

**PRACTICUM
STUDENT
HANDBOOK**

IOWA STATE UNIVERSITY
Child Development Laboratory School

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Professional Behavior

You are taking a class at Iowa State that requires you to participate in a community school or center to gain the skills and knowledge you need to successfully complete the course. You are required to know, understand, and follow all policies of your practicum placement site, including any new policies that may take effect and are shared with you during your practicum experience. Failure to do so may result in temporary or permanent removal from the practicum and failure of the course.

Our expectation is that you will act respectfully and professionally, especially since you are representing Iowa State University.

Confidentiality

You hold a key role in ensuring that the confidentiality of information is upheld to meet the ethical standards of the teaching field and the NAEYC Ethical Code of Conduct. Confidentiality is defined as **keeping or being kept secret or private**. Children, families, classmates, and teachers' privacy should be respected by only discussing your Lab School practicum experiences in the following places: your course classroom with your peers and instructor or in the Lab School classroom with your cooperating teachers. This may extend to email conversations with your cooperating teacher and instructor as well as virtual platforms that are designated as secure. These are the only appropriate places to discuss what you see, hear, and participate in during your practicum experience. Under no circumstances should these events be discussed anywhere outside of class or the Lab School.

To illustrate the importance of this ethical behavior, the following scenario actually happened:

- Two students were riding Cy-Ride reflecting on the practicum experience they had just finished. They were discussing, using a child's name, some challenging behaviors that had occurred in the classroom that day. They weren't aware that the parent of the child they were talking about was sitting directly behind them on the bus. Imagine you were walking on campus behind two of your professors. They were talking about how poorly a student did on the exam today in class. You listen and realize that they are talking about you . . . how would you feel?

Confidentiality extends to the digital world. Any assignments or notes that are taken within the Lab School fall under the confidentiality policy as well as FERPA. Uploading these documents to websites such as Course Hero, violates this policy.

While expected to be rare, there may be a time when a practicum student sees or hears something happening in the classroom that causes them concern. If this happens, the lab school and HDFS program encourages you to address the concerns proactively. If a practicum student feels concern, we ask that you engage in the following steps:

1. Reflect on the information you have. Is it possible that you have only seen part of the event and don't have enough information due to a brief time in the classroom or booth? Is your view of the situation limited due to your being in the observation booth or the children and teachers being outside? Is this a situation that warrants you taking steps to gather more information?
2. If you feel more information is necessary, ask questions! If you are in a practicum classroom, you can ask your cooperating teacher for more information about the event and how they decided what to do

in that situation. They are happy to talk you through their thought process but may still have to withhold some information due to confidentiality, such as if a child is on an IEP. If you are in the observation booth, please connect with the parent coordinator in the main office. She can step into the booth with you in real time to provide additional context, or she can take over in addressing the concern if it is warranted.

3. If the parent coordinator is unavailable or if you have concerns regarding the practicum experience please contact the practicum coordinator, Kala Sullivan (kmbarre@iastate.edu). She is available to assist in a confidential manner with any needs related to your practicum or observation experiences.
4. While you may feel that a concern that you saw is applicable to class discussion, please follow the 1st three steps here before taking the conversation to class. Your course instructor and peers will not have the information to help you, and the lab school team wants to ensure that your concerns are addressed in a positive and productive way for all involved. Thank you for your help as we all continuously learn and grow!

Digital/Electronic Devices

For certain courses, it may be appropriate for students to use photo or video evidence as a method for documenting child development. Practicum students are expected to maintain confidentiality and use only approved tools (department iPad) and secure applications (such as TSGOLD online) for this assessment collection. **The use of a personal cell phone/iPad/tablet/other electronic device is prohibited for taking pictures and video inside the Lab School.** Should a photo be needed, 2 department iPads specifically for practicum use will be available in each lab classroom. When taking photos and video, plan to keep children's faces out of the shot. If your course does not use a web application, you may print pictures from the department iPad to the printer in the Lab 4 observation booth. If longer videos are needed, please contact the practicum coordinator or lab school director for assistance, and then those can be viewed in the lab school through Panopto. We expect and appreciate your help in making sure the technology provided for your use in practicum related coursework is well maintained. It is also expected that the department devices are used only for course related needs, such as data collection. Use of personal apps and checking email during lab time is prohibited.

