

STOMP Fellow Contract 2019-2020

STOMP Mission

The Student Teacher Outreach Mentorship Program (STOMP) was founded in 2001 with just five fellows in two classrooms. It has grown exponentially to include over sixty fellows and thirty classrooms. 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 premise that “kids can” - students can make their own design decisions. In STOMP, students are given a problem and they must use their critical thinking skills to determine an appropriate and feasible solution. The STOMP Fellows act as facilitators by guiding students through the challenges they face as they design. STOMP Fellows encourage students to use the Engineering Design Process, which teaches students to plan, test, and iterate.

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. We know that things do come up so please let us know ahead of time if you will not be able to attend a meeting.
- *Attend all trainings* – At the beginning of the year, there will be a six-hour 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 outline will be split into two chunks: one that covers the first few weeks and another that is for the remaining weeks of the semester. This unit must be completed and shared with your CEEO mentor at dates that will be specified at the training as well as your cooperating teacher before you go into the classroom.
- *Meet with your teacher and observe your classroom before you teach your first lesson* – Classroom observation is a useful tool that helps you understand classroom norms and expectations. Prior to your first visit to the classroom, you should meet with your teacher about classroom norms, logistics, and curriculum.
- *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, STOMP Fellows 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. Time will be allocated during weekly meetings to plan lessons. Sometimes you will need to meet outside of Wednesday meetings. It is expected that STOMP Fellows understand what they are teaching and be prepared for class. STOMP Fellows should do the lesson themselves to ensure that it is feasible. Another key aspect of preparing for your lesson is organizing materials. A week prior to your lesson, you should pull supplies from the STOMP closet at the CEEO and put what you need in your crate. If the STOMP closet is missing a specific material or you used the last of it, it is your responsibility to fill out an order form (forms.tuftsceeo.org) to replenish the supply. Sometimes it takes a while for ordered materials to arrive, so please be sure to order supplies a week in advance. Please do not buy materials with your own money.
- *Clean up after each lesson* – If you use CEEO materials, you must bring the materials back to the CEEO and put them neatly in their correct place in the closet within 24 hours of using them. Please do not leave materials in your crate as this prevents other fellows from using them.
- *Attend your scheduled class period(s)* – You will teach 8-10 classes during the semester. Each class is one hour 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 immediately notify your partner and STOMP Exec Member that is in charge of subs. 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 STOMP Fellow, etc.).
- *Complete 4 hours of sorting* – Regardless of what materials you use in the classroom, you must help sort LEGO kits and/or Snap Circuits. The hours are paid and are logged as STOMP hours. These can be done any time the CEEO is open, Monday-Friday 9:00-5:00.
- *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. It is expected that all STOMPers log honestly! Please log at the end of every work session so that your hours are accurate.

Exemptions

As a STOMP Fellow 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.
- *Family Emergencies* - Send email explaining the situation at your earliest convenience.
- *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 STOMP@tuftsceo.org. This email goes to the Director of Outreach and Program Administrator of CEEO.

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 ten hours in a week please email the STOMP@tuftsceo.org 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, gym clothes, or t-shirts with large logos (especially with alcohol, drugs, or suggestive or profane language). 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 probably best to wear something else.
- *Use Appropriate Language* – You should strive to use normal, respectful, and accepting language with your students. Obviously, 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 it's not classroom appropriate. Also consider the ages of your students. Avoid talking down to students or being sarcastic with young students.
- *Be Prepared* – The students (and teachers) depend on you to come into their classroom on time and prepared to work with them. 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, classroom teacher, and negatively affect the CEEO's reputation. 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 email STOMP@tuftsceo.org 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. 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

In the event that you do not follow the above terms of employment, a review will be held in order to determine the necessary course of action which might include termination.

I agree to the above terms of employment:

Signature

Date: _____

Printed Name