

**ASSIGNMENT PACKET FOR
SERVICE LEARNING PROJECT**

LIBERAL STUDIES 3000

FALL 2013

INSTRUCTOR: CHRISTY GONZALES

OVERVIEW

The service learning (or field experience) component is an integral part of Liberal Studies 3000. For this project, you will observe students in a classroom setting in order to give you real experience to bring to your readings and class discussions.

This project will require 30 documented hours of your time outside of our class and in the community in an educational setting working with people from different ethnic or cultural backgrounds from your own. You will maintain and keep copious notes and complete a paper reflecting on the field experience.

FIELD NOTES

One of the most effective ways to track progress during an on-going project such as this one is through recording direct observations. You will be required to write down copious notes for each time you volunteer. These notes must cover 30 hours of observations and must be verified and signed by the teacher you are observing. (You must get a signature for every day you are there.) It is best to spread the 30 hours out over time (e.g. 10 hours per week for 3 weeks). This means you must immediately find a classroom to observe. Your signed field notes will be a part of your portfolio.

REFLECTION PAPER

Your reflection paper will partly draw on your observation notes. You will write a 4-6 page paper integrating what you have learned in class and what you have learned in the field experience. The emphasis for this assignment will be on your ability to demonstrate critical reflection about your field experience. You may want to organize your essay around our major themes: motivation, assessment, management, and diversity, or you may want to focus on one specific area. Your essay must be more than a simple report of what you did; you should reflect on what you learned from the experience, how it relates to what you learned through class discussions and reading, and how you will apply this new knowledge. This paper will be placed in your portfolio under the Service Learning tab, and will be assessed using the REFLECTION ESSAY ASSESSMENT GUIDELINES found on page 11 of the Assignment Description Packet. (You will not be able to revise this written assignment.)

OTHER PROCEDURES

This project also requires various approvals from various agencies. The forms for these approvals are included in this packet. Please read the back of this sheet carefully for instructions. You are responsible for gaining the required signatures and clearances.

Note: In order to have adequate time to complete this project, you must immediately find a classroom to observe and obtain all the necessary clearances. You must complete this project in order to pass this course.

The following forms are included in this packet:

LIVESCAN FINGERPRINTING PROCEDURES

Read this page **carefully**. You are responsible for being fingerprinted. If you have already undergone the Livescan Procedure for another Liberal Studies class *at Stanislaus*, your previous clearance should still stand. You must bring proof of your livescan clearance (CSUS application copy) to class on the day indicated on the course schedule. On this day you must also bring proof of your TB test. If you have a Certificate of Clearance, please bring the actual certificate (it will be returned to you).

PLACEMENT SCHOOL SITE DECLARATION FORM

This form must be completely filled out and signed by the appropriate school personnel. It must be brought to class on the day indicated on the course schedule. “Completely filled out” means you have the school address, teacher’s name, etc.

FIELD NOTES

Use this form to take notes each time you are in the classroom. (You will have to duplicate the form.) These notes should be retained for the portfolio. Please note that you must always get the signature of the classroom teacher verifying your hours. I will expect something written for each section of the notes each day. In order to get full credit you must have complete notes. You must get the teacher to sign the Field Notes each day. Do not wait until the end of the 30 hours.

OBSERVATION/TUTORING PERFORMANCE APPRAISAL

When you have completed approximately 15 hours, give this form to your site mentor/master teacher to fill out and return to you. Do the same when you have completed all 30 hours. This form will be included in your portfolio. Make sure that you give your master teacher enough time to complete the form both at 15 hours and 30 hours of observation and well in advance of the deadline when you turn in your portfolio.

SERVICE LEARNING AGREEMENT (NCR FORM OR YOU MUST MAKE 2 COPIES)

Complete this form (in duplicate) and bring it to class on the day indicated on the course schedule. Please use a blue or black pen, and print clearly (or type). It will also be included in the portfolio.

LIVESCAN/ FINGERPRINTING PROCEDURES

To all students in the Liberal Studies Program, Liberal Studies Blended Program, Credential Program, and in Traditional Credential Programs:

Background Information

The Michelle Montoya School Safety Act requires that people having contact with children on a K-12 school site undergo a criminal background check in order to be "cleared" to be in contact with children. This background check is done through the submission of computerized (digitized) fingerprints via a process called "Livescan." The clearance goes through the California Department of Justice (DOJ).

There are many courses in this university that require students to observe in classrooms or work with student in a K-12 school setting. According to the Montoya Act, university students in these courses must be fingerprinted via "Livescan" and undergo a DOJ background check.

Also, according to California Commission on Teacher Credentialing (CCTC) regulations, when students apply to a credential program at the university, they must submit an Application for Character and Identification Clearance and be fingerprinted again via "Livescan" and undergo a background check and be "cleared" in order to take courses and student teach.

Procedures

Therefore, in order to implement these regulations, the Liberal Studies Department and the Department of Teacher Education have implemented the following procedures:

1. LIBS 1000, LIBS 2000, LIBS 3000, EDUC 4200 and EDUC 4400 Courses - Students enrolled in courses requiring work or observations with children K-8 school sites must submit fingerprints via "Livescan" and be cleared by the University to work/observe in schools. This procedure needs to be done only once to cover the student for all these courses. (See note below for the process for submitting fingerprints to be cleared by the University.) When these students apply to the Credential Program, they will need to undergo the California Commission on Teacher Credentialing (CCTC) fingerprinting process. Therefore, these students will undergo the process twice.
2. Multiple Subjects, Single Subjects and Education Specialist Credential (Special Education) Program Courses - Students enrolled in credential program courses must submit fingerprints via "Livescan" to the California Commission on Teacher Credentialing (CCTC). This is done as part of the application process to each credential program. The Credentials Processing Center Office located in the Dermergasso-Bava Hall, Room 303, will keep a record of students who have applied and been admitted to a Credential Program.
3. Students in any credential program course for Blended Multiple Subject, Multiple Subject, Single Subject and Special Education Programs who have not been fingerprinted and cleared through the California Commission on Teacher Credentialing (CCTC) through the application process for the credential program must submit fingerprints to be cleared by the University. (See note below for the process to submit fingerprints to be cleared by the University.) However, students who have been admitted to a credential program at this university do not need to be fingerprinted again.

