

Office of Partnership and Placements

FSEHD Observation Request List (Revised 9/18/2013)

Partnership districts where observation requests can be completed at building level:

For the districts listed below, it is acceptable for faculty to seek out and formalize their own placements for students to complete **observations (not practicum)**. Students must carry a formal letter from the faculty member on RIC letterhead stating the name of course and observation information including the teacher name, date(s) of observation, purpose of the observation describing the assignment the student must complete (this is usually a reflective narrative), and numbers of hours in the school. Each student must have their original BCI in hand and they will need to bring a copy to distribute to the district. (Students must bring a copy of the BCI and not ask the school to make a copy.)

Even though faculty seek their own observation placements with these districts, they are still required to submit **ALL** requests through www.ricplacements.org. These observation requests must be submitted prior to the RIC students entering the school.

Barrington	Lincoln
Bristol/Warren	North Kingstown
Burrville	North Providence
Coventry	Portsmouth
Cranston	Warwick (submit student names to OPP before enter schools)
Cumberland (submit student names to OPP before enter schools)	West Warwick
Exeter-West Greenwich	Westerly
Johnston	Woonsocket
	Henry Barnard School
	http://www.ric.edu/feinsteinschooleducationhumandevlopment/pract_placements.php

Partnership districts where observations requests must be approved at the Superintendent level by OPP:

Any requests for observations for the following districts listed below must be made through OPP. Faculty should not go to building level and/or Principals for observations with these districts.

East Greenwich	Newport
East Providence	North Smithfield (you must provide names of students prior to first visit)
Foster	Providence
Foster/Glocester	Scituate
Glocester	Smithfield
Middletown	Tiverton
Narragansett	

Note: If you enter the student information on ricplacements.org at the time of a request, you do not need to provide this information to OPP. If you enter an observation with a T.B.D. where students would be listed, then you need to provide OPP with a list of student assignments for our records.