

BERKELEY PUBLIC EDUCATION FOUNDATION
BERKELEY SCHOOL VOLUNTEERS (BSV)
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FALL 2011 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 Pre-K through 12, in most subjects, in the WriterCoach Connection Project, or you may tutor in an after school program. Make sure you understand the requirements for your field studies time if you are planning to use this experience to fulfill a requirement.

After you've completed a BSV orientation and have been cleared to volunteer, you will receive a volunteer placement and a BSV name badge. We will send/give you your host teacher(s) information when this is complete, then you can set up a volunteer schedule with him/her. If you have any problems contacting your teacher, your schedules don't match, or something changes, please contact us as soon as possible so we can help! Please read the information below to learn more:

REGISTRATION for ED 97/197 + ORIENTATION to Berkeley Schools

1: Register when you attend a 1.5 hour ED 97/197 New Volunteer Orientation held @ 1835 Allston Way

You must attend the full 1.5 hours. Doors close 10 minutes after start time. Please see our website for more specific information on what to expect and bring to the orientation to ensure a speedy screening and placement.

Wednesday, **September 14th** from 5:30-7:00 p.m.

Thursday, **September 22nd** from 5:30-7:00 p.m.

OR....

2: Register at the BSV OFFICE (by appointment) + attend a BSV New Volunteer Orientation

This option could get you into the schools earlier if you can complete both registration and orientation earlier, but it will take 3-5 business days after the orientation to receive a volunteer placement. Please plan accordingly.

UC Berkeley campus orientations: Please contact cal.bsv@gmail.com or see our CAL webpage for information.

3: ADD YOUR CLASS on Telebears: the CCN is only given (in person) at the time of registration or orientation.

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

Failure to attend a BSV Orientation before the add/drop deadline will result in a DROP from the ED 97/197 course.

COURSE REQUIREMENTS

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

1. Attendance at a BSV Orientation: either a special ED 97/197 sessions above or a regular New Volunteer

Orientation: <http://www.bpef-online.org/volunteer/volunteers/volunteer-orientations/>

Reminder: regular BSV orientations do not include ED 97/197 registration process or program specifics (see above)

- Most Orientations are held at the Berkeley School Volunteers (BSV) office @ 1835 Allston Way 94703.

- Some orientations are held at UC Berkeley. Please contact our office or see the CAL Volunteer page on our website for possible orientations held at UC Berkeley.
- You must complete a BSV Orientation no later than the Add/Drop deadline to be cleared, receive a placement, BSV name badge and remain in the ED 97/197 class.

2. Volunteering in your Assigned Classroom:

- 1 unit = minimum **45 hours** (roughly 3+ hours per week for 14 weeks)
- 2 units = minimum **90 hours** (roughly 6+ hours per week for 14 weeks)
- 3 units = minimum **135 hours** (roughly 9+ hours per week for 14 weeks)
- 4 units = minimum **180 hours** (roughly 12+ hours per week for 14 weeks)

Reminders.....

- If you begin tutoring later than the week of September 12th, you may have hours to make-up to meet your total hours required for the semester (see above hour/week break-down)
- Aim to volunteer regularly every week for 14 weeks; please do not bunch all of your hours in a shorter period (unless it's pre-approved with your supervisor.)
- You must meet the minimum hours required by your FINAL meeting to pass the class, so plan to make up time missed because of school holiday closures, staff development days or personal reasons.

BUSD holidays/staff development days for Fall 2011 semester:

- September 5—Labor Day Holiday
- October 10—Staff Development Day (no school for students)
- November 11—Veteran's Day Holiday
- November 10—Staff Development Day (no school for students)
- November 23-25—Thanksgiving Holiday break
- December 19—First day of Winter Recess

Ask your supervisor about field trips, assemblies or other events that will prevent you from volunteering

3. Completion and submission of the following documents at your Final meeting (dates below):

- 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(s)

*The journal and paper may be submitted electronically via email; please send PDF or Word docs before your Final.

**Personal Time Sheet must be the original, signed and dated by all teachers you worked with. I send a scanned copy to your supervisor to verify that your timesheet was not altered after signing. Activities not supervised by BUSD staff do NOT count toward your credit hour totals (NO EXCEPTIONS.)

4. ED 97/197 FINAL – Meet at the BSV Office on one of the following dates to discuss your experiences:

Tuesday, December 12 (12 noon to 4:00 pm) OR **By Appointment, no later than Tues. Dec 12th**

- ❖ Failure to attend your final or make alternate arrangements by Tues. Dec. 12th will result in a “No Pass” grade

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

- ❖ Please notify BSV if you change host teachers, or we cannot solicit feedback on your performance.