

TEP 128/139

Assignment Number One:

Orientation

Welcome to your TEP 128 orientation. Please follow the directions in order to get your field placement off to a clear and productive start. This form needs to be completed as soon as possible and a copy needs to be submitted in section by week 3.

Part 1: The First Visit

- Orientation meetings have been scheduled at all sites. You should plan to attend and obtain as much information as possible. You may need to complete some parts after meeting individually with your cooperating teacher.
- If you are unable to attend this meeting, contact your assigned teacher immediately and set up a time to meet ASAP. Don't delay as it may take a few days to connect. Arrange a time to meet your teacher at the school site. Make sure your teacher knows you will need 20-30 minutes of his/her time for this meeting.

Date of first meeting _____

Time _____

Teacher's Name _____

Teacher's Email _____

School _____

School Phone _____

Directions to School:

Step 3: Scheduling

- Discuss your schedule with your teacher. Let your teacher know that there is a 35 volunteer hour requirement for the quarter. You need to work with a consistent and regular schedule throughout the quarter.

What days and times will you regularly work in the classroom?

What types of activities are typically going on in the classroom at these times?

How will you work with students in the classroom during these times?

How does your work help your teacher meet professional development goals?

How and when will you communicate regularly with your teacher? (e.g. face to face meetings, dialogue journal, email)

Part 2: On Site

STEP 1: Introductions

- When you arrive at the school, introduce yourself to the school secretary.
- Introduce yourself to your host teacher. Ask him/her if there is anyone else you need to meet.
- Write your name, phone number and email address on a piece of paper and leave it with your teacher.
- Find out how your teacher prefers to be contacted.
- Give your teacher the TEP 128 information letter, including the evaluation form that you will need to turn in at the end of the quarter. Review the contents.

Step 2: Vital Information

- Get the following information from your host teacher and/or school secretary.

School hours _____

Minimum days _____

Holidays/days off _____

Sign in/sign out procedures _____

Dress code _____