



LS 406: Classroom Experience

CREDITS:

This class can be taken any term at OSU-Cascades. It is a variable credit class. For each credit being given, the student must spend 30 hours volunteering in a classroom.

PLACEMENT:

Students must find their own placements. Have your placement arranged by the end of the term prior to the term you are volunteering. Parents and other relatives are not appropriate mentors. Tell the teacher about your talents and strengths so that he/she can use those in the classroom. Make your arrangements as soon as possible. Teachers may plan more complex activities knowing that they will have adult help.

CRIMINAL HISTORY CHECK: Most school districts will require a background and/or fingerprinting check before you can be in a classroom. Allow a month for this.

CONFIRMATION:

Have the attached "Student Learning Agreement" signed by the teacher and the principal. This form should be completed and returned by the Friday of finals week in the term prior to when you will be registering for LS 406.

OSU-Cascades
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VOLUNTEER GUIDELINES: *Please read carefully.*

Maintain a professional attitude. Students volunteering in the classroom are part of the professional team. The job is voluntary, the commitment is professional. Your relationship to school personnel requires mutual respect and confidence.

- ❑ Dress like a professional educator. If you have questions, please ask me or your mentor teacher.
- ❑ Be aware of your relationships with students. This relationship should be that of a teacher and student. For those people working in a middle or high school, any hint of a romantic relationship between you and a student is unacceptable.

Follow the school and district rules for volunteers. Schools are very concerned about student safety. You may need to be fingerprinted and complete a criminal history check. The school staff needs to know who is in the building and where you are if you receive an emergency phone call. In addition, schools may be eligible for grant money based on volunteer hours.

Be reliable, prompt and dependable. Teachers and students are counting on you. Be on time. If you are ill, call the teacher or the school office and leave a message. You will find that schools are on very tight schedules. Children depend on you and worry or feel disappointed when you are not there.

Learn the children's names and use them often. Let them know that they are important.

Protect the teachers' and students' rights to privacy. You may not disclose school affairs or personal matters that have come to your attention. Just as you do not want people to talk about your limitations in the middle of the grocery store you need to extend the same consideration to others. DO NOT participate in school gossip. As an "outsider," the person most likely to lose in this situation is you.

Communicate with the teacher or volunteer coordinator. Talk over expectations with the teacher before starting your assigned tasks. When problems occur, talk to the teacher.

Clarify questions regarding policies, procedures and facility use. What is appropriate use of office equipment, telephone and parking? Know what the children are allowed to do. What are the check-out policies? What are playground rules? What happens during a fire drill?

Accumulate ideas for your own classroom. This is an accepted practice in the profession. However, be very careful that you have the teacher's permission for anything you remove from the classroom. Make copies only with teacher permission.

NOTEBOOK:

Notebooks are due the Wednesday of Finals Week. It can be picked at the start of the next term. It is expected that you produce a document that is worthy of a professional educator. This is a formal writing assignment. *This notebook is a treasure. Please do pick it up. It is something you will want to keep.* Include the following:

- 1) Describe the school, the community, the faculty and the student body (talk about the physical environment as well as the socioeconomic level and ethnic/cultural mixture in the school), (one page)
- 2) Make an appointment with an all-school person (the principal, vice principal, the janitor, ESL teacher, music, art or PE teacher) and ask about (1) trends in educational initiatives or (2) hiring practices, (one page)
- 3) List electronic teaching aids in the classroom and in the school (computers, laser disks, cable TV),
- 4) Map of the classroom,
- 5) Regular schedule,
- 6) Summary of the week (one to five pages),

- 7) Summary of a staff meeting (what were the issues, how did the principal interact with the teachers, how did the teachers treat each other, did they work together well as a group, would you like to work with this group?). If there isn't a regular staff meeting, attend a team meeting or a school board meeting. (one page)
- 8) Interview with a mentor teacher about one of the following (1) their philosophy of education, (2) how they plan for the year, month or day or (3) classroom management (one page)
- 9) Lesson plans and evaluation, if you did one,
- 10) Any other ideas that you might find useful someday and
- 11) Photos (optional) of things you want to remember (bulletin boards, finished projects) and one of you with the children looking like a teacher.

NOTE: If you have already completed two notebooks and would like to do an alternative project, please meet with me before the end of the previous term to discuss possibilities. This project needs to be approved before the beginning of the experience.

OPTIONAL LESSON:

If possible, teach a lesson. Talk with the participating teacher about this possibility. The more you do the more you learn. Include in the journal:

- 1) The lesson plan for the project,
- 2) A sample of the lesson and
- 3) The evaluation of the lesson.

(If you are at a high school or middle school and don't feel comfortable teaching a lesson in your subject area offer to talk with the class about college. You are an expert. It will give you experience being in front of a group and it is good for middle school and high school students to start thinking about their future.)

EVALUATION:

At the end of your experience, ask the mentor teacher to complete the evaluation form (enclosed). It is a good idea to provide your teacher with a stamped envelope addressed to me (see address on page 1). Ideally, this form should be filled out in conference so that you understand your strengths and areas that need improvement. Your hours must be verified by the teacher.

JOIN AN EDUCATION ASSOCIATION: (Optional) Oregon Student Education Association, Valerie Sebesta, (503) 495-02134, vasebesta@nea.org,

GRADES:

A: Outstanding notebook. Shows creativity.

B: Good effort.

C: Average work, lack of detail or creativity.

PROBLEMS:

Usually, problems are a result of miscommunication. Try talking with the teacher to see if you can work out a solution. Should that fail, please talk to Dianna Raschio. If possible, arrange a meeting with your teacher near mid-term time. What you are doing well? What could be improved?

Name _____
Major _____

Term _____

Evaluation

This evaluation is to provide students with assessment and feedback as they prepare for application to a credentialing program. If possible, it should be completed in conference with the student.

	Excellent	Very good	Average	Below average	NA
Attendance/punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts well with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confident, poised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excited about teaching & learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible, adaptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Took initiative, resourceful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive, patient, understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What activity or lesson demonstrated the highest level of responsibility shown by this student?

Words of wisdom for a future teacher: (areas for improvement)

Additional comments: (use additional space if necessary)

I certify that this student successfully completed _____ hours of teacher assistance.

Teacher's signature

Teacher's name (printed)

Email address

School

Grade

DUE FRIDAY OF FINAL' S WEEK OF THE TERM PRIOR

Return to:

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218 Cascades Hall
Bend, OR 97701

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dianna.raschio@osucascades.edu

LS 406: CLASSROOM EXPERIENCE STUDENT LEARNING AGREEMENT

Student's name _____

I have read the packet and understand my responsibilities as a representative of Oregon State University volunteering in an elementary, middle or high school classroom.

I will be taking this class for _____ credits and will need to plan for _____ hours of teacher assistance.

Student's signature _____

Present local address

street

city state zip

telephone message

School _____ Grade _____

Address _____

Name of Principal _____

Signature of Principal _____

Mentor teacher _____

Signature of Teacher _____