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**Mission**

The mission of Cal Teach is to encourage mathematics, science, and engineering undergraduates to explore careers in teaching by providing opportunities for coursework and paid field placements with mentor teachers in local schools. For students that decide to pursue teaching careers, the Cal Teach program provides a pathway that can be completed simultaneously with their majors as well as an intern credential program that prepares and supports students to become caring, competent and qualified math and science teachers specifically prepared for work in urban schools. In this way, Cal Teach is helping to address the shortage of highly qualified math and science teachers in California while helping our students find rewarding and meaningful careers.

**Overview**

Cal Teach came about as a result of a partnership between California's universities, K-12 schools, and government and industry leaders to address the growing need for mathematics and science teachers in California. The goal of the partnership is to place, beginning in 2010, one thousand new math and science teachers each year into California's classrooms. Cal Teach, the name of the UC Berkeley program, is part of the California Teach Science and Mathematics Initiative (SMI). Please visit the SMI web site for more information about this initiative. ([http://www.universityofcalifornia.edu/academics/1000teachers/](http://www.universityofcalifornia.edu/academics/1000teachers/))

**Cal Teach Staff**

The Cal Teach staff is here to help you with your needs and concerns.

For questions regarding field placements, you can reach Winnie Froehlich, the program advisor, at *w froehlich@berkeley.edu* or at 510/642-4024.

Winnie can help you with:

a. General questions about Cal Teach.
b. Questions about student and mentor teacher roles and responsibilities
c. Questions about the Cal Teach stipend
d. Information about the Cal Teach Field Placement Orientation on Sept. 12
e. A visit to your course to answer student questions.
f. Contacting your Cal Teach students or mentor teachers
g. Any problems with any aspect of the Cal Teach field placements

For questions, comments, or suggestions regarding the design and development of the overall Cal Teach program, you can reach Nicci Nunes, the program director, at *nun essn@berkeley.edu*.
California Mathematics and Science Teaching (CMST)  
Program Overview

The CMST Program at UC Berkeley is a collaboration among the Department of Mathematics, the Graduate School of Education, Cal Teach, and the Lawrence Hall of Science (LHS). Community college transfers, and other juniors and seniors at UC Berkeley are invited to participate in this field placement opportunity. By becoming a part of the CMST Program, students will be able to meet other students interested in mathematical sciences and teaching careers, participate in education-oriented workshops and career mentoring events, and enroll in mathematics and science courses that will help them meet the credential requirements. Visit the CMST website at http://www.lawrencehallofscience.org/cmst to learn more about this opportunity.

CMST Staff
The CMST staff is here to help you with your needs and concerns.

Harriette S. Stevens, Ed.D., CMST Director
Lawrence Hall of Science
University of California, Berkeley
Berkeley, CA 94720-5200
Voice: (510) 642-6280/642-6281
Fax: (510) 642-9642
access_math@berkeley.edu

Carolyn Magdael, Program Administration
Jo Ann Schneider, Program Administration

CMST Program Activities and Requirements

Field Experiences
At the beginning of each semester, CMST students will receive a list of mentor teachers at local schools participating in the program. Students will then choose one or more mentor teachers they would like to contact and coordinate their schedule to work in the teacher’s classroom. Students will be responsible for a minimum of 36 hours of field experience during the academic year. CMST requires students to get fingerprinted and have a TB test to participate in the field placement. Students will use the OIS to record their field experience hours. Instructions for CMST OIS login are included in this manual.

CMST Workshops in 2007-08
A minimum of three CMST education-oriented workshops will be offered in 2007-08. At these workshops, students will find out more about various teacher-credentialing programs and meet faculty and staff in the academic programs and Graduate School of Education.

Stipends
Stipends are paid at the end of the school year and are based on a completed application, interview, and full participation in program activities.
Cal Teach Courses

For questions about a specific course, you can contact the Cal Teach faculty via the email addresses listed below. If you would like more information about how these courses fit into the overall Cal Teach program, please visit our website (calteach.berkeley.edu).

**ESPM 178A--Introduction to Environmental Education**
This course introduces theories of cognitive development and the practices of curriculum design and lesson presentation for environmental education. Ecology and natural resource management provide the context of curriculum development. Students create lesson plans integrating core concepts and their knowledge of local environmental issues. Lessons are presented to Bay Area high school and middle school students in field and classroom settings.

