

# Fall 2022

## EDUC 4



# Program Handbook

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### UCR Fall 2022 ACADEMIC CALENDAR

<b>Quarter Begins</b>	September 19, 2022
<b>Instruction Begins</b>	September 22, 2022
<b>Holidays</b>	November 11, 2022 November 24-25, 2022
<b>Instruction Ends (last day to conduct field work)</b>	December 2, 2022
<b>Final Examinations</b>	December 3-9, 2022
<b>For Mentor Teachers: Quarterly Progress Reports Due</b>	December 5, 2022

# **SECTION I**

## **General References**

# CONTACT INFORMATION

## **Sounghwa Walker, Ph.D.**

*EDUC 4 Instructor*

- Assigns and evaluates all course assignments including weekly journal reflections
- Monitors Fieldwork hours
- Issues course grades

## **Leslie Bushong**

*Staff Director*

- Oversees course program development
- Determines school placement assignment
- Recruits and advises pre-service STEM teachers
- Authorizes travel reimbursement requests and stipends

## **Professor Jack Eichler**

## **Professor Cathy Lussier**

*Co-Faculty Directors*

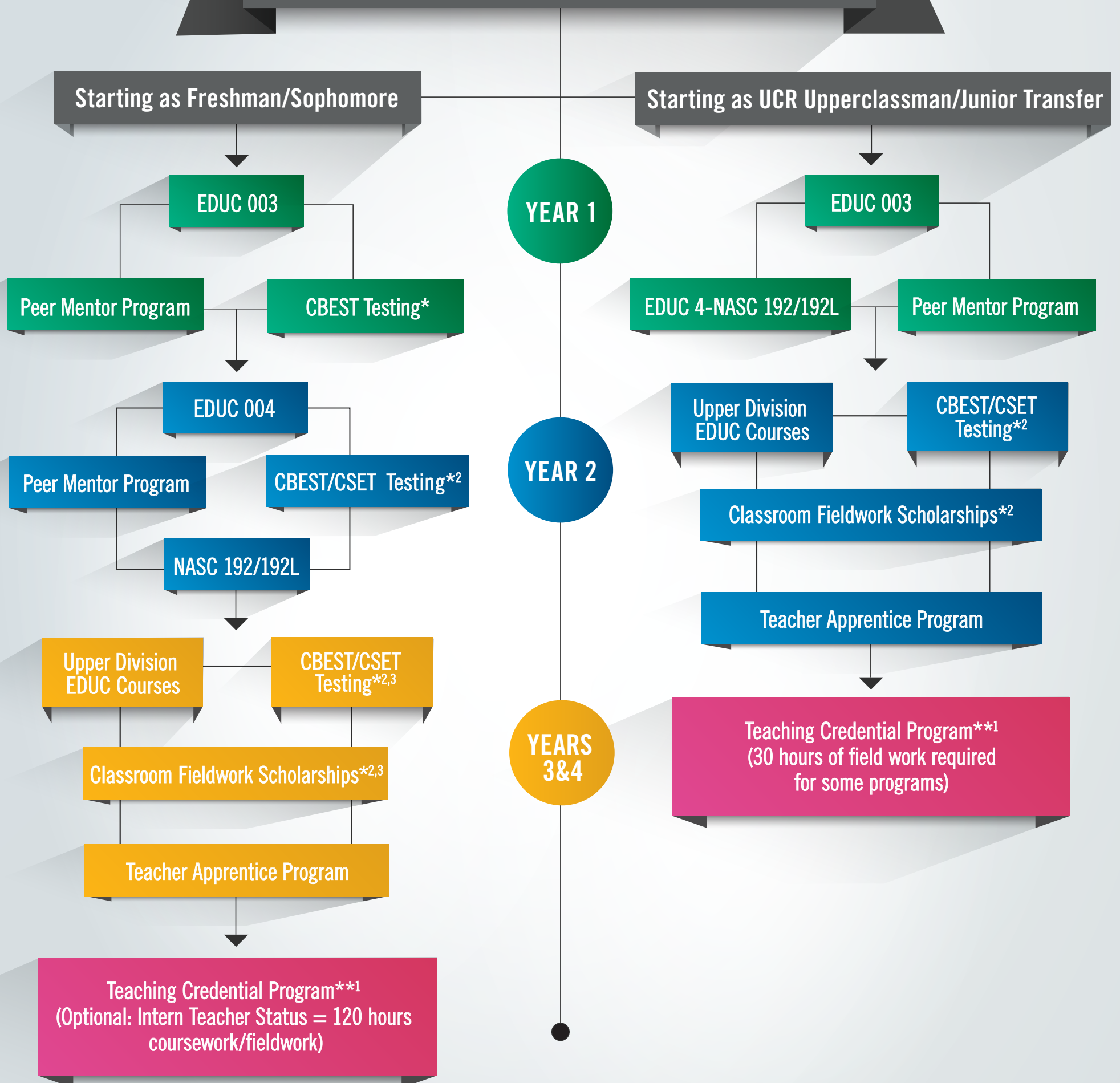
- Oversees program development
- Recruits and advises pre-service STEM teachers
- Reviews petitions for course grades

