

BERKELEY SCHOOLS VOLUNTEERS

2020 Bonar Street, Suite 130, Berkeley, CA 94702 • 510.644.8833 • bsv@berkeley.net

GENERAL INFORMATION & COURSE REQUIREMENTS—ED 197 SECTION 2

Education 197 field studies through Berkeley Schools Volunteers (BSV) offers you the opportunity to volunteer in a Berkeley public school while earning academic credit. Assignments are made in Pre-K through 12th grade classrooms, libraries, after-school programs, and more. Some placements require fingerprinting (at no cost to you) or additional training; all offer valuable, rewarding experiences and can often be applied toward the Education Minor.

PRE-ENROLLMENT REQUIREMENTS—REGISTRATION & ORIENTATION PROCESS

Please ensure you have sufficient school day hours to volunteer before signing up for the course.

1. Register online with BSV as an ED 197 student.

<https://www.berkeleypublicschoolsfund.org/volunteer/becomeavolunteer/>

2a. New to BSV? Register for and attend a New Volunteer Orientation:

You **must** complete a BSV orientation prior to the UC Berkeley ADD/DROP deadline to be cleared to volunteer and remain in the ED 197 class.

2b. Returning to BSV? If you've registered (see step #1), attended an orientation, and have been screened, you're ready for a placement!

3. Add your class on Telebears: BSV will provide the CCN after steps 1 and 2 are complete. You are responsible for enrolling in the correct course with Telebears.

COMPLETING THE BSV APPLICATION FORM DOES NOT ENROLL YOU WITH UC BERKELEY.

If you decide not to enroll, change host teachers or wish to change the number of units, please contact BSV immediately. BSV must approve your supervising teacher(s) to ensure credit eligibility.

Reasons you might be dropped from the course:

We don't want to lose you, but BSV will ask UC Berkeley to drop you for the following issues:

- Failure to attend a BSV orientation before the UC Berkeley ADD/DROP deadline
- Failure to get fingerprinted through our office in a timely manner (if required for your placement)
- Failure to respond to our phone calls or emails



Berkeley
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Jumpstart their future

BUSD HOLIDAYS & STAFF DEVELOPMENT DAYS FOR FALL 2018

MONDAY AUG 27

First Day of School

MONDAY SEPT 3

Labor Day,
no school for students

MONDAY OCT 8

Staff Development Day,
no school for students

FRIDAY NOV 2

Staff Development Day,
no school for students

MONDAY NOV 12

Veteran's Day,
no school for students

NOV 19 – 23

Thanksgiving Holiday,
no school for students

DEC 24 – JAN 4

Winter Recess,
no school for students

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COURSE REQUIREMENTS

This course is PINP: No credit will be granted unless all requirements are met as outlined in this syllabus.

1. BSV attendance (new volunteers) or previously screened through BSV (returning volunteers).

If fingerprinting is required for your placement, this must be taken care of before you can be cleared to be on a BUSD campus.

2a. Volunteer your required hours with your Approved Teacher(s):

1 Unit = minimum 45 hours 3 Units = minimum 135 hours
2 Units = minimum 90 hours 4 Units = minimum 180 hours

Plan to volunteer regularly each week – teachers and students rely on consistent support. You must meet the minimum hours required for your unit(s) by your Final to pass the class – approx. 3 hours per week per unit. Please see holidays and BUSD calendar on the front page and adjust your volunteer schedule as needed.

3. Submit the following documents to be reviewed at your Final meeting:

A. Journal — a record of your experiences, observations, and questions for the semester, submitted electronically at least 2 business days before your Final Meeting.

B. Final Paper — a reflection and synthesis of your experiences as a volunteer, 3-4 typed pages per unit, submitted electronically at least 2 business days before your Final Meeting.

C. Time Sheet — signed and dated by your supervising teacher, original to be submitted at your Final Meeting.

Note: because this is a school field studies course, only school-related, teacher-supervised activities count toward your academic credits totals. Administrative work, travel, or other non-direct activities do not count toward the total hours. NO EXCEPTIONS.

4. ED 197 Final—by appointment only, meet at the BSV office by Tuesday of Finals Week to discuss your experiences and turn in your time sheet.

Failure to attend your scheduled final meeting or make alternate arrangements before **Tuesday** of Finals Week will result in a “NO PASS” grade. Grades are submitted as-is to the UC Berkeley Education Dept. on **Wednesday**.

5. Course evaluation survey—all students who sign up for ED 197 must submit an evaluation for the course.

6. A satisfactory evaluation of your work—evaluation reminders will be sent to your supervising teacher(s) by BSV. Please notify BSV immediately if you change host teachers.