California State University San Marcos  
CENTER FOR CHILDREN AND FAMILIES

On-Site and Remote Observation Instructions for Faculty

Thank you for your interest in using the Center for Children and Families in your course! The CCF provides child care/preschool for children from 6 weeks through pre-kindergarten. It provides a wonderful opportunity for you to assign classroom projects that involve having your students conduct on-site or remote observations of children in their “natural habitat”. On-site observation involves university students observing CCF children through the observation windows without direct contact. Remote observation involves university students observing CCF children from your smart classroom via remote cameras. Procedural instructions for both types of observation are provided below, and are intended to help the process go as smoothly as possible for both you, and the children, faculty, and staff at the CCF.

**On-site student observations:**

- Please allow at least two weeks for approval of your observation.
- The class instructor should fill out the *CSUSM Center for Children and Families (CCF) Observation Request Form*, and submit this form to Colleen Moss, University Liaison to the Center for Children and Families c/o Department of Psychology.
- A master schedule should be submitted directly to CCF c/o Jodi Taylor, CCF Director. This schedule should include a list of all students who will be observing, and the time of their observation. *Please note:* Please be sure to include your name and the name of your class on this schedule.
  - Observations are permitted between 8:30-11:30 Monday through Friday.
  - Upon request, CCF children may also be observed while they are on the playground between the hours of 3:00-5:00.
  - With permission of the University Liaison and/or the CCF Director, alternative observation times may also be allowed.
  - CCF prefers that no more than 10 students be in the center at any one time to observe, however, please inform your students that *no more than 3 students should be observing one classroom at a time*. Larger groups (up to ~25-30 students) may be allowed to observe if they are accompanied by their instructor.
  - Students should NOT call the center directly to arrange individual observation times, however if they need to cancel/change their observation time, they may call the center to reschedule an appointment.
- Each student who observes at the CCF should be given a copy of the *Statement of Dispositions* form AND the *Center for Children and Families Observation Requirements Form*. Students should read these forms thoroughly, and should sign the *Observation Requirements Form*. These forms should be submitted to the CCF at the time of their observation.
• In addition, students should attach a copy of the approved and signed CSUSM Center for Children and Families (CCF) Observation Request Form to their Observation Requirements Form. You may want to post the approved form on Moodle so that students can download it.
  o Please be sure students are fully aware of appropriate conduct and dress, as well as the other guidelines given in the Observation Requirements Form.
• Students should be encouraged to bring earphones (such as iPod earphones), since observation earphones at the center are limited.
• Students are NOT allowed to park in the CCF parking lot. Parking is available for students in Parking Lot K (located north of the police department, and next to the Sprinter station).
• For further questions or concerns, please contact Colleen Moss, University Liaison to the Center for Children and Families c/o Department of Psychology (cmoss@csusm.edu).

Remote observations:

• Each classroom at the CCF contains two cameras and four microphones that can be accessed through your smart classroom to observe CCF children remotely.
• Faculty may request remote observation privileges starting in Spring Semester, 2011.
• Please allow at least two weeks for approval of your observation.
• The class instructor should fill out the CSUSM Center for Children and Families (CCF) Observation Request Form, and submit this form to Colleen Moss, University Liaison to the Center for Children and Families c/o Department of Psychology.
• The University Liaison will then notify IITS, and IITS will issue a password that will allow the faculty member to access the remote observation cameras from their smart classroom.
• Students or faculty may NOT make recordings of any of the remote observations without submitting an Institutional Review Board (IRB) proposal, and getting written approval from the IRB in advance of the observations. Please contact the University Liaison for more information if you would like to record remote observations.
• Each student who participates in remote observation at CCF should be given a copy of the Statement of Dispositions form AND the Center for Children and Families Observation Requirements Form. Students should read these forms thoroughly, and should sign the Observation Requirements Form. These signed forms should be returned to the University Liaison.
  o Please emphasize to students that while they are observing, to please refrain from commenting on children, teachers, or classroom activities. Even the most innocuous comment can be misinterpreted. As an additional protection of confidentiality, please ask students to
disclose to you in advance if they know, or think they may know, the identity of any of the children you will be observing.

• For further questions or concerns, please contact Colleen Moss, University Liaison to the Center for Children and Families c/o Department of Psychology (cmoss@csusm.edu).