

	Dos	Don'ts
Getting to your placement	<ul style="list-style-type: none"> • Leaving early to allow time for parking • Reporting to the office and sign in • Introducing self to principal (if available) • Getting to classroom early • Wearing visitor's badge, if required 	<ul style="list-style-type: none"> • Getting to school right on time • Going straight to the classroom • Not introducing self • Arriving to class late • Not wearing badge
Being Punctual	<ul style="list-style-type: none"> • If going to be late, calling school and leave message for CT • Planning to arrive at least 10 minutes early 	<ul style="list-style-type: none"> • If going to be late, just showing up
Showing up as expected	<ul style="list-style-type: none"> • Being dedicated to attending every scheduled day • Coming even if you are feeling a little sick • In an emergency, calling ahead to explain to your teacher • Making plans to make up any absences 	<ul style="list-style-type: none"> • Disappointing the teacher/students by not showing up as expected • Showing up if you are very sick (but do call first to let them know)
Being aware of the school's calendar and closings	<ul style="list-style-type: none"> • Discussing school's calendar with your CT and plan for school closings • Checking radio for closings and reschedule days 	<ul style="list-style-type: none"> • Showing up when students are not present • Assuming that there isn't school and not showing up
Arriving in the classroom	<ul style="list-style-type: none"> • Entering quietly • Logging the time of arrival (to the class, not the school) • Looking for ways to help from the beginning or looking at what the teacher may have left you to do • Recording departure from the classroom time (not when you leave the building) 	<ul style="list-style-type: none"> • Making noise or disturb the class when entering • Forgetting to log in/out time or log in school in/out time, not classroom time • Just sitting there
Displaying a professional attitude	<ul style="list-style-type: none"> • Being positive • Being enthusiastic • Being outgoing • Being supportive of the CT 	<ul style="list-style-type: none"> • Being negative • Being apathetic • Being reserved/shy/ withdrawn • Being indifferent to the CT
Dressing for Success	<ul style="list-style-type: none"> • Conservatively • Neatly • In clean clothes • In ironed clothes • With appropriate footwear • With appropriate length skirts (slightly above knee or below) • With collared shirts, sweaters, turtle necks (men) 	<ul style="list-style-type: none"> • Dressing unprofessionally • Clothes are too tight • Clothes are too revealing • Clothes are too short • Clothes are torn/tattered • Clothes are wrinkled • Clothes are dirty • Clothes are excessively faded • Clothes have visual/written/

	<ul style="list-style-type: none"> • Having well groomed hair/neat facial hair 	<p>implied messages that are likely to disrupt</p> <ul style="list-style-type: none"> • Wearing sweat/wind/ jogging suits • Wearing denim (of any color) • Wearing Noisy/distracting jewelry • Showing facial piercings • Showing visible tattoos • Wearing Flip-flops/tennis shoes • Wearing T-shirts • Wearing Shorts • Wearing tank tops, backless, midriffs, tops with straps less than 2 inches, sleeveless tops that are too revealing (deep or low cut) or see-through blouses
Being discreet	<ul style="list-style-type: none"> • Being thoughtful in conversations and actions (everywhere) • Keeping personal names out of conversations • Monitoring social websites for inappropriate content 	<ul style="list-style-type: none"> • Posting inappropriate comments on <i>Facebook</i> • Being negative about teacher/student/ parent • Having personal conversations with students
Being Prepared	<ul style="list-style-type: none"> • Having paper/pencil for notes • Having lesson materials • Knowing what is expected 	<ul style="list-style-type: none"> • Coming empty-handed • Asking for materials once you arrive or at the last minute • Being "clueless" about what is expected
Being responsible	<ul style="list-style-type: none"> • Being there! • Returning materials • Knowing what is being borrowed and what you can keep • Presenting lesson plans to the teacher first before teaching 	<ul style="list-style-type: none"> • Not being consistent • Keeping/damaging materials
Being an active participant in the classroom	<ul style="list-style-type: none"> • Engaging in meaningful ways with the students • Being mindful that you are a guest, so seeking permission and not interrupting the learning • Volunteering to help in small ways 	<ul style="list-style-type: none"> • Being a passive observer • Interrupting or causing a distraction
Visiting with others while in the room/hallway	<ul style="list-style-type: none"> • Not having conversations with anyone during instructional time or while students are present 	<ul style="list-style-type: none"> • Disturbing the class by having conversations with others (students, teacher, others) • Talking loudly in the hall with others
Having Cell phones	<ul style="list-style-type: none"> • Leaving it in car • Wearing a watch to tell time 	<ul style="list-style-type: none"> • Bringing it in • Checking it while in class
Bringing materials	<ul style="list-style-type: none"> • Bringing only necessary materials 	<ul style="list-style-type: none"> • Bringing extra things (bookbags, computers, textbooks, • Drinking and eating in class

