

## MUSTANG TEACHER ASSISTANT HEMPSTEAD HIGH SCHOOL INDEPENDENT STUDY

\_\_\_\_\_  
Student Name\_\_\_\_\_  
ID#\_\_\_\_\_  
Grade\_\_\_\_\_  
Teacher/Advisor\_\_\_\_\_  
Schedule Year/Semester/Period

Select one: TAS110 Teacher Assistant 60 hours/1 credit

TAS105 Teacher Assistant 30 hours/.5 credit

- I. **PURPOSE AND DEFINITION:** The primary purpose of the Teacher Assistant independent study contract is to provide an opportunity to learn about teaching, implementing instructional strategies appropriate to the content area to assist other students, and supporting the teacher in creating a safe and purposeful learning environment.
- II. **CREDIT FOR INDEPENDENT STUDY:** High school credit will be awarded upon completion of the independent study contract. Work will be graded using the Dubuque Community School District High School Regular grading scale and is included in the grade point average. One semester credit will be awarded for each one-half Carnegie unit (3600 minutes) of study; one-half credit will be awarded for 1800 minutes of study. The amount of credit will be agreed upon before the independent study is given administrative approval.
- III. **ROLE AND RESPONSIBILITIES OF TEACHER:**  
 Prepared: Provide appropriate instruction and assessment in each of the three categories of activities on page 2  
 Responsible: Participate in instruction regarding confidentiality and professional conduct with the teacher assistant  
 Inclusive: Demonstrate an understanding and respect for all learners  
 Dignified: Model professional behavior as defined by the Iowa Teaching Strategies  
 Empowered: Serve the teaching profession by developing the skills of aspiring teachers
- IV. **ROLE AND RESPONSIBILITIES OF STUDENT:**  
 Prepared: Learn instructional strategies and use them to carry out the teacher-assigned academic tasks-see page 2  
 Responsible: Participate in instruction regarding confidentiality and professional conduct  
 Inclusive: Demonstrate an understanding and respect for all learners  
 Dignified: Model respectful behavior, adopt a mature demeanor and wear appropriate attire  
 Empowered: Serve others with knowledge, guidance, skills, ideas, work, patience and empathy
- V. **PROCEDURE FOR INDEPENDENT STUDY APPLICATION AND APPROVAL:**  
 A. Student completes Teacher Assistant application  
 B. Administration reviews application with potential mentor teacher  
 C. If approved, student and teacher complete Teacher Assistant Contract  
 D. Student gets parent/guardian and counselor approval signatures and turns contract in to the Registrar  
 E. Registrar review application.  
 F. If approved, Registrar adds course to student schedule and teacher gradebook.
- VI. **INDEPENDENT STUDY GUIDELINES**  
 A. Students are limited to one independent study course per semester.  
 B. Independent study courses may be added on the same timeline as regularly-scheduled courses.  
 C. Withdrawals for independent study courses are acceptable on the same timeline as regularly-scheduled courses.

continued on reverse

MUSTANG TEACHER ASSISTANT  
HEMPSTEAD HIGH SCHOOL INDEPENDENT STUDY

Select activities from all three columns:

ACTIVITIES TO LEARN ABOUT  
TEACHING

ACTIVITIES TO ASSIST OTHER  
STUDENTS

ACTIVITIES FOR LEARNING  
ENVIRONMENT

Read professional articles	Facilitate group work	Post hall displays
Observe content teacher(s)	Manage discussion	Arrange desks
Learn content-specific technology	Help with homework	Set up labs
Learn content-specific skills	Tutor struggling students	Clean up equipment
Learn content-specific resources	Demonstrate skills	Maintain equipment
Keep learning journal	Respond to writing	Repair equipment
OTHER:	Edit writing	Run errands in school building
	Read aloud to others	Create bulletin boards
	Help students study	Word process handouts
	Reteach lesson	File materials
	Explore resources	Organize classroom space
	Guide with technology	OTHER:
	Brainstorm ideas	
	Assist with experiments	
	Share ideas	
	Lead review sessions	
	OTHER:	

Additional contractual agreements as set forth by mentor teacher:

Summary of assessment:

By signing this contract, the teacher and student understand that students may NOT: view student confidential files, view teacher gradebook and attendance records, record grades or attendance, grade student work, type/duplicate tests, handle any monies or receipts. Your signature below indicates you have read and agree to all of the above:

Student \_\_\_\_\_ Date \_\_\_\_\_ Content Leader \_\_\_\_\_ Date \_\_\_\_\_  
 Parent \_\_\_\_\_ Date \_\_\_\_\_ Counselor \_\_\_\_\_ Date \_\_\_\_\_  
 Teacher \_\_\_\_\_ Date \_\_\_\_\_ Registrar \_\_\_\_\_ Date \_\_\_\_\_

## MUSTANG TEACHER ASSISTANT APPLICATION

Complete this application and submit to the Registrar's Office. Students may be asked to meet with Administration or possible mentor teachers as part of the application process. Accepted students and Their mentor teachers will complete and submit a Mustang Teacher Assistant Independent Study Contract for Administrative approval.

Student Name (Print Last/First)\_\_\_\_\_

ID # \_\_\_\_\_

Grade (Circle) 11 12

Course/Content are of interest:

Possible Mentor teachers:

When do you want to be a teacher assistant?

Year\_\_\_\_\_ Semester\_\_\_\_\_

Why do you want to be a teacher assistant?

Why do you think you would be a good teacher assistant?

What other information would be helpful in determining if you are a good candidate to be a teacher assistant?

## MUSTANG TEACHER ASSISTANT APPLICATION

The primary purposes of the student teaching assistant (TA) are

- 1) to learn about teaching
- 2) implement instructional strategies appropriate to the content area to assist other students
- 3) Support the teacher in creating a safe and purposeful learning environment

Students apply to be considered as a teacher assist. Selected students will be paired with a mentor teacher. Together, the student and teacher will complete a contract to select activities appropriate for the content area and the needs of the classroom teacher.

Credit is awarded following the DCSD high school grading scale for .5 credit (30 hours) or 1.0 credit (60 hours) and included in the Grade Point Average. All teachers and student Tas must commit to dates/times on the contract, agree to the Mustang PRIDE requirements, select activities from all three categories, complete any additional requirements and summarize assessments.

### PRIDE Requirements –TAs will be:

Prepared: Learn instructional strategies and use them to carry out the teacher-assigned academic tasks- see page 2

Responsible: Participate in instruction regarding confidentiality and professional conduct

Inclusive: Demonstrate an understanding and respect for all learners

Dignified: Model respectful behavior, adopt a mature demeanor and wear appropriate attire

Empowered: Serve others with knowledge, guidance, skills, ideas, work, patience and empathy

### Examples of activities:

Read professional articles, observe content teacher, learn technology, skills and resources specific to the content area, keep a learning journal, facilitate group work, manage discussions, help with homework, read aloud to others, assist with experiments, arrange desks, set up labs, clean equipment, file materials, create bulletin boards

If you are interested in applying to be a Teacher Assistant, complete the application on the reverse and Submit to the Registrar's Office. Students may be asked to meet with Hempstead Administration or possible mentor teachers as part of the application process. Accepted students and their mentor teachers will complete and submit a Mustang Teacher Assistant Independent Study contract for Administrative approval.

COMPLETE TEACHER ASSISTANT APPLICATION ON REVERSE