**Website:** <http://smi.ucr.edu>

**Location:** 1114 Pierce Hall

**E-mail:** [smi@ucr.edu](mailto:smi@ucr.edu)

## CalTeach-SMI Pathways to Teacher Credential Programs



**Scholarships:** Exam and Professional Reimbursements)  
 3 = Tier III Scholarships (up to \$4,000)    2 = Tier II Scholarships (up to \$5,000)    1 = Tier I Scholarships (up to \$8,000)

\* SMI Financial Resources—more details on <https://smi.ucr.edu>  
 \*\*Refer to specific teacher credential programs' admissions criteria for more details.

# **SECTION II**

## **Mentees**

# General Expectations: Classroom Code of Conduct and Professional Values

**All Mentees are expected to:**

- Act as professional representatives of UCR.
- Dress in professional and conservative attire when working at their school site.

**Suitable Articles of Clothing:**

Women: Slacks (dress pants), skirts (mid-calf to about two inches above the knee), blouses, blazers, casual dresses, closed toed shoes.

Men: Slacks (dress pants), button down shirts, polo shirts (short sleeved shirts with a collar), blazers, closed toed shoes.

- Be punctual and prepared to observe and participate.
- Coordinate your weekly field experience hours with your assigned mentor teacher.
- Maintain regular communication with assigned mentor teacher.
- Be respectful of the teacher as s/he is teaching...NEVER interrupt during a lesson even if you think it's a really important question...ask it later!
- Be addressed as Mr., Miss, Mrs., or Ms. by classroom students.

## **School District TB Test Procedures**

All School Districts will require that you have a valid 4-year TB clearance or that you have a clear TB test taken within the last 60 days. Otherwise, you'll need to complete the California TB Risk Assessment Questionnaire and submit to the assigned school district personnel office.

### **Alvord Unified School District**

10365 Keller Avenue  
Riverside, CA 92505  
951.509.5030

### **Jurupa Unified School District**

4850 Pedley Road  
Jurupa Valley, CA 92509  
951.360.4124

### **Moreno Valley Unified School District**

25634 Alessandro Blvd.  
Moreno Valley, CA 92553  
951.571.7500 x17315

### **Riverside Unified School District**

3380 14<sup>th</sup> Street  
Riverside, CA 92501  
951.788.7135 x80112

### **Val Verde Unified School District**

975 West Morgan Street  
Perris, CA 92571  
951.940.6100 x10312



## COURSE PREPARATION TIMELINE

### Before Instruction Begins:

- Download Program Handbook from Canvas and bring (either hard copy or digital print) to first day of class meeting.
- Be prepared to provide assigned school site your current TB test results from UCR Campus Health Center. TB clearance is often required by school districts before you are permitted into the classroom. Avoid delays into the classroom, which will have a negative impact on your course grade and reimbursement eligibility. Refer to the previous page or visit <http://smi.ucr.edu/visit.html> for specific school district's TB test processing requirements. (Refer to Mentee's Responsibilities Checklist for reimbursement details).
- Obtain Field (classroom) Placement Information - Refer to "Course Materials" in Canvas.
- Make arrangements with your assigned Mentor Teacher to establish classroom visitation schedule to begin no later than 2<sup>nd</sup> week of the quarter.

### During Academic Quarter:

- Adhere to General Expectations: Classroom Code of Conduct and Professional Values.
- Attend EDUC 4 weekly class and adhere to requirements as described in course syllabus.
- Complete Weekly Field Work Requirements:
  - REQUIRED
    - 20 hours in classroom observation/participation (2 hours/week). Coordinate weekly field schedule with assigned SMI Mentor (classroom) Teacher.
    - 10 hours in virtual classrooms. Assignments will be given by EDUC 4 instructor.
- Immediately contact SMI Mentor (classroom) Teacher and EDUC 4 instructor if unable to fulfill the weekly classroom field work responsibilities.
- Check weekly on your UCR Canvas (<http://Canvas.ucr.edu>) account.
- Complete weekly online Journal Reflections through UCR Canvas account. Writing prompts will be posted on Canvas.
- Update and obtain mentor teacher's signature on Documentation of Hours Form (at least 2 hours per week) on a weekly basis.
- Complete steps described on Reimbursement Checklist (see section within this section of the handbook).
- Plan ahead if you are teaching a lesson. Refer to the "Forms" section in the handbook for financial assistance in purchasing instructional project(s).

