

## **Pre-clinical Experience Etiquette and Protocol**

### **UWSP School of Education**

**1. Timeliness and Professional Courtesy:** Arrive and leave on time, every time; check in with the main office of the host school upon arriving and leaving. Be reliable. Be sure to notify your host teacher ahead of time if for some reason you will not be able to come at your arranged time, and also when you have completed your hours and will not be returning.

**2. Cell Phone:** Don't forget - be sure your cell phone is turned *off* and not used while you are in the host school.

**3. Go to Your Host Classroom:** Roaming the building is not allowed. If you would like a tour of the building, work with your host teacher to arrange this.

#### **4. Professional Dress & Appearance Expectations:**

✓ Long pants include khakis, chinos, etc. (no jeans, shorts, mini-skirts, or baggy pants) Low cut tops are not acceptable (no cleavage, midriff, etc. showing) underwear must be covered.

✓ Clothing must *be free of* symbols/words/logos that are suggestive, offensive, obscene, sexually degrading, racially motivated.

✓ Clothing must *be free of* graphics or statements that promote alcohol, tobacco, drug products, gang affiliations.

✓ Soled shoes (preferably close-toed - flip-flops are not acceptable).

✓ Hats must be removed when entering and while inside the host school also - carefully consider tattoos or piercing that may be distracting to students.

✓ Follow *all* school dress codes.

**5. Communications:** Communicating with students that you are working with in the host school through social media sites (e.g. Facebook, texting) is unacceptable and unprofessional. This could result in negative consequences that negatively impact you and the UWSP Teacher Education Program.

**6. Be Mindful and Professional in Conversation and Comments:** Communicate with students and teachers in a professional and respectful manner. Also always be mindful of comments you make related to your host school, teachers and students. The nature of our work is confidential and to be considered in a professional manner. Of course, it is appropriate and acceptable to explore and discuss your experiences within the context of your teacher education courses. If, in your work with students, you learn something about the student(s) that is a potential concern, please talk with your host teacher about it right away.