UCSB Pre-Professional Volunteer Expectations

- Arrive on time.
- Every time you volunteer, check in at the front office before continuing on to your assigned classroom.
- On your first day, establish your volunteer schedule with your K-12 Mentor Teacher, and treat your commitment like you would a paying job.
- If you are completing hours for an ED course, you are expected to volunteer for all ten weeks of the quarter. You must complete separate hours for each ED course you are enrolled in. You may not count the same hours for two different courses.
- What you do in the K-12 classroom is up to your ED professor (if you are enrolled in an ED course) and your K-12 Mentor Teacher. If you have questions about your role in the classroom, please talk with your ED professor or Katie Blackwell.
- Ask your K-12 Mentor Teacher their preferred method of communication (phone, text, or email), and contact them directly if you are unexpectedly sick and cannot volunteer.
- Dress professionally and modestly at all times (no jeans, flip flops, or graphic t-shirts). Avoid any fragrances that may trigger allergies. If you are volunteering for ED 128, ED 130, or ED 131, always wear your CalTeach lanyard.
- Keep your phone and other technology turned off and out of sight at all times.
- Never share on social media about the students or staff at your school. Do not connect with students on social media or video games, and do not give them your personal contact information. Do not take photos or video recordings. Also, do not give anything to students, including food.
- Accept full responsibility for following the directions and respecting the desires of your K-12 mentor teacher. (And please note that pre-professionals may never be alone with students; a credentialed teacher must always be present.)
- Contact your K-12 mentor teacher, UCSB course instructor, and Katie Blackwell immediately if for any reason you drop the course and therefore will not be doing the field placement.
- Do not arrange or change your K-12 classroom placement. Katie Blackwell will work with the K-12 school to place you, and we expect you to volunteer with your assigned teacher only.
- If you are an international student, you must check with OISS before you start volunteering.
- Make a copy of your Fieldwork Verification form for your own records before submitting it to your professor. Should you apply to UCSB’s Teacher Education Program, you will need to resubmit the Fieldwork Verification form when you apply.
- Please remember that you are representing UCSB – please represent us well, and enjoy your experience!
PRE-PROFESSIONAL EDUCATION PROGRAM AGREEMENT

The following is to be read and signed by all participants of the UCSB Pre-Professional Education Program.

Pre-Professional’s Name (clearly printed): ________________________________________________

INJURY:
In case of injury at a school site, I will be responsible for seeking medical care using my own health insurance provider. The University does not cover Workman’s Compensation claims.

_______________________________________________   _________________________________________
signature    date

CONFIDENTIALITY:
The UCSB Pre-Professional Education Program gives participants access to schools and classrooms in the Santa Barbara area. Participants may come in contact with personal documents, records, conversations, and/or other information about students in their classrooms that is protected by the students’ right of privacy. Ensuring the integrity, security, and confidentiality of this information is of the highest priority. Such information should not be shared with any unauthorized persons.

_______________________________________________   _________________________________________
signature    date

PERFORMANCE:
Pre-Professional experience is one basis for admission to many credential programs. I understand that my performance as a pre-professional will be considered as part of my application to the Teacher Education Program at UCSB.

_______________________________________________   _________________________________________
signature    date

PROGRAM EXPECTATIONS:
I have read and understood the Pre-Professional Education Program Expectations. I understand that if I do not adhere to these expectations, I may be dismissed from my school placement and unable to complete my ED course or TEP application.

_______________________________________________   _________________________________________
signature    date

I understand that any actions which are contrary to the standards of the program and/or the standards outlined above could result in immediate removal from the program.

_______________________________________________   _________________________________________
signature    date