California State University, Stanislaus Department of Liberal Studies (Spring 2005)

**Liberal Studies 1000-001: Beginning Field Experience (Lec. 3 units)**
Class Meeting: Mondays 2:30 - 4:30 PM in C-102

**Liberal Studies 1004: Beginning Field Experience (Disc.)**
Deans’ Teams/Discussion Group: 1 hour per week - Mondays 4:30 - 5:30 PM

Tutoring Hours: 3 - 4 hours per week / 30 hours total for the semester - To Be Announced
Syllabus Copy available at URL: http://www.csustan.edu/LiberalStudies and http://www.csustan.edu/TeacherEd/facstf/Wink/Index.html or a hard copy is available in the CSU Stanislaus Library at the circulation desk.

**General Information of Instructors:**
Christy Gonzales
College of Arts, Letters and Sciences, Department of Liberal Studies
Office: C125D
Office Hours: Walk in office hours: To Be Announced
Phone: 667-3749 (Department) or 667-3163 (Office)
Email addresses: cgonzales@csustan.edu

Joan Wink, Ph.D.
College of Education, Department of Teacher Education
Office: Demergasso-Bava 319
Office Hours: Tuesday; 3:30 to 4:30 and by appointment
Phone: 667-3471
Email addresses: jwink@csustan.edu

**Prerequisites:** Prior to the first day of class, student will need: proof of California State University, Stanislaus Livescan Fingerprinting Clearance, a medical TB Clearance and a completed and signed Site Declaration form prior to beginning tutoring in the classroom. No exceptions. Students will not begin calculating hours before instructors have verified all of the paperwork.

**Required Texts and Materials:** From KIVA Bookstore or http://www.cde.ca.gov.cdepress
Wright, E. (1999). Why I Teach: Inspirational True Stories from Teachers Who Make a Difference

**Also Required:**
2. Binder for portfolio with 9 Tab Dividers
3. Computer disk for saving copies of your writing
4. Email address and Blackboard online class interaction and document retrieval is a must. Both online resources will require active use for online collaboration, downloading/uploading and printing. Students are required to print or obtain a copy of the syllabus the first week class.

**Contents of this Syllabus**
- Tutoring/Observation Hours Sheet
- Course Objectives
- Grading
- The Liberal Studies Program Portfolio
- Tutoring Contacts
- Course Description
- Course Requirements
- Attendance and Participation
- Course Schedule and Due Dates
- Portfolio Assignments

**Course Description:**
Liberal Studies is the pathway to elementary school teaching. All students in this class are regarded as future teachers who are learning their profession through integrated coursework and field experiences. The purpose of this course is to:

1. Introduce students to the profession of teaching by gaining an understanding of the Liberal Studies major and the Credential
2. Gain practical experience in tutoring and a preliminary understanding of elementary school teaching
3. Reflect on professional development toward the goal of becoming a credentialed teacher.

Course Description (continued):
The course focuses on critical thinking and reflective analysis. The course requirements include a one hour a week lecture section, a one hour a week Deans’ Team/Discussion meeting, and 30 hours total (approximately 3-4 hours weekly) of Reading tutoring of ages K-3 in a public elementary school setting.

Course Objectives: As a result of completing the requirements of this course, future teachers will:
- Complete university-required clearances for participating in California public schools.
- Identify the Liberal Studies pathway to becoming a credentialed teacher
- Practice effective tutoring in supervised elementary public school environments.
- Understand and demonstrate the ethical and professional responsibilities of an educational tutor and observer
- Understand the impact of varying cultural perspectives on the learning environment.
- Express reflective observation in a constructive written format
- Apply course content and tutoring/observation experiences to the development of your Portfolio according to the California Teacher Performance Expectations (TPE)

Course Requirements: To earn a letter grade, students must:
1. Choose and secure a K-3 grade placement (from tutoring sites offered) and provide proof of signatures for school tutoring due before or on the 5th week of class March 14th, or drop the course.
2. Complete 30 hours of K-3 classroom tutoring in reading verified by signed tutoring log and observation evaluation appraisal form by on-site teacher or supervisor
3. Demonstrate Regular Attendance and Punctuality. Participation and involvement in classroom discussion and activities are vital to the course. Absences (for any reason) will result in a loss of participation grade points. Attendance is mandatory on presentation days!
4. Complete all class and portfolio project assignments and other relevant assignments
5. Complete the Final Presentation
6. Develop and submit a Final Portfolio based on class assignments
7. Develop and submit a personalized Liberal Studies Individual Education Plan (IEP) including a concentration
8. NOT turn in late work unless previous arrangements have been negotiated with the instructors, and these must be in writing. Any late work will be penalized a minimum of 20%.
9. Be aware of professional dress code, conduct and standards while tutoring in the public classrooms.
10. Recognize the responsibility to maintain student and school confidentiality in discussions of observations and fieldwork (do not use a student’s real name in assignments)
11. Failure to meet any one of these requirements will result in failure of the course.
12. Students are asked to access the syllabus and additional readings on Blackboard. For more: http://www.csustan.edu/oit/Publications/index.html - click Blackboard Login. You can bookmark that page for easy return.