University Fingerprint/Clearance Procedures

Students who need to submit fingerprints to be cleared by the University must follow these procedures:

1. Go to the Department of Public Safety at the University located in the Campus Services Building.
2. Pay Public Safety \$57.00. Public Safety then forwards all paper work to the Department of Justice (DOJ).
3. Hours available for live scanning at the Public Safety office between the hours of 8-11 and 1-4. No appointment is necessary.
4. For further information feel free to contact the Department of Public Safety at the University at 667-3114 and speak to Ms. Amy Thomas, fingerprint clerk.

Special note

Some students may have already submitted fingerprints and have been "cleared" through another school district. For example, some students may have submitted fingerprints because of employment as an instructional aide, maintenance, janitor, or other employment or because of volunteering, etc. Confidentiality laws do not allow those districts to inform the University whether you have been "cleared." Therefore, **the district process will not exempt** a student from undergoing the process again for "clearance" through the University. Students **MUST** have California State University Livescan Clearance. Only students, who can show proof of a "valid and current" Substitute Teaching Clearance, are exempt from further fingerprinting.

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801 West Monte Vista Avenue • Turlock California 95382
DEPARTMENT: (209) 667-3749 • FAX: (209) 664-6610

LIBERAL STUDIES: 3000
Placement School Site Declaration Form

Name of Student _____ Student ID Number _____

Student Address _____

Phone _____ Student E-mail _____

Liberal Studies Course # LIBS 3000 Instructor Dr. Christy Gonzales

Site Mentor Teacher (Print Name) _____ Site Mentor Teacher E-mail: _____

School Site _____ Grade/Age/Placement _____ Planned observation hours 30

School Address _____ School District _____

Attendance Record _____ Number of hours observed/tutored per week _____
From _____ To _____

Position: _____ Paraprofessional XXX Volunteer _____ Other (please specify)

The signatures below verify that the following required elements exist at this placement:

- The university student works directly with K-8 elementary aged students, in a public or private classroom for a minimum of 30 hours during a semester. (Please note: private school observation may only count for 10 hours of 30 total hours).
- The classroom has 25% or more language diversity.
- There is a credentialed classroom teacher who works directly with the university student as a supervisor and will verify the hours on the observation log.
- There are opportunities for the university student to meet with the teacher or other staff members to gain more information at the site.
- The university student meets one-on-one, in small groups, or with the entire class. The university student works with or observes the same students on a regular basis to view their development progress over time.

Student Signature: _____ **Date:** _____

Site Mentor Teacher Signature: _____ **Date:** _____

School Site Administrator Signature: _____ **Date:** _____

<i>For Instructors Use Only:</i>		
<i>TB Cleared:</i>	<i>Yes</i> _____	<i>No</i> _____
<i>Livescan Cleared:</i>	<i>Yes</i> _____	<i>No</i> _____
<i>Comments:</i>		

LIBERAL STUDIES: 3000 Community and Diversity
Field Notes and Observation Log

Student Name: _____ Name of School: _____

Date: _____ Time: _____ Hours Completed: _____

Signature of Teacher(s) verifying the times listed below: _____

What I did in the classroom (specific teaching strategy used; describe the process):

Reflections on what I did:

Motivation used:

Assessment used:

Management used:

Diversity observed:

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OBSERVATION/TUTORING PERFORMANCE APPRAISAL

Name of Student _____ Student ID Number _____

Liberal Studies Class LIBS 3000 Instructor Dr. Christy Gonzales Student Date of Birth _____

Site Teacher (Print) _____ School Site _____ Grade/Age/Placement _____

Complete School Address _____ School District _____

Attendance Record _____ Number of hours tutored per week _____
 From (month) _____ To (month) _____

RATING SCALE: 4 = Always 3 = Usually 2 = Often 1 = Seldom

Midterm **Final**
Rating **Rating**
 (15 hrs. (30 hours
 Completed) Completed)

Attendance and Appearance: Reliable and comes regularly and on time. (Consider absences, absences without sufficient notice, and tardiness.) Dresses appropriately for the classroom. (Circle one): Yes No			Comments:
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Conduct & Relationships with Student & Staff: Works cooperatively with the Master teacher, treats others with respect and courtesy, and inspires their student to be respectful and confident.			Comments:
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Initiative, Interest & Quality of Work: Follows established classroom policies and procedures, uses time in the classroom effectively, initiates work activities. Consider extent to which tutoring/observations completed are accurate, well organized, and thorough.			Comments:
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Analyzing Situations & Materials: Consistently demonstrates good judgment in analyzing classroom teaching situations and in drawing conclusions.			Comments:
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Would You Have This Student Back?			Comments:
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General Comments: _____

PERFORMANCE APPRAISAL SUMMARY DISCUSSED WITH THE STUDENT? MIDTERM: YES NO FINAL: YES NO

Signature of School Site Mentor _____

Midterm Date _____

Signature of School Site Mentor _____

Final Date _____

Signature of Student _____

Final Date _____

Signature of University Instructor _____

Final Date _____

