Department of Curriculum and Instruction
ELED 371 Field Work in Elementary Education II (1 sh)
Spring, 2011

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             Fri. 8:00-9:00
Walk in or appointments welcome
Fax # 298-2800
Sections 1-4

Our Vision
The graduates will be empowered educational professionals deeply committed to continuous learning and the
empowerment of all learners.

Our Mission
The WIU Teacher Education Program empowers candidates to become educational practitioners who engage in
informed action that is grounded in knowledge and reflection; who are deeply committed to the highest standards of
professional practice; who are able to adapt to emerging social, economic, and cultural landscapes; who are skilled in
the use of technological tools that promote teaching and learning; and who are committed to empowering all learners.

Course Texts: Required:
HANDWRITING, a teacher training workbook  

Prerequisite: Acceptance into the Teacher Education Program and ELED 370 field experience  
This course is on WEBCT- westernonline.wiu.edu You may download needed time logs or evaluation forms.

Catalog Description: Field Work in Elementary Education II. (1-3, repeatable to 6). Clinical experience in elementary/middle level classrooms. Students explore and apply learning theories and practices as they observe and participate in daily classroom instruction. Transportation not furnished. Prerequisites: ELED 110, 170, 270, 370, departmental permission, fully accepted into the Teacher Education Program. Graded S/U only.

Sections 1-4, Days and Times:
Schedules are generally: am sections- 8:15-10:30 and pm sections - 12:30-2:45, one day each week for the entire semester. A minimum of 30 hours are required. You may have more than 30 hours if you attend all available days. Dates: January 24-May 5.
Times may be adjusted with the supervising teacher. If school is not held on your scheduled day, please make arrangements to make up the time on another day. A second possible day has been built into your schedule. You may also start earlier or stay later on a day to make up time. Work this out with your supervising teacher.

C or better statement: “In accordance with Illinois State Board of Education certification rules, all candidates seeking teacher certification are required by Western Illinois University to obtain a grade of “C” or better in all directed general education course, all core courses, and all courses in the option. Note: A “C-” is below a “C”.”

Course Objectives
Upon successful completion of this course, the elementary education candidate should be able to:

1. Identify learning theories that have been used to develop instructional activities in an elementary/middle school classroom.
2. Identify connections between activities conducted during the aiding experience and the Illinois Professional Teaching Standards, Elementary Education Content Area Standards, and/or concepts acquired in teacher education coursework.
3. Demonstrate a professional relationship with teachers, parents, students, administrators, and other school personnel, following the WIU Dispositions.
4. Teach two lessons, one lesson to a small group and one to the whole class. These lessons may be ones already planned by the teacher, as part of the curriculum in place.

Course Requirements
1. Become a Classroom Aide in an elementary/middle school classroom for a minimum of 30 hours distributed throughout the semester. The activities that you will participate in during this field experience will depend on the nature of the classroom to which you are assigned. Some examples of activities that you might engage in include: providing homework assistance; reading to
students; assisting students with literacy, math, science, or social studies assignments; providing reinforcement or enrichment activities; and assisting the classroom teacher with routine tasks such as grading papers, creating bulletin boards, locating instructional materials, etc. You are required to teach at least two lessons to the class. These may be lessons already planned by the teacher.

2. Notify the teacher/supervisor ahead of time if you are unable to attend a scheduled session, due to illness or a significant emergency and arrange to make up the time. Get the teacher’s contact information on your first day and give your contact information to the teacher. You should also email, text, or call your 371 instructor if you will be absent.

   The first time the teacher is not given prior notification or the absence is undocumented, the teacher education candidate will be required to meet with the 371 instructors. The second time, the candidate may be dropped from the Teacher Education Program. Attendance is the key in demonstrating your commitment as a pre-service teacher to the children with whom you are working.

3. Complete all sections of the ELED 371 log after each session. The classroom teacher must initial the log each day.

4. Submit the ELED 371 log to your instructor twice during the semester:
   - On or before March 11: Make a copy for your records. You will need it in order to keep track of your hours and to write the final paper. It won’t be returned to you.
   - On or before May 6: Final log due- total of at least 30 hours.

   ALL SECTIONS OF THE LOG MUST BE COMPLETED. A minimum of 30 hours must be documented when the second log is submitted. You may have more hours. You are expected to attend the entire semester.

