

Student Observation

We actively support the growth of students both young and old. Student observation appointments can be scheduled Monday-Friday from 8 a.m. to 11:00 a.m. These are non-interactive observations, meaning the student observer is challenged with the task of documenting the classroom community, the instruction in the classroom, and experience the unique climate that is early childhood. We carefully create our physical spaces as the third teacher is fundamental to our center philosophy. Student observers may not take photographs during their observations of either the classrooms, nature play space, children's artifacts, or children.

If you are a **student** who needs to complete observations as part of a class requirement, please follow these steps:

1. Talk to your professor and ensure that they have submitted their syllabus and class roster to the University Child Care Center at the beginning of the semester. Your professor must have submitted this information prior to you making observation appointments through our online system, [TutorTrac](#). If this information has been submitted then you will be able to choose observation hours in the [TutorTrac](#) program.
2. Before signing up for dates and times, you are required to read through and sign the [Observer Agreement \(PDF\)](#). We have a set of expectations for students who enter our center to observe. Please be sure to complete all fields at the bottom, print the completed document and bring it with you to your first observing session.
3. Sign up for dates and times through [TutorTrac](#) which work with your schedule and needs. Please note: You may only sign up for 1-hour increments at a time. However, you may schedule two 1-hour sessions back-to-back. For example, if you would like to observe from 8:00 a.m. to 10:00 a.m., simply enroll for 8:00 a.m. to 9:00 a.m. and then 9:00 a.m. to 10:00 a.m. blocks individually.
4. Please understand that we have two observer slots in a classroom per hour. We have six classrooms at the center. They are listed in [TutorTrac](#) by classroom colors. We suggest that if you need to write a specific case study that you ensure that you only sign up for appointments in one particular classroom for consistency.

5. We are available for observations almost all of the semester. We recommend that you are proactive and make appointments early in the semester, as appointments are more difficult to get as the semester ends. We don't want you to be frustrated!

- a. Log in to [TutorTrac](#).
- b. Select Search Availability
- c. Select Center > University Child Care
- d. Choose your course
- e. Change the date range or time(s) as needed.

6. Once you have made your appointment choice, TutorTrac will send you a confirmation email to your Towson University email account.

7. You must bring your Towson University OneCard every time you come to observe. No Towson OneCard, no observation. Please bring a copy of the signed and dated [Observer Agreement \(PDF\)](#) on your first scheduled appointment.

8. Arrive at the center fifteen minutes before your observation time. You will be asked to sign in at the front desk, present your One Card, receive your observer log, and observer badge.

Should you need to complete an assessment of a child, or any assignment which requires interaction with a child, you must first contact us to arrange for a specific visit. These must be conducted with a Lead Teacher present and are typically done first thing in the morning, before the main instruction time begins.