Professional Dress Code

Professionals gain respect from their constituents partially through their appearance. Therefore, a neat and clean appearance is always required. All clothing should fit properly (neither too tight nor too oversized and sagging) and provide a modest covering (this is a G-rated environment so avoid sheer fabrics, plunging necklines, and styles that do not cover your mid-section or undergarments). You will be working with small children and may be required to be on the floor. Casual clothes are usually acceptable when working with young children, however casual does not mean athletic apparel. No running shorts, yoga pants (short, long, tight, or loose), leggings, running pants (commonly called swishy pants), or tank tops. Pajamas are also not allowed unless participating in a Lab School even such as "Pajama Day". Please adhere to the following additional guidelines regarding professional appearance:

- Wear clean clothes that are not wrinkled.
- Attend to grooming (clean hair, nails, etc.)

- Piercings are acceptable; however, we recommend taking them out during practicum if possible. Children are curious and like to touch and pull. For your safety, we advise you to remove even ear piercings during practicum.
- Tattoos are acceptable as long as they do not contain profanity, nudity, harsh language, etc.
- Footwear should be comfortable and clean (no flip flops or beachwear). Athletic shoes are encouraged. All shoes must have a back/back strap.
- You may be asked to sit at a meal/snack table to guide children and facilitate conversation, however, you will not be eating and drinking in the labs. Spill-proof water bottles are required if you bring in a water bottle during your practicum. Please do not chew gum during practicum.
- Avoid wearing caps/hats unless for religious reasons or medical necessity.
- Jeans are allowed without rips or holes. Short shorts are unacceptable. Your shorts and skirts hemline should land well below your fingertips if you have your arms at your side, at least mid-thigh in length. If wearing a dress, one must also wear capri length leggings.
- Avoid attire that contains questionable wording (e.g., those containing obscene, gang related, offensive messages, references to products that are illegal to minors). This is a G-rated environment.
- Garments that are low riding, exposing underwear, cleavage, or midsections are prohibited. Keep in mind that you will be bending over and squatting down frequently, and clothes should continue to cover you adequately even in those positions.
- The children go outside all year long; therefore, weather specific gear may be necessary for you to bring. Winter gear is necessary during the practicum months November through March. Clothes that can get muddy is necessary most of the year. Please come dressed for outdoor conditions. This may include snow pants, winter boots as well as gloves and hat. If the children go outside, practicum students go with them. You should dress so you can interact with children outdoors in snow, drizzle, etc.

Attendance and Participation

As students, we know you have a love of learning! The best way to learn in the laboratory school setting is to be highly involved. You also need to be responsible. This means you show up for all your scheduled times on time and stay until the end of your designated time. Make the practicum experience a priority. Arrive eager and ready to learn (as opposed to tired and hungry, for example) and be open to what the experience has to offer. The children are counting on you and so are we.

Upon arrival, please do the following:

1. Locate the place for your backpack and coat, turn off your cell phone and store it in your backpack.
2. Wash your hands (proper hand washing technique should be followed, see page 7).

3. Check the practicum student binder/file folders and student/staff bulletin board for any pertinent information. Remember to complete your hours log for each practicum session on TK20 (ECE students) or on paper (HDFS students).
4. Put on your nametag each time you come as. We may know your name, but it is helpful for parents who come into our room and for those observing.

Once you are signed in and have washed your hands, you will need to choose a place to start your day. Please check the posted lesson plans (online, outside each classroom and inside each classroom) to see if you are assigned to any specific areas. If not and if we are in a structured activity, such as group time or snack – please join in and help us. If it is self-selection time, we ask that you do a variety of things once you have chosen the activity where you will start your day. For instance, you might encourage children to participate in an activity, you might help to make sure children are safe in the activity (i.e. block building – build only as high as your shoulders), you might discuss the activity with the children (keeping focused on their individual goals), or you might be involved in helping the children clean up an area as they get ready for the next activity.

If the children are resting – you may need to help teachers set up for the next activity, set up for snack, or help children transition from rest time. The possibilities for participation and learning are endless! If you do have difficulty finding a place to start – please ask for help. We are **always** willing to help you get started and answer questions. **The key to a successful practicum experience is involvement!**

Avoid absences unless you encounter an emergency situation (e.g. flat tire) or have a legitimate illness (e.g. running a high fever or vomiting). In such cases you need to contact your cooperating teacher by phone and email to let them know you will not be able to come.

If you are ill or have an emergency and will not make it to your assigned practicum time, please call your assigned classroom immediately:

Lab 1: 515-294-8506

Lab 2: 515-294-6992

Lab 3: 515-294-0789

Lab 4: 515-294-0790

Should you need to miss a scheduled practicum time, please call the classroom first to notify them of your absence, then follow up through email to schedule a make-up session as soon as possible. Timely make ups will reduce the impact on your lab associated coursework.

