

JORDAN HIGH SCHOOL – INDEPENDENT STUDY
PROGRAM APPLICATION PACKET – TEACHING ASSISTANT

OVERVIEW: Being a teaching assistant provides the student with the opportunity to work with almost any teacher in the building in the role of classroom support. Though possible expectations are listed on the application, specific responsibilities will be left to the discretion of the instructor. It is understood that students cannot grade or enter grades for any class or student. Students that serve in this role will be required to complete a minimum of one school improvement project each semester.

Registration Instructions for Interested Students

1. **Guidelines:** Review the guidelines and pre-approval form (the form you submitted on Wednesday, February 27). You must be pre-approved by Mr. McDonald before moving forward with the additional steps. (This includes having a sponsor and topic for your independent study). If you have been pre-approved and have all the signatures necessary on that form, you be able to move forward with the additional steps.
2. **Document Review.** When you have been pre-approved, preview the registration form (it follows this page). Be prepared to make extra copies of the forms as needed. You will need these extras as you work on the writing of your proposal. If you have questions, do not hesitate to see or email Mr. McDonald at brian.mcdonald@dpsnc.net.
3. **Recommendations:** Get recommendation signatures from your existing teachers. No application will be approved until this form has been completed. It is expected that all of your teachers will recommend you for this opportunity.
4. **Meet with Consulting Teacher:** Schedule a time to get together with your prospective teacher consultant to discuss their expectations regarding your role as teaching assistant. This meeting is crucial, should happen as soon as possible, and is necessary to complete the details of your course. Faculty can also assist with your personal statement and project proposals.
5. **Complete Application:** Check to make sure that all paperwork has been completed before you submit the **3 required copies of the final application**. Copies will go to Mr. McDonald, your teacher consultant and the student. All forms must have signatures and **MUST BE TYPED** and final applications are due **Wednesday, April 3 2019**.

As a result of your application, ONE the following will happen:

- Your application is approved and Student Services will be notified.
- You are asked to do more work on your proposal, and given specific suggestions about areas that need rethinking, clarification, or substantial change. Go back to your teacher consultant, make corrections, and schedule a meeting with Mr. McDonald. You will receive a deadline to correct these problems.
- Your proposal is good, but your paperwork is incomplete or sloppy. Mr. McDonald will not sign your registration form. You will receive a deadline to correct these problems.

FINAL ENROLLMENT IS CONTIGENT UPON APPROVAL OF YOUR APPLICATION PACKET

Independent Study Application: Recommendation Form

To the Student: Fill out the form except for the column where recommendations are to be indicated. Take the form to each teacher with whom you have worked this school year. Return the completed form with your application to Mr. McDonald in Room 404.

To the Teacher: Please indicate whether you **R**ecommend, do **N**ot recommend, or are **U**ndecided about the advisability of an Independent Study for this student. Please initial to the right of your recommendation. If you wish to keep confidential the information you are providing, please email Mr. McDonald.

RECOMMENDATIONS FOR AN INDEPENDENT STUDY

_____ has applied for an Independent Study for the 2018-2019 academic year in the following area:

_____ Directed Study _____ Lab Technician _____ Teaching Assistant

Please evaluate his/her progress in your class this year as it relates to the ability to work independently, to meet deadlines, to set and achieve both short and long-term goals, to use free time wisely and well, and to be consistent in good work and research habits.

(R=Recommend N=Do Not Recommend U=Undecided)

Recommendations are required of ALL teachers during the present school year:

Per	Course	Teacher	R/N	Teacher Initials
1A	_____	_____	_____	_____
1B	_____	_____	_____	_____
2A	_____	_____	_____	_____
2B	_____	_____	_____	_____
3A	_____	_____	_____	_____
3B	_____	_____	_____	_____
4A	_____	_____	_____	_____
4B	_____	_____	_____	_____

INDEPENDENT STUDY: APPLICATION AND APPROVAL (TEACHING ASSISTANT)

STUDENT NAME: _____

GRADE: _____

STUDENT EMAIL: _____

CONSULTANT: _____

COUNSELOR: _____

ALL INFORMATION MUST BE TYPED

PERSONAL STATEMENT/PROJECT PROPOSAL

It is expected that the applicant will complete a personal statement that includes both an explanation of why he/she wishes to become a teaching assistant and four possible school improvement projects that could be completed next school. (This should be limited to approximately one, typed, single-spaced page).

GENERAL DESCRIPTION

Throughout the year, students will serve in the role of classroom support. Responsibilities (source: Career Depot) may include, but are not limited to the following:

- prepare lesson materials
- distribute teaching materials
- organize and label materials
- plan, prepare, and develop various teaching aids
- use computers, audiovisual aids and other equipment and materials to supplement presentations
- type, file, and duplicate materials

Students will be required to attend photo-copier training, during one of three scheduled sessions, during the first two weeks of the school year; logistics will be provided at the beginning of the school year.

TENTATIVE COURSE OUTLINE

In addition to the day-to-day responsibilities teaching assistant, it is expected that they will complete a school improvement project each semester. A large, year-long project is possible with the approval of the

1. Fall Semester – School Improvement Project #1
2. Spring Semester – School Improvement Project #2

METHODS/STANDARDS OF EVALUATION

The teaching assistant will be evaluated based on both

APPROVED: _____ (Supervising Teacher)

APPROVED: _____ (School Counselor)

APPROVED: _____ (Parent or Guardian)

APPROVED: _____ (Director, Independent Studies)

