TEP 128B/139 Orientation Guide

Welcome to your TEP 128b/139 self-guided 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 class on 5/2.

Part 1: Arranging Your Visit

- If there is not a scheduled orientation for your school 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.

Day	
Time	
Teacher's Name	
School	
School Phone	
Directions to School:	

Part 2: On Site Self-Guided Orientation

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.
- Make sure your name, phone number and email address is on your introductory letter to the teacher.
- Find out how your teacher prefers to be contacted.
- Give your teacher the TEP 128A/139 information (with your letter of introduction included). Review the contents.

Step 2: Vital Information

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

School nours	
Minimum days	
Holidays/Days Off/Testing	
Sign in/sign out procedures	
Dress code	

Step 3: Scheduling

•	Discuss your schedule with your teacher. Let your teacher
	know that there is a 35-40 volunteer hour requirement for the
	session. You need to work with a consistent and regular
	schedule.

session. You need to work with a consistent and regular schedule.
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 and when will you communicate regularly with your teacher? (e.g. face to face meetings, dialogue journal, email)