



Dear Teacher,

Welcome to TEALS 2018-2019! First and foremost, TEALS is about building a community around the teaching of computer science; we aim to support and empower **you** on your journey to teaching CS. We measure the success of our partnership based on whether you feel comfortable and confident teaching computer science at the end of it.

This letter outlines your role and responsibilities as a TEALS partner teacher in a handy month-by-month format so you can plan ahead and see the big picture. Don't be intimidated by the length of this calendar. We'll guide you along the way. Some of the items consist only of a simple form submission on a website.

Working with Volunteers

Your relationship with the TEALS volunteers forms the core of a TEALS partnership. The volunteers are computer science experts, but they have limited experience in a classroom. You, on the other hand, are an experienced educator, seeking to gain computer science content knowledge. Through your partnership, the volunteers will help you with the CS content, and you will show them how to become better teachers. Yes, that's right! Just as you expect mentoring and feedback from the volunteers about computer science, they want and expect feedback from you about their teaching.

Each TEALS team has a different feel and dynamic depending on the personalities of its members.

We've found that teams have the most success when the partner classroom teacher (YOU) takes an immediate role as the team organizer. Even though you don't know the CS content yet, you can still be the driving force in the team, helping to schedule meetings or phone calls, and holding the team accountable for planning and scheduling. As the team's driver, you'll have more control over the pace at which you take on teaching responsibilities in the classroom.

The TEALS Dashboard

The [TEALS Dashboard](#) is a website where all of the TEALS volunteers and teachers can access the tools and resources that help keep the program running. The Dashboard includes curriculum and training resources, the TEALS discussion forum, and forms where you will submit important information to the program throughout the year, like your class enrollment, and order your class t-shirts. Get your TEALS Dashboard account set up now so you have access to it throughout the summer and school year.

If you already have an account, you can log in with the same email and password used to submit the school application.

If you don't yet have an account, follow the instructions below to setup a new account:

1. Go to www.tealsk12.org and click Sign In.
2. Click on the "Register Account" link under the email and password fields.
3. Enter your name and email in the provided fields, and submit the form. You'll be emailed a password that will allow you to log in.
4. Log in and follow the onscreen instructions and when prompted, enter your TEALS school code, or follow the instructions to look-up your school code.

Contact support@tealsk12.org at any time if you have technical issues with the TEALS dashboard.

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Now

Sign the Partner School Agreement

Visit the [TEALS Dashboard](#) today to attach your digital signature to the Partner School Agreement form. Use the instructions above to log in. TEALS requires digital signatures from the Partner Classroom Teacher (you), as well as a school administrator and district administrator.

Read the Implementation Guide

The TEALS [Implementation Guide](#) is the complete reference materials for the entire program. If you haven't already done so, it's worth taking a few minutes to read it in its entirety. It's also a great resource to reference throughout the school year.

(Rural and Distance) Prepare for a TEALS Remote Classroom

For schools that are moving forward with a TEALS class supported by remote volunteers, there are several important logistics to consider, including extra teacher training requirements and purchasing the necessary equipment. The [TEALS Rural and Distance Launch Guide](#) documents the various responsibilities for successfully preparing you and your classroom for a TEALS class supported by remote volunteers.

May-June

Request/Order Rural and Distance Required Hardware (if applicable)

Classroom teachers and IT Liaisons are provided a hardware questionnaire to complete that will identify specific hardware recommendations linked to the teaching style and classroom orientation. These will include:

- Headsets for students
- Classroom camera(s)
- Classroom mic and speakers
- Student Webcams
- Sufficient bandwidth

Volunteer School Visit (if local volunteers)

Meet your volunteers! Say hi by e-mail, and schedule a kick-off meeting at your school so you can meet everyone (and they can meet each other). As part of their visit, you should help the volunteers to:

- Figure out the transportation situation (Directions? Parking? Public transit?)
- Learn the building security procedures
- Identify the location of the classroom/computer lab, main office, and bathrooms
- Take a first look at the computers for the class
- Meet key school personnel like the principal, main office team, security officers, IT person and janitors
- Understand the school calendar and schedule
- Schedule team check-ins throughout the summer

You can also consider holding a Career Day or Hour of Code event for your students to help drive enrollment into the new computer science class.

