

COURSE OUTLINE

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| <u>EDU 210</u> | | <u>Education Field Service</u> | | <u>6</u> |
| Course Number | | Course Title | | Credits |
| <u>0/week</u> | <u>0/week</u> | <u>15-20 hours/week</u> | <u>0/week</u> | <u>15</u> |
| <u>weeks</u> | | | | |
| Class or Lecture Hours | Laboratory Work Hours | Laboratory, Shop, Studio or Clinic Experience | Work Experience Hours | Semester Length |
| <u>Not Applicable</u> | | | <u>Not Applicable</u> | |
| Performance on an Examination/Demonstration | | | Telecourse | |

Required Materials:

Reference Liberal Arts Division booklist

Catalog Description:

An internship of 15 – 20 hours per week in a New Jersey school approved by the coordinator of the Education/Special Education Assistant program. The student performs the duties of an education assistant under the supervision of cooperating teachers. Assignments to schools are made on the basis of the student's interests and occupational goals. Arrangements should be made during the preceding semester. Spring offering.

Latest Review: Spring 2004

Prerequisites: Minimum C grade in EDU109 and SOC104, or minimum C grade in EDU102 and EDU 201, and divisional permission.

Co-requisites: EDU 211

Course Coordinator: Dr. Marianne C. Reynolds

I. General Description of Responsibilities

Education Assistants work under the supervision of certified teachers. They perform instructional duties such as planning, preparing materials, tutoring, and small group instruction. Although the main emphasis of our program is on instructional tasks, education assistants would also develop proficiency in monitorial, clerical, technical, and housekeeping responsibilities.

Duties Should Include:

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| <u>Monitorial</u> | Minor discipline of students Supervision of study halls |
| <u>Technical</u> | Operation of basic media equipment such as VCRs, overhead projectors, recorders, computers, etc. |
| <u>Clerical</u> | Operation of basic office machines such as copy and mimeograph machines. Recording grades for teachers |
| <u>Housekeeping</u> | Taking proper care of instructional materials |
| <u>Instructional</u> | (Main Emphasis) Small group instruction Individual tutoring Help with individual projects Administration and grading of tests Actual teaching of small and large groups, under the supervision of the teacher |

II. General Objectives

1. The student will gain first-hand experience in the classroom.
2. The student will develop skills in teaching subject matter, under the supervision of the teacher.
3. The student will gain experience in small group interaction with pupils and will develop skill in individual tutoring.
4. The student will develop skill in the use of office machines and other clerical tasks.
5. The student will develop technical skills in the use of audio-visual equipment and materials.

III. Field Experience Supervision

Supervision of the experience is carried out by the coordinator of the program. Each student is observed in the actual setting of the field work. Supervision consists of: interviewing students to ascertain special interests and the school system and grade level of their choice; actual placement in the school system by written letters to the school districts and written agreements which the schools might require; verification of placements before students begin; attending meetings and conferences called by school principals who wish to discuss the program with the MCCC coordinator; observations of students with private conferences following the observation (done privately with the cooperating teacher and the student); follow-ups on the progress of the student and suggestions pertaining to special difficulties.

Students are to keep a journal of all activities. The journal must give evidence of serious reflection concerning philosophies of education, differing school systems, methodology, and behavior of students and teachers. Courses taken to prepare for the field experience would be related to the experience.

After entering the classroom situation, students will be asked to write goals and they will evaluate these goals at the completion of the field work. Students will also be asked to periodically evaluate their own work and request suggestions for improvement from the supervisor, other in-service students, and the cooperating teacher.

IV. Evaluation

Approximate percentage breakdown for grades:

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|---------------------------------------|-----|
| Journal..... | 20% |
| Observations and Conferences..... | 40% |
| Cooperating teacher's evaluation..... | 30% |
| Child study..... | 10% |