Illness

We understand that illness happens. We ask that should you be experiencing any of the following symptoms that you do not attend practicum until you are symptom free for 24 hours or per the Centers for Disease Control (CDC) and the Iowa Department of Health and Human Services (HHS).

- Fever, over 101 accompanied by behavior changes or other signs or symptoms of illness.
- One or more incidents of vomiting or diarrhea
- Blood in stools not explainable by dietary change, medication, or hard stools
 - Persistent abdominal pain or intermittent pain with fever
- Severe or uncontrollable coughing
- Wheezing or difficulty breathing and/or an unspecified respiratory tract illness
- Inexplicable lethargy
- Unexplained rash and any rash with fever or open, weeping wounds
- Mouth sores with drooling

- Yellowish skin or eyes
- Tuberculosis
- Any individual determined by the local health department to be contributing to the transmission of illness during an outbreak.
- Chickenpox that is not scabbed
- Head lice, including nits being visible (until after first treatment)
- Visible impetigo
 - Strep throat
 - Pertussis (e.g., whooping cough)
- Mumps
- Hepatitis A virus until one week after onset or as otherwise directed from the health dept.
- Measles or Rubella
- Shingles
- Herpes simplex COVID-19 related symptoms
- MRSA (Methicillin-restraint Staphylococcus aureus)

Any practicum student is highly encouraged to disclose any contagious illness (see above list) to the lab school director as soon as possible if symptoms develop within 36 hours of your time in the lab school. This assists with the process of letting families know if there has been an exposure so that they can watch for symptoms and help reduce the spread of illness.

Classroom Engagement

- Display an eagerness to actively learn by taking initiative and asking questions. Get engaged in the classroom, look for places where you can help, and make attempts to handle children's behavior. Don't just stand by and watch. Engage with the children and the classroom environment.
- Be willing to try new experiences and maintain a positive attitude.
- Respond professionally to feedback by accepting and implementing suggestions from your cooperating teacher. Welcome constructive feedback.
- Follow and uphold all school policies.
- Remember that at no time are you allowed to be left along with any child. You should always be in sight of a cooperating teacher. At no time are you to engage in toileting activities without a cooperating teacher guiding you within arm's reach.
- Maintain professional relationships with the teaching team.
- Demonstrate respect for peers, administrators, parents, and children. Respect their differing opinions, abilities, feelings, and experiences.
- Communicate regularly with your cooperating teacher, contacting them immediately when problems arise.
- Practicum experiences are an extension of class time. Therefore, no cell phones should be used during this time. Cell phones will remain in your backpack in the classroom closet.

- Use appropriate written and oral communication (i.e., avoid the use of profanity, slang, or excessively casual communication). Remember that you are a role model for language learning children.
- Treat children with dignity, kindness, and respect.

Questions

Sometimes it is difficult to come into a new situation and ask questions. However, asking questions or clarifying information is a wonderful way to learn new things. Please ask questions! Ask, Ask, Ask! It will really help you understand all that happens in our classrooms. It is occasionally difficult to catch the teachers when they are not busy for questions, but they will make time for you. If it is not possible for them to answer the question immediately, they will be happy to answer through email, during your next practicum time, or they will set up a time to meet with you. Feel free to exchange information using e-mail. The teachers welcome your questions and will answer them the best they can.

Role Modeling

Children look to adults for guidance on how to respond to classroom rules and situations. It is important that one role models appropriate behavior, conversation, and engagement so children see and hear developmentally appropriate examples of social systems, social concepts, and general health and safety:

- We sit on chairs or on the floor to role model appropriate of furniture. At no time do we sit on top of tables or shelves.
- We wear weather appropriate clothing to role model healthy living.
- We wear face masks when appropriate to role model respect for the well-being of others.
- We use 'please' and 'thank you' at meals to role model kindness.

Classroom Rules and Guidance Techniques

We have established classroom rules with the children, but children need reminders. Throughout the year, the children will be learning social skills through large and small group activities, as well as daily interactions. We expect you to be positive with the children; stating directions in a positive manner (see examples below). When children are unable to follow directions, you may need to redirect them. Help the children to use their words to express feelings and what they want another child to do or remove them from an activity until they are ready to do what was asked of them. If you need help with guidance techniques, please let us know – or if we observe a difficult situation, we may step in to assist you. Otherwise, it is our hope that you will begin to use the experience you have gained thus far to handle guidance situations on your own. (Again, we are available if you need us!)

