



Teacher Assistant - A  
Grand Haven High School



Diane Mahacek  
mahacekd@ghaps.org

**Purpose:**

Students enrolled in this course will receive instruction in teaching methods, classroom management, and strategies used in the classroom. You will work in classrooms at the elementary, middle school or high school level to put your knowledge to use. Students will be graded on class assignments, time spent at placements, and will be evaluated by a "Community Teacher."

**Logistics:**

You will report to class for the 1<sup>st</sup> 2 weeks of the trimester (Rm. 0200). Starting the 3<sup>rd</sup> week, you will report to your placement each day. Please keep track of your attendance on the time sheets provided. These should be turned in each Friday to either Student Services or Rm. 0200. We will meet back as a group on the dates listed below. Please do not schedule appointments on these days as we only meet a few times. See the chart below for specific days and due dates for assignments.

Date	Topic	Due
Monday 9/15	Start working in classrooms—turn in timesheets every Friday Journal each day (short summary of what you did) <b>in a notebook with each entry dated.</b>	
Tuesday 10/7 (Rm. 0200)	ActivInspire	Journal Learning Contract Bulletin Board or Display
Tuesday 11/4 (Rm. 0200)	Rubric Development/Design	Journal ActivInspire Flipchart Project Statement
Tuesday 12/2 (Rm. 0200)	Inspiration—Making the best possible graphic organizer!	Journal Rubric - Content
Tuesday 1/6 or 1/13 (Rm. 0200)	Final Presentations (half group) You will be assigned one of the two days.	Journal Inspiration - Content

## **Grading & Attendance:**

Your grade will be calculated based time sheets, class work, quizzes, journal, evaluations and a final project. To receive full credit for the time sheet portion of your grade, you must make up any time missed. You can do this by helping out the teacher you are placed with at lunch, or taking something home to work on for them. These hours should be documented on your timesheets and verified by your Community Teacher. The breakdown for your grade is listed below.

Time sheets	20%	Journal	10%
Classwork	20%	Evaluations	30%
Quizzes	20%		

Because you are not with me on a daily basis, recording your time is very important. Your time sheets should be turned in to me every Friday. If you work out of the building or are absent on Friday, please turn them in on Monday. It is important that I be able to monitor your attendance through these. I record absences based on these time sheets and am required to do so in a timely manner. **Timesheets that are more than a week late are only worth 60% credit.**

Your final project (lesson) is required and will be factored in as your Exam Grade. Even though this is a lesson you taught to your class, you must present this to our class as your exam. The maximum grade you can receive on the exam without presenting is 50%.

### **Topics Discussed**

1. Self-Assessment
  2. Educational Schools of Thought
  3. Environment Management
  4. Classroom Routines
  5. Aesthetics of the Classroom
  6. Using ActiveInspire
  7. Using Inspiration
  8. Rubric Development
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