

Math 362 Guidelines for Field-Based Work

In addition to your time in class, for successful completion of this course, you will also spend 10 to 14 hours tutoring depending on the public school schedule. You will also be expected to complete assignments related to your work in the field as part of the course assessment. Since you will be guests in a high school, you will need to go through a criminal background check. Please fill in the form and send it to EHS 421.

Required Preparation

There are several tasks you will need to accomplish prior to entering MPHS.

- You will need to go to EHS 421 and get a photo ID badge that you will wear at all times in the school.
- You need to complete the ICHAT form for your CMU instructor. This form allows CMU to complete a criminal background check prior to this experience.
- Within three days after you have been assigned a class, look up your supervising teacher's e-mail address (<http://tech.mtpleasant.k12.mi.us/mphs>) and send a brief introductory e-mail. In the email, mention the day when you plan to show up for the first time. Send a CC to my address (marci1t@cmich.edu).
- You will need to print a copy of your personal sign-in sheet that you will have the teacher sign on each of your visits to the school. Make sure to keep track of this since you will have the only evidence of your field-based work. Make and save a photocopy before you submit this sign-in sheet for your own records.
- Before each visit, check to be certain that school has not been delayed or cancelled. In Mount Pleasant, there are often fog delays in the autumn and so even if the forecast does not call for snow or adverse weather, lingering fog can still delay school. The best way to check for delays is to use Channel 98 on Charter cable since delays and cancellations are announced on the Public School Channel (the background of the screen will change from blue to red and notifications will scroll across the bottom of the screen). If you do not have cable, Channel 98 can also be viewed live on the web at <http://tech.mtpleasant.k12.mi.us/OnAir/chan18OnAir.swf>. If MPHS is running on a two-hour delay, you can find the regular and delayed bell schedule at <http://tech.mtpleasant.k12.mi.us/mphs/bell.php>. If for some reason a school delay will cause conflict with your class schedule on campus, please contact your cooperating teacher via the school phone (989-775-2200) or e-mail immediately so that s/he is not expecting you to arrive. Teacher e-mail addresses can be found via the Teachers link on the high school's website at <http://tech.mtpleasant.k12.mi.us/mphs> or directly at <http://tech.mtpleasant.k12.mi.us/mphs/teachers.php>.
- Carefully edit your Facebook settings to prevent the secondary students from viewing this information. Other social media sites need the same careful attention. Do NOT "friend" any of your students.
- Power down (not just silence) cell phones prior to entering the school (this is the same policy that applies to the students).
- Dress professionally. You do not need to wear formal attire. "Bar casual" is not appropriate. Jeans are also not acceptable in the public school setting. Gentlemen should

wear polo shirts or button down shirts and Docker style pants. Ladies may wear slacks and professional shirts or may wear skirts or dresses provided the dress or skirt goes below the knee (no short skirts or dresses).

At the School

From past experience, I have listed below some important guidelines that you should use while in the school.

- On each visit, enter MPHS through the main entrance near the Principal's Office.
- Sign in to the school as a visitor at the Assistant Principal's Office (down the hallway to the right as you enter the building).
- Do not give out your phone number to students (this has happened before resulting in the CMU student being removed from the field placement).
- Take initiative. If you see a need, ask the teacher if s/he would like you to help in a particular way.
- At the beginning of class, ask the teacher for names of students who had been previously absent, need help on specific concepts, etc. The teachers will appreciate your willingness to jump in and assist. This is the time in your career to begin professional conduct and making a good impression on a cooperating teacher will always help when you need letters of recommendation or even a job in this particular school district.
- Although you are not a certified teacher and required by law to report suspicious or concerning behavior of students, if you see something that raises concern, report it to your cooperating teacher or to me. We can then decide if it should be reported to counselors or administrators.

Mount Pleasant High School Schedule

You will be placed in the schools based on the MPHS bell schedule, not an hourly schedule. You will be responsible to work in the school at least one class period per week during the CMU semester once placements are made. The known exceptions to this schedule will be during days where students are off school or have a late start. Please make sure you talk to your cooperating teacher about these days and put them in your calendar. You do not have to report to the school on these days. For special events (such as homecoming) the school also operates on the 2-hour delay schedule so check with your cooperating teacher to verify special dates and to see if s/he wants you to come at your regular time.

There will be three types of placements that need to be filled: regular classes, lunchtime, and after school.

Regular Classes: These placements will be in Geometry or Study Skills classes. Study Skills is a class that students take once they have been unsuccessful in a class. The MPHS teachers desperately need help with the remedial courses since the new Michigan graduation requirements mandate all students to complete the equivalent of Algebra 2, so please consider a Study Skills class if possible.

Lunchtime: At MPHS lunch occurs during period 3 from 10:19 am to 12:05 pm. During this time students either take a class from 10:19-11:30 then eat from 11:35-12:05 or they

eat from 10:19-10:49 then take a class from 10:54 to 12:05. The teachers have requested some CMU students who are willing to work in a classroom during this period and then tutor during lunch (eating lunch with the students while helping them). This is a great opportunity to get to know the students in an informal sense and motivate them to care about their academic progress. There is something about sharing a meal with someone that breaks down barriers, so take advantage of this opportunity to reach a student who might not otherwise care about school.

After School: MPHS also provides some after school tutoring for students in need of extra help. There will always be a certified teacher present; however, mathematics may not be his/her area of certification, so our CMU students can be an invaluable resource for this program.

Summary Remarks

As you work in the public schools in this class and future field placements, remember that we are guests in the hosting school. Please abide by all rules of the school and conduct yourself in a courteous manner. We have worked hard to build a collaborative relationship with these schools and the CMU teacher preparation program could not function without their support. We are helping them by assisting the teachers with their students and they are helping us by giving you valuable experiences and advice as you enter the profession. Always remember that this is a symbiotic relationship where we can all learn from each other. Most importantly, take initiative and have fun.