T.I.P.S.
Teachers In Partnership for Students

Goal:
For Teachers to welcome and support each other in creating a dynamic and effective classroom focused on student learning outcomes

Resources:
Fellow teachers!
Any teacher, adjunct or full time, can ask any other teacher if she/he would be willing to participate as an ally. Allies can sign up as available in the handout binder, notify the department chair, or make an announcement at department meeting. Teachers and allies can create a plan specific to their needs and/or use the T.I.P.S. suggested method below.

Handout binder located in 301 on the tall shelf near the far copier. Please:
Sign up as an available ally!
contribute handouts that work for you
photo copy handouts you want to try
do not take originals from 301

Handouts (some, coming soon) on line http://cabrilloenglish.wikispaces.com/ Please:
Download useful handouts: Username: cabrilloenglish Password: English
Contribute useful handouts: e-mail tisand@cabrillo.edu

Meetings:
Suggested 4 meetings throughout the semester for supporting and learning from teachers.

1. Before the semester begins discuss
   • What kind and how much support would the teacher like?
   • What kind and how much support can the ally give?
   • Materials: textbook, handouts, multi-media supplements
   • Syllabus
   • Grading policy
   • Calendar
   • Scheduling a classroom visit
Additionally for teacher new to Cabrillo
- SLOs, students with disability statement, office hours
- Campus resources for students (writing lab, counseling, etc)
- Flex week
- Placement process
- Add/drop process
- TLC
- Salsa, Webadvisor: rosters, census, and grading on line
- Curricunet
- Evaluation process
- Department meetings/ social activities

2. After the classroom visit discuss
- The lecture/ activity objectives
- What the teacher liked about the lesson and views as successful
- What the ally enjoyed about the lesson
- What the teacher would like feedback on
- The ally’s thoughts on how the teacher and students might get even more from the lesson. Consider the instructor activities, student activities, materials, and classroom Management.

3. Semester mid point discuss
- Work load and grading management strategies
- Finals
- Specific challenges
- Specific successes
- Areas for increased support

4. After grades submitted discuss
- How and what the teacher and ally can celebrate
- What the teacher feels most proud of or thinks worked well
- What the teacher thinks needs improvement
- New ideas from the teacher
- New ideas from the ally
- New goals for the teacher
- What the teacher needs to achieve these goals
- Strategies to meet these needs
- What each learned from the other

If either the teacher or the ally have questions/ concerns, contact our English Program Chair

Please e-mail I suggestions for improving T.I.P.S. to Lydia Graecyn lygraecy@cabrillo.edu
Helpful Handout Binder

Sign up as a teacher and/or ally, contribute handouts, and photocopy handouts you want to try.

Thank you for replacing handouts in the proper section.
Please Do not take originals from 301.

SECTIONS

The Writing Process
invention strategies
process chart

Essay Structure and Elements
visual diagrams
thesis statements
introductions
conclusions

Writing about Literature

Summaries and Responses

Sentences and Words
fragments
variety
punctuation
transitions
parallel structure
verbs
active vs. passive

Paragraphs

Plagiarism/ Evaluating
quotations
citing sources, how and when

Assignments
understanding and meeting
assignments
sample assignments

Editing and Proofreading

Evaluation
self evaluation tools for students
rubrics

Workshops/ Group Work
guides and activities

Read and Share
active reading
reading groups
presentation outlines

Classroom Activities

Timed Writing
in class essays

Favorite Short Readings

Student Work
examples for students of student
work that makes us smile