Thomas Azwell  azwell@berkeley.edu
Allen Caldwell  allen.caldwell@gmail.com
Jose Hernandez (Napa)  jhernandez@napavalley.edu
Christine Manoux  manoux@berkeley.edu
Mark Spencer  spencer@nature.berkeley.edu

**STAT 39/198 -- Teaching Statistics with Demos, Activities and Projects**
This course will explore the development and use of demonstrations, activities and projects in K-12 math education. Students in this course will study the basis for these instructional approaches, examine the structure of well designed demos, activities and projects, and work in groups to create activities that they will use in an Elementary School classroom. The course includes a field placement in a local Elementary School.

Deb Nolan  nolan@stats.berkeley.edu
Peter Ralph  plr@stat.berkeley.edu

**MATH 153 --Mathematics of the Secondary School Curriculum III**
The purpose of this course is to study the following math topics that are taught in high school -- the real line and least upper bound, limit and decimal expansion of a number, differentiation and integration, Fundamental Theorem of Calculus, characterizations of sine, cosine, exp, and log. This course is open to students who have completed Math 151. The course includes an optional field placement in a local high school.

Hung-Hsi Wu  wu@math.Berkeley.edu
Roles and Responsibilities of Cal Teach Faculty

The Cal Teach faculty play an important role in the Cal Teach Program by teaching the CAT courses. These courses provide students insight into the fields of math and science education as well as offer support and guidance to students during their field placement with a mentor teacher in a local school. The following are a set of roles and responsibilities to guide you in your role as Cal Teach faculty:

1. On the first day of your Cal Teach course, please go over the field placement requirements for your course.
   - Hand out field placement request forms and have the students fill them out and return them to Winnie Froehlich in 957 Evans.
   - Tell students about the Field Placement Orientation on Wednesday September 12 from 5-7 pm in 1015 Evans. They will receive their field placement manuals and meet their mentor teachers at this meeting.

2. By the end of the first week of classes, please email a list of students enrolled in your course to Winnie Froehlich (wfroehlich@berkeley.edu). If any students add or drop the course, please let Winnie know so that we can keep the information in the online information system (OIS) up to date.

3. Encourage open communication between Cal Teach students, Mentor teachers and yourself. Allow time in your course to discuss how the field placements are going and to help answer students questions or concerns.

4. Log into the OIS to read your students descriptions and reflections from their field placements regularly and provide feedback to the students. Detailed instructions for how access this information are in the appendix. Good descriptions explain what was happening in the classroom on the day that the students were there as well as what their role was. The description should be at least one paragraph long and include what specific content was being covered and what the students were doing. Good reflections are at least one to two paragraphs long and should include their thoughts about the experience as well as how their experience relates to things that they are learning in your Cal Teach course. Please consider giving the students reflection prompts as part of your course that they can address in their online journals.

5. Attend the Cal Teach Field Placement meeting on Wednesday September 12th from 5-7 p.m. in 1015 Evans to introduce yourself to all the Cal Teach students and mentor teachers.

6. If students need BART tickets to travel to their field placements, Cal Teach can provide these to the students. Please request them through Winnie Froehlich (wfroehlich@berkeley.edu).
7. Have your students develop a lesson plan or project as part of your course. Suggest that your students ask their mentor teachers to share their ideas about relevant and specific content standards that they could use to develop this project. Give the students a chance to share these projects with their classmates in your course before they share the projects in their mentor teacher’s classrooms. Encourage your students to ask for feedback on their projects from their mentor teachers.

8. Remind your students about upcoming deadlines regarding their Cal Teach field placements.

**September 12, 2007** – Attend Field Placement Orientation from 5-7pm in 1015 Evans

**September 30, 2007** – Demographic information entered into the OIS, TB Test and fingerprinting completed, and Certificate of Clearance applied for.

**October 19, 2007** – Mid Semester Evaluation form due to Cal Teach office.

**December 14, 2007** – Cal Teach survey completed and all field placement hours documented in the OIS.

**Week of December 17, 2007** – After the stipend have been approved by us, the students will need to verify their demographic information so that stipend check can be sent.

