

BERKELEY PUBLIC EDUCATION FOUNDATION
BERKELEY SCHOOL VOLUNTEERS (BSV)
1835 Allston Way, Berkeley 94703 / 510-644-8833 / fax 510-644-4865
www.bpef-online.org/volunteers bsv@berkeley.k12.ca.us

FALL 2009 ED. 97/197 SECTION 2

GENERAL INFORMATION AND COURSE REQUIREMENTS

Welcome to Education 97 and 197 field studies. We offer you an opportunity to tutor in the Berkeley Public Schools while earning academic credit. The majority of your time will be spent tutoring in a classroom, working directly with our students. Assignments are made in grades K through 12, in most subjects, in the WriterCoach Connection Project, or you may tutor in an after school program. Your tutoring schedule is determined between you and the teacher.

Once you have arranged your assignment with us, you should call or e-mail your assigned teacher to set up a schedule and begin tutoring as soon as possible.

You are responsible for registering for this course with Telebears. Completing the BSV application form does not register you with UCB. If you decide not to tutor, wish to change your number of units, or decide to tutor but not for units, please contact BSV immediately.

REGISTRATION

Option 1: Register at Tolman Hall, 2nd floor Lobby, near Ed-Psych Library, on one of the following dates:

Thursday, August 27, from 11 a.m. to 1 p.m.
Thursday, September 3, from 11 a.m. to 1 p.m.
Tuesday, September 8, from 11 a.m. to 1 p.m.

Option 2: Register at one of the orientation sessions held at 1835 Allston Way, listed below.

Monday, September 14, from 4:00-5:00 p.m.
Thursday, September 24, from 6:30-7:30 p.m.

COURSE REQUIREMENTS

This course is P/NP. No credit will be granted unless all four requirements are met.

1. Attendance at the Volunteer Orientation, on ONE of these dates:

Monday, September 14, from 4:00-5:00 p.m.
Thursday, September 24, from 6:30-7:30 p.m.

All Orientations are held at the Berkeley School Volunteers (BSV) office at the address above. From Shattuck and Allston Way, head west on Allston 2-1/2 blocks. The office is just below M.L. King Way. Tutors may start in the classroom before attending orientation, but attendance at Orientation is still required no later than the September 24th session.

Failure to attend Orientation will terminate tutoring assignment and tutors will be dropped from the course.

2. Tutoring in Assigned Classroom:

1 unit = 3+ hours per week (45 hours total)
2 units = 6+ hours per week (90 hours total)
3 units = 9+ hours per week (135 hours total)
4 units = 12+ hours per week (180 hours total)

You must go to the school regularly every week for 14 weeks; you may not bunch all of your hours in a shorter period.

- If you begin tutoring later than the week of September 14th, you must make up the missed days.

- You must make up time missed when the schools are closed for holidays or staff development and for personal absences.

BUSD holidays/staff development days for Fall 2009 semester:

- September 7—Labor Day Holiday
- October 12—Staff Development Day (no school for students)
- November 6—Staff Development Day (no school for students)
- November 11—Veteran’s Day Holiday
- November 25-27—Thanksgiving Holiday
- December 21—First day of Winter Recess

3. Completion of the following documents:

- A. Journal for the semester – a reflective record of your experiences, observations, and questions
- B. Final Paper: 2 - 3 page, typed, reflection about your experience as a classroom volunteer
- C. Personal time sheet, authorized by supervising teacher

All of these documents must be submitted (in person) at the BSV Office on one of the following dates:

Thursday, December 10 (1:00 to 4:00 p.m. only) OR Friday, December 11 (9:30 a.m. to 12:00 noon only)

4. A satisfactory evaluation of your work from the assigned teacher (evaluation will be sent to your supervising teacher by Berkeley School Volunteers).