Attendance and Participation
Active participation in all class and Deans’ Team sessions and field experiences is an essential part of the course. Students should arrive on time and be prepared to discuss the assigned material. The Deans’ Team will facilitate weekly discussion meetings. Students are to come to the Deans’ Team meetings prepared to discuss their tutoring/observations and text questions. Students missing class (class meetings and/or Dean’s Team Meetings combined) will result in a loss of participation grade points.

Course grading: (Verification of 30 hours of tutoring is required to pass this course.)
This course is graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Grades will be apportioned in the following way:

<table>
<thead>
<tr>
<th>Class Points</th>
<th>Portfolio Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance and Participation</td>
<td>100 points</td>
</tr>
<tr>
<td>Final Portfolio Organization/Structure (9 Tabs)</td>
<td>60 points</td>
</tr>
<tr>
<td>Chart Integration of “Water” Subject Matter</td>
<td>60 points</td>
</tr>
<tr>
<td>Complete IEP with Concentration (2 copies)</td>
<td>50 points</td>
</tr>
<tr>
<td>California Standards Chart &amp; Summary of group activity</td>
<td>100 points</td>
</tr>
<tr>
<td>School Site Placement, Appraisal, TB and Livescan copies</td>
<td>50 points</td>
</tr>
<tr>
<td>Case Study - Final Reflection on Tutoring</td>
<td></td>
</tr>
<tr>
<td>Integration of Activities and Ideas (2 different subject matter topics)</td>
<td></td>
</tr>
<tr>
<td>Tutoring Log and observations</td>
<td></td>
</tr>
<tr>
<td>Other (Portfolio is on time and complete)</td>
<td></td>
</tr>
<tr>
<td>Final Presentation</td>
<td></td>
</tr>
</tbody>
</table>

550 total points possible

Professional conduct is required at all times, both in the university classroom and in the elementary school site placement. Any unprofessional conduct (reported or observed) will result in a failing grade for this course. Students not fulfilling the required number of field experience tutoring hours (30) will receive a grade of no credit for the course.
Course grading (continued):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>550 -- 512</td>
</tr>
<tr>
<td>A-</td>
<td>511 -- 495</td>
</tr>
<tr>
<td>B+</td>
<td>494 -- 484</td>
</tr>
<tr>
<td>B</td>
<td>483 -- 457</td>
</tr>
<tr>
<td>B-</td>
<td>456 -- 440</td>
</tr>
<tr>
<td>C+</td>
<td>439 -- 429</td>
</tr>
<tr>
<td>C</td>
<td>428 -- 402</td>
</tr>
<tr>
<td>C-</td>
<td>401 -- 385</td>
</tr>
<tr>
<td>D+</td>
<td>384 -- 374</td>
</tr>
<tr>
<td>D</td>
<td>373 -- 347</td>
</tr>
<tr>
<td>D-</td>
<td>346 -- 330</td>
</tr>
</tbody>
</table>

COURSE SCHEDULE AND ASSIGNMENTS:

Week 1 – February 14
In Lecture Class
- Introduction: Overview of the class, expectations, assignments and the portfolio process
- Discuss the blackboard and on-line process
- Philosophy of the Liberal Studies Program and the Credential Program
- Tutoring Programs - information
- Meet in Deans' Teams beginning Monday, February 21, 2005 from 4:30 to 5:30 pm.
- Turn in copies of TB and CSUS livescan clearances (for copy of site placement and appraisal forms access: [http://www.csustan.edu/LiberalStudies](http://www.csustan.edu/LiberalStudies) and look under forms and documents.