**TB Test and Fingerprinting**

Starting this year, the Cal Teach program requires all students to get a TB test, fingerprinted, and to begin the process of obtaining a certificate of clearance from the California Commission on Teaching Credentials while they are participating in their first field placement in a local school. We ask the students to complete their part of this process by **September 30, 2007**. If students have already completed this process, they do not need to do it again since the results last for several years. Your students are able to get reimbursed for the fees to do this. Detailed instructions about this process are given in the appendix.

**Education Minor Requirements**

If your Cal Teach students plan to complete the Education Minor and they would like to have their field placement count as part of the requirements for the minor, they will need to register for the Cal Teach section (section 29) of ED 97/197. The deadline to add a course is **September 14, 2007**.

This course is taken pass/fail. Please note that regardless of the requirements for their CAT course, the students will need to complete a minimum of 30 hours of fieldwork to earn 1 unit of credit of Ed 97/197 towards the Ed Minor. All of the hours must be completed and documented in the OIS by **December 14, 2007** in order to pass the course. For more information about the education minor, please see the appendix.
Cal Teach Students

Cal Teach students bring an interest in exploring mathematics and science teaching. Cal Teach courses provide students a venue to learn about the field of education as well as an opportunity to work with a mentor teacher in a local school so that they can experience first hand what it is like to be a mathematics or science teacher.

Students are required to spend a minimum amount of time in their mentor teacher’s classrooms observing and assisting the students in order to receive a stipend.

- STAT 39 students need to spend 1 hour per week this fall.
- ESPM 178A students required to spend 2 hours a week this fall.
- MATH 153 students need to spend 2 hours per week this fall
- CMST students must complete 36 hours total over the whole year.

Each student is also required to meet with their mentor teacher three times outside of class time during the semester. These meetings count towards the total hours required and should be documented in the OIS.

- The first meeting will take place at the Field Placement Orientation on September 12, 2007.
- The second meeting is a mid semester evaluation. The student will schedule a one on one meeting with their mentor teacher for the second or third week of October. Evaluations are due in the Cal Teach office by October 19, 2007.
- The final meeting is to reflect on the whole field experience. The student will schedule this meeting with their mentor teacher during the first or second week of December.

Cal Teach Mentor Teachers

Mentor Teachers play an important role in the Cal Teach program by providing an opportunity for your students to learn about mathematics and science teaching by working with students and teachers in local elementary, middle and high schools. All of the mentor teachers have volunteered to have Cal Teach classroom assistants in their classroom and are excited to support prospective teachers.

Mentor Teachers will:

- Introduce Cal Teach students to their students and explain their role in the classroom.
- Tell Cal Teach students about school and district policies.
- Offer Cal Teach students a safe place to store their materials and belongings.
- Discuss emergency plans for earthquake and fire drills with Cal Teach students.
- Expect Cal Teach students to work in their classrooms 1 hour per week for STAT 39 students and 2 hours per week for ESPM 178A and Math 153 students.
- Work with Cal Teach students to come up with a schedule that works for both of them.
- Have Cal Teach students work, under their direction, with individual or small groups of students. Cal Teach students are not allowed to work with individual or small groups of students unsupervised.
- Not ask Cal Teach students to grade papers unless they are grading papers connected with a lesson that they participated in.
Requirements for the Cal Teach Stipend

In order for a student to receive their Cal Teach stipend they must complete the following tasks. Please note that all stipends are processed system-wide through the Online Information System (OIS), and do not come directly from our office.

1. Enter their demographic information into the Online Information System (OIS) by **September 30, 2007**. This information will be used to generate their stipend.

2. Get their TB test and fingerprinting done and apply for a Certificate of Clearance by **September 30, 2007**.

3. Document their field placement hours and their observations and reflections about their experience as well as the three outside meetings with their mentor teacher as well as any other planning or preparing they do for developing lessons or projects. Transportation time should not be included. It is important that the students do this each week. Please note that at least 12 hours must be in the classroom for a 1 hour per week field placement and at least 24 hours must be in the classroom for a 2 hour per week field placement. The minimum total number of required hours that students need to complete in order to receive a stipend is shown in the table below. These hours should be completed and documented by **December 14, 2007**.

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Required Hours</th>
<th>Stipend Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 39</td>
<td>15 hours</td>
<td>$300</td>
</tr>
<tr>
<td>ESPM178A</td>
<td>30 hours</td>
<td>$600</td>
</tr>
<tr>
<td>MATH 153</td>
<td>30 hours</td>
<td>$600</td>
</tr>
<tr>
<td>ED 97/197</td>
<td>30 hours</td>
<td>1 unit of credit</td>
</tr>
</tbody>
</table>

4. Complete the mid semester evaluation meeting with their mentor teacher. The completed form needs to be delivered to the Cal Teach office in 957 Evans or the Cal Teach mailbox in 201 Campbell Hall, Berkeley. This should be done by **October 19, 2007**.