Examples:

What NOT to do

"If you don't do what I told you, you're going to be in trouble."

"If you throw that sand, you'll be sorry!"

"Will you put your coat on?"

"Will you please be quiet?"

"You must work at the game center."

"I want you to clean up now!"

What to do

"It's time to come in. You can walk like an elephant or hop like a bunny."

"Put the sand down or you'll need to leave the area."

"It's time to put your coat on before we go outside."

"You need to find your place in the circle. I have something special for you to do."

"Would you like to work at the game center, on a puzzle, or a pegboard?"

"After all the centers are cleaned, we will be able to go outside."

As you are giving positive directions, you will want to reinforce children for a job well done. Here are some ideas to get you started:

Social Reinforcement:

Verbal

Thank you

Wow!

That was nice

I like how you....

Good Listening! Good Thinking!

Awesome!

I saw how you...

Non-Verbal

Smiling, hugging, nodding

Holding hands

Looking interested

A pat on the back

Arm around child

High 5; Thumbs up

Material Reinforcement:

Objects

Stickers

Stars

Stamp on hand

Activities

Watering plants, feeding pets

Playing with a special toy

Listening to a story

Mandatory Report of Child Abuse or Neglect

If you witness abuse or neglect of a child by an employee, a report must be made to the State of Iowa Department of Health and Human Services. It is necessary to **let someone know immediately**. The director or parent coordinator would be your best contact to help you through this process. The Lab School will cooperate with any HHS investigation.

Emergency Procedures

Please check the emergency procedure posters near the door to each classroom. If there were to be a real emergency, it is important for you to be aware of how we handle these procedures. Throughout the semester you may have the opportunity to practice any one of our emergency procedures with us.

Classroom Injuries and First Aid

While we take all precautions to be safe in our classroom, bumps and scrapes will happen. Our teachers and teaching assistants have received first aid training to deal with minor injuries and emergencies. It may happen that as you are working in our classrooms, you may be with a child when they are injured. Please call for a staff person's help immediately and stay with the child to comfort and calm him or her until one of the teachers can help you. Teachers may ask you to report what happened so they can fill in the necessary injury report.

Reminders

Finally, we are pleased that you are here, and look forward to having you involved in our program. Your participation and new ideas help to enrich our program. We expect you to have a positive experience with us!

- Turn your cell phones OFF and put them in your backpack.
- **Wash your hands.**
 - When you come into the room
 - After toileting
 - After using a Kleenex (Please cough or sneeze into your sleeve, not your hand)
 - Before and after using sensory materials (playdough, water, etc.)
- **Respect the confidentiality of the teachers, children, peers, and families in our classroom.**
- Ask questions as they arise.
- Tell us if you need help.
- Enjoy the wonder and delight of working with young children.

Materials for Teaching

In courses that require lesson planning and teaching, the Lab School can provide/purchase items that you may need for those lessons. You have access to any of the materials/toys/games/books/etc. we have here at the Lab School. If we don't have what you need, and it is within reason, we can purchase items for you.

With a weeks' notice, you can give your list to your Cooperating Teacher who will give the list to the Director, and she can purchase the necessary items for you. Once purchased these items do become the property of the Lab School, so if it is something you might want to keep for future use, then you would need to purchase it yourself.

General Guidelines for Lesson Planning

Food – As a best practice, we do not plan activities involving food in its final form as a play object. For example, we do not use pudding as a sensory activity with infants.

- Food can be used in cooking activities as long as the food will be consumed by our little chefs.
- Food not in its final form can be used as an activity. For example, exploring the inside of a pumpkin would be appropriate as we do not eat raw pumpkins.
- Be aware that several foods are considered a choking hazard, and while not in their final form, may not be used. For example, raw beans and noodles.
- Many children and adults come to our program with food allergies. Please check with your cooperating teacher to ensure that even though the food meets the above standard, that it isn't an allergy for someone in the class.
- The Child Development Laboratory School is a nut free environment which means at no time is it acceptable to bring in products that contain tree nuts or legumes.

Dismissal from Practicum

In some instances, a practicum student may be dismissed from their placement for the remainder of the semester. Dismissal is different from "withdrawal" which generally indicates the student is having a successful practicum experience but needs to withdraw for personal or health reasons and will be given consideration of an incomplete grade. Dismissal could occur based on the request of the Lab School, and at the discretion of the Early Childhood Coordinator. Problems in the following areas could lead to dismissal:

1. Breach of confidentiality (in-person, on-line, written or video)
2. Unprofessional conduct (e.g., poor attendance, unprofessional demeanor)
3. Poor interpersonal relationships or communication
4. Lack of organization, planning, or teaching skills
5. Criminal charges or problems with the law

A conference with the student, the supervising teacher, and the early childhood coordinator may be held to discuss the situation.