June-August

Teacher Training

Classroom teachers in the Co-Teach support model and those that are new to TEALS in the Lab Support model are required to attend a 4-hour teacher/volunteer combined training session.

☐ Volunteer Training

The volunteers will go through the TEALS training program, which focuses on helping the engineers pick up basic teaching skills. Training includes some in-person sessions as well as online work. You are *welcome* to join any or all of these sessions. You are not required to attend, but we strongly encourage you to come because it's a great opportunity to build up a rapport with your team and get a jump on the curriculum.

☐ Rural and Distance Training (if applicable)

Volunteers and Classroom teachers will need to complete online coursework designed to provide community among Rural and Distance teams and guide them through an introduction to the technology used in the classroom, as well as tips on teaching strategies in this unique environment. Links to these online courses will be found on the TEALS Dashboard.

☐ Team Meetings

During this period, the team must begin meeting regularly to plan how your school will integrate the TEALS course (for example: the syllabus, grading policy and schedule). You **MUST** be available to meet with the team throughout the summer, ideally in person, but over the phone works too. As the team's driver, you should take a leading role in scheduling these planning sessions. We recommend meeting for about an hour every 2 weeks over the summer.

☐ Classroom Plan

Throughout the planning process, your team should work on creating a Classroom Plan. You can use our template as a starting point, available closer to summer training on your TEALS Dashboard.

☐ PD Workshops and Online Courses

We encourage you to get acquainted with the course content you'll be teaching. If you are teaching TEALS Introduction to Computer Science or AP Computer Science A, visit the [TEALS Dashboard](#) to start stepping through our curriculum (*2018-19 curriculum materials will be available starting in June 2018*). If you are teaching AP Computer Science Principles, be sure to confirm your registration and attendance at your curriculum provider's summer PD. Additionally, here are some recommended resources for each course:

AP CS A:

- Complete the free online [edX](#) courses "Learn to Program in Java" and "Object Oriented Programming in Java"
- Take an introductory-level programming course at a local college/university.
- Take a summer session programming class from one of the many universities that uses the same textbook as TEALS. See a list here: <http://www.buildingjavaprograms.com/adoptions.shtml>
- College Board [AP Summer Institute](#) (focus is on the test and pedagogy. For teachers unfamiliar with Java programming, save this for after you've taken an online course, or after the 1st year of teaching)

Intro to Computer Science Principles (aka Beauty and Joy of Computing):

- TEALS-provided classroom teacher PD over the summer (mostly online)
- [UC Berkeley CS 10](#) online course
- [BJC Professional Development Workshops](#)
- [SNAP!](#) programming environment

❑ Rural and Distance Setup Workshops (if applicable)

There will be two Rural and Distance Setup Workshops. The first will provide a test of the system. Therefore, it is important that that classroom teacher join this meeting with their teaching team while in the classroom. The second meeting will provide an opportunity for the volunteers to practice teaching in a the rural and distance atmosphere. These workshops will be offered in July and August. Schedules will be posted on your TEALS dashboard.

Start of School (August/September)

We all know how crazy the first weeks of school will be. TEALS volunteers may feel overwhelmed as they calibrate their expectations on pacing and knowledge retention. Treat the TEALS class like any other course in your school: hook the students with exciting content in the first few days, but be sure to lay out clear expectations about the course. Your summer planning work should include a plan for the first days of school.

❑ Team Communication

Once the school year is off and running it's even more important to stay in close contact with the team. As the team's driver, you should help the team establish clear communication habits, like a handoff e-mail each time the instructors switch off, and a weekly or bi-weekly team phone call to discuss student progress, upcoming lesson plans, and important logistical info like assembly schedules and holidays.

❑ Student Surveys

Within the first week or so of school, students must take the anonymous TEALS start-of-course survey. If your school or district must approve such things, please start the approval process over the summer. The hyperlink to the online survey will be provided by the TEALS staff before school starts.