Week 2 – February 21
In Lecture Class
- Organizing the Portfolio
- Navigating the CSUS Library and Writing strategies
- Tutoring Programs - information and sign ups
- Reading: Chapter One of A Guide to Observation, Participation, and Reflection in the Classroom: The Importance of Fieldwork
- 1st meeting with your Deans Team Leader and Group Members

In Dean's Team
1. Overview of Dean's Team
2. Ice Breaker: Develop a Dean's Team Name for your discussion group
3. Discussion Form: Setting goals for your portfolio (DT Leader will distribute and the team will complete)
4. Discuss and begin the process of putting together your portfolio

Week 3 – February 28
In Lecture Class
- Guest Speaker - Fernando Pena - Multiple Intelligences (utilizing technology - computer and data projector)
- Tutoring Programs - information and sign ups

In Dean's Team
1. Dean's Team Discussion: Design a lesson together utilizing the nine and a half Multiple Intelligences that you could use with students you are tutoring.
2. Use Multiple Intelligences Lesson Planning Form (DT Leader will distribute and the team will complete)
3. Continue working on your portfolio development

Week 4 – March 7
In Lecture Class
- Reading Chapter Two of A Guide to Observation, Participation, and Reflection in the Classroom: Observing Teachers
- How to Tutor in Reading: "A Tale of Two Schools"
- Effective Tutoring Strategies Through Reflecting, Observing and Changing
- Tutoring Programs - information and sign ups
1. Dean's Team Discussion: Discuss and compete the Effective-tutoring strategies used in the field observations. (DT Leader will distribute and the team will complete)

In Dean's Team continued
2. After your discussion, walk to the Computer Lab to print out Parent Brochures for K-8 Standards. Click on this address to go to that site: [http://www.csustan.edu/LiberalStudies](http://www.csustan.edu/LiberalStudies), link to faculty, link to Christy Gonzales, link to LIBS 1000, and finally link to Parent Brochures. Download standards for K-8 and print PDF files of brochure copies.
3. Download and print ELA and ELD Pathway and the essential standards from the CDE site: http://www.cde.ca.gov/cdepres
4. Set up current e-mail addresses
5. Continue working on your portfolio development

**Week 5 – March 14**

*In Lecture Class*

- Review of K-8 Standards and Begin Group Summary Work
- Bring to Class - Parent Brochures for K-8 Standards, Standards for English - Language Arts Content Standards handbooks, Liberal Studies Program checklist and your university catalogue.
- **DUE to Instructors – All outstanding paperwork: Completed and signed Placement Form, TB and CSUS live scan clearances** (for copy of placement and appraisal forms access: http://www.csustan.edu/LiberalStudies and look under forms and documents. All missing paperwork is due or student should drop the course.

*In Dean's Team*

1. Dean’s Team Discussion: Discuss and complete the Reflective Observation of Students Form. What are some things you will look for and reflect on when you begin tutoring in the classroom?
2. Complete group summary work of standards for English
3. Continue working on your portfolio development.

**Week 6 – March 21**

*In Lecture Class*

- Group Presentations of Standards Charts (English – Language Arts Content Standards) Feel free to bring to Class - Parent Brochures for K-8 Standards, Standards for English - Language Arts Content Standards handbooks as resources.
- MMM (Mama’s Meaning Motivation)
- Reading Chapter Three of A Guide to Observation, Participation, and Reflection in the Classroom: Observing Classrooms, Schools, and Curriculum
- "Teaching Across America": Stories of 4 first year reading teachers

*In Dean's Team*

1. Dean’s Team Discussion: Discuss and complete the Planning and Assessment Reflection Form. Discuss how you plan and access your own tutoring approach. How do you know it works?
2. Continue working on your portfolio development

**Week 7 – March 28**

**NO CLASS: SPRING BREAK**

**Week 8 – April 4**

*In Lecture Class*

- Review Teacher Performance Expectations (TPE's)
- Liberal Studies & Credential Programs Information
- Developing an Individual Education Plan

*In Dean's Team*

1. Discuss and begin to develop with Dean's Team your Individual Education Plan including your concentration.

**Week 9 – April 11**

*In Lecture Class*

- Review of Individual Education Plans - continued development, question and answer
- Bring to Class - IEP plan developed in your D/T, a University Catalog, Liberal Studies Check List, Parent Brochures for K-8 Standards, transfer evaluations, and any grade transcripts.

*In Dean's Team*

1. Bring summary and handouts of at least one integration activity you have gathered from another university course and share with your Dean's Team members.
2. Bring your typed Individual Education Plan to share, review and edit.
3. Continue working on your portfolio development

**Week 10 – April 18**

*In Lecture Class*

- Child Protective Service (CPS) presentation: Responsibilities of the Teacher

*In Dean's Team*

1. Begin planning for "Why I Teach" Presentation. Review and reserve your topic, 1st come first serve.
2. Continue working on your portfolios
Week 11 – April 25
In Lecture Class
• Discuss Subject Matter Integration Charts in Class
• Begin Subject Matter Integration Charts
• Bring to class - University Catalog
In Dean's Team
1. Complete Subject Matter Integration Charts with Dean's Team Members
2. Continue Planning for "Why I Teach" Presentation. You should have a topic by now.
3. Continue working on your portfolio development

Week 12 – May 2
In Lecture Class
• TEACH: Inspiration is the greatest teacher
• Tutoring hours should be complete by now or at least winding down.
In Dean's Team
1. Dean's Team Discussion: Discuss portfolio process. Complete and turn in your Case Study- May 2, 2005
2. Turn in Final Reflection on tutoring paper to your Dean's Team Leader. Dean's Team Leader will hand in to Christy and Joan for grading.
3. Continue working on your portfolio development

Week 13 – May 9
In Lecture Class
• Final - Dean's Team Group Presentations on Why I Teach: Inspirational True Stories from Teachers Who Make a Difference.
In Dean's Team
1. Dean's Team Discussion: Discuss portfolio process. Complete, finalize and prepare to turn in all assignments along with your final portfolio project.

