# Table of Contents

Welcome Letter ............................................................................................................................................. 2

Mission ......................................................................................................................................................... 3

Overview ...................................................................................................................................................... 3

Cal Teach Staff .............................................................................................................................................. 3

California Mathematics and Science Teaching (CMST) Program Overview ......................................................... 4

CMST Staff .................................................................................................................................................... 4

CMST Program Activities and Requirements ................................................................................................. 4

Cal Teach Courses ....................................................................................................................................... 5

Mentor Teachers .......................................................................................................................................... 6

Communicating with Your Mentor Teacher .................................................................................................... 6

Student Roles and Responsibilities ..................................................................................................................... 7

Education Minor Requirements ......................................................................................................................... 9

Cal Teach Newsletter .................................................................................................................................... 9

Cal Teach Resource Center ............................................................................................................................. 9

Receiving Your Cal Teach Stipend .................................................................................................................... 10

Receiving Your CMST Stipend .......................................................................................................................... 11

Appendix ....................................................................................................................................................... 12
   
   *Contact Information Form ....................................................................................................................... 13
   *Mid Semester Student Evaluation Form .................................................................................................... 14
   *Instructions for TB Testing and Fingerprinting .......................................................................................... 15
   *Live Scan Form ....................................................................................................................................... 16
   *Education Minor Information ..................................................................................................................... 21
Welcome Letter

Insert governor’s letter here
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 towards teaching 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 mathematics 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 mathematics and science teachers each year into California's classrooms. Cal Teach, the name of the UC Berkeley program, is part of the UC system-wide 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/

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 mentor teacher and student roles and responsibilities
   c. Figuring out what you need to do to receive your Cal Teach stipend
   d. Questions about the Cal Teach newsletter, resource center or reception
   e. Any problems with your field placement experience
   f. Contacting your Cal Teach mentor teacher
   g. Figuring out transportation to your field placement site.

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 nunesn@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, you 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 you 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
Mentor Teachers

Mentor Teachers play an important role in the Cal Teach program by providing an opportunity for you 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. Please do not hesitate to ask them questions about what to do in the classroom or teaching in general.

Mentor Teachers will:

- Introduce you to their students and explain your role.
- Tell you about school and district policies.
- Offer you a safe place to store your materials and belongings.
- Discuss emergency plans for earthquake and fire drills with you.
- Expect you to work in their classroom 1 hour per week for a minimum of 12 hours for STAT 39 students and 2 hours per week for a minimum of 24 hours for ESPM 178A and Math 153.
- Work with you to come up with a schedule that works for both of you.
- Have you work, under their direction, with individual or small groups of students. You are not allowed to work with individual or small groups of students unsupervised.
- Not ask you to grade papers unless you are grading papers connected with a lesson you participated in.

Communicating with Your Mentor Teacher

- Please maintain communication and dialogue with your mentor teacher.
- Ask your mentor teacher to share their philosophy and understanding of science and mathematics teaching.
- Make sure to inform your teacher about any schedule changes or an illness that would mean that you would not be in their classroom on your designated day and time. **You are required to make up any missed classroom hours.** Please talk to your mentor teacher before the end of the semester about when you can make up any hours that you have missed...
- Complete a Contact Form (see appendix) to give to your mentor teacher so they will know how to reach you. Your teacher will be sharing a Contact Form with you too.
- Be willing to accept constructive and informative criticism.
- If you need to develop a lesson plan or project as part of your course, please ask your mentor teacher to share with you any relevant and specific content standards that you could develop into your lesson plan or project so that you will have a better chance of having the opportunity to teach your lesson or project in their classroom. If it is not required for your course, but you would like to teach a lesson, please feel free to discuss the possibility with your mentor teacher.

Questions

If you have questions or concerns about working with your mentor teacher, you can contact either:

Winnie Froehlich, Cal Teach Program Advisor, wfroehlich@berkeley.edu
Nicci Nunes, Cal Teach Program Director, nunesn@berkeley.edu.
Student Roles and Responsibilities

Meeting Your Mentor Teacher-If you were not able to attend the Cal Teach Orientation 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 the certificate of clearance fee.

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:
  a. Food, drinks or candy (including gum).
  b. Tobacco products, drugs or alcohol.
  c. Cell phones, iPods or other electronic devices.
  d. Wearing hats
  e. 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.