5. Submit a 2 page typed (double-spaced) paper in which you discuss the following questions:
   a. What did you find most challenging about this experience?
   b. What did you find more rewarding about the experience?
   c. How have your views about teaching or working with elementary students changed as a result of your participation in this experience and actually teaching a lesson to the children?
   d. What best practice examples did you observe being used to create and implement instruction in the classroom? What specific activities did you participate in that reflected these practices?
   e. What did you do to show initiative?
   f. Reflect on the lessons you taught. What went well? Where might you improve?
   g. Was the handwriting workbook helpful? Did your handwriting improve?

   The paper is due on or before May 6. The paper should be error free.

6. Complete the Handwriting practice book and turn in by March 11, so there is time for your official certificates to be ordered. This handwriting course may be completed at your own pace during the first half of the semester. The purpose is to give you a working knowledge of one handwriting method used in many schools in Illinois. You may have to provide
a writing sample when applying for a teaching position. You will certainly be modeling writing in class and when writing notes to children and parents, when you become a teacher. The workbook contains information about possible errors children make in writing and ways to correct these errors. I will tear out the last page and send it to the author, so please do your best work on the final test pages. The author of the handwriting course will issue each of you a beautiful certificate of completion. You may already have knowledge about D’Nealian or other handwriting programs, but this training and knowledge may be sited in your future resume under “Professional Development”. I will let you know when the certificates arrive, and you may pick up your workbooks and certificates at that time. For other writing resources for children go to: www.upub.net

7. Consistently display professional behaviors as outlined in the WIU Teacher Candidate Dispositions, including collaboration, honesty/integrity, respect, commitment to learning, emotional maturity, and responsibility. (http://www.wiu.edu/CPEP/PDF/DispositionCheck%207-2010.pdf) In addition to demonstrating these dispositions, you are expected to fulfill the following responsibilities:

a. actively participate in the field experience;
b. follow the teacher’s instructions and complete assigned tasks;
c. follow all school procedures and policies;
d. maintain confidentiality (discussions of your work with or observations of elementary students should only be conducted with the classroom teacher and, when needed, the WIU instructor);
e. demonstrate initiative by not waiting for the teacher to direct every action;
f. display a positive and supportive attitude that reflects your desire to assist students and the classroom teacher;
g. provide appropriate assistance to students; accept constructive suggestions graciously

h. arrive on time; attend regularly on your scheduled day
    i. dress appropriately (when in doubt observe how the other school personnel dress and dress accordingly). Tight (shirts or pants), revealing or wrinkled clothing, or jeans are not acceptable. Visible tattoos and/or more than one set of pierced earrings or other piercings are not permissible. If you believe there may be a problem, please talk with your instructor.

Please follow the guidelines of only two piercings, one in each ear, no visible tattoos and dress code.

Course Evaluation
This course is graded S/U. To receive a “Satisfactory” grade for this course, the following requirements must be met:

1. Documentation of the minimum of 30 hours of aiding

2. Submission of a “satisfactory” log (March 11; May 6.)
   (Turn in at HH #48 or HH #69. Labeled folders will be there for submission.)
   a. All sections of the log are completed.
   b. The “time in” and “time out” sections for each date listed on the time log are initialed by the teacher or supervisor of the experience.
   c. A minimum of 30 hours of activities are recorded on the logs.
   d. Appropriate connections to the teacher preparation program are listed for each day.
e. The log is submitted on or prior to the assigned dates.
f. **Put a star by lessons you taught.**

3. **Submission of the 2 page typed paper (by May 6.)**
   (Turn in at HH #48 if I’m there, or HH #69 at any time. Labeled folders will be there for submission.)
   a. Questions a-g are adequately discussed.
   b. The paper is appropriately paragraphed.
   c. The paper does not contain spelling, usage, or sentence construction errors.

4. **Satisfactory submission of your writing practice handbook by March 11.** This will be handed back to you before you turn in your final log and paper. **Students must turn in carefully written workbooks & will receive a certificate.** Turn in at HH #48, if I’m there, or HH #69 any time. The secretary will put it in my mailbox.

