

LONG BEACH CITY COLLEGE
TOMORROW'S TEACHERS

HANDBOOK FOR STUDENTS, COOPERATING SITE TEACHERS
AND COORDINATORS

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LONG BEACH CITY COLLEGE TOMORROW'S TEACHERS

Goals

The fieldwork component of Long Beach City College's education courses creates an opportunity for students at the undergraduate level, in particular for those who are considering careers in TK-12 education, to learn about the realities of urban classrooms and the needs of the diverse TK-12 student population. Students work with students individually and in small groups to provide academic support and encourage personal growth. It is through this involvement that LBCC students assess their careers goals and provide direct service to students and teachers in grades TK-12 and their communities.

Fieldwork

Students will participate in fieldwork as part of specified Education courses at Long Beach City College.

**Modifications may be made to this fieldwork hours requirement and/or to placement options based on state guidance, CSU policies and/or other changes for safety and public health. Virtual observation and/or video observation may be substituted for in-person fieldwork hours.*

LBCC Education Courses with a Fieldwork Component

EDUC 10: Introduction to Teaching and Learning; 10 hours. Students will participate in a regular, self-contained K-8 public school classroom, preferably an inclusive classroom, in a core academic area (not departmentalized, special education, computer labs, after-school programs, etc.).

EDUC 20: Introduction to Elementary Classroom Teaching; 45 hours. Students will participate in a regular, self-contained K-6 public school classroom, preferably an inclusive classroom, in a core academic area (not departmentalized, special education, computer labs, after-school programs, etc.).

EDUC 130: Introduction to Secondary Classroom Teaching; 15 hours. Students will participate in a secondary (grade 6-12, typically) public school observation including various classroom instruction experiences and cross-campus experiences, which can include staff meetings, professional development, etc.

Objectives

1. LBCC students will work with students in urban classrooms or community settings. As a result, college students will increase their knowledge of the cultural and social backgrounds of a diverse population.
2. LBCC students will serve as role models and provide literacy support for students in grades.
3. LBCC students will have opportunities to assess the teaching profession as a career option.
4. LBCC students will be able to articulate their values related to citizenship, community service, opportunity, equality and inclusion.

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School Districts

School districts where students are placed are in partnership with LBCC under an MOU and/or Agreement. Procedures to placement may vary slightly according to each district's practices. An updated list of participating school districts is available by contacting the LBCC Reading and Teacher Preparation Department. During cases of school closure, virtual or other alternative fieldwork may be approved in coordination with the CSU.

Coordinators

In most school districts, participating school sites identify a Tomorrow's Teachers Coordinator or representative appointed by the site or district office. The coordinator may be the principal, counselor, a staff member, or a teacher. LBCC Tomorrow's Teachers students contact the coordinator via email or telephone to set up placement.

COORDINATORS WILL

- Be the first contact for LBCC Tomorrow's Teachers students at their site and arrange for the LBCC student's first visit to the school
- Assign placements: teacher, grade level and communicate placement with Tomorrow's Teachers, EDUC instructor and students
- Ensure that the cooperating teacher is not a family member/friend of the LBCC Tomorrow's Teachers student
- Communicate with LBCC Tomorrow's Teachers students to 1) schedule their work in the field; 2) share emergency procedures of the school; 3) introduce them to the classroom teacher; 4) complete Tomorrow's Teachers documentation
- Communicate with the LBCC Tomorrow's Teachers faculty on all matters regarding placement of LBCC students

Supervising Teachers

Supervising teachers are selected by the principal and have a minimum of three years of teaching experience.

TEACHERS WILL

- Meet the LBCC Tomorrow's Teachers student and discuss the student's goals for that particular placement
- Introduce the student to the class and describe his/her role, the classroom management system, procedures and routines
- Provide learning activities for the student to work with students in small groups, one-on-one, or with the whole class, as needed
- Communicate with the Tomorrow's Teachers faculty/LBCC Reading and Teacher Preparation Department as needed concerning the LBCC Tomorrow's Teachers student's performance of the field assignment
- Contribute to documentation for LBCC Tomorrow's Teachers: 1) Field Placement Confirmation; 2) Hours Log; 3) Final Evaluation

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LBCC Tomorrow's Teachers Students

REGISTRATION AND PLACEMENT IN THE FIELD

Students are to register for Tomorrow's Teachers and complete all training and clearance documents in accordance with Tomorrow's Teachers procedures in order to complete volunteer hours.