5. Complete the online Cal Teach survey by **December 14, 2007** so that their stipend can be issued. You will be sent a link for completing the survey in early December.

6. After we have approved the payment of the stipend during the week of **December 17, 2007**, the students will need to log in again to electronically verify the contact information they have entered into the OIS system so that the checks can be printed and mailed to the correct address. The stipend check will not be issued until this step is completed. Please note that it sometimes takes longer for international student stipends to be processed.

If you have any questions regarding the stipend payment process, or your students have problems with any of these steps, please contact Winnie Froehlich at **wfroehlich@berkeley.edu**.
Requirements for the CMST Stipend

In order for a student to receive their CMST stipend they must complete the following tasks. All CMST stipends are processed at the end of the school year through the Lawrence Hall of Science.


2. Demographic information entered into the Online Information System (OIS) upon receipt of your unique OIS ID number.

3. List of courses in your major, including any credential-oriented courses (such as Math 151-153 or Science SCI P100) forwarded to CMST by September 28, 2007 for fall semester and February 22, 2008 for spring. Transcripts of completed course work with grades forwarded at the end of each semester.

4. A minimum of 36 hours of field placement completed in the fall and/or spring semesters by May 12, 2007.

5. Documentation in the OIS of your field placement hours, with your observations and reflections about your experience, entered on a regular basis and completed by May 12, 2007.

6. Attendance during the academic year at a minimum of three CMST/Cal Teach-sponsored workshops or evidence of attendance at other approved teacher credential-related events.

7. Signed and returned certification document verifying your completion of CMST requirements.

If you have any questions regarding the stipend payment process, or have problems with any of these steps, please contact Carolyn Magdael at access_math@berkeley.edu.
Professional Development Opportunities for Mentor Teachers

We are offering our first mentor teacher networking event on Tuesday, October 9, 2007 from 5-7 p.m. This will be a time for all the mentor teachers to share their best strategies for teaching math and science and tips for successfully working with Cal Teach classroom assistants. You are welcome to join us for this first professional development opportunity and a light dinner. Save the date now and we will send more details soon.

Cal Teach Newsletter

Beginning in September 2007 we will be publishing the Cal Teach News a monthly newsletter about the Cal Teach program. We need your help to make this newsletter interesting and useful for all those involved with Cal Teach.

- As part of the newsletter, we would like to highlight what students are doing and learning in your courses. We would like to highlight each course at least once this semester. We are especially interested in photographs of students along with a 1-2 paragraph description.
- Submit a short tip (up to 100 words) for making teaching more interesting and engaging for your students, for managing your classroom, for keeping organized, for keeping up with grading, for managing lab supplies, etc… that we can include in our Teaching Tips section.

Please send your contributions or other ideas for contributions or columns to Winnie Froehlich at wfroehlich@berkeley.edu.

Teaching Related Resources

We are in the process of creating a resource center for Cal Teach students to support them as beginning teachers and to make their work in your classrooms more effective. We welcome your contributions in the form of handouts, websites, recommended articles or book, etc… We are specifically interested in the following topics:

- Classroom Management
- Student Engagement
- Teacher Tools
- Organizational Tips
- Cooperative Learning
- Questioning Strategies
- Lesson Planning
- Teaching Diverse Learners
- Differentiated Instruction
- Assessment Strategies

Contributions can be emailed to Winnie Froehlich at wfroehlich@berkeley.edu, dropped off of at our office in 957 Evans, or delivered to our mailbox in 201 Campbell Hall.
Appendix

Field Placement Request Form
Instructions for TB Testing and Fingerprinting
Using the Online Information System (OIS)
Mid Semester Student Evaluation Form
Education Minor Information
Student Roles and Responsibilities
Mentor Teacher Roles and Responsibilities
Field Placement Request

In order to give you a field placement, we need the following information. We will do our best to give you your first choices in field placement; however the main matching criteria will be the times that you are available matched with the times that the mentor teachers are teaching.