Week 14 – May 16
• NO CLASS: however, you will meet with your Deans Team (between 2:30-5 pm.) to complete any unfinished work on your portfolio project. **All Portfolios are due today, May 16, 2005.** Take your completed Final Portfolio to room C125 in the Liberal Studies Office by 4:30 p.m. after your Deans Team class and before 5 pm when the Liberal Studies department office closes. Christy will collect and remove all turned in portfolios promptly so any late portfolios will be noted and reported as such.

Week 15 – May 23
• NO Class: Portfolios will be graded and ready for Student pick up on May 27th, 2005. The instructor or the Liberal Studies Department is not responsible for portfolios left over summer. You are responsible for prompt pick up of your portfolio, as you will need the portfolio for future Liberal Studies coursework.

NOTE: Course schedule and assignments are subject to change. Additionally, as future teachers, university students should **ALWAYS** conduct themselves as professionals in all interactions with school personnel, students and parents.
GOALS:

Educational:

Professional:

What current educational problem angers, irritates, provokes, enrages, offends, or infuriates you most? Why?

What inspires, sustains, excites, arouses, and encourages you most at the current time? Explain your thinking.

After completing this form, return it to your Dean’s Team Leader by February 21st

LEARNING CONTRACT

Instructions: Read carefully, sign and after completing this form, return it to your Dean’s Team Leader by February 21, 2005—or drop the course. Keep a copy retained in your portfolio for your future reference.

I understand that I will be taking an experiential approach to learning about Beginning Field Experience and to developing

CGonzales LIBS 1000 Beginning Field Experience
personal skills needed to function effectively in groups. I willingly commit myself to the following principles and guidelines:

1. I will use the structured experiences in class to learn from. I am willing to engage in specified behaviors, seeking feedback about the impact of my style of behaving on others, and analyze my interactions with other class members in order to make the most of my opportunity to learn.

2. I will prepare for class in advance unless it is impossible to do so, including readings, preparation of materials for discussion and other responsibilities assigned.

3. I may not submit the same exercise or tutoring hours in more than one course.

4. I am taking responsibility for my own learning and will not wait for someone else (including my instructor or my Deans Team leader) to "make me grow."

5. When asked to do so (and possibly voluntarily at time) I will describe openly my reactions to what I have read and analyzed in the assigned readings in order that my peers will have information to which they may process.

6. I will experiment with new-to-me behaviors and ideas as a class member, both in and out of class, seek and are receptive to feedback from other class members about my behavior, and contribute verbally to formulating conclusions about experiences in class.

7. I will help others make the most of their learning by:
   1. Providing feedback in constructive ways,
   2. Helping to build the conditions (such as openness, trust, acceptance, and support) under which others can experiment and take risks with their behavior, and
   3. Contributing to the formulation of conclusions about the experiences highlighted in the exercises and assignments.

8. I will use professional judgment in keeping what happens among class members, in the tutoring experiences and on-site observations appropriately confidential.

9. ALL assignments must be completed to earn credit in this LIBS 1000 course.

10. I am accepting responsibility for understanding that any form of Academic dishonesty will result in a course grade of F and or failure of the course.

Signed
TUTORING PACKET FOR LIBS-1000 PORTFOLIO

Spring 2005

LIVESCAN/ FINGERPRINTING PROCEDURES

All students in the Liberal Studies/Credential Programs, Liberal Studies Programs and in Traditional Credential Programs:

Background Information

CGonzales LIBS 1000 Beginning Field Experience
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.

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-12 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 Dermangas-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** - Students 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.