Education Minor Requirements

If you plan to complete the Education Minor and you would like to have your field placement count as part of the requirements for the minor, you need to register for the Cal Teach section (section 29) of ED 97/197. Please note that regardless of the requirements for your CAT course, you will need to complete a minimum of 30 hours of fieldwork to earn 1 unit of credit. All of the hours must be completed and documented in the OIS by December 14, 2007. For more information about the education minor, please see the appendix.

Cal Teach Newsletter

Beginning in September 2007 we will be publishing the Cal Teach News a monthly newsletter about the Cal Teach program. As part of the newsletter, we would like to highlight your work in your mentor teacher’s classroom as well as what you are doing in your UCB courses. We need your help to make this newsletter interesting and useful for all those involved with Cal Teach. If you have a question you would like to ask our mentor teachers, a teaching tip to suggest, a picture of yourself working at your field placement, or an article about a great experience you had during your field placement we would love to include it in the newsletter. You can send your contributions or other ideas for contributions to Winnie Froehlich at wfonlish@berkeley.edu.

Cal Teach Resource Center

We are in the process of creating a resource center for Cal Teach students to support you as aspiring teachers and to make your work in your field placement classrooms more effective. We welcome your suggestions and are especially interested in knowing what types of resources you would like to have access to or what topics you are particularly interested in. Please send ideas and suggestions to Winnie Froehlich at wfonlish@berkeley.edu.
Receiving Your Cal Teach Stipend

The following is a checklist of tasks you must complete before you will receive your Cal Teach stipend. Please note that all stipends are processed system-wide through the Online Information System (OIS), and do not come directly from our office. Detailed instructions for using the OIS to complete these steps can be found in the appendix.

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

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

3. Document your field placement hours and your observations and reflections about your experience as well as your three outside meetings with your mentor teacher. It is important to do this each week. The minimum number of required classroom hours you need to complete for your CAT course must 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 your 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 your 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 your stipend during the week of **December 17, 2007**, you will need to log in again to electronically verify the contact information you have entered into the OIS system so that the checks can be printed and mailed to the correct address. Your stipend check will not be issued until you complete this step. 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 have problems with any of these steps, please contact Winnie Froehlich at **wfroehlich@berkeley.edu**.
Receiving Your CMST Stipend

The following is a checklist of tasks you must complete before you will receive your CMST stipend of $3,500. All CMST stipends are processed at the end of the school year through the Lawrence Hall of Science. Detailed instructions for using the OIS to complete these steps can be found in the appendix.

- Completed application, submitted, reviewed, and approved by September 14, 2007.
- Demographic information entered into the Online Information System (OIS) upon receipt of your unique OIS ID number.
- 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.
- A minimum of 36 hours of field placement completed in the fall and/or spring semesters by May 12, 2007.
- 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 the end of each semester by May 12, 2007.
- 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.
- 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
Appendix

Contact Information Form
Mid Semester Student Evaluation Form
Instructions for TB Testing and Fingerprinting
Live Scan Form
Using the Online Information System (OIS)
Education Minor Information
Contact Information Form

Please complete a copy of this form for your mentor teacher. It is important that they know how to reach you in case of a schedule change or school holiday that would affect your field placement.

Name___________________________________________________________________

Email Address_________________________________________________________________

Phone Number_________________________________________________________________

The best way and time to reach me is:
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.
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: wroehlich@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: wroehlich@berkeley.edu. Be sure to include your full name, your address and your student ID number.
Live Scan Form

Insert Live Scan Form here
Using the Online Information System (OIS)

After every visit to your school classroom, you need to report your hours as well as a description and reflection of your field experience using the online information system (OIS). This information will be used by your instructors to monitor your experiences and is required for stipend payment.

LOGGING INTO THE We Teach PORTAL FOR THE FIRST TIME:
(If you already have an account in the OIS, just go to the link in Step 1 and log in using your username or password.)

Step 1: Go to https://tepd.ucop.edu/smi/

Step 2: Under “Other Options” (below the “sign on” box) select <Try other sign in options>.

Step 3: Under “Login Options for Individuals” (below the login area) select <Login with ParticipantID & Last Name>.

Step 4: Enter your Participant ID and your Last Name. Then click <Login to SMI Portal>.

Step 5: Follow the prompts to create a Username and Password. When you are finished, go to https://tepd.ucop.edu/smi/ and log in with your new Username and Password.

