



CONFETTI!!!

Teacher Training Academy Pre-Intern Teaching Program District Intern Program Master Plan Teacher Training Program
Volume #15 Issue #16 NEWSLETTER February 3, 2010

All District Interns

Cleanliness is next to...

We have already covered the first two of the “5S” process. The first S, “Seiri”, or organization, is primarily about putting things away that are not needed. The second S, “Seiton”, or neatness, takes those things which are being used and makes sure they are put away tidily so they are always to hand when needed.

It is easy in the current age to think that cleaning things is somebody else’s job. This can become an attitude that makes people think that keeping things clean is beneath them. They will walk past litter on the floor and not clean down dirty or grimy whiteboards and computer equipment. “Seiso”, cleanliness, is an attitude that considers dirty and untidiness as intolerable. Train your classes in this. Make it a cultural necessity. Give them specific responsibilities. Rotate responsibilities as necessary.

Dirtiness is related to many problems. Dirt both causes and covers up scratches. It hides unsafe areas and can be hazardous itself. It can cause accidents when people slip on it.

There are three broad levels of cleaning. First, there is the overall cleaning of everything. Secondly, there is the cleaning of specific items, tools, machines and workplaces. Thirdly, there is the cleaning at the detail level, getting to grime in corners and crevices.

To clean a whole area, first divide it into sections and allocate responsibility to each. Then identify what is to be cleaned and in what order to clean things. Identify proper methods and tools for cleaning, including brushes, detergents, and so on. Also include proper

protection for the person doing the cleaning, such as gloves, face-masks and aprons. Then perform the cleaning, and think about how you can do it better next time.

Cleaning without care can cause more damage than it prevents. For example, wiping down a whiteboard on which there is Scotch tape or other hard debris can scratch the surface. Use the appropriate tools to ensure this type of error does not happen, i.e., vacuum cleaners, soft cloths, non-toxic cleaning agents, and so on.

When cleaning is completed, use “Seiton” (neatness) principles to put away the cleaning tools. They themselves may require cleaning, i.e., shaking out of cloths (in an appropriate place). Where disposal is involved, ensure this is done properly. For example, a cloth containing anything hazardous should not be handled by students or put in the classroom trash can.

Standardize the approaches you use to clean (“Seiketsu”). Use diagrams, checklists and charts to help ensure things are cleaned properly. Train students how to do some of the routine classroom chores appropriately. It may seem simple, but with proper training it will be done twice, as well in half the time.

When cleaning, always look for the reasons, why the item got dirty? Seek out the root causes of grime and dirt and eliminate them. If it is dirt in the air, check the ventilation systems—can you request new filters?

“Seiso” in the office or laboratory is similar to “Seiso” in the classroom. Make sure things are clean. Look for hazard. The same is true in computers. Defragment the hard disk. If possible, clean the circuit boards inside. Clean out the junk and you will be able to see what is really there. An

attitude of cleanliness leads to clean and clear thinking that reflects in all aspects of your teaching.

Reprinted from Quality World, the journal of the Institute for Quality Assurance: Orig. Pub. January, 2002.

All Cohorts

Support Provider Verification Forms...

Please be sure that your Support Provider has submitted their verification forms, so that they may be appropriately compensated for their support.

EDUCATION SPECIALIST DISTRICT INTERNS

District Intern Education Specialist:

Continue to work on your courses, portfolios and missing assignments. It is very important to keep up with your Professional Development Program. Save the Date: Culmination is Saturday, February 20, 2010 at Cochran MS.

CENTSE YEAR 1 M/M

ESEd 402a: Assessment and Instruction for M/M Disabilities will meet on Monday, February 8th, Wednesday, February 17th, Monday, February 22nd, and Monday, March 1st. Bring all materials to class.

CENTSE YEAR 1 M/S

ESEd 322: Assessment, the IEP and Instruction for M/S Disabilities will meet on Monday, February 8th, Wednesday, February 17th, Monday, February 22nd, and Monday, March 1st.

WINTER '08 M/M

**No classes. – Scheduled for the week of
February 8-12, 2010.**

CENTSE W 08

Exit reviews will be conducted on Monday, February 8th, from 4:15 – 8:00 p.m. Please read your email to verify your appointment time.

M/M Year 1

Ed 304: Curriculum and Methods of Teaching Math will meet on Monday, Feb. 8th, Wednesday, February 17th, Monday, February 22, and end on Monday, March 1st.

M/S Year 1

Ed 304: Curriculum and Methods of Teaching Math will meet on Monday, Feb. 8th, Wednesday, February 17th, Monday, February 22, and end on Monday, March 1st.

YEAR 2 M/M AND YEAR 2 M/S

Ed 304a: Curriculum and Methods of Teaching Math will meet on Monday, February 8th, Wednesday, February 17th, Monday, February 22nd, and end on Monday, March 1st.

