

PROFESSIONALISM

There is no higher title in our land than being known as a professional teacher. Since we all know achieving this title does not happen overnight, it is important to start early in making progress toward this goal. The faculty in Curriculum and Instruction wants to provide opportunities for this journey to begin upon your admission to the College of Education. There are two areas in this professional development component; attending professional meetings and educational community service.

Professional Meetings (Student Centered, School Related, or Content Specific)

Experiences in the professional meeting component may be achieved by attending meetings of NEA-SP, SCEC, Education Council, Ambassadors, content specific professional meetings, honor groups, and other appropriate organizations. Other opportunities are available such as attending sessions at the Education Symposium, School Board meetings, site council meetings, and local, state, regional, and national conferences. The requirement for attending professional meetings is 20 hours.

Educational Community Service (Student Centered or School Related)

Experiences as a volunteer (not for pay or as a requirement for Teaching as a Career, or Block classes) to an educational agency may be done with the YES Organization, Girl and Boy Scouts, Big Brothers and Big Sisters, Boys and Girls Clubs, Manhattan Emergency Shelter, Fort Riley Child Development Services or Youth Center, UFM Teen Mentoring Program, Wonder Workshop, Flint Hills Job Corps, Religious Education, and other activities as approved by your academic advisor. You may also complete this requirement by volunteering to help in a number of school related experiences such as: supervising after school programs, release day programs, or field trips; extended learning time or tutoring programs; helping to organize or judge science fairs, KATM math contest, etc. The requirement for the educational community service is 20 hours.

Hours must be accrued while an undergraduate or graduate student (includes summers and breaks).

PROFESSIONALISM PROCEDURES

It will be the students' responsibility to document their completion of the professionalism experiences. The completed professionalism documents will be submitted to the Curriculum and Instruction Department, Bluemont Hall 261. The documentation process will be dependent upon an honor system. Students will be responsible for documenting experiences with program brochures, meeting agendas, or registration receipts.

Professional Meetings

A list of professional meetings will be collected each semester and posted on bulletin boards and on the COE website. Faculty will be asked to provide dates and times for any professional meetings which they wish to have added to this list. Students will be responsible for attending the meetings and documenting such attendance.

Educational Community Service

Any community organization which desires volunteers will identify a contact person to disseminate opportunities and to coordinate and document volunteer efforts. A list of volunteer opportunities will be posted on bulletin boards in Bluemont Hall and published each semester on the COE website. The list of volunteer opportunities would identify the contact person at the community organization who would coordinate volunteer work.

If you have any questions, please contact Curriculum and Instruction Department, BH 261, 785-532-5904 or your academic advisor.

Verification Form for Educational Community Service

Name _____ Phone _____

Student ID _____ E-mail _____

Anticipated Student Teaching Semester _____

My signature here indicates that I provided the volunteer services listed below and that I am aware of and abide by the university academic honesty policy.

Student signature: _____

Directions:

- Provide Some Documentation. For each entry of volunteer service, attach some type of documentation from the agency. That documentation should state the name of the agency, the type of service you provided, the number of hours of service, and the dates of your service. That documentation should be signed by a supervisor from the agency where you provided the service. Some agencies have a form to fill in while other agencies will simply type up a one-page sheet for this verification.
- Submit This Form. Deliver this completed form and the supportive documentation to room 261 Bluemont Hall in the Curriculum and Instruction departmental office. The due date is October 15 for those student teaching in the next spring semester, or March 15 for those student teaching in the next fall semester.

I volunteered for this agency: _____

I served this role: _____

Contact Hours: _____ Date(s): _____

Signature by the organizational contact: _____

I volunteered for this agency: _____

I served this role: _____

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Verification Form for Professional Meetings

Name _____ Phone _____

Student ID _____ E-mail _____

Anticipated Student Teaching Semester _____

My signature here indicates that I attended the professional meetings listed below and that I am aware of and abide by the university academic honesty policy.

Student signature: _____

Directions:

- **Provide Some Documentation.** For each item, attach a copy of the agenda, cover page of the conference program, conference registration form, or other type of verification whenever possible. Also have a supervisory person from the meeting sign this verification form, or provide a separate sheet signed by the organizational contact indicating that you attended the professional meeting or program.
- **Submit This Form.** Deliver this completed form and the supportive documentation to room 261 Bluemont Hall in the Curriculum and Development department office. The due date is October 15 for those student teaching in the next spring semester, or March 15 for those student teaching in the next fall semester.

I attended: _____

Contact Hours: _____ Date(s): _____

Signature by the organizational contact: _____

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Verification Form for Educational Community Service

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Student ID _____ E-mail _____

Anticipated Student Teaching Semester _____

My signature here indicates that I provided the volunteer services listed below and that I am aware of and abide by the university academic honesty policy.

Student signature: _____

Directions:

- Provide Some Documentation. For each entry of volunteer service, attach some type of documentation from the agency. That documentation should state the name of the agency, the type of service you provided, the number of hours of service, and the dates of your service. That documentation should be signed by a supervisor from the agency where you provided the service. Some agencies have a form to fill in while other agencies will simply type up a one-page sheet for this verification.
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