

## **Guidelines for Student Workers and Volunteers**

The AT&T Classroom is a research center that receives many distinguished guests. Because of the importance of the work that is done here, both by the guest teachers and students, and the visiting faculty, the staff must set some general guidelines for the decorum of our student volunteers.

### **In the Observation Room:**

- Student workers should wear their nametags at all times when working.
- Student workers should stay on the assigned tasks, work with students and teachers in the classroom. This is not a place to do homework or answer personal email.
- Student workers should not engage visitors in conversation.
- Student worker suggestions are welcome in the observation room, but opinions about student or teacher work should be offered quietly to the AT&T staff.
- Student workers should dress in a manner that would be appropriate for a classroom in any school. Beachwear, bare midriffs, and exercise sweats are not appropriate. If you have questions, consult with the AT&T staff.
- Personal phone calls tie up the line and should not be made here. Cell phones should never be used in the classroom. Please have yours turned off!

### **In the Classroom:**

- Student workers should immediately check in with the teacher, introduce themselves and offer assistance. Workers may request to view lesson plans.
- The visiting teacher may assign duties to the student worker.
- In the event the teacher doesn't specify a task, workers should assist students who request help, especially if the teacher cannot keep up with the demand for help.
- Student workers should never "do the work for the student". Instead, workers should give advice and talk the student through the task.
- Student workers should never engage the student in private or personal conversations. This takes the students' focus off their work and is not something the classroom teacher appreciates.
- Student workers should not engage in personal conversations with other workers. This is a distraction from the learning and teaching process.
- Student worker suggestions are welcome, but should be offered quietly to the AT&T staff. It is not the job of the student worker to correct the visiting teacher or make suggestions in the presence of students.

### **Documenting the Experience:**

- Experience is documented by the student worker; by recording actual time spent in the classroom in the journal located by the telephone in the observation room.
- The staff will gladly assist in the documentation process by initialing required documents.
- Students should report to the classroom on days assigned and should call to report when they cannot attend (330-672-9722). We will **not** make extra provisions for students who wait until the last week of school and try to accumulate large numbers of hours.