Name ___________________________________________________________
Major ___________________________________________________________
Year ___________________________________________________________
Email Address _____________________________________________________
Cal Teach Course __________________________________________________

I prefer a placement in (circle all that apply):
Math       Science   ________________ (Please indicate if you have a preferred subject area)

Elementary School       Middle School       High School

If you already have a teacher or school that you plan to work with, please provide that information below:

If there is someone in the course who you would like to be paired up with for your placement, please write their name below:

Transportation (Please circle one)
I have access to a car       I will be taking public transportation

Possible Times for Field Placements
Please indicate the days and times of the week that YOU ARE AVAILABLE for a field placement by placing X’s in the boxes below. If you have a first choice, please put a 1 in that box. We have selected 3 hour windows to make sure that we can include transportation time to and from your placement as well as to give us the flexibility to match with the different schedules at different schools.

<table>
<thead>
<tr>
<th></th>
<th>8:00-11:00</th>
<th>9:00-12:00</th>
<th>10:00-1:00</th>
<th>12:00-3:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td></td>
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<tr>
<td>TUESDAY</td>
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<tr>
<td>WEDNESDAY</td>
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<tr>
<td>THURSDAY</td>
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<tr>
<td>FRIDAY</td>
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</tr>
</tbody>
</table>
Instructions for TB Testing and Fingerprinting

The Cal Teach program requires you to get a TB test and to be fingerprinted to begin the process of obtaining a certificate of clearance as you are participating in your first field placement in a local school. If you have already completed this process, you do not need to do it again.

Getting a TB Test

TB testing is provided for a $16 fee in the Allergy/Travel Clinic (first floor, Tang Center) on a drop-in basis from 2-4 pm. The office is closed on Wednesdays. This is two-step process, consisting of getting the test one day and then returning to get the test read on another day. Your TB test results will last for four years. To make sure that Cal Teach pays for your TB test, please go to the cashier’s office after you get your test and tell them that you are part of Cal Teach and that your test was paid for by us and that they should look for your name on the IOC form.

Getting a Certificate of Clearance

The Certificate of Clearance is issued by the California Commission on Teacher Credentialing (CTC) after a background check of your fingerprints has been conducted by the Department of Justice and the FBI. The background check and application process can take up to two months, so please complete the steps below as soon as possible. The Certificate of Clearance lasts for five years.

Step #1—Completing the Live Scan Fingerprint Process

• Call the campus police station at (510) 642-6760 to make an appointment to get your fingerprints taken.
• When you go to the UC Berkeley Police Department in Sproul Hall, for your appointment, you will need to bring the following:
  2 copies of the Live Scan 41-LS form
  IOC form
  Photo ID (Driver’s License, passport, or State ID)
• The IOC form is so that Cal Teach will pay the $82 fee for you, so you should not have to pay a fee. The operator will keep the first 41-LS Form. The second copy is for your records.

Step #2—Applying for the Certificate of Clearance

• Go to http://www.ctc.ca.gov
• Click on “Look up a Credential” in the left column.
• Click on “Direct Application [Non-Recommendation Only]” in the left column.
• Complete the online application.
• Pay the application fee of $29.50, using a VISA or MasterCard debit or credit card.
• Immediately following the successful submission of the online application, an email will be sent containing a confirmation number and a link to the Track Payment web page.
• Forward a copy of this confirmation email to the Cal Teach Program Adviser at: wfroehlich@berkeley.edu
• Once your Certificate of Clearance has been issued, the CTC will notify you with a link to print out your document.

Getting reimbursed from Cal Teach

Your fees for the TB testing and fingerprinting have already been paid by Cal Teach. In order to get reimbursed for your fees for the Certificate of Clearance, please forward a copy of your confirmation email to the Cal Teach Program Adviser at: wfroehlich@berkeley.edu. Be sure to include your full name, your address and your student ID number.
Using the Online Information System (OIS)

How do supervisors monitor field experiences?

Step 1: Log in to the online information system at https://ois.ucop.edu/ using your username and password.

Step 2: In the tool bar at the top of the page, click on <Reports>.

Step 3: Click on <School Placement Report>.

- This report will show you all the CURRENT school placements for all of the courses in the system linked to your site. If you want to see just the students in your course, click on <show these students → > next to your course title.

- To view field experience documentation for a specific student, click on the dates next to the school placement that says, for example "Sep 26, 2006 to Dec 5, 2006" ... that link will show you the details of the field experience as logged by the student.

