

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 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 hours _____

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.**

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)