

BERKELEY PUBLIC EDUCATION FOUNDATION  
**BERKELEY SCHOOL VOLUNTEERS (BSV)**

1835 Allston Way, Berkeley 94703 / 644-8833 / fax 644-4865  
www.bpef-online.org/volunteers bsv@berkeley.k12.ca.us

**SPRING 2010 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 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, 2<sup>nd</sup> floor Lobby, near Psych Library, on one of the following dates:**

Thursday, January 21, from 11 a.m. to 1 p.m.  
Tuesday, January 26, from 11 a.m. to 1 p.m.  
Thursday, February 4, from 12 noon to 2 p.m.

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

Monday, February 8, from 3:30-4:30 p.m.  
Thursday, February 18, 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, February 8, from 3:30-4:30 p.m.  
Thursday, February 18, 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 February 18<sup>th</sup> 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.  
o If you begin tutoring later than the week of February 1<sup>st</sup>, 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 Spring 2010 semester:

- January 18—Martin Luther King Jr. Birthday Holiday
- February 1—Staff Development Day (no school for students)
- February 12—Lincoln’s Birthday Holiday
- February 15—President’s Day Holiday
- March 29-April 2—Spring Recess
- May 17—Malcolm X Birthday Holiday
- May 31—Memorial Day Holiday

UCB’s Spring Break is the week of March 22-26, 2010. You are not required to tutor during this week, but you will not receive credit for any hours you are absent. Please let the teacher you are working with know if you will be gone this week.

The BUSD’s Spring Break is the week of March 29-April 2, 2010, and the schools will be closed. **You will be given credit for the minimum hours per unit for which you are registered** (i.e. for 1 unit you will receive 3 hours; for 2 units you will receive 6 hours, etc.).

### **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, May 6, 2010 (1:00 to 4:00 p.m. only) OR Friday, May 7, 2010 (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).