- All students will submit an LBCC Student Liability Waiver.
- Students will obtain required clearances: Livescan, TB
- Students will complete Livescan fingerprinting through the participating district or college's vendor. Detailed instructions to obtain a Livescan are provided through the Teacher Preparation Program office during the required Education/Teacher Pathway Orientation Workshops. Livescan must be completed as early as possible as it may take many weeks to process your clearance. A CTC Certificate of Clearance may be required. Please follow instructions provided through your Education Course and Teacher Preparation Program coordinator.

PLEASE NOTE: There are a small percentage of students who are ineligible to volunteer or will not clear. For more information about clearance ineligibility, please visit <https://www.ctc.ca.gov/credentials/fee-and-fingerprint>.

- All students will submit a recent TB Test Form and copy of their ID or driver license to the school site or district and/or college, as requested by the institution.

CLASSROOM/PLACEMENT RESPONSIBILITIES

- Contact the coordinator of the assigned placement site in a timely manner and follow up in person
- Keep a consistent schedule and notify the classroom teacher in advance of absences
- Dress according to the dress code of the placement site
- Learn the names of students in the class
- Adhere to the teacher's classroom management and routines
- Follow instructions of LBCC professor for structured assignments
- Complete a minimum of 45 hours in the field in one semester for EDUC 20, 10 hours in the field for EDUC 10, or 15 hours in EDUC 130
- Submit all course assignments related to fieldwork to the LBCC professor
- Complete all Tomorrow's Teachers forms and submit copies to the professor
- Contact the LBCC Reading and Teacher Preparation Department with any concerns

WHAT LBCC STUDENTS MAY DO

- Assist with small groups of students
- Assist individual students
- Assist with cooperative learning activities in reading, writing and math
- Listen to students read aloud
- Read aloud to students
- Ask questions and lead discussions
- Review lessons

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- Clarify instruction
- Monitor students and encourage behavior to stay on task
- Help students with their writing (i.e.: editing, revising, etc.)
- Assist with tutoring
- Notify the classroom teacher of students' needs and concerns
- Assist students with organization and study skills
- Assist with skill development and practice of skills
- Monitor and assist students with an assignment while the classroom teacher works with a small group

WHAT LBCC STUDENTS MAY **NOT** DO

- Be left alone with students
- Attend a field trip
- Become a student's friend
- Keep a journal in class
- Grade papers; enter grades
- Make copies or prepare classroom materials
- Design or present lessons
- Run non-instructionally related errands

NOTICE

- The required fieldwork hours must be completed and verified to complete EDUC 10 and EDUC 20 courses with a passing grade. A satisfactory fieldwork final evaluation must also be earned.
- A student who does not follow the policies and procedures noted in this handbook, in the course syllabus, as well as in the participating school district's policies and procedures may receive an unsatisfactory fieldwork final evaluation and/or be asked to end their participation in fieldwork with that district. Therefore the student will not earn a passing grade in the course.
- Universities typically require a passing grade of an A or B along with completion of all required fieldwork hours including a satisfactory fieldwork final evaluation in order to give full credit for the course.

Tomorrow's Teachers Faculty

THE LBCC TOMORROW'S TEACHERS OFFICE AND/OR FACULTY WILL

- Visit schools/districts/community organizations requesting partnership with LBCC
- Evaluate the educational environment of the site in accordance with the mission of Tomorrow's Teachers and establish partnerships with schools, districts, and community organizations that are in line with the LBCC students' academic study
- Support certification of Tomorrow's Teachers students' clearance: TB test, Fingerprinting, Volunteer Information including emergency contact
- Conduct site visits and maintain communication with site personnel, as needed
- Provide and maintain documentation related to the field placement

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Documentation

FIELD PLACEMENT CONFIRMATION

Completed by the LBCC Tomorrow's Teachers student and coordinator at the school site, signed by the supervising teacher. The Tomorrow's Teachers student turns in complete form to their LBCC professor following the *first visit* to the school.

FIELDWORK HOURS VERIFICATION

Completed by the LBCC Tomorrow's Teachers student throughout the semester of assigned fieldwork. The student will note the date, time in and out, and get the cooperating teacher to initial it at the time of each school visit. After completing the required hours of fieldwork, the student and cooperating teacher will both sign the form to verify the accuracy of the form. In the case of virtual fieldwork, electronic signatures or other verification will be required.

FINAL EVALUATION

Completed by the supervising teacher during the final week of the LBCC Tomorrow's Teachers student's work in the classroom. The LBCC student turns in the form along with the Fieldwork Hours Verification to their LBCC professor upon completion of the rotation.