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ABSTRACT

This booklet is designed to provide basic program information to volunteer teachers of English as a Second Language. The location and schedule of classes, and the range of classes offered at the International Institute of St. Louis are included in the booklet. Also included are a description of teacher aides and volunteer teachers; a chart of the organization's structure; an outline of the rights of volunteers and students in the program; lists of do's and don'ts; an invitation to volunteers to a holiday luncheon; and a statement of understanding and agreement of policy and practice between the volunteer and the agency, to be signed by the volunteer. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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# *An Orientation Guide for ...*

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# VOLUNTEERS - IN - EDUCATION

Helen Dean

*helping the foreign born learn to speak, read and write English.*

*Our students appreciate you!*



81 300198



## **Welcome to the Institute!**

**We really appreciate the commitment that you are making to the Volunteers-in-Education. The staff of the Education Department hopes the information in this booklet will assist you, as a volunteer, to understand our program. We want you to know that your part in helping our students learn English as a Second Language is really critical to their success.**

**Please read through this booklet. If you still have questions but cannot find the answers here, please ask ... we'll try to answer.**

**Before the end of your first day, please sign the tear-out page at the end of this booklet and give it to the Volunteer Coordinator. Thank you. We look forward to working with you.**

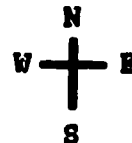
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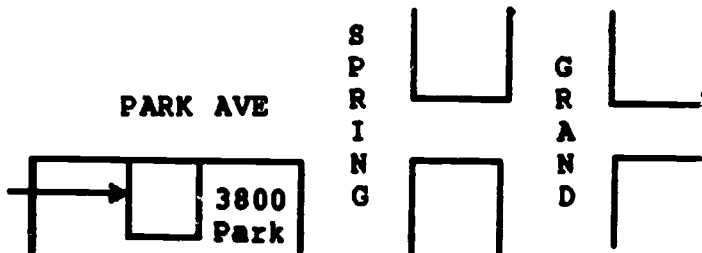
# PLACE:



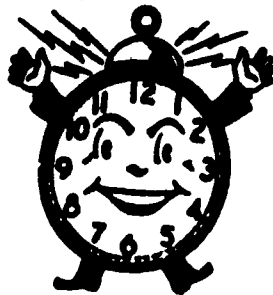
**International Institute of Metropolitan St. Louis**  
**3800 Park Avenue, St. Louis, MO. 63110**  
**(314) 773-9090**



Enter parking lot from  
west side of building.  
Check with Front Desk  
for white Pass Card to  
enter lot.



**TIME:**



<b>Classes:</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Th.</b>	<b>Fri.</b>
<b>Morning: 9 AM to 12 Noon</b>	X	X	X	X	X
<b>Afternoon: 1 PM to 3:30 PM</b>	X	X	X	-	X
<b>Evening: 7 PM to 8:30 PM</b>	X	X	X	X	-

# CLASSES:

Beginning ESL

Intermediate ESL

Advanced ESL

Listening/ Speaking

Reading/Writing

Job Club

Parenting

College Prep

High School Equivalency

Citizenship

Basic Educational Skills

Literacy

English in the Work Place



# **OPPORTUNITIES:**

## **Teacher Aides:**

- help the Master Teacher with dialogues.
- check students' written work.
- partner teacher in sentence modelling.
- assist with class projects.



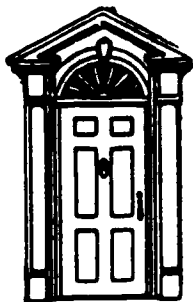
## **Volunteer Teachers learn where and when to:**

- use controlled language.
- use pacing.
- use modelling.
- develop lesson plans.
- find technical resources.