## MENTEE'S RESPONSIBILITIES CHECKLIST

### **Throughout the quarter:**

- Maintain updated records on your Documentation of Hours (DOH) form
  - Special Notes:*
    - Weekly hours will be verified with assigned Mentor Teacher
    - 2 make-ups are permitted, but must be pre-approved by assigned Mentor Teacher *and* EDUC 4 Instructor
- Maintain consistent communication with assigned mentor teacher
- Attend to EDUC 4 course responsibilities

### **By 1<sup>st</sup> Day of Class**

- Make arrangements with assigned mentor teacher for first field visitation.
- Bring printed or digital copy of EDUC 4 Handbook (download from Canvas) to class.

### **By 1<sup>st</sup> Week of the Quarter: (Deadline: 9/30/22 F)**

- Request for Financial Travel Support Application (optional). If you are submitted a EDUC 4 Financial Support Application, the following items are required to be submitted and by the deadline as described on the application:
  - copy of your driver's license
  - copy of driver's insurance showing proof of your valid dates for travel period that corresponds with the current academic quarter

### **By 10<sup>th</sup> Week of the Quarter: (Deadline: 12/2/22 F)**

- Complete the SMI Student Survey for EDUC 4
- Complete and record at least 20 classroom hours at the assigned placement (exceptions must be pre-approved by SMI – hours are verified by assigned Mentor Teacher) on the Documentation of Hours Form.

### **By Monday of Finals Week: (Deadline: 12/5/22 M)**

- Submit completed Documentation of Hours Form by email to [smi@ucr.edu](mailto:smi@ucr.edu), if you did not submitted it in EDUC 4 class of Week 10.
- Submit supporting documents if Financial Support Application was approved (see Week 1)  
(Travel: Completed Mileage Log, which will be cross-checked with submitted DOH form)

### **Other conditions to maintain eligibility for TB/transportation financial support:**

- Earned "C" grades or better in Fall 2022 EDUC 4
- Remain as a declared STEM (CNAS or BCOE) major when EDUC 4 grades are issued

## **SMI Classroom Supply Reimbursement Procedures and Guidelines**

An excellent way to develop pre-service training in the classrooms is to develop and implement classroom lessons with mentor teachers. To support your classroom endeavors, SMI offers a modest reimbursement program to help offset costs associated with implementing classroom lessons.

If you wish to seek financial assistance from SMI toward your lesson implementation (*up to \$25/lesson*), please follow the set of instructions listed below:

1. *Before implementation of lesson*

Submit the “Step 1: APPROVAL FORM” with documents requested in the form to SMI Resource Center. Please allow for 5 to 7 days to review your request and for the items to be purchased/delivered.

2. *After SMI’s Approval*

- Purchase supplies (*if SMI is unable to furnish these specific items*)
- Implement lesson
- Submit “Step 2: REIMBURSEMENT FORM” with itemized paid receipt of items SMI approved for reimbursement.

### **LIST OF UNAPPROVED ITEMS**

- Food or Beverage Items
- Explosives/Firearms
- Controlled Substances/Narcotics/Dangerous Drugs
- Consultants
- Purchases from University Employees and Near Relatives
- Radioactive Items
- Rental of Real Property
- Repairs to the Plants & Grounds

## **TB & TRAVEL REIMBURSEMENT Procedures and Guidelines**

SMI administrative leaders recognizes there are out-of-pocket expenses involved in completing the required EDUC 4 field work. Due to funding limitations, the program is unable to offer financial support to all EDUC 4 students to fray the costs associated with TB testing and travel (e.g. mileage/gas). Therefore, to be considered for reimbursement eligibility, please follow the steps below:

1. Submit the EDUC 4 Financial Support Application: TB & Travel Expenses by the posted deadline on the application (see Section V: Financial Resources in this handbook).
2. If your application is approved, you must follow posted requirements and deadline listed on the Mentee's Responsibilities Checklist (in this handbook).

### **Summary of required items** (read handbook carefully for details):

- Week 1:
  1. copy of valid driver's license
  2. copy of driver's insurance
  3. completed Financial Support Application
- Week 10: Documentation of Hours Form
- Monday of Finals Week:
  1. TB test receipt
  2. Mileage Log

## **SECTION III**

# **Mentor Teachers**

## MENTOR TEACHERS' EXPECTATIONS & RESONSIBILITIES

There are three distinct tiers of mentee/apprentice participation. The levels of mentee participation are:

