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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. This is a state requirement for these courses.

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 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 classroom, preferably an inclusive classroom, in a core academic area (not departmentalized, special education, computer labs, after-school programs, 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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TOMORROW’S TEACHERS

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.

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 20 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
LONG BEACH CITY COLLEGE
TOMORROW’S TEACHERS

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.
  
  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 or 10 hours in the field for EDUC 10
- 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
- Clarify instruction
- Monitor students and encourage behavior to stay on task
LONG BEACH CITY COLLEGE
TOMORROW’S TEACHERS

- 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
- Observe only in EDUC 20
- 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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TOMORROW’S TEACHERS

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.

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.
Long Beach City College
Tomorrow’s Teachers
Teacher Preparation Program
Field Placement Confirmation

This form is to be submitted to Tomorrow’s Teachers within 1 week of start date.

LBCC Student ______________________________ LBCC ID# ______________________________

LBCC Email ______________________________ Phone ( _______) _________________________

Course □ EDUC 10 □ EDUC 20 Section # ________________ Semester/Year ________________

My fieldwork schedule: Indicate days and times that you are scheduled to volunteer in the classroom:
____________________________________________________________________________

If you are employed at this school site, indicate your work schedule below. If not employed, write “N/A”.
____________________________________________________________________________

School Information:
District______________ School ___________________________ Grade Level___________
Principal ___________________________ School Phone ( _______) _________________________

Tomorrow’s Teachers Site Coordinator ______________________ Check if same as principal _____
Cooperating Teacher’s name and email address ______________________________________

Conditions for Field Placement:
• LBCC Student will work directly with TK-6 (EDUC 20) or TK-8 (EDUC 10) students in urban classroom settings. However, LBCC Students may not be left alone with students, become a student’s friend, nor attend a class field trip.
• School has a diverse student population in terms of language, culture, gender and socio-economic background.
• Cooperating teacher has a professional teaching credential with a minimum of 3 years teaching experience.
• LBCC Student has no relation to Cooperating Teacher.
• School and/or grade level is different from prior rotations.
LBCC Course Requirements:

EDUC 10
LBCC Student will participate in a regular, self-contained, inclusive TK-8 core academic classroom for **10 hours of fieldwork**. (Not in a departmentalized or special education, computer lab, after-school program, etc. setting.)

EDUC 20
LBCC Student will participate in a regular, self-contained, inclusive TK-6 core academic classroom for **45 hours of fieldwork**. (Not in a departmentalized or special education, computer lab, after-school program, etc. setting.)

Signatures:
Signatures indicate that the LBCC Student named above has been accepted for the designated school placement and that the Conditions for Field Placement have been met, including those noted in the LBCC Tomorrow’s Teachers Handbook. Handbook copies are distributed via email to site coordinators upon request and are available online at [https://www.lbcc.edu/teacher-preparation](https://www.lbcc.edu/teacher-preparation).

<table>
<thead>
<tr>
<th>Signature of Principal or Site Coordinator</th>
<th>Date</th>
<th>Signature of Cooperating Teacher</th>
<th>Date</th>
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</thead>
</table>

Signature indicates that the LBCC Student has completed this form accurately and has reviewed the LBCC Tomorrow’s Teachers Handbook and Education course syllabus for the course noted on the form. This includes agreement to abide by the policies, procedures, course and fieldwork expectations and guidelines described in the handbook and syllabus. I understand that CSU typically accepts coursework with a passing grade of A or B and completion of all required fieldwork hours including a satisfactory fieldwork evaluation by the cooperating teacher.

<table>
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<tr>
<th>Signature of LBCC Student</th>
<th>Date</th>
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Notice: This form is for Tomorrow’s Teachers use only. Use of this form is allowed only after placement is given to students by Tomorrow’s Teachers with Department of Justice clearance/Livescan and TB testing is on file with LBUSD and/or Certificate of Clearance has been authorized by the CTC.
Long Beach City College Tomorrow’s Teachers  
Teacher Preparation Program

**Fieldwork Hours Verification Form**

LBCC Student: ________________________________ LBCC ID: __________________

District: ____________________ School: ____________________ Grade Level: ________

Cooperating Teacher: ______________________ Semester/Year: ____________ Course: __________

*EDUC 10 requires 10 hours of Fieldwork while EDUC 20 requires 45 hours of Fieldwork*

Schedule: Monday _______ Tuesday _______ Wednesday _______ Thursday _______ Friday _______

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Teacher Initials</th>
<th>Total Hours</th>
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<tbody>
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Grand Total Hours: ____________  *if more pages are needed, be sure each page is signed*

Date ____________ Cooperating Teacher’s Signature __________________________________________

Date ____________ LBCC Student’s Signature ________________________________________________
Long Beach City College Tomorrow’s Teachers  
Teacher Preparation Program  
FINAL EVALUATION

LBCC Student Name: ____________________________  LBCC ID: ____________________________

Semester/Year: _______  Completed Total Hours: _____  Cooperating Teacher: ____________________________

District: _______________  School: ____________________________  Grade Level: _______________

Please evaluate the pre-teacher candidate by circling the appropriate performance expectations or unacceptable behaviors that apply under Met or Not Met. Please support the evaluation with comments and/or recommendations.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Met Performance Expectations</th>
<th>Not Met* Unacceptable Behaviors</th>
<th>Comment(s) and/or Recommendation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professionalism</strong></td>
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<tr>
<td>Promptness</td>
<td>Timeliness in first contact; Punctuality in attendance. Consistency in schedule and work;</td>
<td>Delay in time of start; Late arrival more than 2x’s.</td>
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<tr>
<td>Responsibility</td>
<td>Adheres to the Tomorrow’s Teachers Handbook.</td>
<td>Inconsistent and/or undeveloped calendar of attendance.</td>
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<tr>
<td>Honoring school setting</td>
<td>Compliance with school policies; Displays legal and ethical conduct; and, observing confidentiality at all times.</td>
<td>Unawareness of procedures; Disclosure of private information (all media)</td>
<td></td>
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<tr>
<td>Representing LBCC</td>
<td>Respectful in professional language, behavior, and appearance. No use of social media in the schooling context at any time.</td>
<td>Lack of respect, improper language, demeanor, or appropriate dress; exposing students to social media.</td>
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<td><strong>Competencies</strong></td>
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<td>Communication Skills</td>
<td>College-level language in email, phone contact, and in person.</td>
<td>Inadequate language.</td>
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<td>Working with Diverse Populations</td>
<td>Demonstrates insightfulness for all students, various backgrounds, abilities, and orientations.</td>
<td>Disregard of individuals with different backgrounds, abilities, and orientations.</td>
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<tr>
<td>Collaboration</td>
<td>Willing contribution to classroom environment and learning opportunities.</td>
<td>Lack of interest in learning; Uninvolved.</td>
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<tr>
<td>Knowledge</td>
<td>Application of course content and best practices; reflection on learning.</td>
<td>Lack of reflective practice and/or application of learning.</td>
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**FINAL EVALUATION** (Please circle one for overall recommendation):  MET          NOT MET

Signature of Cooperating Teacher_________________________________________Date________________

Please review this non-confidential evaluation form with the pre-teacher candidate. The candidate is to sign the form to indicate completion of fieldwork and is required to turn in the completed and signed form to Tomorrow’s Teachers.

Signature of Pre-Teacher Candidate_______________________________________Date_______________

My signature acknowledges that I have read and understood the above evaluation. If any criteria have not been met, I will submit a written reflection detailing my next steps to address the stated concerns.