



School Environment Survey

Block II Internship I Field Experience

Section A: First Week of School

Directions: The following questions are to be answered by interviewing your cooperating teacher and making observations in the school and your classroom. Responses to the questions must be kept as an electronic document and a hard copy must be brought to your first EDUC 403, Assessment and Management class.

First Week Activities

As you assist your cooperating teacher with the many and varied first week activities, be aware of what is happening in the classroom. During this week, the teacher will be collecting necessary paperwork, beginning to establish procedures for classroom activities, developing classroom rules, assessing students' skills and abilities, distributing books and supplies, teaching lessons, getting to know the students, and building the beginnings of a team that will work together throughout the year. At the end of each day, record your observations in response to the questions.

Management

1. What activities are necessary to set up a room for the first day of school (what decisions did your cooperating teacher make regarding the first day of school)?
2. Describe the first tasks that your cooperating teacher did when the students arrived on the first day.
3. Sketch the seating arrangement. Include the teacher's desk, library area, centers, computers, student desks, etc.
4. In the first week of school, procedures are taught to organize the classroom. List and describe the class procedures including:
 - lining up to leave the room
 - being excused to go to the bathroom
 - taking attendance/lunch count
 - turning in homework/papers from homeHow were the students made aware of classroom procedures? How were the procedures put into practice?
5. What types of paperwork were required during the first week? How did your cooperating teacher keep track of what had been returned?
6. List the class rules. How were these rules determined? Are rules posted? How were/will parents be made aware of the rules?
7. What getting-to-know-you or team building activities did you notice?

8. Describe some of the instructional activities that took place during the first few days of school. Were activities in whole group, small group, pairs, individual? Did the activities require a lot of teacher support or could they be done by students independently? Were the lessons on new skills or reviews?
9. What problems arose during the first week (students without lunch money, no bus name, not enough forms for everyone, wrong supplies, crying or upset students, etc.)? How were these problems handled?
10. What advance preparation helped make the first week successful?
11. Was more time spent teaching or organizing during the first week? Why?
12. Obtain a copy of the school handbook. What kind of information is contained in the handbook?
13. What plan is in place to deal with a violent student? Who would come to your assistance to deal with a violent student?

Assessment

1. What use did your cooperating teacher make of the students' permanent folders?
2. What type of paperwork was required?
3. How did your teacher keep track of what was accomplished and handed in?
4. Obtain a copy of the report card used for your class.
5. Choose three to five students for whom you will make anecdotal comments. Each day make anecdotal comments for these students. If in a middle school, select one class. Summarize your findings for each student (use student's first name only).

Content Resources

1. Briefly list the resources available in both the classroom and in the school for each of the following content areas:
 - Science
 - Language Arts
 - Mathematics
 - Reading
 - Social Studies

Technology

1. What hardware platform is in use in this school? Are all computers Internet ready?
2. What hardware is available including peripherals in your classroom? What software is available for classroom use?
3. Do students and/or teachers have Email accounts? How frequently are their accounts used and for what purposes?
4. What are the components of the school's Acceptable Use Policy (AUP)?

5. Does your school have a technology specialist or lead teacher? What are his/her duties?
6. When a teacher encounters problems with technology hardware or software to whom does he/she report there difficulties? Who resolves these problems?

Section B: Weeks 2 and 3 of Internship I

Directions: The following questions are to be answered by interviewing your cooperating teacher and making observations in the school and your classroom. Responses to the questions must be kept as an electronic document and an electronic copy sent as an attachment to your Technology Lab III instructor no later than Friday of week 3. [The subject line of your email should include the first initial of your first name and your full last name.]

Technology

1. How does your classroom teacher use technology with his/her students? How does your classroom teacher use technology for his/her own professional use? How is technology being integrated in other classrooms and other areas of the building?
2. How is the Acceptable Use Policy (AUP) being implemented in the school?
3. Does the school/school district have a technology plan? Does it include a plan for the use of software? What are the implementation plans for your grade level? Is this being implemented in your classroom?
4. Does your school district (county) and/or school maintain a web page? What components are included on the web page? Does your classroom have a web page? What components are included on the web page? How is the web page used for communication with parents and community?
5. How is technology used by your cooperating teacher for assessment and management?

Reading

1. List strategies your teacher uses to encourage children to read independently.
2. Describe your cooperating teacher's classroom library.
3. Describe the school's library media center.