

TASK FELLOWS **ROLES AND EXPECTATIONS**

1. The Fellow will participate in TASK-related activities for an average of 15-20 hours per week (7-10 hours per week for undergraduate fellows) during the fall and/or spring school semesters. Graduate fellows will also participate in TASK-related activities for the same number of hours during the summer months. The hours per week are mandated by NSF and must be fulfilled.

During the school year, approximately half of the Fellows' time will be spent in the classroom assisting with science, mathematics and/or technology instruction. Remaining hours may be fulfilled in additional TASK-related classroom activities, planning sessions with the Partner Teacher outside of class times, by attending meetings with teachers, in other school activities deemed appropriate by TASK staff and/or the Partner Teacher, and in TASK training workshops or meetings.

Summer work will be determined by each TASK team in consultation with the TASK administrative team. Duties will be customized to fit field schedules, work duties, location, school obligations, etc. as much as possible.

2. The Fellow and a Partner Teacher will work as a "TASK Team" in the same school throughout the school year unless extenuating circumstances require that the partnership be terminated.
3. The Fellow and Partner Teacher will meet weekly to plan classroom activities. It is suggested that the Fellow arrange a time during a planning period or other time that is convenient to meet with the Partner Teacher to plan a week or two in advance. During these planning sessions, the team should share lesson plans, long-range plans, and class management techniques so that the Fellow can enhance classroom instruction with appropriate experimental/inquiry activities.
4. The Fellow will produce developmentally appropriate lesson plans, using sound scientific methods, the Learning Cycle, and following standards of the school district, with input from the Partner Teacher to ensure that the science subject matter is appropriate to the grade level. These lessons will be presented on a schedule agreed upon by the team, to fit in with required school units, related materials and subject areas.
5. The Partner Teacher must be present whenever the Fellow is in the classroom. Partner Teachers and Fellows are required to contact the TASK Program Administrator and the other team member in advance of his/her absence in the classroom. If the absence is more than one week, upon return, the Partner Teacher, Fellow and TASK Staff will meet to realign the Fellow's work with the current lesson plans.
6. The Fellow can expect to assist with science-related activities such as science fairs, field trips and coordinating guest speakers.
7. If the Partner Teacher and the TASK staff member(s) deem it appropriate, the Fellow may assist other non-Project Teachers with science, mathematics and/or technology instruction.
8. The Fellow should expect and permit his/her UAF Faculty Mentor or other TASK staff to observe in the classroom setting once per month.
9. The Fellow should meet or speak with his/her UAF Faculty Mentor at least weekly or as needed to receive guidance on good teaching practices, scheduling, organization, etc.



10. The Fellow is required to attend initial training workshops and monthly or bimonthly meetings with the Partner Teachers and TASK Staff. These meetings will require approximately 3 hours per month, and will be scheduled in advance to occur after school, in the evenings, and/or on some weekend days.
11. The Fellow is required to successfully complete a 1-credit weekly seminar administered by TASK staff. This seminar serves as a weekly fellows meeting.
12. The Fellow will provide weekly summary reports to the TASK Program Administrator via the online TASK Fellow Weekly Summary Report Form found at www.task.uaf.edu/internal. A user name and password will be provided to you at the summer training sessions.
13. The Fellow will provide a list of necessary supplies, materials, or reference items to the TASK Program Administrator using the TASK Purchase Request Form. Requests should be made in ample time to provide for purchase/shipping/etc.
14. The Fellow will report on selected teaching units on a monthly basis in the form of a monthly journal entry. Constructive and timely feedback from the Partner Teacher should be expected. Completed reports must be provided to the TASK Program Administrator by the 10th of each month. Instructions for these journals will be discussed at training workshops.
15. The Fellow will submit 12 Alaska Discovery Lessons. These Alaska Discovery Lessons will follow the format outlined at the training workshop using the form(s) provided by TASK.
16. The Fellow will complete any monthly assignments as outlined at monthly meetings.
17. The Partner Teacher will give the TASK program permission to use any data gathered during the program (images, work, words, etc.) related to TASK activities in the classroom and training sessions.
18. The Fellow will provide at least one reliable method of contact (e-mail, home phone number, cell phone number) to the TASK program manager and the Partner Teacher. This should be checked regularly for new messages.
19. The Fellow will complete and deliver assessment instruments as part of project evaluation.
20. The Fellow will serve as a resource person for the TASK program within their school.
21. The Fellow may be asked to work with Partner Teachers and other Fellows to present workshops for in-service school teachers or at professional meetings, e.g. Alaska Science Teachers Association (ASTA) or the Alaska Mathematics Teachers Association (AMTA), etc.
22. Selected Fellows may be invited to assist in a workshop designed to introduce and train the next cohort of Fellows to participate in the program.