- EDUC 3 (an undergraduate course) mentees are expected to observe 1.5 to 2 hours per week for a minimum of 15 hours during the 10-week quarter in the assigned science/mathematics classroom for the academic quarter. They are not expected to teach a lesson but are encouraged to do so and/or to actively get involved in classroom activities.
- EDUC 4 (an undergraduate course) mentees are expected to observe and participate in 2 to 2.5 hours per week for a minimum of 20 hours during 10-week quarter in the assigned science/mathematics classroom for the academic quarter. They are expected to develop and implement at *least* one lesson in the assigned science/mathematics classroom while maintaining active involvement in classroom activities.
- NASC 192 (an undergraduate course) mentees are expected to observe and participate in 1.5 to 2 hours per week for a minimum of 15 hours during 10-week quarter in the assigned science/mathematics classroom for the academic quarter. They are expected to develop and implement at *least* one lesson in the assigned science/mathematics classroom while maintaining active involvement in classroom activities. They mentees are also expected to identify classroom activities and strategies used to contribute to students' conceptual learning and understanding.
- SMI Scholars (yearlong advanced field work): These are advanced level students selected after their completion of early field experiences (i.e. EDUC 3 and EDUC 4). SMI Scholars have completed the CBEST exam. They have begun to complete the CSET science/math exams along with starting the upper-division pedagogy course series. SMI Scholars are expected to complete 2-5 hours per week in the assigned classroom for each academic quarter. They are expected to work closely with the assigned mentor teacher by assisting, developing, implementing lessons along with grading class assignments.
- SMI Apprentices (yearlong employment with UCR): These are senior students selected after their completion of early and advanced field experiences. SMI apprentices have completed the CBEST and foundation level science/math CSET requirements. They have also completed all the foundation level upper-division education pedagogy course series. They are exploring their option to possibly becoming Intern Teachers next year when they complete the teaching credential program. For their SMI Apprenticeship, they are expected to complete 6 to 10 hours per week in the assigned classroom for each academic quarter. They are expected to work closely with the assigned mentor teacher by assisting, developing, implementing lessons along with grading class assignments.

All SMI Mentor Teachers are to:

- Remain in the classroom throughout the period SMI Mentee(s) is present.
- Coordinate with SMI Mentee(s) to establish a schedule for classroom observation/participation.
- Monitor Mentee(s)' weekly hours and maintain weekly communication with Mentee(s).
- Get SMI Mentee(s) involved in as many of the following activities as possible:
  - Lesson preparation
  - Teaching
  - Tutoring
  - Administrative duties
  - Attend relevant on-campus functions (i.e. faculty meetings, parent-teacher conferences, curriculum meetings, etc.)
  - **EDUC 4 & NASC 192L Mentor Teachers: Must agree to allow mentee to co-construct and implement at least one lesson during the academic quarter**
- Submit end-of-the-quarter progress verification form of assigned Mentee(s) to [smi@ucr.edu](mailto:smi@ucr.edu) (forms are provided by SMI).
- Maintain current e-mail address, mailing address, and phone number with SMI.
- E-mail SMI director, Leslie Bushong, at [smi@ucr.edu](mailto:smi@ucr.edu) if you have any questions or concerns.

\*\*\*\*\*

*Fall 2022 Mentor Teacher's Stipend = \$100 for each assigned mentee*

## **Mentor Teachers' Checklist to Receive Stipend**

- \_\_\_\_\_ 1) **Submit to SMI Resource Center completed W-9 form** – *Due immediately*  
You may either fax (951.827.4971) or email your completed scanned copy to [smi@ucr.edu](mailto:smi@ucr.edu).
- \_\_\_\_\_ 2) **Monitor and Verify SMI Mentee(s) Progress and Attendance** – *Due date as specified on request from the SMI Office*  
You will need to submit End-of-the -Quarter Progress Reports of SMI Mentee form to verify Mentee's participation.
- \_\_\_\_\_ 3) **Mailing of Your Stipend**  
Approximately three to four weeks after the academic quarter ends, your stipend check(s) will be processed and sent to you based on mailing information posted on your W-9.

### ***TAX INFORMATION:***

This is to inform you about the general treatment of your CalTeach-SMI stipend for tax purposes, as well as your reporting and recordkeeping responsibilities.

Your CalTeach-SMI stipend is considered to be a scholarship for tax purposes. The information provided below applies to any scholarship, fellowship, or grant, regardless of whether the award is from the University of California or from a third-party source.

Under Internal Revenue Service (IRS) regulations, you do not have to pay taxes on a scholarship to the extent the funds are used for required tuition, fees, books, supplies, equipment, or other mandatory fees for classes or enrollment. The amount of health insurance premiums you pay to the University in order to be enrolled is also considered a required fee. To the extent you use scholarship funds to pay for these types of required fees and expenses, the funds should be excluded from your taxable income.

You are required to maintain records and documentation showing that you used all or a portion of your scholarship or fellowship funds for these required purposes. Any portion of a scholarship or fellowship used to pay for other expenses (e.g., room and board, travel, and other living expenses) should be included in your taxable income for the year.

For more information on the tax treatment of scholarships and fellowships, see IRS Publication 970 (Tax Benefits for Education), which can be found on the IRS website at <http://www.irs.gov/>.

You should make the determination about whether your CalTeach-SMI or other scholarship awards are taxable based upon your individual facts, not how the University may have applied your award funds to the amounts you owed the University. If you determine that a portion or all of your scholarship funds are not subject to tax, you should retain receipts and other documents that show the total amount of your qualifying (i.e., nontaxable) expenses.