YEAR 3 AND CENTSE II

ESED 510: Transition, Vocational and Career Development will continue online through Saturday, February 20th.

YEAR 3 M/S

ESE 510: Transition, Vocational and Career Development will continue online through Saturday, February 20th.

WINTER 06 AND CENTSE WINTER '07

No classes

Winter 07/08 M/M

No Classes

Regards,

The Education Specialist Team

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Single Subject District Interns

Semester One Preparation Summer/Fall '09-'10 Cohort

ED 200.10 Methods of Teaching-Session #2:

Session 4 of ED200.10, **The Methods of Teaching English, Math and Science** will meet on Monday, February 8, 2010, from 4:15 p.m.-8:00 p.m. at Johnnie L. Cochran, Jr. Middle School. Please bring all required assignments and materials for this class. We look forward to seeing you there.

ED 200.19A Portfolio Class Past Due Assignments for Summer/ Fall '09-'10

For some members of the cohort, the following assignments are now past due, and need to be submitted at this portfolio class meeting:

- **CalTPA Subject Specific Pedagogy (SSP)** task to be e-mailed to Dan Ontell, as an attachment.
- **CalTPA Designing Instruction (DI)** task to be e-mailed to Dan Ontell, as an attachment.
- **My Life as a Teacher (MLAAT)** entries 1-5, and entries 6-10.
- **What's Behind the Classroom Door- A (WBTC-D-A)** Portfolio task, tabbed and in a binder.
- **What's Behind the Classroom Door-B (WBTC-D-B)** Portfolio task, tabbed and in a binder.

SECOND NOTICES were e-mailed to Summer/Fall 2009-10 cohort members, who have not completed one, or more of the portfolio tasks. Please, complete these important portfolio tasks soon. We will have a contract for you to sign on Monday, February 8th, if you have not completed these tasks by the deadline dates.

ED 200.1 and ED 200.12 Courses Past Due Assignments for S/F 09-10

If you have not completed **ED 200.1** (Classroom Management) or **ED 200.12 (ELD)**, it is time to get the work for those classes turned in.

Moodle is still open for late submissions of work. Please, go into Moodle and do the assignments that you are missing so we can get those of you who have not completed the course up-to-date.

If you have any questions about the work, please contact Dan Ontell, Sam Burke, or Denise Busby.

District Intern Orientation Work

Interns are reminded to complete your Orientation work now, because **five and a half months** have now passed, since the end of DI Summer Orientation. Many of you have partially completed Orientation work, but as of this date **only 3 out of the 24** members of the cohort have been awarded salary points for Orientation.

Thanks to the interns who have already finished-up and have received their completion certificates and salary points.

If you have any questions about Orientation, please make the following contacts:

Dave Harris

william.d.harris@lausd.net
(213) 241-5481

Paula Stokes

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(213) 241-5480

Backing-Up District Intern Program Work

We know we have published this message before, but yet again, someone in the DI program has lost their DI work.

This is an important reminder that all DI Program work needs to be backed-up on flash drives, portable hard drives and other computers. In the past few years, many interns have lost DI work assignments because they did not backed-them up.

If your laptop needs to be repaired, please notify your advisors via e-mail, so the technical crew can be notified.

Interns in the Summer/Fall 09-10 cohort have already lost data, so this is a serious wake-up call to back-up data in multiple locations.

Preparation Semester 2 Winter '08-'09 Cohort

ED 200.16 Voices of Diversity - Session #3

We look forward to seeing you on **Monday, February 8, 2010**, for the fourth session of this exciting course. You should be completing your culturally relevant modifications, as well as developing a Culture Kit to present to your classmates. Please be sure to bring all of your books and your unit resources, so you can work on your Culturally Relevant modifications.

Preparation Semester 3

Summer/Fall '08-'09 Cohort

Culmination – Congratulations!

We will be having Culmination this year at Cochran Middle School on Saturday, February 20, 2010, from 10:00am to noon. If you are culminating, you are required to attend this event, as it is part of your Professional Development Plan. Please read the Culmination Letter posted at the District Intern website at: <http://www.lausd.k12.ca.us/lausd/offices/di/>

Be sure to **arrive at 9:00am** for a continental breakfast and preparation for this big event.

Congratulations!

Exit Interviews and Culmination

We have scheduled **exit interviews** for interns who have completed all work to date. The dates for Exit Interviews are: Thursday, January 28, Tuesday, February 2, and Thursday, February 4, 2010. Note: **ALL** coursework must be completed and evaluated **before** we can schedule your interview.

Interns who are not scheduled for an Exit Interview

If you have not completed all coursework and/or tasks, your attendance is required on Monday, February 8, 2010, at Cochran Middle School from 4:15 – 8:00 p.m. for advisement and support.

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Remember to make copies of all documents that you submit

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<http://www.lausd.net/lausd/offices/di>
RICA Online Registration: www.rica.nesinc.com
RICA Practice Website:
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