

Spring 2008
HDPE 102 Para I
OBSERVATION INFORMATION CLASS MEETINGS & ASSIGNMENT DUE DATES
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1/16 – Class Meeting – sign up for intramural placement
1/23 – Class Meeting – sign up for high school observations
1/30 – Class Meeting – information in writing your written summaries & data collection

BEGIN HIGH SCHOOL OBSERVATIONS WEEK OF January 28th – February 8th

February 13th - Class Meeting – HIGH SCHOOL OBSERVATIONS RAW DATA & SUMMARIES DUE

BEGIN MIDDLE SCHOOL OBSERVATIONS

CJMS Middle School – Begin on Feb. 19 – Feb.29 – 2 observations

Sacajawea Middle School – Begin Week of Feb. 19– Feb 29 - 2 observations

March 5 – Class meeting – MIDDLE SCHOOL OBSERVATIONS RAW DATA & SUMMARIES DUE

BEGIN ELEM. SCHOOL OBSERVATIONS

MARCH 17 – April 4

April 9 – Class meeting – ELEMENTARY SCHOOL OBSERVATIONS RAW DATA & SUMMARIES DUE

PORTFOLIO DUE – April 9

IF FOR SOME REASON YOU NEED TO CONTACT ONE OF THE TEACHERS DO NOT LEAVE A LONG DISTANCE PHOPNE # - THEY ARE UNABLE TO RETURN LONG DISTANCE CALLS FROM SCHOOL – EMAIL THEM INSTEAD.

ASSIGNMENT INFORMATION

1. All observation sheets must be fully completed with the data you have collected – percentages when appropriate must be figured – ALL BLANK AREAS FILLED IN. Make sure you have the teacher sign your data sheet.
2. A written DOUBLE SPACED word processed summary of each of your observations will accompany the raw data. Write your thoughts about each observation separately – do not combine thoughts for all 4 observations in one paper but separate papers for each one. Include in this paper your reaction to the observations. SEE ATTACHED PAGE FOR HINTS ON WRITING THIS PAPER.
3. Late material will be penalized. Papers are due at the beginning of the class period.
4. Observations MAY NOT be rescheduled. If you miss an observation you will receive a FAILING grade for the one missed. IN CASE OF EMERGENCY CALL ME TO RESCHEDULE.
5. At either the high school or the middle school, one period of time before or after the class should be spent in the locker room and your reactions to this recorded in that set of data. Discreetly stand to the side, notice any locker room rules, how the teacher supervises this area, cleanliness of area, how towels are distributed or collected, the behavior of the students during this time.
6. If you happen to observe more than one substitute teacher, ask another teacher immediately of you might observe their class or reschedule the observation.
7. University guidelines for plagiarism and student misconduct will be adhered to in the collection of the data, the writing of the observation summaries and your attendance in the K-12 classes.
8. DO NOT SIGN UP LATE FOR AN OBSERVATION THAT WILL CAUSE YOU TO MISS OR BE LATE FOR ANOTHER UNIVERSITY CLASS.

PORTFOLIO – remember this binder will be added to as you complete each of the 3 para classes you will be required to complete during your undergraduate preparation at MSU. Do not misplace this binder. REMEMBER THIS WILL EVENTUALLY BE PRESENTED TO AN EMPLOYER – THIS SHOULD BE NEAT AND ORDERLY.

1. Purchase at least a 2-3 inch ring binder.
2. Create a section tab page with PARA 102 listed on the tab. Create section tabs for each of the headings listed under #3.
3. Create a table of contents – this is to be TYPED/WORD PROCESSED to include these headings with PAGE NUMBERS for each topic area.
 - a. High school data
 - b. High school summary of observations
 - c. Middle school data
 - d. Middle school summary of observations
 - e. Elementary school data
 - f. Elementary school summary of observations
 - g. Self evaluation of work in intramural program
 - h. Hours sign in sheet for intramural program
4. Section tabs for the above topics LABELED not numbered. These tabs should be purchased, not homemade.

5. Write name your name on the binder.
6. Label the pages for all on the documents submitted – see #3 above.

COURSE ASSIGNMENT CHECK OFF

1. Intramural hours signed by director.
2. Intramural self evaluation summary paper.
3. Intramural director's evaluation of your work with the program.
4. 4 high school observations – summary of each observation & data sheet of each one.
5. 4 middle school observations – summary of each observation & data sheet of each one.
6. 4 elementary school observations – summary of each observation & data sheet of each one.
7. Either middle OR high school locker room summary paper.
8. Class attendance – 20 pts. deducted for each absence.

*****If you fail to meet the minimum number of required intramural hours you will fail the course.*****