The University is required by federal law to file a Form 1098-T (Tuition Statement) information return to the IRS for most students. If a return is filed, the University will also provide you with a copy of the return showing the information reported to the IRS. Depending on the UC campus you attend, either the amount of qualified tuition and related expenses paid, or the amount billed, is reported (in either Box 1 or Box 2 of the 1098-T).

Among other information, the University also is required to report the amount of all scholarships (referred to by the IRS as "scholarships or grants"), from all known sources, that the University processed on your behalf. The amounts reported on the 1098-T represent a summary of the qualified tuition and related expenses by campus, as well as any scholarships you received, based on the information on file at the UC campus you attended. Since UC Office of the President (through UCLA) will be disbursing the CalTeach-SMI stipends regardless of the campus attended, your stipend may not appear on the 1098-T form you receive from UCR. This information may be of use to you in calculating the amount of the higher education tax credit or deduction you may be eligible to claim, but your personal financial records serve as the official supporting documentation for your federal income tax return. For more information about the education tax credit or deduction, see IRS Publication 970, which is available on the IRS website shown above.

Please note that this letter is intended only to introduce you to the tax rules applicable to recipients of scholarships. The University of California does not provide tax advice; you should contact your personal tax advisor with any questions or concerns.

Sincerely,  
Bobbi McCracken  
Asst. Vice Chancellor-Financial Services and Controller – UCR

# Fall 2022-EDUC 4 progress report

Field Work Mentoring: between 9/26/22 and 12/9/22

Instructions to SMI Mentor Teachers:

1. Complete Quarterly Progress Report for each assigned SMI Mentee. If more space is needed, please submit additional pages separately. Your detailed responses will greatly help our program to continue its efforts to develop our future STEM teachers. All information provided on this form will remain confidential.

2. Due: Monday, December 5, 2022

Mentor Teacher's First Name \*

Your answer

Mentor Teacher's Last Name \*

Your answer

Classroom Subject Area \*

Mathematics

Science

Will be distributed  
as an online form





School Name \*

Choose

School District \*

Choose

EDUC 4 Mentee's First & Last Name \*

Your answer

Did your EDUC 4 Mentee complete the 20 field hours (2 hours per week) in your classroom (or STEM classroom you've approved during this review period)? \*

Yes

No

Will be distributed  
as an online form



In addition to interactions with you, did the EDUC 4 Mentee have an opportunity to \* interact with the following groups of educational partners?

	Yes	No
classroom students	<input type="radio"/>	<input type="radio"/>
school administrators	<input type="radio"/>	<input type="radio"/>
other classroom teachers	<input type="radio"/>	<input type="radio"/>
parents	<input type="radio"/>	<input type="radio"/>

Briefly describe observational instructional activities your Mentee was involved during this reporting period.

Your answer

Briefly describe observational/instructional activities your EDUC 4 Mentee was \* involved during this reporting period.

Your answer

Did your EDUC 4 Mentee participate in any planning and/or delivery of lessons? \*

- Yes
- No



Next

Clear form



# **SECTION IV**

## **Documentation of Hours Form**

**EDUC 3 or EDUC 4**  
**CLASSROOM VISITATIONS**  
**DOCUMENTATION OF HOURS (DOH) FORM**  
*(DO NOT RECORD ATLAS/VIRTUAL HOURS ON THIS FORM)*  
*(circle appropriate the course)*

First and Last Name \_\_\_\_\_ UCR SID # \_\_\_\_\_ Academic Quarter & Year \_\_\_\_\_

Mentor Teacher's Name \_\_\_\_\_ School Name \_\_\_\_\_

School District \_\_\_\_\_ Total Number of Hours \_\_\_\_\_ Subject Content  math  science

**\*\*\*Special note: when totaling hours, please round to the nearest 1/4 of the hour\*\*\***

Date	Time In	Time Out	Total Hours	Type of Activities (check all that apply)	Briefly describe and reflect on each field entry (attach additional paper, if necessary)	Mentor Teacher's Signature
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		

Date	Time In	Time Out	Total Hours	Type of Activities (check all that apply)	Briefly describe and reflect on each field entry (attach additional paper, if necessary)	Mentor Teacher's Signature
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		
				<input type="checkbox"/> observed <input type="checkbox"/> assisted w/lesson(s) <input type="checkbox"/> implemented lesson(s) <input type="checkbox"/> planned lessons		

To down load extra copies of Documentation of Hours form, please visit <https://smi.ucr.edu/document/documentationofhoursform3-4>.