Step 6: Click on <My Personal Info>. At the top of the screen, use the pull-down menu to view the page as a "Post-Secondary Student". Use the "edit this information" link to complete all of the Participant Information fields. This information will be used to mail your stipend to you and is required for stipend payment. Please make sure that it is filled out completely and correctly. Then click <I Certify the Changes I Have Made>. NOTE: If you do not fill out all the information fields you will not be given access to the field placement portal until you complete the information.

DOCUMENTING YOUR FIELD EXPERIENCE

Step 1: Go to https://tepd.ucop.edu/smi/ and log in using your username and password.

Step 2: Click <My Field Experience>.

Step 3: If this is the first visit for this field placement, click <Add a New School Placement>, otherwise skip to Step 6

Step 4: Enter the requested school placement information as follows:

- **School:** select from menu the school you visited
- **Dates:** Enter a start date of 2007-08-27 and an end date of 2007-12-20
- **Role:** select from menu California Teach Student OR CMST Student
- **Placed By:** select from menu SMI:UC Berkeley, SMI OR CMST:UC Berkeley, CTFMS
Step 5: Click <Submit>.

Step 6: After you have entered your school placement information you are ready to report your hours and information for the rest of your field placement. Inside the box labeled with the school that you are attending, click <Add Field Experience Documentation>. When you login later, this link can be found directly by selecting <My Field Experience>.

Step 7: To document the field experience fill out the following:

Teacher: Select from menu the teacher you worked with
(If the teacher is not listed, please send an email to wfroehlich@berkeley.edu for Cal Teach or access_math@berkeley.edu for CMST with your mentor teacher’s name, school, and email address to get them added to the system.) Be sure to go back and make this selection after the teacher is entered into the system.

Grade(s): Check the boxes of the grade level of the students in the class. Only check a grade level if there are more than 2 students of that level.

Dates: Enter the DATE YOU WENT TO THE CLASS.

Time: Enter the START time of the class (do not include travel time) and the END time of the class. NOTE: If you visit multiple classes in the same day, then each class should be documented as a separate field experience.

Primary Action: Select from menu what best describes what you did MOST of the time during this class.

Primary Topic: Select from menu what best describes what topic or subject on which MOST of the time during this class was spent. “Math and Science” indicates a roughly equal mix. “Other” indicates that most of the time was spent on neither math nor science.

Description: <Describe the class curricular activities during your visit. Please see the Using the Online Information System section on page 8 of this manual for more information about what makes a good description.>

Reflection: <Write your comments and reflections about this visit. Please see page the Using the Online Information System section on page 8 of this manual for more information about what makes a good description.>

Step 8: Click <Submit>. 

TO COMPLETE THE ONLINE SURVEY:

You should receive an email from the online information system as shown below. Please follow the instructions given in your email.

We are conducting a survey in an attempt to better understand and improve our services. We are hoping you will take a few minutes to fill out this survey online. You'll find the instructions to the survey below. Thank you for your time and feedback.

-------------
To complete the survey, please click on or copy and paste the following link into your web browser:

https://ois.ucop.edu/ois/survey_builder/survey.php?partID=338115&surveyID=1383&v=BBroVIpThuNI&urlpiv=12tsYIFVnrX8.&t=1189178866

If this link does not take you directly to the survey, cut and paste the entire web address into a web browser (e.g. Internet Explorer or Netscape).

If you did not receive the email from the system (it often gets sent to the spam folder), please follow the instructions below.

Step 1: Go to https://tepd.ucop.edu/smi/ and sign on to your account by entering your Username and Password and then clicking <Sign On>.

Step 2: On the left hand side under My Information, click on <My Surveys>.

Step 3: In the chart click on <edit> for the survey you would like to complete, and then answer the questions.
TO VERIFY YOUR ADDRESS FOR STIPEND PAYMENT:

You should receive an email from the system. The email will contain a link similar to this: https://democon.ucop.edu/smi/smistipend/enter.php?stipendID=1012. Click on the link in your email and it will take you to the following web page. Enter the information requested and follow the instructions.

Authentication for SMI Stipend

In order to protect your identity and information, please enter 2 pieces of information below to confirm your identity and press ENTER to authenticate. If it returns to this form, please try again with different fields.

Last Name

City

Zip Code

e-mail

Last 4 of SSN

ENTER

If you did not receive the email from the system (it sometimes gets sent to the spam folder), please contact wfroehlich@berkeley.edu so that she can send you the link directly.
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 Tele-BEARS 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