FIELD PLACEMENT REQUIREMENTS

FIELD PLACEMENT HOURS

Students are required to complete a minimum number of fieldwork hours in the classroom. They must also maintain a log that records their hours and activities, have their mentor teacher sign it at the end of the semester, and submit the signed log to their instructor at the end of the course.

<table>
<thead>
<tr>
<th>Cal Teach Course</th>
<th>Fieldwork Hours Required</th>
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</thead>
<tbody>
<tr>
<td>UGIS 82, 82S</td>
<td>12 HOURS TOTAL (APPROX. 1 HOUR/WEEK)</td>
</tr>
<tr>
<td>EDUC 130, 131AC</td>
<td>24 HOURS TOTAL (APPROX. 2 HOURS/WEEK)</td>
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<tr>
<td>UGIS 187</td>
<td>45 HOURS TOTAL (APPROX. 4 HOURS/WEEK)</td>
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</tbody>
</table>

FIELD PLACEMENT ORIENTATION

Date: TUESDAY, SEPTEMBER 15, 2015
Time: 6:00 PM – 7:30 PM
Location: UNIT 2 APR (ALL PURPOSE ROOM)

Both students and mentor teachers are required to attend the Field Placement Orientation at the beginning of the semester. If either party cannot attend, the student must schedule an individual meeting with their mentor teacher before the start of their field placement. At the Field Placement Orientation (or first meeting), the student and mentor teacher should:

- Exchange contact information
- Determine the best way and time to communicate (email, before/after class, etc.).
- Discuss and confirm their schedule
- Discuss school and classroom rules
- Go over any policies or procedures for visiting the campus (e.g. check-in at the front office)

INSTRUCTION

Students are required to create at least 1 full lesson plan with their mentor teacher that the student will teach to the class. For each lesson, the mentor teacher will complete a classroom observation protocol sheet, give a copy to the student, and discuss their feedback with them.

- Students must talk to their mentor teacher as early as possible to select lesson topics and determine when they will teach their two lessons.
• Students must prepare their lesson plan at least 1 week in advance (or earlier, if required by the course schedule) and get feedback from their course instructor and mentor teacher.
• Students should practice their lesson all the way through at least once prior to teaching their lesson in class. Feedback is available from staff and peer advisors in the Advising & Resource Center (ARC) in 30 Evans Hall.
• Requests for materials from the ARC should be submitted at least 2 days in advance.
• Students should arrive early at their field placement site on the days they are teaching lessons and be prepared with all necessary materials.

MID-SEMESTER FEEDBACK

Students are required to schedule a one-on-one meeting with their mentor teacher mid-semester to discuss feedback and potential areas for improvement. This meeting should occur after the student teaches their first lesson or in the middle of the semester. The Cal Teach Student Advisor can provide mentor teachers with a questionnaire that they can use to help guide this process.

SURVEYS

Students must complete 2 surveys during the semester to receive credit for their Cal Teach course:

• Entrance Survey (only for students enrolled in their first Cal Teach course)
• End-of-Semester Survey

STUDENT ROLES AND RESPONSIBILITIES

Cal Teach students are current UC Berkeley undergraduates who have an interest in exploring science and mathematics teaching. Students attend a Cal Teach course where they discuss both the theoretical and practical aspects of teaching and work with a mentor teacher in a local school to experience first-hand what it is like to be a science or mathematics teacher.

CAL TEACH STUDENT EXPECTATIONS

Cal Teach students SHOULD:

• Work with individual students or small groups in the classroom, with supervision.
• Help prepare and clean up the classroom for any specific activities that you may be a part of.
• Ask your mentor teacher for feedback regarding your inquiry based lesson plan(s) and any class projects you may conduct with students.
• Follow all school and classroom rules.
• Maintain confidentiality by not sharing students’ personal information or problems outside of the classroom. If you are concerned about a particular situation, tell your mentor teacher.
• Be a positive role model in attitude, behavior, and appropriate language.
• Ensure appropriate contact for the age group you will be working with. Never initiate touching a student.
• Be punctual and prepared.
• Dress appropriately. Examples of inappropriate attire include, but are not limited to: low-cut tops or bare-midriff tops, low-rise or sagging pants, high-cut shorts, or short skirts.
• Enjoy their time spent in the field placement classroom helping students learn!

