

Follow-up Leader Checklist

Follow-up Leaders need to contact the Center via email and download appropriate PDF files to handle the administrative details for the class.

<div data-bbox="133 472 175 514"><input type="checkbox"/></div> <div data-bbox="133 787 779 871"><input type="checkbox"/> Contact the Center to request a classlist via email. Write to: info@center.edu</div> <div data-bbox="133 892 779 997"><input type="checkbox"/> Download <u>Enrollment Form</u> for on-site enrollments who did not pre-enroll before the first class meeting.</div> <div data-bbox="133 1081 779 1417"><input type="checkbox"/> Download <u>Attendance Roster</u>. Keep track of attendance at each meeting. Mail completed attendance roster to the Center with your final paperwork.<ul style="list-style-type: none">• If a participant taking the class for CEUs or Center credit misses more than 4 hours, a make-up project can be submitted to earn credit.• Participants missing more than half of the 20 contact hours will receive an incomplete.• Participants taking the class for LMU credit must attend all sessions.</div> <div data-bbox="133 1480 316 1522"><h2>1st Meeting</h2></div> <div data-bbox="133 1554 779 1848"><input type="checkbox"/> Download <u>Sample Registration Form</u> for each participant to complete. If you did not receive a packet of triplicate Center Registration Forms prior to the first class meeting, contact the Center. Leaders hold all forms until the last class meeting after preparing transcripts for distribution. Instructions on preparation of transcripts will be found on second page of the Sample Registration Form download.</div>	<div data-bbox="828 409 1023 451"><h2>2nd Meeting</h2></div> <div data-bbox="828 483 1468 766"><input type="checkbox"/> Download <u>Second Session Cover Sheet</u> to complete and send to the Center along with any on-site enrollment forms and payments.<ul style="list-style-type: none">• Participants cannot miss the first two sessions and arrive for the third session. They are considered "no shows."• Make a copy of your attendance roster to date and send it to the Center along any on-site enrollment information and payments.</div> <div data-bbox="828 787 1031 829"><h2>Last Meeting</h2></div> <div data-bbox="828 861 1468 1029"><input type="checkbox"/> After you prepare the final transcripts, distribute pink and yellow copies to each participant. <input type="checkbox"/> Download <u>Evaluation Form</u> and have participants complete.</div> <div data-bbox="828 1081 1258 1123"><h2>Final Administrative Details</h2></div> <div data-bbox="828 1155 1468 1260"><input type="checkbox"/> Download <u>Closing Checklist</u> and follow instructions on completing last details. Coordinate paperwork with any co-leaders at your site.</div> <div data-bbox="828 1291 868 1333"><input type="checkbox"/></div> <div data-bbox="828 1438 1031 1480"><hr/><h2>Your Notes...</h2></div>
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Leading a Follow-up Course

Course Overview

The Center offers follow-up classes to provide support and guidance as teachers begin to apply the strategies and ideas in their classrooms that they experienced at the initial 30-hour workshop. The degree and rate of implementation are totally at the discretion of the individual participants.

Course Requirements

There is no prerequisite for taking the follow-up class. In the past students had to complete the basic course that preceded the follow-up. However, teachers really wanted fellow colleagues and team members to be able to participate with them in these support sessions. All participants who are enrolled for Center credit or CEUs must keep a log of their classroom experiences throughout the follow-up course. Participants taking Loyola Marymount University (LMU) post baccalaureate credit will need to abide by the LMU guidelines.

Follow-up Teaching Guides & Resources

There are separate course guides available for each type of follow-up. In order to conserve our limited resources, the Center's policy is to issue only one guide per leader. If the guide is the same as used during the initial workshop, then that will be the copy used for follow-up and subsequent classes.

Math Their Way Classes (K-2)

- Math Their Way Follow-up Resource Notes

Math a Way of Thinking (3-6)

- Instructor Guide for Math a Way of Thinking

Another form of support is available on the Center's FORUM at www.center.edu. The FORUM is a place for teachers to come and share ideas, ask questions, search for information on certain topics, and become involved in conversation threads. A great homework idea would be to have participants learn to log on and ask a question or find information to share with others.

Handouts and Assignments

If you want to share articles with participants, please read them before your follow-up begins so you are familiar with them. Choose articles that best meet the needs and interests of your participants.

For mathematics the NCTM publications are a good resource for current information to share. The professional journals are:

Teaching Children Mathematics (pre-K and elem)
Mathematics Teaching in the Middle Schools
Mathematics Teacher (secondary)

Help your participants become more familiar with the NCTM Standards 2000 document. Encourage them to visit the NCTM's site at www.nctm.org. Some teachers may have already cross referenced some of the Center's materials with their own state standards or the NCTM standards. If they would like to share it on the Center's web site, please have them contact us.

If you are a new follow-up leader, we recommend that you stay in contact with the workshop instructor who taught the initial course at your location. Center instructors will be of great assistance since they have become acquainted with some of your participants and have also led follow-up classes in their own local area. They are your best LIVE resource. Let us know if you need to request an email or phone number.