❑ Teacher Self-Assessment

As part of reviewing the TEALS partnership, we ask you to complete a self-assessment, at the beginning and end of the school year, to help consider the progress you've made in teaching computer science and to structure your thoughts about a continued partnership. We'll notify you when it's time to fill out the assessment.

❑ Class Demographic Report

Once your enrollment stabilizes (perhaps in the 3rd week of school), please visit the [TEALS dashboard](#) and record your classroom demographics. We track total enrollment, as well as gender and racial breakdown so that we can see what student populations we serve.

(FYI) Classroom Observations

Our volunteers value timely feedback on their teaching. At some point in September or October (or occasionally later), your TEALS Regional Manager or your assigned team mentor will visit your class and conduct a formal observation. Afterwards, he or she will give verbal and written feedback to you and the volunteers. Additionally, your school has agreed to conduct at least 4 formal observations during the school year, using the TEALS observation rubric. You and the volunteers will also see that feedback.

You should:

- feel free to give the volunteers guidance and feedback as often as you like
- be aware that the TEALS Regional Manager and your school administrators will visit the classroom to give you and the volunteers feedback

(FYI) Raffle Kit

TEALS provides a raffle kit to each TEALS Co-Teach and Lab Support classroom. We believe that raffle tickets make an effective incentive in the classroom to help motivate students. The kit contains raffle tickets, a ticket collection box, and small and medium raffle prizes like candy, stickers, video games and gadgets.

TEALS also provides a large raffle prize at the end of the school year for Co-Teach classes. In previous years, we've distributed an Xbox or a tablet computer. We distribute *one large prize per TEALS teaching team*. If your school has multiple sections of Computer Science but only one TEALS team, you'll need to choose a method to allocate the large prize across those sections.

☐ Rural and Distance Meetups (if applicable)

Starting in September, the Rural and Distance team will provide monthly meetups to provide support for your team as you teach students in this unique model. These meetups will be provided virtually. We still encourage participation in monthly meetups in-person when possible.

October-November

☐ T-Shirt Designs

Why should only sports teams and band members get awesome t-shirts? Students should take pride in their newfound CS identity, so TEALS provides t-shirts to all students enrolled in the courses we support. There are 2 things you need to do to secure your students' t-shirts:

- Submit your Class Demographic Report and Class T-shirt Sizes on the TEALS Dashboard website
- Submit a T-Shirt Design that follows the guidelines we will provide.

Many schools hold a competition or vote for students to design the t-shirt. Other schools bring in an art teacher or student, or have a talented teacher do it alone. Remember, the goal is to excite the students and help build an identity and community around Computer Science at your school.

☐ Career Day

We encourage you to hold a Computer Science career day within your CS classes. Your TEALS volunteers can enlist their friends and colleagues to attend class and hold a small panel discussion about opportunities in Computer Science. Most teams find this easy to plan and highly impactful for students. Students should brainstorm questions ahead of time so they don't freeze up when the guests arrive.

December

☐ The Hour of Code (Student Recruiting)

For the past several years, code.org has organized [The Hour of Code](https://code.org/hour-of-code) event during [Computer Science Education Week](https://code.org/education-week) (the 2nd week of December). During the week, computer scientists around the world work to reach as many young people (and adults) as possible to help them try their first hour of writing code. A variety of 1-hour tutorials are available at code.org/learn, appropriate for various age and interest levels, and for different digital devices (or even NO devices).

The Hour of Code provides a phenomenal opportunity to raise the profile of computer science at your school and get more students, and a more diverse group of students, interested in signing up for your CS class. We strongly encourage you to try to schedule Hour of Code activities for students outside of your TEALS CS Classes either:

- During the school day (for example, during certain math classes)

- After school (bribe them to attend with pizza!)
- At lunch

End of First Semester/Beginning of Second Semester

☐ Surveys

If you are teaching any one-semester CS courses, the first-semester students must take the anonymous TEALS end-of-course survey, and the second-semester students must take the start-of-course survey. **If you are only teaching year-long courses, there are no surveys to complete mid-year.**

☐ Class Demographic Report and Class T-Shirts

As with the surveys, if you are teaching one-semester courses, you need to submit a new class demographic report, and new t-shirt sizes and t-shirt designs, just like at the start of the year.

