

## EXAMPLE FIELDWORK BI-WEEKLY UPDATE

Date: [two weeks] Included in this update: February 24 to March 8	Times
<p>Activities experienced or observed:</p> <ul style="list-style-type: none"> <li>Met with 3rd-5th grade teachers during grade level meetings and assisted with scoring students' writing portion of their ELA Interim Assessments</li> <li>Collaboratively prepared lessons with 3<sup>rd</sup> grade teachers for whole group and small group math instruction</li> <li>Updated Student Support &amp; Progress Team(SSPT) notes, updated student roster, rescheduled appointments, and distributed parent invitation letters</li> <li>Prepared weekly bulletin</li> <li>Translated for parents during parent conferences</li> <li>Assisted with Parent Portal registration</li> <li>Assisted the African American History Special Events Committee in preparing for student performances ( communication and crowd control)</li> <li>MISIS data entry for intervention classes that were held</li> <li>Met with my principal and Targeted School Population (TSP) Advisor to discuss student safety issues</li> </ul>	<p>6 hours</p> <p>2 hours</p> <p>2 hours</p> <p>2 hours</p> <p>6 hours</p> <p>1 hour</p> <p>2 hours</p> <p>2 hours</p> <p>1 hour</p>
<p>What did you learn from these experiences?</p> <ul style="list-style-type: none"> <li>I learned that our school needs to improve the implementation of small group instruction and progress monitoring for mathematics (professional development, progress monitoring with fidelity, and/or observation cycles?)</li> <li>After translating for several teachers, I learned that our staff needs a refresher professional development on grading practices, communicating with parents, and collection of artifacts</li> <li>I learned that I definitely need to improve my Spanish translating skills.</li> <li>I learned that many of our parents are not comfortable with technology. We should offer more technology workshops in our Parent Center.</li> <li>I learned that our Instructional Leadership Team needs to meet and debrief regarding intervention to see if we are truly meeting the needs of the students that we are serving. Many did not improve during intervention classes.</li> </ul>	

**ELPS 688 – Fieldwork Semi-Weekly Update Template**  
**Canvas PDF Upload**  
**Spring 2019 Semester**

<b>Name:</b>	
<b>Date:</b> [two weeks] Included in this update: January 24 to February 8	<b>Time</b>
<b>Activities experienced or observed:</b> <ul style="list-style-type: none"> <li>• Met with new special education teacher to discuss ways to address multi-grade curriculum</li> <li>• Created PPT presentation for parent workshop on DIBELS assessments</li> <li>• Observed/debriefed a student teacher's math lesson</li> <li>• Attended district-mandated child abuse reporting training</li> <li>• Developed rotation schedule for library visitation (second grade)</li> <li>• Assisted principal in preparing a community meeting on the LCAP and LCFF</li> <li>• Walked the campus with the Plant Manager and reviewed the daily schedule</li> <li>• Filled in for the TSP Coordinator who was absent: <ul style="list-style-type: none"> <li>○ Supervised lunch and recess</li> <li>○ Met with the Bilingual Advisory Council parent representatives</li> <li>○ Met with the Bilingual Advisory Council chairperson to plan meeting agenda</li> <li>○ Supervised arrival and dismissal of students at the main gate</li> </ul> </li> </ul>	<div style="margin-bottom: 10px;">1 hour</div> <div style="margin-bottom: 10px;">1 hour</div> <div style="margin-bottom: 10px;">1 hour</div> <div style="margin-bottom: 10px;">1 hour</div> <div style="margin-bottom: 10px;">1 hour</div> <div style="margin-bottom: 10px;">1.5 hours</div> <div style="margin-bottom: 10px;">1 hour</div> <div style="margin-bottom: 10px;">6 hours</div>
<b>What did you learn from these experiences?</b> <ul style="list-style-type: none"> <li>• I learned that differentiation for students with special needs is one of the more challenging areas of instruction that I will need additional professional development.</li> <li>• I learned the importance of feedback and constructive conversations on how to improve instruction is not easy; it takes planning and preparation so that the teacher (student teacher in this case) benefits from my suggestions.</li> <li>• I learned that preparing a PPT presentation for parents is different than for teachers. I cannot assume that parents will understand every acronym or district "lingo," and I need to be sensitive to providing time for questions and clarification.</li> <li>• I learned that planning and preparation are key to organizing and running a successful meeting, especially putting together an agenda that focuses on only key topics to be covered for a meeting.</li> <li>• I learned the importance of establishing time parameters for agenda items so that meetings do not drag on and waste participants' time.</li> </ul>	

**Due dates for Semi-Weekly Updates to Canvas as a PDF upload by 11:59 PM.**

- February 10, February 24; March 10, March 24; April 7, April 21; and May 5