATION @ Delaware County Schools (MCS, Cowan, etc.)

1. Students must visit the OTES-CP office and fill out the appropriate form. Ten working days are required to process the observation request for the Delaware County Schools. If the student’s request is denied, this office will notify the student by e-mail as soon as we are notified.

2. Unless their observation request is denied, students must come the day of, or the day before the scheduled observation, and pick up the confirmation to take with them. Students must pick up the confirmation sheet before the scheduled observation. The schools are instructed to deny the student access without the proper entry materials. If a student is permitted access without the proper entry materials, the observation does not count and the student will need to do another one.

3. Once the student has completed the observation and has the teacher sign their confirmation, he/she must return the signed paperwork within two weeks to the Office of Teacher Education Services and Clinical Practice.

4. IMPORTANT: If you are unable to make it to your observation, please make every effort to contact OTES/CP at 765-285-1168 at least 4 hours prior to your scheduled time to observe. DO NOT EMAIL.

*Please Note- For those applying to Yorktown, 15 business days are needed to process your application.

-Things to note when you Apply for an OBSERVATION Outside of Delaware County

1. Students are permitted to observe classrooms outside of Muncie and Delaware County. It is the student’s responsibility to schedule the observation prior to the visit. The student will be required to follow all policies and procedures of the school being observed.
2. Students must come to TC 205 to pick up the blue form required for these types of observations. Upon completion of the observation, the student must return the signed blue form to TC 205 within 2 weeks. If you are unable to make it to your observation it is YOUR responsibility to contact the school as soon as possible.

**Things All Students Should Know**

- Watch your Ball State University e-mail. We will notify you of denials, cancellations, or other problems through e-mail.

- All requests, cancellations, and changes for observations at Burris, Muncie Schools and Delaware County schools must come through the OTES-CP office (TC 205).

- We will notify the student by e-mail if their request is denied or cancelled except for weather related cancellations. Due to the number of students observing, we cannot possibly inform students of cancellations due to weather related closures. It is the student’s responsibility to monitor such activity.

- Any approved observation request must be picked up the day before or the day of the scheduled observation. If a student does not pick the form, the observation does not count and the student will need to do another one.

- Students must wear their Ball State ID so that it shows at all times when they are in the schools.

- Students who miss their observations, without appropriately cancelling them in advance, may have cause some teachers to refuse to approve any observations in their classrooms. Faculty members will be notified of students who fail to attend approved observations.

- Students are required to turn in their signed pink or blue confirmation sheet within two weeks after a completed observation.

*Valid at the time of this printed document, subject to change with new policy.*