**Important Dates**

Sept. 5, 2017  Students can begin to submit observations & observe outside of Delaware County
Sept. 12, 2017 Students can begin to observe at Burris
Sept. 19, 2017 Students can begin to observe at Muncie Schools and Delaware County Schools
Nov. 21, 2017 Last day to submit observation requests for Muncie and Delaware County Schools
Dec. 1, 2017 Last day to submit observation request for Burris
Dec. 8, 2017 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](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 login to Tk-20 and select Burris as their placement site. 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
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. Your teacher also will be emailed a confirmation form to digitally submit. 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 Field Experiences @ Delaware County Schools (MCS, Cowan, etc.)

1. Students must login to Tk-20 and select the appropriate Delaware County School as their placement site. 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. Teachers also will be emailed a confirmation form to digitally submit.

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 Field Experiences 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. Unlike observing within Delaware County, students DO NOT use Tk-20 to apply to observe
outside of Delaware County and 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. Teachers also will be emailed a confirmation form to digitally submit. If you are unable to make it to your observation it is YOUR responsibility to contact the school as soon as possible.

-How to actually APPLY on Tk-20

1. Navigate to bsu.tk20.com
   a. Type in your Ball State University username and password
2. Click on the Applications tab
   a. Create New Application
   b. On the drop down, select “Field Experience Observation Request”
   c. Click “Next”
3. Fill out all of the **required** information and choose the appropriate school setting (Please note - All of the information must be **completed** in order for you to submit the form).
4. Click “Save” if you would like to come back to the application form and finish filling it out at a later date. Hitting “SAVE” WILL NOT move your application forward.
5. To officially submit your application and move it forward, click “Submit.”
   a. Once submitted, you are not able to make changes to the application form.

HOW TO REVIEW YOUR Status of Application

1. Navigate to bsu.tk20.com
   b. Type in your Ball State University username and password
2. Click on the Applications tab
   a. Click on “Field Experience Observation” you are checking on
   b. Look at the “Status” title
      i. You will see one of the following under the “status” title:
         1. **Review in Progress** – Your application is being processed.
         2. **Pending** – Your application has been processed, but is still waiting approval from the school.
         3. **Approved** – Your application has been approved and you are able to go to your requested school.
         4. **Denied** – Your application has been denied, see comments for explanation.

*If you do not see a status (see 4 options above), and the space is blank where the status should be, then you did not officially submit your application. Please go back in and hit Submit.*
**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.*