**University Fingerprint/Clearance Procedures**

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

- Go to the Department of Public Safety at the University located in the Campus Services Building.
- Pay Public Safety $57.00. Public Safety then forwards all paperwork to the Department of Justice (DOJ).
- Hours available for livescanning at the Public Safety office are between the hours of 8-11 and 1-4. No appointment is necessary.
- 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 University Livescan Clearance.
Completed Placement School Site Declaration Form Due: March 21st, 2005

Name of Student________________________ Social Security Number________________________

Student Address________________________

Phone________________________ E-mail________________________

Liberal Studies Course # (i.e.LIBS 1000, 2000, 3000, etc.)________________________ Instructor________________________

Site Mentor Teacher (Print)________ Bilingual Yes ____ No ____ If yes, please specify language________________________

School Site________________________ Grade/Age/Placement________________________ Planned observation hours________________________

School Address________________________ School District________________________

Attendance Record________________________ Number of hours observed/tutored per week________________________ From________ To________

Position: ______ Paraprofessional ______ Volunteer ______ Other (please specify)

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

• The university student works directly with elementary aged students (K-3) 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 of the 30 required 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 tutoring 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: ______________________

Teacher Signature: ______________________ Date: ______________________

School Administrator Signature: ______________________ Date: ______________________

For Instructors Use Only:

TB Cleared: Yes ____ No ____
CSUS Livescan Receipt: Yes ____ No ____

Comments:
LIBERAL STUDIES: 1000 Beginning Field Experience
Daily Field Notes, Time Sheet and Observation Log

LIBS 1000 Student Name: ___________________________ School Where Observations Are Completed: ___________________________
Program (STAMP, HOST, Minicorp, Classroom Paraprofessional, Classroom Volunteer, etc.): ___________________________ Grade Level(s) of K-3 students tutored/observed: ___________________________

Date: ____________________ Time: ____________________ Hours Completed: ____________________

Signature of Teacher(s) verifying the day and time listed above: ____________________________________________

TUTORING OBSERVATIONS: Before beginning your day-to-day tutoring reflection include a short paragraph addressing (use additional paper if needed):

1. Description of the tutoring/observation setting (Did you work in or observe a one-on-one situation, a small group setting, or the whole class?)


3. Finally, begin your reflection on your tutoring instruction/observation (How did it work? How do you know?) This reflection may also include reflections based on questions that go along with the week's readings and discussions in class and in Deans' Team. (Practice using your reflective cycle. An example is provided below):

   Select:

   Describe:

   Analyze:

   Appraise:

   Transform:
CALIFORNIA STATE UNIVERSITY, STANISLAUS
801 West Monte Vista Avenue • Turlock California 95382
DEPARTMENT: (209) 667-3749 • FAX: (209) 664-6610
LIBERAL STUDIES: 1000, 2000 and 3000
OBSERVATION/TUTORING PERFORMANCE APPRAISAL

Name of Student __________________________________ Social Security Number ____________________________

Liberal Studies Class ____________________________ Instructor _________________________________________

Site Mentor (Print) ____________________________ School Site ____________________________ Grade/Age/Placement ____________________________

School Address ____________________________ School District ____________________________

Attendance Record __________________________________ Number of hours worked per week ____________

From ____________________________ To ____________________________

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

Midterm Rating ____________________________ Final Rating ____________________________

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:

Conduct & Relationships with Students & Staff: Works cooperatively with others, treats others with respect and courtesy, inspires their respect and confidence. Comments:

Initiative, Interest & Quality of Work: Follows established classroom policies and procedures, uses observation time effectively, initiates work activities. Consider extent to which work completed is accurate, well organized, and thorough. Comments:

Analyzing Situations & Materials: Consistently demonstrates good judgment in analyzing situations and in drawing conclusions. Comments:

Would You Have This Student Back? Comments:

General Comments: _____________________________________________

________________________________________________________________________

PERFORMANCE APPRAISAL SUMMARY DISCUSSED WITH THE STUDENT? YES ☐ NO ☐

Signature of University Instructor ________________ Date ________________

Signature of School Site Mentor ________________ Date ________________

Signature of Student ____________________________ Date ________________
Liberal Studies: 1000 Beginning Field Experience
Community Tutoring Program Contact Information

Tutoring Program: Retention Prevention Program
School(s): 7 Elementary Schools
District(s): Ceres Unified
Grade levels of students: 2nd - 3rd
Subject area of tutoring: Reading and Writing
Contact Name: Jay Simmonds
Address: 1800 Central Ave., Ceres CA 95307
Phone: 209-541-0452 Email: Fax: 209-541-0947

Tutoring Program: Hosts
School(s): Osborn Reading Pals
District(s): Turlock School District
Grade levels of students: Grades 2-3
Subject area of tutoring: Reading
Contact Name: Anita Gerdes
Address: 201 N. Soderquist, Rm. 10, Turlock
Phone: 209-667-1716 Email: AGerdes@turlock.k-12.ca.us Fax: 209-668-3910

