



## Advice for Teachers

*This list was compiled from feedback from teachers and fellows who have participated in the GK-12 program. The list is neither exhaustive nor mandatory and is only meant to make the addition of a fellow to the classroom go more smoothly.*

- Exchange contact information with the fellow.
- Determine a regular schedule for fellow to attend classes (Monday and Wednesday, 6<sup>th</sup> period; Tuesday and Friday, 1<sup>st</sup> and 2<sup>nd</sup> period)
- Agree on protocol for days you will *not* be in the classroom (call cell phone, email).
- Have regular conversations with each other to ensure goals are being met and to strengthen your relationship.
- Give the fellow a tour of the school. Include important offices and locations (copy room, restroom, etc.).
- Introduce the fellow as an engineer/scientist from RPI to the students, administration and other teachers.
- Obtain necessary security clearance and documents for your fellow: school ID, parking permit, copier codes, email account (to log on to computers at school), etc.
- Give the fellow as much of the year's curriculum in the beginning of the school year as you can so s/he can begin to prepare. Also give him/her the school calendar so you both can plan appropriately.
- Have a conversation with your fellow about his/her role in the classroom. Emphasize that s/he is an authority figure, not a friend to the students.
- Give the fellow the rules for the school and your classroom. This includes hall pass policy, your homework policy, discipline code, emergency procedures, etc. Let the fellow know what s/he has the authority to do in your classroom (can a student ask the fellow for the hall pass?).
- Obtain necessary permissions to take photographs and video in the classroom. Each and every student *must* have a guardian complete a Media Release Form in order for their image to be used in GK-12 documents, reporting, website (including blogs), etc. Forms are available on the GK-12 website.
- Go over physical and technical opportunities and limitations (need to schedule computer lab time far in advance; cannot leave classroom; class includes lab equipment; students can meet during lunchtime/after school).
- For safety and security reasons, go over what materials should not be brought into the classroom (no food, no equipment that is fragile).
- Your fellow wants to develop appropriate activities for your students. Let him/her know the abilities of each class so that everyone can be engaged.
- Your fellow will not be in your class every day to learn the names of your students. If possible, provide a seating chart with names and pictures of students that the fellow may study while not in your classroom. Also, allow for one-on-one time with each student so that the fellow gets to know each student better.
- Let the fellow do a hands-on activity sooner rather than later. This will help establish the fellow's role in your classroom.
- In some cases, it may be helpful to allow the fellow to function first as your assistant and slowly transition to a leadership role in the classroom.



## Advice for Fellows

*This list was compiled from feedback made by teachers and fellows who have participated in the GK-12 program. The list is neither exhaustive nor mandatory and is only meant to make your addition to the classroom go more smoothly.*

- Exchange contact information with the teacher.
- Go over school calendars and discuss any dates that you will not be able to attend class (exams, travel, school breaks, etc.)
- Determine a regular schedule for attending classes (Monday and Wednesday, 6<sup>th</sup> period; Tuesday and Friday, 1<sup>st</sup> and 2<sup>nd</sup> period)
- You may have to arrange to meet with your teacher outside of class times (lunch, breaks, before/after school) to have discussions, since it is difficult to communicate during class times.
- Agree on protocol for days you will *not* be in the classroom (call cell phone, email).
- Have regular conversations with each other to ensure goals are being met and to strengthen your relationship.
- Obtain necessary security clearance and documents: school ID, parking permit, copier codes, e-mail account (to log on to computers at school), etc.
- Obtain as much of the year's curriculum in the beginning of the school year as you can so you can begin to prepare. Also get a copy of the school calendar so you both can plan appropriately.
- Obtain necessary permissions to take photographs and video in the classroom. Each and every student *must* have a guardian complete a Media Release Form in order for their image to be used in GK-12 documents, reporting, website (including blogs), etc.
- For safety and security reasons check with your teacher before bringing any materials into the classroom (food, expensive tools).
- Depending on your own comfort level, you may want to begin working as an assistant to your teacher and slowly transition to a leadership role.
- Have a conversation with your teacher about your role in the classroom. Remember that you are an authority figure, not a friend to the students.
- Learn the rules for the school and classroom. This includes hall pass policy, teacher's homework policy, discipline code, emergency procedures, etc. Ask the teacher what you have the authority to do in the classroom (can a student ask you for the hall pass?).
- Try to get one-on-one time with each student so that you can understand them better.
- Avoid communication with your students outside of school-based email. Do not text, call or Facebook them. This is for your protection.
- Introduce yourself as a scientist/engineer, not as a student. This will ensure that the students and the school faculty hold you in high regard.
- Don't be afraid to say, "I don't know." Turn the opportunity into a lesson in research for the students or you can find the answer and bring it back next time.