Cal Teach students SHOULD NOT:

• Work with students unsupervised.
• Grade papers, unless they are grading papers connected with a lesson they participated in.

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**FINGERPRINTING AND TB TESTING**

If you will be working in a district that requires fingerprinting, the Cal Teach Student Advisor will contact you with directions on how to complete this process at Vick Copy Center on Euclid Avenue in Berkeley. Cal Teach will pay for the fingerprinting processing fee.

If you will be working in a district that requires you to have a valid TB test, the Cal Teach Student Advisor will contact you. If you need to get a TB test, Cal Teach will pay for you to do so at the UHS Tang Center during the first 3 weeks of the semester. When you check in at the UHS Tang Center, you will need to tell the front desk that you are a Cal Teach student; if there are any problems, please contact the Cal Teach Student Advisor at 510-642-4024.

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**WHOOPING COUGH AND FLU SHOTS (OPTIONAL)**

You may want to check with your doctor or visit the UHS Tang Center to get a whooping cough booster or a flu shot before you begin your work in the field placement classroom.

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**TRANSPORTATION**

Be sure to allow plenty of travel time to arrive at your field placement site. Travel time does not count toward documented fieldwork hours. Please refer to the Cal Teach website at calteach.berkeley.edu for travel routes and times to most of our partner schools.

• **AC Transit buses:** UC Berkeley students can ride on all AC Transit buses free of charge. You can pick up a class pass at the Cal 1 Card office located in lower Sproul Plaza.

• **BART:** Cal Teach can provide you with reimbursement for BART fares through standard campus policies and on a rolling basis outlined in the student reimbursement process. If interested, please visit the Advising & Resource Center for more information and the appropriate forms.

• **Zip Car:** Through Zip Car, you can reserve and borrow cars from designated parking lots throughout the Bay Area (students under age 21 may only rent from parking lots on campus).

• **Driving:** If you plan to drive to your placement site, please ask your mentor teacher where you should park. You may want to talk to other students in your class about carpooling.

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**CAL TEACH ADVISING & RESOURCE CENTER**

The Cal Teach Advising & Resource Center (ARC), located in 30 Evans Hall, is a place for students to gather resources from and get advice about the Cal Teach program, or about teaching in general. The ARC is staffed by Cal Teach Peer Advisors who are typically also students of the Cal Teach program. We have a lending library of books and materials to use in developing and teaching science and mathematics lesson plans in elementary, middle, and high school classrooms. Here are some examples of items that can be checked out from the ARC:
• Non-consumable materials to be used in field placement classrooms (e.g. rulers, calculators, batteries, test tubes, beakers, flashlights, etc.)
• Pre-designed lesson kits
• FOSS curriculum kits from the Lawrence Hall of Science
• Lesson plan examples and resources
• Textbooks
• Classroom management resources
• CBEST and CSET study guides
• Video cameras to film lessons

To view or make reservations for items available in the ARC visit: http://calteach.herokuapp.com/

If you cannot find what you are looking for, please ask an ARC staff member to add it to the list of requested materials. Please do not purchase materials and then request to be reimbursed as these requests will not be granted. Note that the ARC primarily supplies non-consumable materials (i.e. materials that can be reused). If you would like to use consumable materials during a lesson, you can ask your mentor teacher if they are available at the school site or purchase them yourself.

**ARC Open Hours – 2015 Fall Semester**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>11AM-4PM</td>
<td>11AM-4PM TUESDAY TREATS! (2PM-4PM)</td>
<td>12PM-5PM</td>
<td>11AM-4PM</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>