



Remote Observation Protocols

Principal Licensure Program

Corban University

Purpose of remote observations

Remote observations will be utilized for Principal Candidates within Corban University's Principal Licensure Program who currently teach outside of a thirty-mile radius to Corban University.

Process for PLP Candidate

1. PLP Candidate must provide Corban with a signed Remote Observation Agreement Form showing the onsite Principal/Administrator is aware of and supports the requirements of remote observations in compliance with current district policy on recording school activities.
 2. PLP Candidate is responsible for any equipment required to participate in remote observations. Corban University does not supply cameras, tripods, laptops, or other equipment to facilitate the recording of remote observations.
 3. PLP Candidate determines a place for the camera that provides the observer with full view of the internship activities and submits a test video prior to the first observation.
 4. PLP Candidate and University Supervisor will communicate prior to each observation regarding a synchronous or asynchronous observation. PLP Candidate will provide a short description of the planned activity to the University Supervisor.
 5. PLP Candidate will upload asynchronous videos within the same workday as the recording took place. No editing of any video is allowed, with the exception of blurring faces based on district protocols. The time stamps must be congruent. Any video believed to be edited beyond blurring will be rejected prior to scoring, and PLP Candidate will be required to meet with the University Supervisor.
 6. PLP Candidate will review Supervisor feedback within 24 hours of receiving.
 7. PLP Candidate agrees to participate in three conferences with the University Supervisor for the Clinical Placement term:
 - a. Initial meeting -- beginning of semester
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- b. First observation -- one month into semester
- c. Second observation -- two months into semester

Process for University Supervisor

1. University Supervisor will make initial contact with PLP Candidate and Onsite Supervisor at the beginning of the placement term to meet for 30 minutes online and discuss upcoming observation arrangements as well as the leadership activities that will be observed.
2. University Supervisor will require a copy of the Remote Observation Agreement prior to any observations.
3. University Supervisor will assess the provided test video for clarity of picture and volume prior to the first remote observation.
4. Prior to each observation, the University Supervisor and PLP Candidate will communicate regarding the purpose and content of the lesson. This can be done via email or video conference.
5. University Supervisor will view and provide feedback on each uploaded video and corresponding lesson plan within 24 hours of the assigned observation.
6. University Supervisor will make time to be available for any questions or discussion regarding observations and feedback throughout the term.
7. University Supervisor agrees to participate in three video conferences with Cooperating PLP and PLP Candidate for the Clinical Placement term:
 - a. Initial meeting -- beginning of semester
 - b. First observation -- one month into semester
 - c. Second observation -- two months into semester

Process for Onsite Supervisor or designated person

1. If the Onsite Supervisor is also the Principal/Administrator, they will sign the Remote Observation Agreement Form prior to conducting any observations. This ensures that all parties understand and agree to the conditions of this remote observation format.
 2. Prior to each observation, the Onsite Supervisor and PLP Candidate will communicate regarding the purpose and content of the activity.
 3. Onsite Supervisor will provide two observations and one formal evaluation of the PLP Candidate during the semester.
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4. Onsite Supervisor will reach out as early as possible to University Supervisor should any concerns or red flags become evident.
5. Onsite Supervisor agrees to participate in three video conferences (or in-person if feasible) with PLP Candidate and University Supervisor for the placement term:
 - a. Initial meeting -- beginning of semester
 - b. First observation -- one month into semester
 - c. Second observation -- two months into semester

Additional Information

No video uploaded and/or viewed by a University Supervisor, Onsite Supervisor or PLP Candidate may be posted to any outside entity including, but not limited to, social media public or private, classroom forums, or used in any way other than for the purpose of individual feedback and critique to the PLP Candidate at any time now or in the future.



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Remote Observation Agreement Form

Principal Licensure Program
Corban University

The purpose of this document is to acknowledge and agree to the following requirements of remote observations for PLP Candidates within their Clinical Placement at Corban University.

I agree that the processes outlined in the Remote Observation Protocols document attached are compliant with the video and recording protocols of the below stated school and associated district. I agree to abide by these protocols to ensure the success and safety of both students and staff within the classroom.

School name/School District

Principal/Administrator

Date

PLP Candidate

Date

Onsite Supervisor if different from Principal/Administrator

Date