If you did not receive your username or password or are having any difficulties with the OIS, please contact us for assistance.

Winnie Froehlich, Cal Teach Program Advisor, wfroehlich@berkeley.edu
Nicci Nunes, Cal Teach Program Director, nunesn@berkeley.edu.
Mid Semester Student Evaluation Form

Please complete one form for each Cal Teach student you are mentoring.

Student Name _______________________      Mentor Teacher Name _________________________

1. Does your Cal Teach student arrive on time and behave in a manner that is appropriate and professional?
   Yes_____
   No_______ If no, please comment:

2. Did your Cal Teach student actively participate in the lessons and activities of the classroom?
   List some examples of how they did or did not participate.

3. Did your Cal Teach student demonstrate the ability to interact with the students in your classroom? List some ways they demonstrated this ability or suggestions you have that would make it easier for them to engage with your students.

4. What are two strengths that your Cal Teach student brought to your classroom?

5. What is one thing that your Cal Teach student could do to improve their work in your classroom?

6. Do you have any additional comments, concerns, questions or suggestions that you would like to share with your Cal Teach student? Please write them here so that you will remember to share them with your student during your evaluation meeting.
Education Minor Information

Cal Teach recommends the Education Minor which is offered through the Graduate School of Education (GSE). It consists of three components, including at least five courses:

- One required 4-unit course
- 3 units of approved fieldwork
- 3 elective courses of at least 3 units each

1) The required course is *Education 190: Current Issues in Education*. The core course of the Minor is offered Fall, Spring and Summer semesters. It immerses students in current educational philosophies, methods and controversies. **Please note** that all students who attempt to enroll in this course on TeleBears will be placed on the wait list. In order to actually enroll in the course, wait listed students must attend the first class session to participate in an application process to receive a class entry code.

2) Three (3) units of minor approved field work. Education 97/197, the field studies course, has a number of programs from which to choose. Make sure to enroll in a section specifically approved for the Minor.

**Please note:**

- Education 97 is the freshman/sophomore course and Education 197 is the junior/senior course.
- Students may enroll in 1, 2 or 3 units of fieldwork within one semester and may take units over multiple semesters.
- Forty-five (45) hours of fieldwork per semester is equivalent to 1 academic unit.
- The Cal Teach section of Ed 97/197 is Section 29. The course control number for Ed 97 is 24754 and the course control number for Ed 197 is 24757.

3) Three (3) elective courses chosen from the Ed Minor approved course list. You can find the list of courses through the Ed Minor webpage listed at the bottom of this page. Several Cal Teach courses (EDUC 195C, ESPM 178A, and ESPM 178B) are approved electives for the Ed Minor.

For more information about the Education Minor, please go to the website.

http://gse.berkeley.edu/program/UM/um.html
**Student Roles and Responsibilities**

**Meeting Your Mentor Teacher**- If you were not able to attend the Cal Teach Field Placement Meeting on Wednesday, September 12, 2007, you will need to plan a time to meet with your mentor teacher outside of class time before your first day in their classroom to discuss your field placement. You may meet before school, during their prep period, after school, in the evening, or on the weekend depending on what works best for you and your mentor teacher. Please document this meeting in the OIS.

**TB Test and Fingerprinting**- You will need to get a TB test and be fingerprinted in order to apply for the Certificate of Clearance to work in an elementary, middle or high school classroom. Cal Teach will reimburse you for all the associated fees. See the appendix for a detailed description of where to go for these two procedures and how to get reimbursed for them.

**Contact Form**- If you did not complete the Contact Form in the appendix during the Cal Teach Field Placement Meeting, please complete it before your first meeting with your mentor teacher. Share this sheet with your mentor teacher, and ask for one from them, so that you will be able to communicate outside the classroom. It is your responsibility to notify your mentor teacher if you are sick or not able to be in their classroom on your designated day. You are expected to make up any missed hours.

**School and Classroom Rules**- Be sure to ask your mentor teacher about school and classroom rules. It is part of your role as a classroom assistant to model school and classroom rules. Most schools will require you to sign in at the main office each time that you visit.

