

**HANDBOOK
FOR
PARTICIPATING
TEACHERS**

**What Can I
Expect An
Apprentice To Do?**

**TEACHERS COLLEGE
Henderson State University**

(Revised: Fall 2009)



HENDERSON
STATE UNIVERSITY

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Dear Educator:

Thank you for agreeing to participate in Henderson State University's early field experience for education majors. We value your knowledge, expertise, and leadership as you work with future educators.

A major goal of Teachers College, Henderson State University is to provide students with professional classroom experiences before they begin their professional semester. Each student is required to complete at least thirty hours of participation in and observation of classroom activities.

Please review this handbook in its entirety. It has been prepared with great thought, hoping to alleviate any questions you may have concerning your responsibilities as a participant in this program. Expectations for Henderson's students are high; therefore, we do our best to give them quality instruction and leadership, as well as meaningful field experience. The forms included in this booklet are to assist you in documenting and evaluating the apprentice.

Again, your valuable contribution to the professional growth of our students is greatly appreciated. Please contact my office at (870) 230-5203, HSU Box 7621, or e-mail me at bentonb@hsu.edu if you have any questions, suggestions, or concerns.

Sincerely,

Brandie Benton

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DEFINITION OF TERMS

Field Experience Observation/Participation Form— A record of observation and participation in the classroom completed by the teacher apprentice and verified by the participating teacher. Verified forms must be returned to the college instructor promptly.

Apprentice Teacher— A Henderson State University student who is enrolled in any EDE/EDU course that requires observation and/or participation in a public school. The student is expected to complete a minimum of 30 hours of observation and participation in a public school setting before the professional semester.

Participating Teacher— A licensed teacher from an accredited Arkansas public school who guides a Henderson State University apprentice teacher through meaningful classroom observation and participation experiences.

APPRENTICE TEACHER CONDUCT

In order to promote and maintain the good working relationship that Teachers College, Henderson State University has with participating schools, apprentices are expected to conduct themselves in a professional manner. Teachers College, Henderson has the following expectations of apprentices. They are to:

1. Call the principal's office to make an appointment for their initial visit.
2. Introduce themselves as an apprentice from HSU and listen carefully to the expectations of the participating school.
3. Follow the school's procedures for checking in and out of school.
4. Live up to their commitment, be on time, stay the agreed upon number of hours, and make themselves available to assist the teacher when asked.
5. Dress in a professional manner and adhere to school dress code – no hats, cut-offs, revealing clothing, clothing with inappropriate slogans, etc.
6. Notify the principal if for some genuine reason they cannot keep an appointment and ask the principal to notify the teacher.
7. Make arrangements to make up the missed time at a later date.
8. Keep information about student behavior and performance confidential.
9. Accurately record their hours, ask the teacher to sign for confirmation, and return the form to the college instructor.
10. Assure the teacher that they are there to participate – not just to observe.

ATTENTION – Apprentices are expected to abide by your school's codes and policies. They are to respect the fact that they are guests in your classroom and that they have no authority to discipline students or interfere in any way with the running of your classroom. If apprentices act in an unprofessional or unbecoming manner, you are under no obligation to invite them to participate. Please notify the Office of Teacher Education Admissions/Clinical Experiences (870-230-5330) immediately if an apprentice is behaving in an inappropriate manner.

ANTICIPATED APPRENTICE OUTCOMES

The apprentice will:

1. Infer how teachers plan and organize content knowledge for student learning.
2. Analyze teacher rapport with students.
3. Observe classroom management procedures.
4. Determine ways to manage student behavior.
5. Observe arrangement of physical space safety and learning.
6. Analyze teacher communication skills.
7. Observe questioning and discussion techniques.
8. Observe techniques for monitoring student understanding.
9. Observe feedback to assist student understanding.
10. Notice teacher efforts to modify and differentiate instruction to accommodate all learners.
11. Observe professional relationships among teachers and support staff.
12. Reflect of classroom observation.

ACTIVITIES IN WHICH THE TEACHER APPRENTICE MAY PARTICIPATE WHILE IN THE PUBLIC SCHOOLS

1. Direct opening exercises (call roll, record tardies, etc.)
2. Make copies of instructional materials
3. Prepare lesson plans, experiments, instruction, etc.
4. Prepare bulletin board
5. Grade papers/ record grades in grade book or on disk
6. Read to a group or an individual
7. Help individual students with seat work
8. Monitor a test
9. Listen to a student read
10. Read aloud or tell a story
11. Attend a parent/teacher conference
12. Check out library books to be used by students in the classroom
13. Set up a learning center
14. Arrange for a speaker to come to class or help organize a class field trip
15. Make a seating chart
16. Help with arts and crafts
17. Assemble supplementary materials for a lesson (pamphlets, maps, periodicals)
18. Assist with duty (bus, lunch)
19. Work with small groups on assignments