**Dickinson College Education Department**

**Field Experience and Student Teaching**

**Professional Guidelines**

The following guidelines have been approved by all members of the Dickinson Education Department. They are intended to provide expectations for appearance and conduct for students who are involved in field experiences and student teaching. These expectations will be provided to our host schools and teachers.

***It is our expectation that all students present and conduct themselves in a professional manner.***

***Appearance should be professional at all times*** *(the following are examples of professional appearance):*

* Hair should be styled in a professional fashion. For both men and women, long hair that falls in one’s face should be pinned or tied back. Men’s hair should either be cut or pulled back so that they have a clean-cut appearance with most or all of their ears showing. Men’s facial hair must be either completely shaved off or neatly trimmed. It is not advisable to start a beard or mustache during a semester in which one is either observing or student teaching.
* Teachers should be professionally attired:
* For men professional attire has traditionally meant the wearing of dress trousers with belt, shirt and tie, and dress shoes and socks. The following are examples of attire that are ***not*** considered to be professional:
  + - Tight clothing
    - Earrings or jewelry other than watches, rings, etc.
    - T-shirts
    - Denim slacks or jackets
    - Sandals, flip-flops, or any athletic footwear
* For women professional attire means either a skirt that is not too short or too tight or dress slacks that are not too tight with a blouse or sweater or a dress that is not too short, too tight, or revealing in any way. Shoes that are dressy but comfortable. The following should be avoided in order to be viewed as being professionally attired:
  + - Tight clothing, including leggings
    - Denim clothing of any color
    - Short skirts or dresses—more than 2 inches above the kneecap
    - Plunging neck lines
    - Translucent or transparent clothing
    - Sleeveless shirts or blouses that are revealing—including spaghetti straps
    - More than two sets of earrings
    - Other “posts” (nose, eyebrow, tongue, etc.)
    - Sandals, flip-flops, or any athletic footwear

***Conduct is to be professional at all times***

* Always attend and be on time.
* Respect your host teacher, his/her students, and the classroom rules.
* When you observe classes, pay close attention.
* Use of cell phones and other personal electronic devices is not permitted in any area of the school setting. All such devices should be stored securely prior to entering the host school.
* Refrain from eating or drinking anything once you enter the host school.
* Complete all field-based assignments/requirements on time.
* Work hard and do your best.
* Be open to criticism.
* ***All Dickinson Education Department and Host School policies are to be followed at all times*.**

If there is a conflict in policies, contact the professor who teaches the education course in which you are enrolled or your student teaching supervisor.

(ST/Forms/Professional Guidelines 8\_2013)