Handwashing Procedure

All adults in laboratory school classrooms need to follow ALL the steps identified below. If staff members follow only a few of these suggestions, germs undoubtedly will spread among children and maybe to you!
REMEMBER: Just one exposure to germs can be enough to spread a contagious disease.

WASH YOUR HANDS. The BEST way to stop disease is to wash your hands well. Use this method to make sure your hands are free of germs.



- **HOW TO WASH YOUR HANDS MOST EFFECTIVELY:**
 - Use SOAP and RUNNING WATER.
 - Rub your hands vigorously for 20 seconds as you wash them.
 - Wash ALL surfaces, including BACKS OF HANDS, WRISTS, and UNDER FINGERNAILS with your fingers pointed to the sink drain
 - Rinse your hands well WITH the water running.
 - Dry your hands with a single- use towel.
 - **Turn off the water using a PAPER TOWEL instead of bare hands.**
- **WHEN TO WASH YOUR HANDS:**
 - Upon arrival at the Laboratory School classroom.
 - Before preparing or serving food
 - Before and after sensory play, including water
 - After handling a pet
 - After diapering a child, wiping a nose, or cleaning up messes
 - And after you've been to the bathroom either with a child or by yourself.
- **KEEP THE CHILDREN'S HANDS WASHED, TOO.** Especially:
 - When they arrive at the center
 - Before they eat or drink or prepare snacks for others
 - After they use the toilet or have their diapers changed
 - When coming in from outside
 - Before and after sensory play, including water
 - After handling a pet
 - After they have touched a child who may be sick.

If they are too young to do it themselves, YOU wash their hands. Older children should get into the habit of hand washing to STOP disease from spreading. REMEMBER: They will learn by watching YOU.

- **When a child forgets to wash his or her hands or is NOT washing them CORRECTLY:**
 - TELL the child to wash hands correctly (show the child the classroom signs posted near each sink).
 - SHOW the child how to wash hands if the child does not know how or has forgotten.
 - TEACH the child to sing 2 verses of "Row, Row, Row Your Boat" while rubbing soapy hands together for 20 seconds.
 - REMIND the child that washing hands helps avoid getting sick.

ISU Child Development Laboratory School Diaper Changing Procedure

1 Get Organized



To minimize contamination, **gather what you need before bringing child to area:**

- Fresh diaper
- Wipes (out of container)
- Gloves

Other items that might be needed:

- Clean clothes
- Plastic bag for soiled items
- Dab of diaper cream on tissue

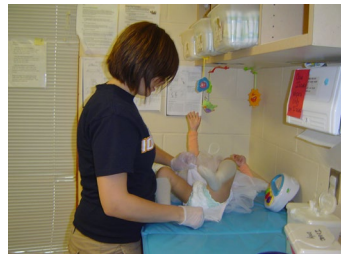
If possible, place these items near, but not on, changing surface.

2 Prepare



Put on disposable gloves

Carry the baby to the changing table.



Remove child's clothes, shoes, and socks as needed.

Avoid contact with soiled items, and **always** keep a hand on the child.

Put soiled clothes in a plastic bag, close securely, for sending home.

3 Clean the Child



Unfasten the diaper, but **leave the soiled diaper under the child** (unless impossible to clean with soiled diaper under child, then place soiled diaper directly into covered, lined step can and a paper towel under child's bottom).

Use disposable wipes to clean the diaper area. Remove stool and urine from front to

back and use a fresh wipe each time.

Put the soiled wipes into the soiled diaper or directly into covered-lined step can.

Note any skin problems such as redness.

4 Dispose of Diaper



Fold the diaper over with wipes inside and secure it with tabs.

If used, **remove gloves** inside out around diaper without touching the outside of the gloves.



Dispose of soiled diaper and gloves directly into covered, lined step can.

5

Put a Clean Diaper on Child



Wipe your hands with a disposable wipe.

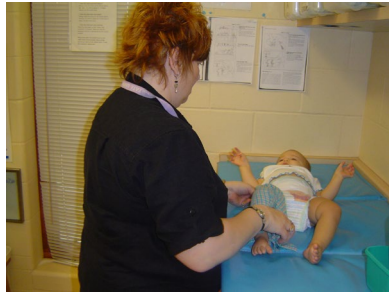
Wipe child's hands with a disposable wipe.