Tutoring Program: Reading Tutoring Program
School(s): Empire Elementary
Grade levels of students: Grade K-3
Subject area of tutoring: Reading and Language
Contact Name: Chris Panella and Robert Dittman, Principal
Address: 5201 First St., Empire
Phone: 209-521-2970 Email: cpanella@empire.k12.ca.us Fax: 209-527-5620

Tutoring Program: Mini-Corps
School(s): Throughout the CSU Stanislaus service area
Special Requirements: Must be fluent in Spanish
Grade levels of students: K-3
Subject area of tutoring: Focus on reading
Contact Name: Fernando Pena
Address: Demergasso-Bava Hall, P341
Phone: 209-667-3259 Email: fpena@ben.bcoe.butte.k12ca.us

Tutoring Program: CF Brown Elementary School
School(s): CF Brown
District(s): Stanislaus County
Grade levels of students: K-3
Subject area of tutoring: Reading and Writing
Contact Name: Elizabeth Werning
Address: 1000 H Street, Modesto CA 95354
Phone: 09-574-5100 Email: EWerning@sylvan.k12.ca.us Phone: 209-527-1330

Tutoring Program: HOSTS
School(s): Capistrano
District(s): Empire Union School District
Grade levels of students: 2-3
Subject area of tutoring: Language Arts
Contact Name: David Loucks
Address: 400 Capistrano Dr., Modesto CA 95254
Phone: 209-575-9806 Email: dloucks@empire.k12.ca.us
Tutoring Program: Cunningham Elementary
School(s): Cunningham Elementary School
District(s): Turlock School District
Grade levels of students: K-3
Subject area of tutoring: Reading and Writing
Contact Name: Kea Willett, Vice Principal
Sandy Young, Principal
Address: 324 W. Linwood Ave., Turlock, CA 95380
Phone: 209-667-0794 Email: Kwillett@turlock.k12.ca.us

Tutoring Program: Hughes Elementary
School(s): Hughes Elementary
District(s): Empire School District
Grade levels of students: K-3
Subject area of tutoring: Reading and Writing
Contact Name: Gary McDaniel
Address: Empire, CA
Phone: 209-527-1330 Email: gmcdaniel@empire.k12.ca.us

Tutoring Program: Stanislaus Partners In Education
School(s): Most all located in Stanislaus County ONLY!
District(s): Turlock and Modesto City School District
Grade levels of students: K-3
Subject area of tutoring: Reading and Writing
Contact Name: Stan Little
Address: 1100 “H” Street, Modesto, CA 95354
Phone: 209-525-5171 Email: www.stanislauspartners.com Fax: (209) 525-4679

Reading Tutoring Program
School(s): Pearson Elementary School
District(s): Modesto City School District
Grade levels of students: K-3
Subject area of tutoring: Reading
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ASSIGNMENT

PACKET FOR

LIBS-1000

PORTFOLIO

Spring 2005
Final Portfolio Organization:

WHY YOU NEED A PORTFOLIO, AND WHAT IT SHOULD LOOK LIKE

Educator and researcher Lee Shulman (1994) of Stanford University introduced the idea of portfolio development in the early 1990s. According to Shulman, “A teaching portfolio is the structured, documentary history of a set of coached or mentored acts of teaching substantiated by student work and fully realized through reflective writing, deliberation, and serious conversation.”

Each portfolio should include representation of the student's ability to integrate studies across disciplines as well as their competencies within those disciplines, demonstrate personal growth, individual skills, and significant experiences as they relate to elementary education. Each portfolio should be professional in appearance and content.

You will be required to purchase a portfolio binder that should be identified with your name, course, and semester on the front and spine of the binder and include in it the following **Bolded Areas:**

**Front Inside Pocket - A typed and stapled COPY of your IEP**, with your name and concentration. This IEP copy will be removed and kept in the Liberal Studies Office

**Title page**
Introducing this specific portfolio project.
**Table of contents**

Tab — 1 **Personal Identity/ Development as a Teacher**, including:
- Individual Education Plan (IEP) (2 copies) (Course assignment #6),
- TB and live scan proof (copies)
- Professional Development: All Deans' Team handouts and assignments (Course assignment #5)

Tab — 2 Content Standards
- California Standards Chart and Summary (Course assignment #3)

Tab — 3 **Subject Matter Competency**, “indicators of competence” **required** in all of the following subject matter areas:
- Language and Literature
  - Integration of "Water Topic" Subject Matter (Course assignment #4)
- History and Social Science
- Mathematics
- Science—physical, life, and earth
- Visual and Performing arts—Art, Music, Theater, and Dance
- Physical Education, Human Development, and Health

Tab — 4 **Field Experience/Service Learning**
- Case Study Review and Reflection on field experiences paper (using field notes) in elementary classrooms. (Course assignment #2)
- Tutoring logs, field notes of observations with original copies of your verification site form(s) signed by your master teacher. (Course assignment #1) and
- Signed Performance Appraisal

Tab — 5 Diversity

Tab — 6 Technology
- 5 Websites (Course assignment #8)

Tab — 7 Integrated learning

Tab — 8 California Teaching Performance Expectations (TPE's)
- Two additional topics relevant to the California Teaching Performance Expectations (Course assignment #7)

Tab — 9 Summary of main ideas.

