



# Cadet Teaching Course Information



Career Education  
Corvallis School District

Career Education Specialists  
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## Course Description

Cadet Teaching is a work-based learning opportunity to explore a people-oriented profession and develop insight and knowledge about the world of teaching and working with children.

Cadet Teachers will participate, plan, and implement activities appropriate for their specific classroom experience. Cadet Teachers will document those experiences in a portfolio and submit it for credit at the end of the semester.

## Course Objectives

- Provide for the development of knowledge, abilities, skills, and attitudes essential to working successfully with people in a human relations-related occupation.
- Allow development in practical reasoning, critical thinking, and interpersonal relationship skills.
- Foster employability assets that are valued and necessary in the workplace such as attendance, self-management, cooperation, initiative, and integrity.

## Process

- Student enrolls in Cadet Teaching class for one or two semesters
- The Career Education Specialist contacts a school site for placement based on the interests of the Cadet Teacher
- The Career Education Specialist contacts the Cadet Teacher with placement information
- Cadet Teacher contacts and interviews for a cadet teaching position with supervising teacher.
- Cadet Teacher begins regular work in their classroom placement
- Cadet Teacher completes their Learning Plan within the first two weeks and returns it to the Career Education Specialist
- Cadet Teacher completes all items on course requirements sheet by listed due dates

## Contact with Career Education Specialist

- Cadet Teachers are expected to be available for twice-monthly meetings with the Career Education Specialist. Additional meetings may be scheduled at the discretion of the Career Education Specialist.

## Expectations of the Cadet Teacher

- Interview for a cadet teaching position with supervising teacher.
- Provide own transportation to the host school.
- Display appropriate behavior at all times. Be an appropriate role model.
- Keep all information about students/teachers/parents at host school **confidential**.
- Regular attendance is required. Call the host school and/or supervising teacher regarding any absence. Illnesses and emergencies are the only excused absences.

## Grading

- Pass/no pass basis. All work must be completed before the end of the semester
- All school academic and credit policies will be followed.



# Cadet Teaching Portfolio Requirements



## Format of Portfolio

- The portfolio must be placed in a three-ring binder.
- Include a cover for the portfolio with the following information.
  - Your full name
  - The title “Cadet Teaching Portfolio”
  - Name and address of the school where you completed your internship
- Use dividers to sort the items and create a table of contents.
- All items must be typed.
- Neatness and a professional presentation are expected.

## Content of Portfolio Part I – Required items

All of the following items are required to be in the Cadet Teaching Portfolio

1. Table of Contents that includes section titles and page numbers
2. Professional Resume
3. Reflective Journal (*instructions below*)
4. Lesson you planned and carried out with your students
5. Professional Research (*instructions below*)
6. Cadet Teaching Evaluation form completed by the supervising teacher
7. Copy of the “Thank You Letter” to your supervising teacher (*instructions attached*)

### Reflective Journal Instructions

Maintain a log of every day and time you were in your classroom.

Write journal entries two days per week.

- Describe what you do each day – what skills you used, what you learned, questions or problems that you had, and reflect on what, if anything, you would do differently.
- Describe your supervising teacher’s use of classroom management and motivational strategies. React to your observation of discipline techniques used in the classroom.
- Include “words of wisdom” you learn from your teacher.

Conclude your experience in the classroom (at the end of the semester) with a one page summary of what knowledge, skills and insights you learned through this experience and how you can apply them to your life and/or career preparation.

### Professional Research Instructions

Research three professional articles related to your work in the classroom. For each article, write a one-paragraph summary and a one-paragraph reaction to the information you read. Cite your sources using APA format.

## Content of Portfolio Part II – Choice items

Choose **one** item from the following list and include it in your Cadet Teaching Portfolio.