# **SECTION V**

## **Financial Resources**

## **TRAVEL REIMBURSEMENT Procedures and Guidelines**

SMI administrative leaders recognizes there are out-of-pocket expenses involved in completing the required EDUC 4 field work. Due to funding limitations, the program is unable to offer financial support to all EDUC 4 students to fray the costs associated with TB testing and travel (e.g. mileage/gas). Therefore, to be considered for reimbursement eligibility, please follow the steps below:

1. Submit the EDUC 4 Financial Support Application: Travel Expenses by the posted deadline on the application (see Section V: Financial Resources in this handbook).
2. If your application is approved, you must follow posted requirements and deadline listed on the Mentee's Responsibilities Checklist (in this handbook).

**Summary of required items** (read handbook carefully for details):

- Week 1:
  1. copy of valid driver's license
  2. copy of driver's insurance
  3. completed Financial Support Application
- Week 10: Documentation of Hours Form
- Monday of Finals Week: supporting documents stated on the signed Financial Support Contract of Agreement

**FALL 2022: EDUC 4  
FINANCIAL TRAVEL SUPPORT APPLICATION**

***DUE: FRIDAY, SEPTEMBER 30, 2022 BY 12:00 P.M.***

***Submit by email: SMI@UCR.EDU***

**PLEASE PRINT LEGIBLY**

Full Name \_\_\_\_\_

UCR Student ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number (with area code) \_\_\_\_\_

Are a UCR student employee  Yes  No If yes, which dept \_\_\_\_\_

Current Grade Level (select one): Freshman  Sophomore  Junior  Senior

1. What is your primary reason for enrolling in EDUC 4 (*select one*)?
  - a. Required by my major
  - b. Required by my minor
  - c. Elective to explore STEM teaching
2. From what type of settings did you learn about EDUC 4 (*select all that apply*)?
  - a. Freshman Advising Seminar – NASC 93
  - b. SMI Information Advising Workshop
  - c. Major advisor
  - d. A friend
  - e. SMI website or personnel
  - f. Other (please list your source)
3. Each EDUC 4 student will be responsible for his/her transportation to-and-from the assigned placement site. Which method of transportation are you seeking for financial support (*select one*)?  
 Car – either my car or borrow a friend/family member’s car  
 Rideshare transportation systems (Uber, Lyft)  
 ZipCar through UCR
4. What type of financial support are you currently receiving? (*select all that apply*)
  - a. Financial Aid loan(s) \_\_\_\_\_
  - b. Scholarship(s), specify \_\_\_\_\_
  - c. Grant(s)/Fellowship(s), specify \_\_\_\_\_
  - d. Part-time on-campus job, where \_\_\_\_\_
  - e. Part-time off-campus job, where \_\_\_\_\_
5. Any additional information you’d like the Review Committee to consider as part of your application for need based travel support? \_\_\_\_\_  
\_\_\_\_\_

**6. Checklist for submission:**

Materials submitted by the EDUC 4 Financial Support Application Deadline:

- EDUC 4 Financial Support Application
- Proof of valid CA Driver’s License (if you are driving, not including ZipCar)
- Proof of valid driver’s insurance (if you are driving, not including ZipCar)

Office use only	
Date received	
Personnel who accepted the application	
Application reviewed by	
Review result	



**UNIVERSITY OF CALIFORNIA, RIVERSIDE**  
**California Teach-Science/Mathematics Initiative**  
**(CalTeach-SMI)**  
**Mileage Report Log**

Student Name \_\_\_\_\_

Car License Plate ID \_\_\_\_\_

Driver's License # \_\_\_\_\_

Trip Purpose: \_\_\_\_\_

Date	Origination Location	Destination Address (street name & City)	Odometer Reading (round trip)		Total Mileage
			Beginning	Ending	
	UCR				

Total Miles \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Mileage Limits of Assigned Schools

Travel reimbursement at UC Riverside is reported based on travel to and from UCR and the assigned school site, unless otherwise stated in the email sent to you with your field (classroom) placement assignment. The reimbursement rate is assessed at 53.5 cents per mile (subject to change without notice). Due to excessive variation in the submission of mileage requests, we use standard roundtrip mileage allowances for your reimbursements. We understand that you do not always leave from the university to travel to the school location but your mileage request cannot be more than what is listed below or the special travel agreement sent to you with your placement assignment. *If your assigned school site is not listed below, please check on SMI's website (<http://smi.ucr.edu>) for the most current list.*