☐ Team Reflection

The end of the first semester represents a natural time for you and your volunteers to reflect on the team's progress: think about your effectiveness working with the students, and also your own progress learning the CS content. Perhaps there are things you want to change for the 2nd semester so the students can be more successful, or so that you can make more progress towards taking handoff of the class.

January

☐ TEALS Reapplication and Partner Meeting

In the winter, even after a teacher has completed handoff of a course, we invite all our partner schools to reapply to the TEALS program for the following school year. You should do this for any of the following circumstances:

- You want continued TEALS support in your CS class.
- You want to teach a new course with TEALS support.
- You want to train a new teacher in CS.

Once you've reapplied, we'll schedule a TEALS Partnership Meeting at which we'll discuss the progress of the current year and goals for a continued partnership.

☐ AP Course Audit Deadline

If you're teaching an AP class, the College Board requires you to submit information about the course and the instruction as part of the AP Audit. This information is submitted online via the AP Central portal. Your school's designating AP Coordinator should help you with this submission. If you are using the TEALS standard AP curriculum, we have a pre-approved syllabus that you can submit. Your Regional Manager will distribute the syllabus code.

February-May

☐ AP Test Registration

Be sure to consult the College Board website for the precise deadlines around registering for the AP CS Exam. You can find the official AP schedule at <http://professionals.collegeboard.com/testing/ap/dates-deadlines>. Your school's designated AP Coordinator can help.

☐ Spring Field Trip

In our major geographic areas, TEALS organizes or co-hosts a major field trip for all of the students in our program. The event format and timing varies, but in general the day focuses on connecting students' academic CS knowledge with specific opportunities available in college, in industry, and through local extra-curricular programs. Past events have seen special guests including engineers at companies like Microsoft, Google, Facebook and Valve, and even the founder of Tumblr!

The field trip is provided free of charge, though schools must arrange their own transportation. All students enrolled in TEALS courses during the spring or fall may attend. Schools must provide adequate chaperones, and all attendees must sign a Media Release Form (or have the form signed by their parents).

☐ Thank your volunteers

We're constantly amazed by the generosity, patience, and all around awesomeness of TEALS volunteers. Be sure to do something special to thank them for their contribution to your school. Volunteers care about impact, so perhaps you can get or make something for them that demonstrates the impact they've had on you and your students. For example, you could get a framed picture of the class with a card signed by the students.

End of Second Semester

☐ Surveys

At the end of the 2nd semester, all students must complete the TEALS end-of-course survey.

☐ Teacher Self-Assessment

Like the one in the beginning of the year, we ask teachers to complete an end-of-year self-assessment to gauge your progress in learning how to teach Computer Science.

Additional Resources

Throughout the year, you can take advantage of the following resources to learn more about teaching Computer Science, and to ask questions about CS content, teaching practices, and the TEALS program:

TEALS Online Community

As a TEALS partner, you have access to the TEALS Online Discussion Forum comprised of the hundreds of volunteers and teachers across the program. This is a great place to discuss curriculum and pedagogical issues, and share stories from your classrooms. Access the forums from the [TEALS Dashboard](#).

Team Gatherings

Throughout the year, your TEALS Regional Manager will plan Meetups, Training Sessions, and Parties for members of the TEALS community.

TEALS Regional Manager

Your TEALS Regional Manager is always there to support you. Don't hesitate to reach out to our team with logistical questions, curriculum requests, team personnel problems, or any other reason at all. We're here for you.

TEALS Master Mentors

In regions where TEALS has had an established presence, we try to assign a TEALS Master Mentor (experienced TEALS volunteer teacher/TA) to as many new teaching teams as possible. If one is assigned to your team, he/she will conduct observations and be available as a resource to answer questions and provide support throughout the year.