1. Video tape of you interacting during your cadet teaching experience. You may need video releases from your students.
2. Photo collage of your internship. You may need photo releases from your students.
3. At least three samples of work you have completed during your cadet teaching experience of which you are proud.
4. Describe a lesson you watched your supervising teacher do in the classroom and revise it to reflect more of your philosophy of teaching.
5. Interview two teachers about their philosophy of education. Summarize their ideas and include what you think your philosophy is at this point in your experience.





# Cadet Teaching Participation Agreement



Career Education  
Corvallis School District

The undersigned understands and accepts the following conditions and requirements for participation in the Cadet Teaching Program

1. The Career Education Specialist will approve student participation in the program.
2. Prior to placement, the parents or guardians of the student may request a student-parent-specialist conference.
3. Corvallis School District assumes no responsibility or liability for transportation to or from the Cadet Teaching site.
4. Participation in the Cadet Teaching Program may be terminated at anytime by mutual agreement.
5. Evaluation of the student will be by subjective methods. A pass/no pass grade of two elective credits per semester will be awarded.

\_\_\_\_\_  
Name (Printed and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



# Cadet Teaching Professional Expectations



Career Education  
Corvallis School District

The following behaviors are expected of each Cadet Teacher placed through Corvallis School District. If you have questions or concerns, contact the Career Education Specialist.

## Attendance

- Report on time to the host school each assigned day.
- Leave at the designated time not before.
- Call the host school if you are ill and cannot attend. Teachers expect you in their classroom on your assigned days. The only excused absences are illness and emergencies. Doctor appointments and school field trips (also excused) should be discussed with your supervising teacher in advance.
- Unexcused absences are not tolerated. Problems with attendance will be cause for removal from class. Skipping class will result in loss of credit.

## Behavior

- Complete all projects and assignments on time and at least one week before the end of the semester.
- Assist the supervising teacher in implementing instructions and activities. Be proactive!
- Be an appropriate role model of classroom behavior and rules. Dress appropriately.
- Interact courteously with children, colleagues and parents.
- Ask for help and directions, if needed.
- All information about students/teachers/parents at your host school is completely confidential. You will be removed from class in you violate their privacy by talking with others about them in any way.

## Communication

- Inform the Career Education Specialist if you have any concerns or questions.
- Meet with the Career Education Specialist at least twice monthly.

I understand and agree to all the Professional Expectations listed above. I have also read and agree to the content of the Course Requirements and Information sheets.

\_\_\_\_\_  
Name (Printed and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



# COMMUNITY BASED LEARNING PROGRAM PARENT / GUARDIAN AUTHORIZATION

This form notifies the parent/guardian of student participation in the Community based Learning Program, releases school liability, and authorizes medical attention in the event of an emergency. This form must be completed before the student visits the work site.

### Community Based Learning Program / Site

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Community based Learning Site: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Cadet Teaching       Internship       Structured Work Experience       Service-Learning

### Permission to Participate in Community Based Learning Program

I, \_\_\_\_\_ (parent/guardian), give permission for \_\_\_\_\_ (son or daughter) to be released from school to visit the site listed above for the purpose of a Community based Learning experience. I, also, agree with the travel arrangements listed. I understand that school personnel may not have visited the site, may not have met the host, will not be present when the student is at the site, and will not supervise the visit. The employees at the site may also have not been screened and criminal history verification may not have been processed. I agree to hold Corvallis School District, its officials, agents and employees harmless against any claims for injury or damage except in those cases where the acts of Corvallis School District, its officials, agents, and employees have been determined to be negligent by a court of competent jurisdiction.

### Medical Release

In the event my child may need medical treatment, I hereby consent and authorize an adult representative of the Community based Learning experience provider to permit such treatment on my behalf. I agree to be responsible for the cost of any medical services and to indemnify the Corvallis School District and the Community based Learning provider for such expense.

My child does not have any physical or mental condition which restricts or prevents him or her from participating in the scheduled activity, or which would increase the risk of harm to my child with the exception of the following:

\_\_\_\_\_  
\_\_\_\_\_

### Travel Information and Release

My student is responsible for his/her transportation arrangements. I have completed the appropriate travel permission forms on the reverse. Explained below are the travel arrangements my student and I have agreed upon.