**Arizona Middle School**  
11045 Arizona Ave.  
Riverside, CA 92503  
**Roundtrip: 28 miles**

**Jurupa Middle School**  
8700 Galena St.  
Riverside, CA 92509  
**Roundtrip: 22 miles**

**Poly High School**  
5450 Victoria Ave.  
Riverside, CA 92506  
**Roundtrip: 11 miles**

**Arlington High School**  
2951 Jackson St.  
Riverside, CA 92503  
**Roundtrip: 23 miles**

**Landmark Middle School**  
15261 Legendary Dr.  
Moreno Valley, CA 92555  
**Roundtrip: 26 miles**

**Ramona High School**  
7675 Magnolia Ave.  
Riverside, CA 92504  
**Roundtrip: 18 miles**

**Badger Springs Middle School**  
24750 Delphinium Av.  
Moreno Valley, CA 92553  
**Roundtrip: 19 miles**

**Martin Luther King High School**  
9301 Wood Rd.  
Riverside, CA 92508  
**Roundtrip: 17 miles**

**Riverside STEM Academy**  
**4466 Mount Vernon Ave.**  
**Riverside, CA 92507**  
**Roundtrip: 3 miles**

**Canyon Springs High School**  
23100 Cougar Canyon Dr.  
Moreno Valley, CA 92557  
**Roundtrip: 15 miles**

**Matthew Gage Middle School**  
6400 Lincoln Ave.  
Riverside, CA 92506  
**Roundtrip: 12 miles**

**Rubidoux High School**  
4250 Opal St.  
Jurupa, CA 92509  
**Round trip: 18 miles**

**Central Middle School**  
4795 Magnolia Ave.  
Riverside, CA 92506  
**Roundtrip: 12 miles**

**Moreno Valley High School**  
23300 Cottonwood Ave.  
Moreno Valley, CA 92553  
**Roundtrip: 16 miles**

**University Heights Middle School**  
1155 Massachusetts Ave.  
Riverside, CA 92507  
**Roundtrip: 5 miles**

**Chemawa Middle School**  
8830 Magnolia Ave.  
Riverside, CA 92503  
**Roundtrip: 22 miles**

**Mountain View Middle School**  
13130 Morrison St.  
Moreno Valley, CA 92553  
**Roundtrip: 22 miles**

**Valley View High School**  
13135 Nason St.  
Moreno Valley, CA 92555  
**Roundtrip: 24 miles**

**Citrus Hill High School**  
18150 Wood Rd.  
Perris, CA 92570  
**Roundtrip: 18 miles**

**Patriot High School**  
4355 Camino Real  
Riverside, CA 92509  
**Roundtrip: 18 miles**

**Villegas Middle School**  
3754 Harvil Ln.  
Riverside, CA 92503  
**Roundtrip: 30 miles**

**Educational Options Center**  
6401 Lincoln Ave.  
Riverside, CA 92506  
**Roundtrip: 12 miles**

**Palm Middle School**  
11900 Slawson Ave.  
Moreno Valley, CA 92557  
**Roundtrip: 18 miles**

**Vista Del Lago High School**  
15150 Lasselle St.  
Moreno Valley, CA 92551  
**Roundtrip: 24 miles**

**John North High School**  
1500 3<sup>rd</sup> St.  
Riverside, CA 92507  
**Roundtrip: 5 miles**

**Perris High School**  
175 East Nuevo Rd.  
Perris, CA 92570  
**Roundtrip: 30 Miles**

**Vista Heights Middle School**  
23049 Old Lake Dr  
Moreno Valley, CA 92557  
**Roundtrip: 15 miles**

## SMI Exam & Professional Development Reimbursement Program

*(All policies and procedure are subject to changes due to resource and funding limitations)*

	Funded Activities	Exam Registration Cost Coverage	Requirements
<b>Tier 1 Exam Reimbursement</b>	CBEST	\$41 (before 4/31/21) \$30/section (after 4/31/21)	<ul style="list-style-type: none"> <li>• Provide passage of all 3-sections and payment documentations for Tier 1 exam</li> <li>• Complete EDUC 3 (minimum C grade)</li> <li>• Complete EDUC 4 (minimum C grade) <b>or</b> Complete Peer Mentor Program (2 or more terms)</li> <li>• Maintain an updated SMI Program Plan</li> </ul>
<b>Tier 2 Exam Reimbursement</b>	Up to first CSET math/science subtests	\$99/math  \$133/science Subtest I \$134/science Subtest II	<ul style="list-style-type: none"> <li>• Provide passage and payment documentations for Tier 2 exam(s)</li> <li>• Complete EDUC 3 (minimum C grade)</li> <li>• Complete EDUC 4 (minimum C grade) <b>or</b> Complete Peer Mentor Program (2 or more terms)</li> <li>• Maintain an updated SMI Program Plan</li> <li>• Pass CBEST exam (documentation required)</li> </ul>
<b>Tier 3 Exam Reimbursement</b>	Up to second and third CSET math/science subtests	\$99/math  \$133/science Subtest I \$134/science Subtest II	<ul style="list-style-type: none"> <li>• Provide passage and payment documentations for Tier 3 exam(s)</li> <li>• Complete EDUC 3 (minimum C grade)</li> <li>• Complete EDUC 4 (minimum C grade) <b>or</b> Complete Peer Mentor Program (2 or more terms)</li> <li>• Maintain an updated SMI Program Plan</li> <li>• Pass CBEST (documentation required)</li> <li>• Pass one CSET math/science subtest exam (documentation required)</li> </ul>
<b>Post-Tier: Professional Development (PD) Reimbursement</b>	One or more of these activities: -Additional CSET math/science subtests - Professional development workshops/conferences - Professional affiliation memberships - Scholarly STEM-EDUC journals	\$125/year	<ul style="list-style-type: none"> <li>• Complete EDUC 3 (minimum C grade)</li> <li>• Complete EDUC 4 (minimum C grade) <b>or</b> Complete Peer Mentor Program (2 or more terms)</li> <li>• Maintain an updated SMI Program Plan</li> <li>• Participant of the CMST Apprentice Program <b>or</b> Attend 4 TTSM general meetings</li> <li>• Pass CBEST (documentation required)</li> <li>• Pass 1 CSET math/science subtests (documentation required)</li> <li>• Minimum GPA of 2.7</li> <li>• Attend PD event in-full</li> <li>• Debrief with SMI advisor after PD event</li> </ul>
<b>Post-Exam Scholarship</b>	Eligibility will be reviewed at the time of SMI advising. Review will be based on <i>SMI Exam Target Completion Timeline</i> .	\$40: CBEST/section \$75: CSET Math/subtest \$100: CSET Science/subtest	<ul style="list-style-type: none"> <li>• Complete EDUC 3 (minimum C grade)</li> <li>• Provide passage of exam results</li> <li>• Satisfy the Post-Exam Scholarship Contract agreement terms</li> </ul>