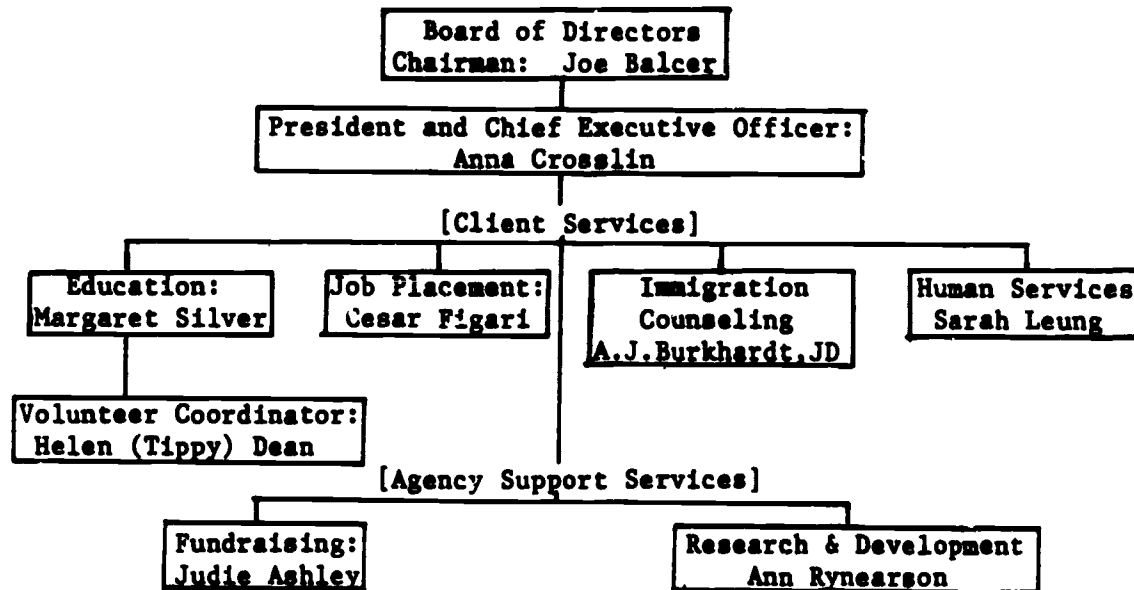
## **ENTRANCES AND EXITS:**

**Entrance:** Glass doors on to parking lot.



- Exits:**
- 1. Glass doors on to parking lot.**
  - 2. North East corner of building on to Park.**
  - 3. South stairs of building on to alley behind building.**

# ORGANIZATION:



# **BILL OF RIGHTS FOR VOLUNTEERS:**

**THE RIGHT TO BE TREATED AS A CO-WORKER ... not just as "free help"; not as a "prima donna".**

**THE RIGHT TO KNOW AS MUCH ABOUT THE FACILITY AS POSSIBLE ... its policies, its people, its programs.**

**THE RIGHT TO TRAINING FOR THE JOB ... thoughtfully planned and effectively presented training.**

**THE RIGHT TO CONTINUING EDUCATION ON THE JOB ... as a follow-up to the initial training - information about new developments, new methods.**

**THE RIGHT TO SOUND GUIDANCE AND DIRECTION ... by someone who is experienced, well-informed, patient, and thoughtful and who has time to invest in giving guidance.**

**THE RIGHT TO BE HEARD ... to feel free to make suggestions; to have respect shown for an honest opinion.**

**THE RIGHT TO RECOGNITION ... in the form of awards or some tangible recognition of a job well-done; through day-by-day expressions of appreciation - and by treatment as a bona fide co-worker.**

# BILL OF RIGHTS FOR STUDENTS:

**THE RIGHT TO A WELL-INFORMED TEACHER ...** Students learn best from teachers who know what to teach and how to teach it.

**THE RIGHT TO A WELL-PREPARED TEACHER ...** Each lesson needs to be thoroughly prepared before the class starts.

**THE RIGHT TO UNDERSTAND WHAT THEY ARE BEING ASKED TO SAY ...** Use pictures, real objects, or demonstrations to make meaning clear. Students learn best when they understand.

**THE RIGHT TO LOTS OF PRACTICE TIME ...** 90% of all class time should be spent by the students using English aloud.

**THE RIGHT TO APPROPRIATE ERROR CORRECTION ...** Keep enthusiasm high - correct errors only to today's Teaching Point.

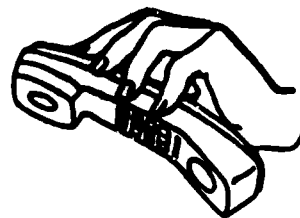
**THE RIGHT TO LEARN AND PRACTICE AMERICAN MANNERS AND CUSTOMS ...** Students learn best by doing. Model acceptable American manners and customs and then let your students practice.

**THE RIGHT TO INSTRUCTION WITHOUT A "HIDDEN COST" ...** Please respect our students' heritage. Do not involve students in any political or religious discussions.

# PLEASE DO:

**Be on time**

**Call if you are  
unable to come  
in.**



**Leave coats, purses,  
etc., in Teachers'  
Office**

**Dress conservatively ... students  
from other countries hold teachers  
in very high regard.**

# PLEASE DO NOT:



**Give students  
your address  
or  
phone number**

**Discuss religion or  
politics**

**Visit homes of  
students**

**Accept - or encourage students  
to bring - ethnic food/gifts from home.**

**THANK YOU:**

**At the  
Christmas luncheon  
(3rd week of December)  
we offer a formal  
THANK YOU!**

**Throughout the year,  
the Staff and students of the Education Department  
thank you  
for your weekly gift of time and effort.**

**We couldn't do it without you.**



**STATEMENT OF UNDERSTANDING AND AGREEMENT:**

I, \_\_\_\_\_ have read and understood the following departmental policies and practices:

**PLEASE DOs + PLEASE DON'Ts + ENTRANCES AND EXITS + TIMES, PLACES AND CLASSES + OPPORTUNITIES + PROFESSIONAL STANDARDS.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Volunteer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff)



END

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