\_\_\_\_\_  
\_\_\_\_\_

_____ Parent/Guardian Signature	_____ Date	_____ Phone Number
_____ Emergency Contact Person	_____ Emergency Phone Number	

**THIS ACTIVITY IS NOT AUTHORIZED BY THE CORVALLIS SCHOOL DISTRICT  
UNLESS THIS FORM IS SIGNED AND RETURNED PRIOR TO THE  
COMMUNITY-BASED LEARNING EXPERIENCE**

## COMMUNITY BASED LEARNING PROGRAM VEHICLE TRANSPORTATION PERMISSION FORM

Employees of Corvallis School District 509J cannot authorize students to drive and/or transport other students to events in personal vehicles. We do, however, need to know what authorization is given by parents for their students to drive and/or transport other students.

By signing waivers below, I understand and assume the risks of my student's participation in vehicle transportation. For myself, my heirs, and assigns, I agree to waive, release and forever discharge any claim for injury or damage and to hold Corvallis School District 509J and their officials, agents, and employees harmless from any claim, loss, liability, or expense, including attorney fees, resulting directly or indirectly from their participation in transportation, except in those cases where the acts of the Corvallis School District 509J and their officials, agents or employees have been determined to be negligent by a court of competent jurisdiction.

### DRIVER PERMISSION FORM

I hereby give permission for \_\_\_\_\_ to drive a personal vehicle when vehicle transportation is required for the Community Based Learning Program. My son/daughter is properly licensed to drive and is covered by liability insurance as required in the State of Oregon. I understand and accept the liability that results from the granting of this permission.

\_\_\_\_\_  
Parent/Guardian Signature                      Date                      Student Signature                      Date

\_\_\_\_\_  
Insurance Carrier / Policy Number / Expiration                      Student License Number / Expiration

### RIDER PERMISSION FROM

I hereby give permission for \_\_\_\_\_ to ride with fellow students in their personal vehicle when vehicle transportation is required for the Community Based Learning Program. I understand the liability that results from granting permission rests with the owner/driver of the vehicle.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

### PERMISSION TO TRANSPORT OTHER STUDENTS

I hereby give permission for \_\_\_\_\_ to transport fellow students in their personal vehicle when vehicle transportation is required for the Community Based Learning Program. My son/daughter is properly licensed to drive and is covered by liability insurance as required in the State of Oregon. I understand and accept the liability that results from the granting of this permission.

\_\_\_\_\_  
Parent/Guardian Signature                      Date                      Student Signature                      Date

### RIDER PERMISSION FORM WITH TEACHER

I hereby give my permission for \_\_\_\_\_ to ride with \_\_\_\_\_  
(CSD 509J employee). I understand the liability rests with the owner/driver of the vehicle.

\_\_\_\_\_  
Parent/Guardian Signature                      Date                      Student Signature                      Date



## Resume - On-line Directions



1. Go to internet explorer type in the following web address <http://www.csd509j.net/>
2. Click on Popular Links on right side of window
3. Click on Career Learning link in drop down menu
4. Look under Resume Activity on left side of window
5. Click on Sample Resume to see an example of the type of resume you will be creating. (click the Back button)
6. Click on Resume Worksheet, print it, (click the Back button)
7. Fill out the resume worksheet with a pen or pencil as your rough draft before continuing with the Resume Template
8. Click on Resume Template
9. Save (save to your H: drive if at school)
10. Click on the generic place holder information and replace with your own information (i.e. **Name** would be replaced with your own name, **Address** with your own address, and so on)

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### TIPS FOR AN ATTRACTIVE RESUME

- **Be Brief** - One page of well-organized information will say more good things about you than two or three pages of unnecessary details.
- **Use correct English and Spelling** - Spelling errors and incorrect grammar often give readers a bad impression of your abilities and work ethic.
- **Type your resume** - Use a computer for quick updates.
- **Avoid using the Pronoun "I"** - Identify what you did using action verbs and specific details whenever possible. For example, instead of writing "I was responsible for bookkeeping and billing", write "Billed clients and maintained accounting records".
- **Format attractively** - Use adequate margins, double spacing after each section and strive for an uncluttered appearance. Use **bolding**, underlining, CAPITAL LETTERS, bullets❖, different size fonts, multiple columns and s p a c i n g to emphasize areas.



