

**Class descriptions:** When writing up a class description give an accurate description of the class. This should include some specific topics to be covered, some skills that will be learned/reviewed, and minimal skills required for the student to be successful in the class. If they need to be able to read for a 1/2nd grade class state that. If they need to be able to write for a 3/5<sup>th</sup> grade level class be specific as to what you expect, so that you will be able to teach and all kids will benefit from the material you present. Also include if the class is more enrichment or academic. Be sure to specify if there will be homework and about how much; then when teaching the class stick to the homework guidelines or less.

Also included in the description is the class fee. When deciding the fee required for the class, all of the materials required for the class should be considered. Anything that is purchased with co-op fees, and is not consumed during the class, needs to be turned in at the end of the semester. Try to be as accurate as possible in determining the class fee.

**Lesson Planning:** see Lesson Planning 101 and Lesson Planning Model

Lesson plans need to be as detailed as possible. This helps you (the teacher) to be prepared each week and not having to think every weekend before co-op. It also helps someone who must teach the class if the teacher is absent. Not to mention, in future semesters we have instant classes without a lot of work. Who wouldn't like to teach a class with complete lesson plans done?! Overall, detailed thorough plans benefit everyone, especially the student, in having a well thought out class

**Tips on Teaching 1/2nd grade students:**

1. Keep it light and fun.
2. They love to be read to. Begin class with a topical book and even end the class with one if time allows. Have them share favorite parts or retell it. Relate it to your class.
3. Move kids if there are kids who cannot sit next to one another. Most behavior problems will be eliminated if you simply move a child or move yourself or an assistant into close proximity of the misbehaving children.
4. Once you figure out what the kids can do, expect it from them. Some will be able to write and some won't. If they can, expect them too. If they cannot, have them copy or have an assistant help you out by taking dictation.
5. At this age you usually need to give them a little more time than you expect, but have a little something for the "quicker" ones to do while waiting or you are asking for misbehavior and off-task students.
6. They love to draw, listen to stories, share things that have happened to them, play games (whole class games work better than pair games since so much instruction is needed for them to work on their own), painting is a big hit too.
7. Give little bits of instruction, have them do the task, wait for them to be done and then move on to the next thing.
8. Keep them busy. They cannot listen for a whole hour. Read, do an activity, play a class game, read or lecture a little.

### **Tips for 3-5th Graders:**

1. They love competitive games and handle winning and losing well. After teaching a topic, play a whole class or pair game to review what was learned instead of a worksheet.
2. They like to do projects. This is a good use of co-op time, since some of these types of activities cannot be done in the home setting.
3. They also like to share personal experiences and articles that they have collected.
4. They can handle longer instructions or multistep directions.
5. They also love to be read to!
6. Misbehavior is easier to deal with at this age. Simply calling attention to the behavior usually will stop it. If it doesn't, ask an assistant to deal with it until you are finished teaching.
7. The boy-girl yucky thing begins creeping in here and God created everyone so they need to know that sitting next to a girl or being paired up with a boy will NOT be the end of the world.
8. Keep homework appropriate to this age group - reading, short writing assignments, art project, or small well-defined project with clearly written instructions.
9. They have longer attention spans, but aim to do 3 things in the hour whether it's reading, listening, project or reading, project, sharing, etc. If the hour is broken up in three parts, behavior and interest will be good.
10. Some kids at this age may still have difficulty getting thoughts down on paper, so encourage them and ask questions to get the juices flowing.