5. **Satisfactory evaluations by field experience supervising teacher and 371 instructor** (demonstration of professional dispositions and fulfillment of responsibilities). The teachers may choose to mail, fax, or email their evaluations of student aides. **If the teacher sends it with you, it must be turned in with your final time log and paper by May 6.** If there is an “NI” indicating a need to improve on the evaluation, you must meet with your instructor to discuss it. This is for the purpose of addressing any possible problems in 470 and is **required to earn an “S” for 371.**

6. **A THANK YOU NOTE to your supervising teacher and her class** will be handwritten in the Zaner – Bloser style (used in the writing workbook and in the Macomb schools). This note will contain at least three things you learned and /or appreciated about your 371 aiding experience with the teacher and children. The note will be free from grammatical, spelling, and punctuation errors and will be neatly written. **A photocopy of your note will be stapled to your final paper. Spelling Note: You are an “aide”, not an ”aid”.”**

   Teachers must write handwritten notes on a daily basis to parents, and it is so important that those notes be neatly written and free from errors. This will be good practice for you and also will be greatly appreciated by your teacher. The students will be thrilled to get a note from you as you leave. They will hang it up in the room, so model your best writing!

7. Fill out the evaluation form of your ElEd 371 experience and turn it in with your time logs. There is a copy with your syllabus, and it is also available on Western Online.

**Cell and camera phones must be on “silent” or turned off while in Field Experiences. No pictures may be taken of students without permission from their parents or guardians. TEXTING IS NOT ALLOWED.**

ADA Policy- According to University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for accommodation. It is imperative that the student take the initiative to bring such documentation of need to the instructor’s attention, as he/she is not legally permitted to inquire about such needs of students. Students who may require special assistance in emergency evacuations (fire, tornado, etc) should
contact the instructor for proper procedures. Students should contact **Disability Support Services at 298-2512** for additional information. Students with disabilities who request classroom accommodations must establish a file in the Disability Support Services office. Only students with a file will receive accommodations. All information will remain confidential.

**Student Rights and Responsibilities:** For official university policies please see: [http://www.wiu.edu/provost/student/](http://www.wiu.edu/provost/student/)

A letter of concern may be submitted if a student fails to demonstrate Teacher Candidate Dispositions put forth by the University Teacher Education Committee (honesty/integrity, responsibility, commitment to learning, respect, collaboration, emotional maturity, fairness, and belief that all students can learn). The disposition checklist can be found at this address: ([http://www.wiu.edu/CPEP/PDF/DispositionCheck%207-2010.pdf](http://www.wiu.edu/CPEP/PDF/DispositionCheck%207-2010.pdf)

Directions to and phone numbers for participating schools:

**Lincoln Elementary (grades K-3):** NE side of Macomb. Go east on Jackson. Turn left on Bonham (North) to 315N. Bonham. 833-2095.

**Edison School (grades 4-6):** SE side of Macomb. Go east on Jackson. Turn right on Pearl ((South) to 521 S. Pearl. 837-3993.

**Macomb Jr./Sr. High:** SW side of Macomb. From E. Jackson turn South on Ward St. (between Hardees and Wendy's). When you get to Grant St., turn left (East) on Grant. Turn right (South) on Johnson Rd. (by Mac Arthur Preschool Building) and then left into Jr./Sr. High parking area. 21525 S. Johnson. 833-2074. Please take your WIU ID with you.

This is required of you, so please don’t forget:

On your first day in the classroom, give the teacher your email/phone # so you can be contacted in case of changes in the school day. (field trip; early out; day off)

Please put the school phone number or other teacher contact numbers in your phone for emergency notification purposes, so you can contact your teacher as soon as possible if you are sick and can’t attend on your scheduled day. PRIOR notification is a MUST.

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**Dates to remember:**

March 11-
First time log is due
Handwriting workbook is due- The final 2 pages must be completed to send to the author.
You can pick up your workbook and certificate from the cart outside my office #48A when the official certificates arrive. I will notify you by email.

May 6-
1. **Final time log** is due

2. **Teacher Evaluation** must be turned in by the student or sent in by the teacher.

3. **Final paper** about your experience of aiding/teaching is due.

4. **Thank you note** – A photocopy of your original handwritten letter to the teacher and class

5. **Your own Student Evaluation of the 371 program experience** is due. It is stapled to your Syllabus, or it is available on Western Online.

Please staple all of these papers together before turning them in.