**CORVALLIS SCHOOL DISTRICT'S  
Sample Thank You Letter**

It is important to thank the person with whom you had the work-based learning experience. A personal business thank you letter does not have to be long, but it should include certain information and use correct formatting. Follow the formatting guide below:

*PRESS THE ENTER KEY 4 TIMES*

**Today's Date**

*PRESS THE ENTER KEY 4 TIMES*

**Mr. John Doe  
Hewlett Packard Company  
1000 NE Circle Blvd.  
Corvallis, OR 97330**

*PRESS THE ENTER KEY 2 TIMES*

**Dear Mr. Doe**

*PRESS THE ENTER KEY 2 TIMES*

**Body (message) of the letter:**

- 1. Thank your host for his/her time. Tell him why you appreciate his time.**
- 2. Write about something that you learned or found interesting.**
- 3. Write about something that you enjoyed during your work-based learning experience.**
- 4. Explain how this experience will help you in the future, in or after high school.**
- 5. Thank him/her again for his/her time.**

*BODY OF LETTER should be:*

- ✓ *SINGLE SPACED*
- ✓ *DOUBLE SPACING BETWEEN PARAGRAPHS*
- ✓ *DO NOT INDENT PARAGRAPHS*

*PRESS THE ENTER KEY 2 TIMES AFTER THE LAST LINE OF THE BODY*

**Sincerely**

*PRESS THE ENTER KEY 4 TIMES*

Sally Smith (your handwritten signature)

**Sally Smith  
Crescent Valley High School  
4444 NW Highland Drive  
Corvallis, OR 97330**





**Corvallis School District 509J  
Cadet Teaching Experience  
Evaluation Form**

Student Name: \_\_\_\_\_ Cooperating Teacher: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP Code

Training Site: \_\_\_\_\_

**Evaluation:** *Use the following ranking system to rate Work Maturity Indicators.*

- Ranking:**
- (4) **Exceptional** Demonstrates exceptional performance. Among the best!
  - (3) **Exceeds Expectations** Performs with little or no supervision. Looks for ways to achieve excellence.
  - (2) **Meets Expectations** Performs consistently well with supervision. Completes assignments and tasks on time.
  - (1) **Below Expectations** Requires much supervision. Inconsistent performance.
  - (NA) **Not Applicable or Observed**

<b>Work Maturity Indicators:</b>		
	<b>Rating</b>	<b>Comments:</b>
1. Personal Appearance		
2. Initiative		
3. Cooperation		
4. Ability to Work Alone		
5. Ability to Follow Directions		
6. Judgement and Common Sense		
7. Quality of Work		
8. Communicative Ability		
9. Ability to get along with fellow employees		
10. Show Willingness to Learn		
11. Attendance		
12. Overall Performance		

\_\_\_\_\_  
**Supervisor's Signature**                      **Date**                      **Student's Signature**                      **Date**

**Student's comments concerning evaluation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Lesson Plan



Student \_\_\_\_\_ Grad Year \_\_\_\_\_

Mentor Teacher \_\_\_\_\_

Date of lesson \_\_\_\_\_ Estimated length of lesson \_\_\_\_\_

Activity \_\_\_\_\_

A. Objectives: (what will students learn?)

- 1.
- 2.
- 3.

B. Materials Needed:

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

C. Motivation/Introduction:

D. Procedures: describe steps

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

E. Closure: How did you end/wrap up the lesson? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Self evaluation: What worked? What would you do differently next time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_