

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

SPRING 2012 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: New Volunteers: Register when you attend a 1.5 hour combined BSV + ED 97/197 *New Volunteer Orientation*. You must attend the full 1.5 hours. Doors close 10 minutes after start time. Please see our website for more specific information on schedule, what to expect and bring to the orientation to ensure a speedy screening and placement:

- **General BSV Orientations held at 1835 Allston Way:**
<http://www.bpef-online.org/volunteer/volunteers/volunteer-orientations/>
- **UC Berkeley campus orientations:** Please contact cal.bsv@gmail.com or see our [CAL webpage](#) for information.

OR....

2: Returning Volunteers: register at the BSV OFFICE (by appointment)

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 CAL BSV Orientation or a regular New Volunteer Orientation:

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

- Most Orientations are held at the BPEF 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 January 30th, 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.
- UCB's Spring Break is the week of April 26-30th. You are not required to tutor during this week, however you will not receive credit if you do not volunteer. 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 April 2nd-6th, 2012, and the schools will be closed. **You will be given credit for the minimum hours per unit for which you are registered.**

BUSD holidays/staff development days for Spring 2012 semester:

- January 17— Martin Luther King, Jr. Birthday Holiday
- January 30— Staff Development Day (no school for students)
- February 17—Lincoln's Birthday Holiday
- February 20—President's Day Holiday
- April 2nd-6th—BUSD Spring Break
- May 21—Malcolm X Birthday Holiday
- May 28—Memorial Day Holiday
- June 15—Last day of school; summer term begins Wed. June 22nd.

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, May 8th, 2012 (11am to 4 pm only) OR **By Appointment** set no later than **5pm, Monday, May 7th**

- ❖ Failure to attend your final or make alternate arrangements by **Monday, May 7th** 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 BPEF School Volunteers.

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