**LIBS 1000 Portfolio projects are due in the Liberal Studies office on May 16th, 2005 before 5 pm. as the Liberal Studies department will close promptly at 5 pm. Students are strongly encouraged to begin work on additional areas of their portfolio. Be sure to save all of your course work that represents artifacts for subject matter competency. For the purpose of this course each student's portfolio will be graded largely on professional appearance, organization, and completion of assigned material.**
Portfolio Binder Cover, Title Page, Introduction and Summary

**Binder Cover:** The outside of the binder should include a name and any other identification that would be appropriate. (This is the clear pocket of the portfolio binder). Students should put their name on the spine of the binder too.

**Title Page:** The title page (first page when opening the binder) should include the title of the portfolio (student will pick or decide), the student's name and the school affiliation.

**Introduction:** Typically, an introduction should present the specific idea or concept of the portfolio and describe the strategy or organization of the portfolio. Because the introduction is clearly identified by its position in the portfolio, it is not labeled. Therefore, it is not necessary to write "introduction" as a title for the introduction page.

**Before writing the portfolio introduction, consider:**
1. Why is the portfolio important?
2. How does the structure of the portfolio relate to the teaching profession?
3. What do (you) the student want the reader to "get" from the portfolio, and how does your work in the portfolio relate to what you learned over your educational career?
4. What kinds of knowledge did (you) the student gain, and how do you know?
5. Understand that the introduction should change with each Liberal Studies class, (i.e. LIBS 2000, 3000, and 4960) as you add artifacts.

A good introduction answers these questions in a paragraph or two, previews the contents and the data of your portfolio and gives the reader a firm sense of what was done and why.

**Summary:** A summary is a brief, comprehensive discussion of the contents of the portfolio; it allows readers to review the contents or main points of a portfolio quickly and succinctly. A summary is not a list. Include in the summary only the four or five most important concepts, findings, or implications.

The Liberal Studies Program Portfolio (Course Assignments)

The Course Assignments listed below conform to the California Teacher Performance Expectations (TPE) as directed in Senate Bill 2042 and listed in the California Standards for Professional Teaching Profession. Additional Information on SB2042 can be found at the California Commission on Teacher Credentialing web site (http://www.ctc.ca.gov).

**The six TPE areas are:**
1. Engaging and Supporting All Students in Learning
2. Planning Instruction and Designing Learning Experiences for All Students
3. Assessing Student Learning
4. Creating and Maintaining Effective Environments for Student Learning
5. Understanding and Organizing Subject Matter for Student Learning
6. Developing as a Professional Educator

The assignments listed below are due according to the Course Schedule. ALL final drafts of each assignment are to be included in the final portfolio turned in at the end of the course.
Portfolio assignment that documents the TPE's:

- Engaging and Supporting All Students in Learning
- Planning Instruction and Designing Learning Experiences for All Students
- Assessing Student Learning

Assignment #1. Tutoring Logs and Observations-You are required to work in classrooms weekly for a minimum of 30 hours total.

By the fifth week of class (March 14, 2005) you must submit a completed and signed placement site form, copy of TB Clearance, and verification of fingerprint submission by the University (CSU, Stanislaus Public Safety). See http://www.csustan.edu/LiberalStudies for a placement form. You are required by the university (whether the school district requires it or not) to submit fingerprints to be cleared for working with children through the Department of Justice. You must also submit a TB Clearance that was taken within the last four years. A current copy will be accepted for TB Clearance. TB tests are available for free through the CSUS Student Health Center.

1. During the first few weeks of class, several programs are available for tutoring, such as STAMP or HOST and representatives from the partner programs will present their programs and you will be able to sign up for tutoring. The partner programs may require additional training time outside of class. You are responsible for attending all mandatory training for the program of your choice. A signed Placement School Site Declaration Form (See http://www.csustan.edu/LiberalStudies for a placement form) will be required in advance of starting your tutoring. Students CANNOT begin documenting your tutoring hours before ALL your paperwork has been completed, turned in and verified by the schools (with signatures), the CSUS Public Safety department along with a current (Negative) TP Form. (Signed and completed placement forms are due in class on or before March 14, 2005).

