

# STOMP Fellow Contract 2016/17

## STOMP Mission

STOMP was founded in 2001 by 5 fellows in 2 classrooms. Since then it has grown exponentially to include over 60 fellows and 30 classrooms. The Tufts University Student Teacher Outreach Mentorship Program (STOMP) pairs college students with K-12 teachers to assist in the integration of engineering in the school curriculum. The STOMP Fellows enhance the engineering knowledge of both the teacher and students by preparing and leading hands-on lessons. Our philosophy behind engineering education is based on the belief that students can make their own decisions and solve their own problems. In practice, it's a "kids can" mentality! Students are given a problem and they must use their critical thinking skills to determine an appropriate and feasible solution. The STOMP Fellow guides the student through the challenges they face along the way. STOMP Fellows encourage students to use the Engineering Design Process, which teaches students to change, test and improve frequently.

STOMP is a job and as such, there are certain expectations we have for STOMPers.

## Job Expectations

- *Attend (and be on time to) Wednesday meetings.* – Meetings are on Wednesdays during open block. STOMP must take priority over other clubs or organizations. You are expected to actively participate and engage in the meeting--no texting or using a computer during the meeting unless it is work related. Failure to attend and be actively engaged in meetings is grounds for dismissal.
- *Attend all trainings.* – STOMP will be changing its training organization. At the beginning of the year, there will be a training that covers the minimum information needed before entering a classroom (classroom management, curriculum development, teaching methodology, working with a partner, using technology at the CEEO and in the classroom, etc). During the semester, there will also be additional trainings on various topics that you are required to go to.
- *Design and submit a unit outline with your partner.* – The unit outline should be updated over the course of the semester and shared with your executive board member by the date they have requested. At the end of the semester, it should be uploaded to the STOMP Fellows Site. It is expected that the unit be cohesive, well informed, and written to the best of your knowledge and abilities.
- *Meet with your teacher and observe your classroom before you teach your first lesson.* – Classroom observation is a useful tool that will help you understand classroom norms and expectations. Teachers know their students best so the information they give you will be helpful as you design your unit and work with the students.

- *Contribute activities, feedback and comments to the STOMP website.* – The website is a valuable resource for fellows to learn from each other’s experiences in the classroom. On the private Fellows Site, STOMPers should comment on activities detailing challenges and successes in their classroom as well as any changes to the lesson. New original activities can be uploaded to the Fellows Site, and will be uploaded to the Public Site if they meet the new STOMP Public Site standards.
- *Prepare for each lesson.* – Lesson preparation is key to success in the classroom. STOMPers should meet with their partners weekly (a few days before their lesson) to plan. It is expected that STOMPers actually know and understand what they are teaching. STOMPers should have done the lesson themselves to ensure that it is feasible.
- *Be responsible with materials.* – You are responsible for collecting the materials you are using in your classroom. If there are any materials that you need that are missing from the closet you must request them at least five days before your classroom time. If there are any materials you notice are running low you should also submit an order for them. If you use non-robotics materials in your classroom, you must bring them back to the CEEO and put them neatly in their correct place in the closet within 24 hours of using them. This includes taking the materials out of the STOMP car when you return it to the CEEO.
- *Communicate with your classroom teacher.* – Prior to your first visit to the classroom, you should meet with your teacher about classroom norms, logistics, and the curriculum. Each week (a few days before your scheduled class time), you should email your teacher to confirm that you are going into the classroom that week and to briefly describe the lesson plan.
- *Attend your scheduled class period(s).* – You will teach 6-10 classes during the semester, each being about 1-2 hours long. Unless you have a direct conflict, you are expected to attend (and be on time to) every class. In the case of a conflict, you must notify your partner and the STOMP Manager immediately. You must also give your teacher at least one week’s notice if you are missing the class or bringing a substitute/guest (Exec Board member, substitute STOMPer, etc.).
- *Complete 4 hours of sorting per semester* – Regardless of what materials you use in the classroom, you must help sort NXT kits, EV3 kits, WeDo kits and Snap Circuits. The hours are paid and are logged as all other STOMP hours. They may be completed on your own time as long as the CEEO is open. These hours must be completed by the last day of finals period for that semester.

- *Log your own hours weekly.* – Fellows are responsible for logging their own hours of work. They must be submitted online each week on [hours.tuftsceeo.org](http://hours.tuftsceeo.org). It is expected that all STOMPers log honestly!

### **Exemptions**

As a STOMP member you are held accountable for all parts of the job description unless special circumstances impact your ability to complete your work. These reasons include:

- *Illness* - Doctor's note is required after second missed obligation.
- *Mental Health* - Send email explaining the situation at your earliest convenience before the obligation you are missing.
- *Family Emergencies* - Send email explaining the situation at your earliest convenience before the obligation you are missing.
- *Scheduled Exam* - Email at least one week in advance.
- *Tournaments (Sports, Debate, etc.)* - Email at least one week in advance.
- *Academic/Career Conferences* - Email at least one week in advance.

If you must miss a STOMP event for any of the above reasons, please email the STOMP Manager.

### **Compensation**

- *Compensated Tasks* - Tasks that you will be compensated for include: Trainings, Weekly Meetings, Travel Time, Classroom Time, Material Preparation, Workshops, and Curriculum Development. If logging more than 10 hours in a week please email the STOMP Manager explaining why.

### **Rules of Conduct**

- *Dress Appropriately* – Your clothing choices may be the first thing the school staff, your teacher and your students notice about you. Be sure that the clothes you wear demonstrate that you care about STOMP and that you respect the classroom. Avoid ripped or dirty clothes, sweatpants, pajamas, sports clothes, or t-shirts with large logos. Students will notice your clothing choices. As a general rule, if you are questioning whether a piece of clothing would be acceptable in a school setting – it's not.
- *Use Appropriate Language* – It goes without saying that your language in the classroom should be free of vulgarity. Avoid discussing your personal life or content that is inappropriate for a classroom. If students ask you overly personal questions, kindly remind them that that's not classroom appropriate. Also consider the ages of your students. Avoid talking down to older students or using advanced language (and

sarcasm) with young students. For whichever grade you work with, you should strive to use normal, respectful, and accepting language with your students.

- *Be Prepared* – The students (and teachers) are depending on you to come into their classroom on the planned schedule. Regularly arriving late to the classroom or even failing to show up on expected dates would seriously strain the relationship that you are developing with your students. If an emergency occurs that will make you late or prevent you from making it into the classroom, you should contact both your teacher (i.e. emailing and calling the school office) and your STOMP executive board member or the program manager to inform them of this schedule change. Besides making it to your scheduled classroom visits, failing to prepare adequately for the classroom (i.e. planning activities, bringing in promised materials) will also show a lack of respect for the class and make the experience less enjoyable for you and for the students.
- *Respect School Staff* – Making a connection with school support staff and administrators can help you to feel more comfortable in your assigned school. Be friendly and cordial at all times. During one of your first school visits, introduce yourself to a school administrator. You should deliver a letter to him/her that explains how STOMP works and what you will be doing in your classroom (see the website for more details). You may also introduce yourself to the front desk staff. Ask them any questions you may have regarding school policies. (i.e. Where can I park/lock my bike? Where would be a good place to unload equipment? What is the protocol for checking in/out? What forms do I need to fill out? Is there a dress code?)

### **Release from Terms of Service**

If you fail to adhere to the above terms of employment, you will be subjected to review and termination.

I agree to the above terms of employment:

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

\_\_\_\_\_

Printed Name