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Course Description
This course includes 30 hours of observation and tutor-aide experience in elementary and secondary classrooms. This course is a co-requirement with Ed 2121 and is a prerequisite to consideration for admittance to teacher education programs.

Required Text
No required text, however class participants will utilize information from the Ed 2121 text, *The Act of Teaching* in their reflections related to school field experiences. This text IS REQUIRED for the corequisite course, Ed 2121: Introduction to Education.

Course Goals
Through classroom observation and interaction students will:
1. Reflect on teaching as a career based on tutoring, observing, reading, and discussing.
2. Observe, analyze, and reflect on classroom life from a new perspective.   (Minnesota Standards 3, 9, 10)
3. Analyze and apply understandings of curriculum, planning, instruction, assessment, and classroom management in school contexts

Attendance Policy
The 30 hours of classroom observation are arranged with the cooperating teacher in the elementary and secondary school. It is important to complete the hours as arranged. If illness or other urgent factors will keep you from fulfilling your arranged time, it is your responsibility to contact the cooperating teacher to inform him or her of your absence. Unexcused absences or excess absences are grounds for an "N" grade in this course. All hours must be completed and hours above and beyond 30 are *strongly encouraged*. Create your schedule in cooperation with the classroom teacher and make sure to follow it so that all hours can be completed. IT IS STRONGLY RECOMMENDED that your schedule be REGULAR—for example, 3-4 hours per week every week. Your cooperating teacher and students will appreciate a reliable schedule and knowing when you will be in the classroom. This regular and reliable schedule helps you to complete the required assignments with the assistance of your teacher and helps you to form relationships with the students in your classroom.

Tutor Aide Experience
Students complete a **minimum** of thirty (30) hours of successful tutor-aide experience at the elementary or secondary level. Ed 2111 is graded on a satisfactory/not satisfactory (S/N) basis. Satisfactory completion is determined as noted. YOU MUST PASS ALL COMPONENTS LISTED BELOW TO RECEIVE AN "S" GRADE FOR THE COURSE.

- o   *Observation Record:* Complete the Observation Record DAILY (every day that you observe in schools). The observation record can be found at the web site listed above and the instructor will email a fillable form to students. The instructor will ask that you bring your observation record to class approximately every 3-4 weeks for review and the entire record will be submitted at the end of the experience.

- o   *Tutoring and Teaching:* During the weeks that you spend in the field, you should complete at least one activity assisting students individually in the classroom; you should implement one small group activity (the activity may be something you devise or that you implement to assist your cooperating teacher); you should implement one large group/whole class activity (talk to your cooperating teacher about what would be most appropriate—this does not necessarily mean implementing an entire lesson, though if you are ready for this and your teacher approves, you may do so). The purpose of this assignment is for you to work with multiple groupings of students and to display your initiative and enthusiasm related to interacting with children and adolescents.

- o   *Technology Inventory:* Complete the technology inventory available on the Ed 2121/Ed 2111 web site. This inventory will require you to have conversations with your cooperating teacher related to technology resources available in the school and the ways in which teachers in your school utilize and integrate technology. This assignment is graded pass/fail. If you fail, you must revise and resubmit.

o *Context Paper:* This paper is due in the Ed 2121 course and the grade counts in that course grade. However, you may find it useful to talk with your teacher and use your school resources while in the tutor-aide practicum to complete this paper.

o *Tutor-Aide Evaluation:* A tutor-aide evaluation form will be completed and submitted by the cooperating teacher in whose room you completed your tutor-aide experience. In most cases the cooperating teacher submits the form in a timely manner. In cases where the evaluation does not reach the education office, your professor will work with you to assure that the teacher submits the completed form to the Division of Education. The evaluation should be submitted by the end of the semester. A final "K" grade, indicating a continuation in this course, will be recorded by the instructor until the evaluation form has been received.

Please read the University's grading policy found in the UMM Catalog for further information. If you have need of special services due to a physical disability, learning disability, or English as a second language, I will be happy to assist you. Please notify me of your special need in writing as soon as possible.

Grading for Ed 2111: Tutor Aide Practicum

There are three elements of the Tutor Aide: Observation Record, Technology Inventory, and Final Evaluation of Field Experience. All three components must be completed to receive credit. Additional reasons for not receiving credit for Ed 2111 include the following:

- If a student is asked to leave the field experience for any reason, he/she will not receive credit.
- If the hours are not complete (as certified by the time card signed by the cooperating teacher and observation record), the student will not receive credit.
- If an observation record or technology inventory is not submitted, the student will not receive credit.

When all elements are submitted and graded, the final grade of Ed 2111 must be C- or higher to receive an "S" score for this course.

Criterion	1 Poor	2 Acceptable	3 Good	Score
Observation Record: Timeliness	Observation Record was habitually late or was not submitted at each deadline; record does not include all hours	Observation Record was submitted at each deadline but was late at least once	Observation Record was submitted every time it was required; record was submitted on time	____x1=____
Observation Record: Quality	Observation Record contained extremely brief notes that were not reflective	Observation Record contained adequate notes about the field experience	Observation Record was thorough and detailed; the student was reflective in his or her observations	____x2=____
Technology Inventory	Technology Inventory was submitted late and/or had very brief discussion	Technology Inventory contained adequate discussion but was submitted late or Inventory was on time but discussion was brief	Technology Inventory contained excellent information and discussion and was submitted on time	____x2=____
Final Evaluation	Teacher's evaluation of student indicated that student is not ready for teacher education or should not continue in program or evaluation contained 2 or more "I" scores	Teacher's evaluation included no more than 1 area marked "I" and/or no more than 3 "N" marks; teacher marks "yes" for continuing in program	Teacher's evaluation included no areas marked "I"; 0-2 "N" marks were included; teacher marks "yes" for continuing in program	____x4=____
				Total:

"S"—PASS/CREDIT	"N"—FAIL/NO CREDIT
24-27=A; 22-23=B; 19-21=C	16-18=D; 0-15=F