Hours spent in classrooms and observations are to be documented on the Tutoring/Observation Time Sheet and Logs (included in this syllabus and/or connected to this web site: http://www.csustan.edu/LiberalStudies). Please be aware of confidentiality and make up a name when discussing your student. These logs are to be included in the Final Portfolio.

Portfolio assignment that documents the TPE: Creating and Maintaining Effective Environments for Student Learning

Assignment #2. Case Study - Final Reflection on Tutoring
Each student will create a personal case study after completion of the tutoring experience (30 hours of beginning field experience). When discussing your case study:
- Talk about the student you tutored (but do not use the child's real name).
- Describe the child.
- Describe the area/unit tutored.
- Analyze and discuss the process/strategies used in the tutoring experience.
- Examine the effect of your tutoring skills on the child.

Good study cases generally tell a real story, raise thought provoking issues, may lack an obvious or clear-cut right answer, and demand a decision reached through critical thinking and analysis. Case Study is due on May 2nd to your Deans' Team Leader or after your tutoring hours has been completed.

Portfolio assignments that document the TPE: Understanding and Organizing Subject Matter for Student Learning

Assignment #3. California Standards Chart and Summary
The class will be divided into Deans' team groups and assigned a grade level (K through grade 8) and subject matter (English -- Language Arts). Groups are responsible for developing a chart that illustrates the learning required of K-8 students at one grade level in either English -- Language Arts. The California State Standards handbooks explain the details of subject matter requirements (such as grade 8 in Reading or Writing). Groups will discuss the Standards illustrated on their chart. For the Portfolio, each student must include the chart and a short summary of the chart presented by the group. A summary is a brief, comprehensive discussion of the contents of the portfolio; it allows readers to review the contents or main points of your chart quickly and succinctly. A summary is a brief, comprehensive discussion of the contents of the chart. A summary is not a list or a chart, but a text document, stating in your own words the four or five most important concepts, findings, implications and content of your group work.

Assignment #4. Integration of Subject Matter
On the topic of water, each student should identify 4 different college subject areas that relate to water and demonstrate it visually on a cluster chart. The class will begin a cluster chart that explains the integration of the different subject matter requirements and will finish the assignment on their own. Include the completed cluster chart in your personal portfolio.
- Humanities & literature
- Mathematics & science (earth, space, biology, physics, chemistry)
- Social sciences (psychology & human development, history, political science, geography and physical education/health)
- Visual & performing arts (Art, Music, Theater and dance)
Portfolio assignments that document the TPE: Developing as a Professional Educator

Assignment #5. Dean's Team Discussion - each week students will meet in a Dean's Team group for one hour to complete the following:

Deans' Team Discussion -
- Starting questions and activities to be discussed at the Dean's Team are listed in the syllabus for each week focusing on the course text and tutoring.
- Students should prepare in advance to discuss these questions during their Dean's Team meeting, as some of the questions are based on work that must be completed in the week prior to the Dean's Team meeting. While students should prepare for all questions or activities, not everything may be covered during the Dean's Team session.
- Bring your completed Tutoring/Observation Time Sheet and Log to each session.
- All Handouts and Assignments completed during Dean's Team are to be included in your Final Portfolio.  (Course assignment #5)

Teaching Presentation -
- Each Dean's Team Group is to develop a short class presentation within their group based on the readings in Why I Teach: Inspirational True Stories from Teachers Who Make a Difference.
- This can address one story that all the Dean's Team members in your group found meaningful, or overall impressions of several meaningful stories, or extending the ideas of the book into the observations made this semester during tutoring.
- The presentation should take 5 minutes and might include readings, skits, posterm presentations, video, a web page the group developed, or other creative displays.
- Presentations should capture the interest of the class and tell why teachers make a difference in the lives of their students.

Assignment #6. Individualized Education Plan
- Utilizing the information from the University Catalog, California State Standards K-8, handouts, transfer evaluations, class transcripts and class discussion, you will develop an Individual Education Plan.
- We will discuss this in class and you will work on this in Dean's Team.
- This plan will be used for future planning of coursework and to facilitate advising as you move toward your goal of teaching.
- Two typed copies of the IEP are to be included in your Final Portfolio.

Assignment #7. Integration Activities and Ideas
- Throughout the semester, collect notes, journals, handouts, samples, papers, etc. showing integration that occurs in the classes you are taking. This might be a literature class that utilizes music, or a math class in which you keep a reflective journal. Include the actual items or summaries in your portfolio. DO NOT include lesson plans.
- Develop a handout or summary of at least one of the activities you have collected above and be ready to distribute copies and describe the activities in your Dean’s Team.
- Include at least two different handouts when you turn in your Final Portfolio.

Assignment #8. Create a list of at least 5 websites for educators.
- Briefly describe what a teacher would find on each site.