Slide fresh diaper under child.

Use tissue to apply needed diapering cream. Discard

tissue in covered, lined step can.

Adjust and fasten the clean diaper and finish clothing child.



6

Clean child's hands



Take child to sink. Hold child's hands and wash child's hands with soap and water using proper hand washing technique. Dry with a paper towel.

If child can stand, assist child as necessary to wash

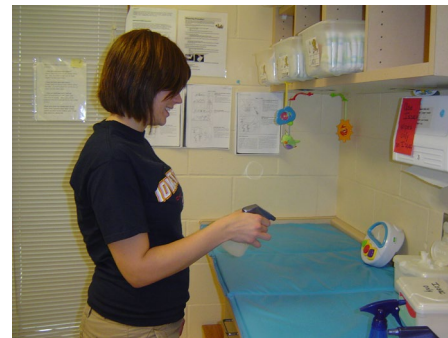
and dry their hands at the child washing sink using proper hand washing technique.

If you are unable to hold the child for hand washing and the child cannot stand at the sink, use a disposable wipe to clean the child's hands.

Return child to play area.

7

Clean Table



Spray entire diapering area with soapy water. Wipe dry with a paper towel.

Spray entire diapering area with sanitizing solution (1 tablespoon household bleach to 1 quart of water mixed fresh daily).

Recommended practice is to allow the table to air dry or **wait for 2 minutes before wiping** to allow the solution to kill germs. However, if there is a delay of at least 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.

8

Wash Your Hands & Record on Log



Use soap and running warm water to wash your hands using proper hand washing technique.

Use a paper towel to turn off faucet.

If needed, use a hand lotion to prevent your hands from becoming dry and chapped.



Record diaper change and any concerns (such as loose stool or skin irritation).

Wipe table dry if still wet, before next change.

Child Development Laboratory School Contacts and Licensing Information

Palmer Building

Office: 294-3040

www.cdls.hs.iastate.edu

cdlabs@iastate.edu

Fall 2022- Spring 2023	Lab 1 Program for Infants & Toddlers	Lab 2 Program for 2- & 3- Year-Old Children	Lab 3 Program for 4- & 5-Year-Old Children	Lab 4 Program for 3-Year- Old Children
Program Type	All-day Program for Infants & Toddlers	All-day Program for 2- to 3-Year-Olds	All-day Program for 3- to 5-Year-Olds	All-day Program for 3- to 5-Year-Olds
Classroom Phone #	(515) 294-8506	(515) 294-6992	(515) 294-0789	(515) 294-0790
Program Room	0356 Palmer	0362 Palmer	0372 Palmer	0378 Palmer
Meeting Times	7:30 to 5:30	7:30 to 5:30	7:30 to 5:30	7:30 to 5:30
Head Teacher	Janet Nissen jnissen@iastate.edu	Tayler Smalley taybay@iastate.edu	Tiffany Schieffer tiffanys@iastate.edu	Peggy Ward oward@iastate.edu
Teacher	Laura Huff lpurvis@iastate.edu	Tena Purvis tpurvis@iastate.edu	Katie Moore kmm0109@iastate.edu	Melissa Gutshall Gutshall@iastate.edu
Office Phone	(515) 294-6252	(515) 294-6252	(515) 294-6252	(515) 294-6252
Late fee assessed after	5:30	5:30	5:30	5:30
Ages	Born or 1-year-old by August 15	2-years-old by August 15	3 or 4-years-old by August 15	3 or 4-years-old by August 15
Number of Students	8	12	10 four-year-olds 8 three-year-olds	10 four-year-olds 8 three-year-olds
Snack/Lunch	AM Snack Lunch Daily PM Snack	AM Snack Lunch Daily PM Snack	AM Snack Lunch Daily PM Snack	AM Snack Lunch Daily PM Snack
Enrollment Fee (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Monthly Tuition Fee	\$1540	\$1155/1380/1435	\$1025/1225/1275	\$927/1127/1177 (SVPP) \$1025/1225/1275 (June- Aug)

Eileen Canafax, Director, 294-5061, ecanafax@iastate.edu

Heather Bruno, Parent Coordinator, 294-3040, hbruno@iastate.edu

Celia Shedd, Faculty Liaison, cpshedd@iastate.edu

Darrin Limoges, Storekeeper, 294-8878, limovis@iastate.edu