In most classrooms it is expected that there will be no:
- Food, drinks or candy (including gum).
- Tobacco products, drugs or alcohol.
- Cell phones, iPods or other electronic devices.
- Wearing hats
- Inappropriate language used in the classroom

**Take the Initiative**- If you have questions about teaching strategies or techniques ask your mentor teacher. If you are not sure what you should be doing on a daily basis take the initiative to ask your teacher.

**Be a Positive Role Model**- Be a positive role model for all the students by modeling a positive attitude, behavior and appropriate language. Let your conversations with the students and mentor teacher demonstrate respect for others. Make sure that your language may not be perceived as discriminatory, sexist or offensive. It is very important that your conduct is appropriate for the age group you are working with. You should never initiate touching a student.

**Punctuality**- Arrive a few minutes early to create a good impression.

**Professional Dress**- It is appropriate to wear Cal Gear or other professional dress in the classroom. Remember you are serving as college going role models for many students as well as representing UCB and Cal Teach. Low cut tops, extremely low rise pants, sagging pants, shirts that show your stomach, tank tops, or high cut shorts or short skirts are not considered appropriate attire.
Transportation- Allow plenty of time to arrive at your field placement site. Please do not include transportation time when you document your hours in the OIS.

- As a UCB student you are entitled to ride free of charge on all AC Transit buses. You can pick up a Class Pass at the Cal 1 Card office located in lower Sproul Plaza.

- There are BART stations located near many of the field placement sites. Cal Teach can get you a BART ticket to use for transportation to and from your field experience site. If you need one, please ask the faculty teaching your CAT course to request one from the Cal teach office.

- If you drive, please ask your mentor teacher where you should park. Cal Teach encourages carpooling. If you are interested in forming a carpool there is a discussion board on the Cal Teach Facebook group where you can do that, or you can contact the Cal Teach staff to find out if anyone else is going to the same site as you at the same time.

Using the Online Information System- You access the Online Information System (OIS) through the We Teach portal. This is where you will document your field placement hours and your classroom observations and reflections. You will also document meetings with your mentor teacher in the OIS as well. This online documentation should be kept up to date weekly, and all of your hours must be completed by December 14, 2007 in order for you to receive your stipend. Directions for how to log onto the system are included in the appendix. Good descriptions explain what was happening in the classroom on the day that you were there as well as what your role was. The description should be at least one paragraph long and include what specific content was being covered and what the students were doing. Good reflections are at least one to two paragraphs long and should include your thoughts about what you experience as well as how your experience relates to things that you are learning in your Cal Teach course.

Evaluation Meetings- In addition to the introductory meeting you have with your mentor teacher, you are required to have two evaluation meetings with your mentor outside of class time. Please be sure to document these meeting in the OIS.

- The first meeting is a mid semester evaluation. You will need to schedule a one on one meeting with your mentor teacher for the second or third week of October. During this meeting you will go over the completed Student Feedback form (see appendix) that your mentor teacher has completed. A copy of this feedback form is due in the Cal Teach Office by October 19, 2007.

- A final meeting with your mentor teacher should be scheduled to reflect on the whole field experience. This meeting should take place on or after your last day in your mentor teacher’s classroom, no later than December 14, 2007.

Confidentiality and Communication-Every adult in the classroom is viewed as a facilitator, a guide and a professional. Please remember that no personal information or problems pertaining to a specific student or family is to be shared outside the classroom. If you are concerned about a particular issue tell your mentor teacher and they will handle it appropriately. You will observe many things during your time in the classroom so we encourage you to discuss them in a general, thoughtful manner in your online log and in your CAT courses.
Developing Lesson Plans or Projects - If you are required to develop a lesson plan or a project for your CAT course make sure to ask your mentor teacher for their feedback on any relevant topics, standards or resources you may want to use.

Letters of Recommendation - If you plan to obtain a teaching credential, you may want to ask your mentor teacher to write you a letter of recommendation at the end of the semester since it will be helpful when applying to credential programs.

