

Integrative Biology 133: Anatomy Enrichment Program
Spring 2011

B. Course Requirements

1. Attend orientation meeting; Berkeley School's Volunteer presentation (Jan. 24th, 4:00 pm, 166 Barrows).
2. Attend meeting to choose teams, topics, and grade level (Jan. 31st, 4:00 pm, 166 Barrows).
3. Attend meeting to receive team assignments (Feb. 7th, 4:00 pm, 166 Barrows).
4. Once you get your assignment, have your Team Captain contact the teachers and schedule what days your team will be teaching. Meet with your grade school teachers and observe at least one class (for each teacher). Arrange the observations times with the teachers beforehand.
5. Meet with your team members and develop teaching presentations.
6. At least TWO WEEKS before you plan on teaching, present your lesson plan to your GSI with the entire team. Bring your prop sheet reservation form with you so the GSI can sign it. If your lesson plan is approved, the GSI will give you an approval sheet. Reserve props at least TWO WEEKS in advance (see prop information sheets for procedure).
7. Sign up and meet with Dr. Diamond during office hours at least ONE WEEK before teaching. You should sign up for one, 15 minute office hours slot for each 1 hour lesson plan you will be discussing with Dr. Diamond. Bring your teaching plan and "GSI Approval Form." Ideally, all of your team members should be present. Dr. Diamond MUST approve your lesson plan before you meet with you teachers and certainly before you teach to the classrooms!! Look back to your notes and textbook from IB 131 Human Anatomy for help – teams in the past have collected erroneous information from the Internet!
8. Verify your progress with the GSI by visiting office hours or e-mailing the week of March 7th. Hopefully, your team will be ready and scheduled to teach!
9. **TEACH!** [2 classrooms, 2 one hour-long lessons per classroom = Total 4 hours]
10. Submit an evaluation form to each teacher. Provide an addressed (to GSI – include name!), stamped envelope. Don't forget to provide your team number and the names of your team captain and teammates.
11. Contact GSI after completing teaching.
12. Submit reimbursement request to Jill Marchant (last day to do so is Monday, April 18th). Her mailbox is in 3060 VLSB.
13. Submit a one- or two-page, single spaced, typed final report per person. NO REPORT, NO CREDIT! Enjoy the potluck dinner (bring your favorite dish to share; Monday, April 25th, 5-7pm, 2063 VLSB).