Answers to frequently asked questions:

**What if I miss a day?**

When the school is closed for a holiday, you must arrange to make up the hours missed. You may want to stay an extra 30 minutes on a few days to add some time in case this happens, or come on another day. You should have your instructor’s & supervising teacher’s phone # and email address where you can use them if you need to cancel. Remember too, that absences need to be documented. If you have one undocumented or failure to notify absence, you will be required to meet with your instructors. The second absence that is undocumented or the second absence that you fail to notify your teacher and instructor ahead of time, may result in an “unsatisfactory” grade. In case of an emergency situation or extended absence, you may call **Student Development and Orientation, 298-1884, Seal Hall 301**. They will inform all your instructors of the emergency and ask for special consideration for you. Your professors are willing to work with you, but you need to be proactive. If at all possible, do not wait until after you have missed classes to contact them and ask for consideration. **If all requirements are not satisfactorily met before the end of the semester, the field experience will have to be repeated the following semester.** This will add a semester to the program.

**What if I have more than 30 hours before the end of the semester? What if I have fewer than 30 hours?**

This is a semester long course. If you finish your 30 hours before the semester is over, you must continue to attend until the week ending May 6. **30 hours is the minimum number of hours required**, but you may have any number of hours above that. If you do not have at least 30 hours, you
will receive an unsatisfactory grade. The course may be taken again the following semester, but be aware that it will probably add a semester to your program. Keep track of your hours throughout the semester. If you have a prolonged absence, arrange the make up time with your instructor and supervising teacher as early as possible. We are happy to work with you, but you should be proactive and not wait until the semester is almost over to try to make up hours. Fridays may be optional make-up days.

What if I have personal problems that make it difficult to attend or turn in my work on time?

Your professors are here to work with you. No problem is new, too large, or too small. Talk to them right away. Explain whatever information you feel comfortable sharing. Failing to attend classes or turn in work without explanation demonstrates a lack of commitment to the Teacher Education Program and the WIU Dispositions. Remember that being an excellent student academically and being able to work well with children isn’t all you need to be a good teacher. You must also show commitment to integrity, responsibility, and the other WIU Dispositions. The Dept. holds pre-service teachers to a high standard. As teachers, you will affect the lives of hundreds of children during your career, and you will represent the WIU Teacher Education Program in every school district with whom you come in contact.

If you have personal problems, remember too, free counseling is available to students at the Counseling Center: 298-2453.

Where do I turn in my time log, paper, and handwriting notebook?
For your convenience there will be labeled brown expanded file folders on a cart outside of HH #48 and just inside the door of HH #69. (HH#48 is closed sometimes because we are out observing Block students.) You will also receive reminders by email prior to the due dates.

What if the teacher has me grading and running off papers, and I don’t have connections to make on my time log?
Teachers who sign up for aides have been informed that WIU Aides should be spending the majority of their time working with students. They also have a copy of the time log and syllabus. Some time may be spent doing clerical tasks like grading or running off papers; however, most of your hours must be spent with children, in order to fill out your log and tie what you are doing to your class work here at WIU. If there is a problem with this, you may show your log to the teacher and ask if you may have a child or group of children to work with that day. I have found that teachers may have just forgotten about the requirements or may just be extremely overloaded with work and the extra clerical help needed is a temporary situation. They are more than willing to accommodate your needs when you ask. If you need assistance with this, I will be happy to speak with the teacher or send out a general reminder.
What if I have “NI” marked on my evaluation for areas that need improvement?
When this happens, your instructor will require you to make a personal appointment to discuss these areas, in order to help you plan for a successful Block experience. This meeting is mandatory in order to receive a satisfactory grade in EIEd 371. Please take all constructive suggestions seriously, but not personally. Instructors and supervisors want you to succeed in all your future teaching experiences.

I am an America Reads Volunteer. May I count these hours for Aiding? No.

Please follow the guidelines of only two piercings, one in each ear, and no visible tattoos. If there is a dress down day where jeans are appropriate, the jeans must not be ripped, tight, or low rise, where skin can be seen when sitting down.

If you have any concerns during the semester, please contact your instructor immediately. We want this to be a positive and meaningful experience for you. We will not meet again as a class this semester. We will be in contact by wiu.edu email. We can also meet individually by appointment, and the instructor will make site visits to the schools. Remember to accept constructive criticism or suggestions graciously. Teachers have your success and best interest at heart.

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- Teacher Evaluation must be turned in by the student or sent in by the teacher.
- Final paper about your experience of aiding/teaching is due.
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- Your own Student Evaluation of the 371 program experience is due. It is stapled to your Syllabus or available on Western Online.

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