Online Survey - You will need to complete the online Cal Teach Survey in order to receive your Cal Teach stipend. You will be sent the link to complete the survey in early December. The survey needs to be completed no later than December 14, 2007

Enjoy - Last but not least enjoy the time you are spending in your field placement classroom. Enjoy watching and helping the students learn and grow.
Mentor Teacher Roles and Responsibilities

Mentor Teachers play an important role in the Cal Teach program by providing Cal Teach students experience working with teachers and students in K-12 classrooms. In order to make sure that having Cal Teach assistants in your classroom is a positive experience for you, your students and the Cal Teach students please follow the guidelines below:

Working with Cal Teach Students.
- Introduce the Cal Teach student(s) to your students and explain their role.
- Tell them about school and district policies.
- Offer them a safe place to store their materials and belongings.
- Discuss emergency plans for earthquake and fire drills.
- Work with your student(s) to come up with a schedule that works for all of you.
- Cal Teach students should not grade papers unless they are grading papers connected with a lesson they participated in.
- Under your direction please encourage your student(s) to work individually and or with small groups of students. Cal Teach students are not allowed to work with individual or small groups of students unsupervised.
- Please remain in the classroom with your Cal Teach student(s).
- Students are required to spend a minimum amount of time in your classroom observing and assisting the students in order to receive a stipend.
  - STAT 39 students will spend 1 hour per week (for a minimum of 12 hours) this fall.
  - ESPM 178A students will spend 2 hours a week (for a minimum of 24 hours) this fall.
  - MATH 153 students will spend 2 hours per week (for a minimum of 24 hours) this fall.
  - CMST students will complete 36 hours total over the whole year.
- Each student is also required to meet with you three times outside of class time during the semester.
  - The first meeting will take place at the Field Placement Orientation on September 12, 2007. If one or both of you were unable to attend, you should schedule a time to meet before the student comes to your class the first time to discuss you course and their role in your classroom.
  - The second meeting is a mid semester evaluation. The student will schedule a one on one meeting with you for the second or third week of October. Please completed the mid semester evaluation form for each student (see appendix) prior to this meeting. Completed forms are due in the Cal Teach office by October 19, 2007.
  - The final meeting is to reflect on the whole field experience. The student will schedule this meeting with their mentor teacher during the first or second week of December.

Communication
- Please maintain communication and dialogue with your Cal Teach student(s).
- They are required to schedule two meetings with you outside of class.
- Share your philosophy and understanding of science and math teaching.
- Make sure to inform the students in advance about any schedule changes, assemblies, exams or anything that may mean that they would need to reschedule their visit. The students have been asked to do the same for you. They are required to make up the missed hours in your classroom.
• Complete a Contact Form (see appendix) to give to each student so they will know how to reach you. Make sure to ask your student(s) for their contact sheet(s).
• Be willing to provide constructive and informative criticism.
• In some Cal Teach courses the students will develop a lesson plan or project. Please suggest relevant and specific content or standards that they could develop into their lesson plan or project. If it is appropriate, please allow your student(s) the opportunity to teach their lesson or project in your classroom. Make sure to give them feedback about the lesson or project as that is important for them to hear.
• At the end of the semester you will be asked to complete an online survey about the Cal Teach program and your Cal Teach student(s). You will need to complete this survey before the end of the semester in order to receive your Cal Teach Stipend.
• Students who are planning to apply to a teacher credential program may ask you to write a letter of recommendation for them about the field placement. Please consider doing this for them.

Using the Online Information System (OIS)
• Detailed instructions for using the OIS are included in the appendix.
• Please enter your demographic information into the OIS by **September 20, 2007**. This information will be used to generate your stipend.
• At the end of the semester, we will send out an online survey. Please complete this survey by **December 14, 2007**, so that your stipend can be issued.
• After we have submitted the stipends for payment, you will be asked to electronically verify the information you have entered into the OIS system before you receive your stipend. This will happen during the week of **December 17, 2007**.

QUESTIONS
• If you have questions or concerns about communicating with your students, the evaluation process or utilizing the Online Information System please feel free to contact either:
  
  Winnie Froehlich, Program Advisor, Cal Teach, **wfroehlich@berkeley.edu**
  Nicci Nunes, Program Director, Cal Teach, **nunesn@berkeley.edu**.

By signing below you are agreeing to complete all the responsibilities of a Cal Teach Mentor Teacher. You also understand that payment will not be sent until all requirements are met. You will receive a stipend of $275 each student that you mentor up to a maximum of $1100. An extra copy of this form is included in the appendix, please sign that form and have your Cal Teach student return the signed copy to the Cal Teach office at 957 Evans Hall or to the Cal Teach mailbox in 201 Campbell Hall.

**Signature:**

Mentor Teacher: _______________________________ Date: __________________

Mentor Teacher email address _______________________________

Mentor Teacher School and Subject (s) Taught _______________________________

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