The overarching purpose of the Pre-Professional Education Program is to provide field experience for graduates and undergraduates who are interested in entering the teaching profession.

**PRE-PROFESSIONAL**

Who:
- an undergraduate who is enrolled in a UCSB education course that requires volunteer hours, and/or who is considering the teaching profession
- **OR** a graduate who intends to apply to a credential program or would like to explore the teaching profession through volunteer work
- UCSB’s Teacher Education Program, along with many other credential programs, currently requires applicants to complete a minimum 45 hours of volunteer work in a K-12 classroom prior to admission
- A pre-professional who is designated ‘SMI’ (as opposed to ‘regular’) is part of UCSB’s Science and Mathematics Initiative / Cal Teach Program

Responsibilities:
- Pre-professionals must receive Live Scan and TB clearance from the district prior to volunteering
- At the beginning of their assignment, pre-professionals must establish a volunteer schedule with their supervising teacher (ST) and must maintain excellent communication with their ST and site coordinator throughout the entire experience
- Pre-professionals must check-in with the front office at each visit
- Pre-professionals are expected to conduct themselves professionally at all times and maintain a positive and professional working relationship with their ST and the ST’s students
- Pre-professionals should never be alone with students and must always be in the presence of a credentialed teacher
SITE COORDINATOR

Responsibilities:
- Serve as the liaison between UCSB’s Pre-Professional Education Program (PEP) and your respective school
- Identify experienced teachers to serve as PEP Supervising Teachers (STs)
- Receive pre-professional requests from Katie Blackwell (example requests below) and match pre-professionals with supervising teachers (before the date the pre-professional has requested to start volunteering, if possible)

<table>
<thead>
<tr>
<th>Pre-Prof</th>
<th>Email</th>
<th>Phone</th>
<th>Grade/Subject Preference</th>
<th>Availability</th>
<th>Volunteer Dates</th>
<th>Clear?</th>
<th>SMI?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Jones</td>
<td><a href="mailto:cjones@umail.ucsb.edu">cjones@umail.ucsb.edu</a></td>
<td>805-123-4567</td>
<td>1st, 2nd, or 3rd grade</td>
<td>MWF 8-11</td>
<td>Sept 1 - Dec 8</td>
<td>clear</td>
<td>reg</td>
</tr>
<tr>
<td>Juan Ortiz</td>
<td><a href="mailto:jortiz@umail.ucsb.edu">jortiz@umail.ucsb.edu</a></td>
<td>714-987-6543</td>
<td>math</td>
<td>Tu/Th 1-3</td>
<td>Sept 1 - Dec 8</td>
<td>clear</td>
<td>SMI</td>
</tr>
</tbody>
</table>

- Contact the pre-professional regarding his/her volunteer assignment and provide him/her with any necessary details
- Introduce the pre-professional to the ST, and orient the pre-professional to the site
- Keep record of the regular and SMI pre-professionals you place each quarter
- Contact Katie Blackwell with any questions or concerns regarding your pre-professionals

Additional Information:
- Even state testing or final exams can be valuable learning experiences for pre-professionals. If the ST is willing, please consider placing a pre-professional even during those atypical weeks. If the ST can utilize the pre-professional for grading, planning, materials preparation, etc., it could work out well for everyone.
- Pre-professionals can be assigned 2-to-a-room if need be
- Some pre-professionals are required to do one ‘auxiliary activity.’ This counts toward their volunteer hours. Their options include attending a department, faculty, PTA or school board meeting; sitting in on a parent-teacher conference; attending a school play, assembly, field trip or sporting event; attending Back-to-School-Night or Open House; shadowing a student in one of his/her other classes; observing a teacher other than their ST; and interviewing a school staff member.
SUPERVISING TEACHER

Responsibilities:

- Establish a volunteer schedule with the pre-professional at the beginning of his/her volunteer assignment (most pre-professionals will complete between 10-40 hours in their assigned classroom)

- Provide ways for the pre-professional to be involved in the classroom. How the pre-professional interacts in the classroom depends entirely on what the ST and pre-professional feel comfortable with. Ideally pre-professionals will gain some experience in each of the six CSTPs. Volunteer ideas include:
  - observing the teaching and learning process
  - working with students one-on-one
  - working with a small group
  - grading
  - preparing materials
  - designing bulletin boards or learning centers
  - planning a lesson in cooperation with the ST
  - assisting in teaching a lesson

- Communicate with the pre-professional on a consistent basis

- Supervise the pre-professional at all times. Pre-professionals should never be alone with students and must always be in the presence of a credentialed teacher

- At the end of the placement, sign the pre-professional’s ‘Fieldwork Verification’ form (or write him/her a letter of recommendation)

- Communicate questions or concerns to the site coordinator

Additional Information:

- If the ST and pre-professional are happy with the arrangement, they can continue working together even after the quarter ends

- Even state testing or final exams can be valuable learning experiences for pre-professionals. Please consider hosting a pre-professional even during those atypical weeks. If the pre-professional can help you with grading, planning, materials preparation, etc., it could work out well for everyone.