



COMMUNITY OUTREACH & FIELD PLACEMENT SERVICES

OBSERVATION PROCEDURES

1. As of fall 2012, students should not enroll in courses at Chicago State University that require field experiences or begin field experiences without a “cleared” background check. “ALL” CSU students who must complete field experience for fall 2012 will be required to apply to Chicago Public Schools (CPS).
2. Field experience includes students completing observation hours, pre-clinical hours and practicum. This does not include student teaching.
3. All students will be referred to cps field experience registration guide where there are step by step instructions for students to follow regarding completing the registration form and the criminal background check report to cps.
4. Registration is required for those planning to complete field experience at Chicago State University. Current CPS employees planning to complete field experience must also complete the form.
5. Students cannot be placed in any school if the background check determines that he or she has been convicted of criminal behavior. ***(Please see CPS field experience fingerprinting guide for further information).***
6. Background check reports must be dated within one year of the date that a student submits his/her online CPS field experience registration form.
7. **Only students presenting a current negative TB test (within the last 12 months or chest x-ray less than 2 years) and a cleared background check will receive pre-clinical experience forms.**
8. Faculty, the COPFS office will no longer accept “copied field experience forms.” All students must have hours logged on to an original two-ply pre-clinical experience form.
9. Professors may obtain these forms from COFPS to issue to students upon proof of the cleared background check and negative TB tests result.

1. Students are required to apply for observations by signing up for one of the schools on the CSU site list.
2. All students registered in classes requiring field experience will be required to attend one of two field experience workshops to review the new field experience procedures. (Workshop dates TBA).
3. All requests for observation appointments should be received no later than one week in advance of appointment.
4. Observations for CPS schools will begin on September 19, 2012. If students need to observe prior to this date, please contact Ms. Riley (See Contact information Below).
5. All suburban and Special Education sites appointments will be made according to school schedules/calendars.
6. Students will be notified via email confirmation of appointments.
7. Students will receive their pre-clinical observation form from the COFPS Department, ED 322 or ED 311 during normal business hours (Monday – Friday, 9:00 – 6:00 pm).
8. Students are to be on time for their appointments and dress appropriately. No jeans, gym shoes, shorts or tank tops. Please see attached dress code.
9. Students MUST contact the school to cancel a scheduled observation appointment.

FOR ADDITIONAL QUESTIONS or CONCERNS REGARDING
OBSERVATIONS, PLEASE CONTACT:

CASSANDRA L. RILEY
COFPS
EDUCATION BLDG. 311/322
773/ 995-2037 or 995-2392
criley@csu.edu

CPS Registration & Background Check Information

<https://hrportal.cps.k12.il.us/STI/index.htm>

https://hrportal.cps.k12.il.us/STI/Field_Experience_Regis_Guide.pdf

<http://fs6.formsite.com/CPSHumanResources/CPSFldExpReg/index.html.htm>