

**Human Resources Department**  
**Procedures for College/University Students Requesting Education Observation Hours**

Washington County Public Schools values the opportunity to provide educational observation hours to college/university students interested in pursuing the teaching profession. In order to facilitate the process of assigning observation hours, the following guidelines have been established.

- College/university students interested in conducting observation hours in a school will follow [this link](#) to complete a Field Experience Request form and submit it to the Washington County Public Schools Human Resources Department.

**NOTE: Fall deadline to submit a request is September 15.**

**Spring deadline to submit a request is February 1.**

- The Human Resources department will review the request and forward it to the school principal (or designee) for approval.
- The school principal (or designee) will approve or deny the request. The college/university student will be notified of approval or denial.
- If approved, the principal (or designee) will assign the student observer to a teacher within the building.
- Upon denial or approval, the Human Resources Department will notify the college/university, and, if approved, include placement information.
- Once the college/university notifies the student observer of assignment, the student observer will contact the mentor teacher directly to establish dates and times for observation hours to occur.
- The student observer will submit a Volunteer Application to the school office upon arrival on the first observation day. This application requires a driver's license to be shown to school personnel when submitting the form.
- The student observer will sign in at the main office each day they report for observation hours.
- While completing observation hours, the student observer will conduct themselves in a professional manner, including wearing professional attire.