**Exam Fee Reimbursement Procedures can be found at [here](#).**

**SPECIAL NOTE:** All students approved for reimbursements are required to agree to: 1) complete an SMI Exam Reimbursement Survey, and 2) allow SMI to identify him/her as a successful examinee for various SMI publications.

## **SMI Classroom Supply Reimbursement Procedures and Guidelines**

An excellent way to develop pre-service training in the classrooms is to develop and implement classroom lessons with mentor teachers. To support your classroom endeavors, SMI offers a modest reimbursement program to help offset costs associated with implementing classroom lessons.

If you wish to seek financial assistance from SMI toward your lesson implementation (*up to \$25/lesson*), please follow the set of instructions listed below:

1. *Before implementation of lesson*

Submit the “Step 1: APPROVAL FORM” with documents requested in the form to SMI Resource Center. Please allow for 5 to 7 days to review your request and for the items to be purchased/delivered.

2. *After SMI’s Approval*

- Purchase supplies (*if SMI is unable to furnish these specific items*)
- Implement lesson
- Submit “Step 2: REIMBURSEMENT FORM” with itemized paid receipt of items SMI approved for reimbursement.

### **LIST OF UNAPPROVED ITEMS**

- Food or Beverage Items
- Explosives/Firearms
- Controlled Substances/Narcotics/Dangerous Drugs
- Consultants
- Purchases from University Employees and Near Relatives
- Radioactive Items
- Rental of Real Property
- Repairs to the Plants & Grounds



**SMI Supply Request for Classroom Project**  
**STEP #2: REIMBURSEMENT FORM**

Submission of this form will not be accepted unless you received SMI approval from STEP #1: APPROVAL FORM.

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Mentor Teacher's Name \_\_\_\_\_

For which course are you enrolled? (please circle appropriate course listed below)

EDUC 3      EDUC 4

**Itemize and detailed expenses of items SMI approved for outside purchase (see SMI written remarks on *STEP #1: APPROVAL FORM*) incurred for implementing your lesson plan proposed in**

Date Purchased	Purchased Items	Actual Cost (include tax, delivery, other applicable charges)	Vendor Used

**Signature Verification:** By signing below, you are verifying that these items were used for lesson implementation (as submitted with Approval Form).

Mentor Teacher's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

**II. Purchase assistance:** List below items you need SMI's purchasing assistance in order to implement your proposed lesson plan.

ITEMS	QUANTITY

**III. Copying assistance:** If you have instructional materials (i.e. handouts) that need to be copied, please attached those items and complete the grid below.

TITLE OF INSTRUCTIONAL MATERIAL	TOTAL NUMBER OF COPIES	CAN IT BE COPIED BACK-TO-BACK?	SPECIAL INSTRUCTIONS

**IV. With my signature, I agree to follow my proposed lesson plan if approved by SMI. Also, I agree to allow SMI to store and share my lesson plan in its Resource Library located both online and in its Resource Center.**

\_\_\_\_\_ **Student's Signature**

\_\_\_\_\_ **Date**

----SMI OFFICE USE ONLY----

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Not Approved:

Explanation \_\_\_\_\_



# 2022 - 2023 AY SMI & NSF SCHOLARSHIP APPLICATIONS

DEADLINE: MONDAY, MAY 16, 2022 BY 12:00 NOON  
SCHOLARSHIP PROGRAMS AND REQUIREMENTS:

## NSF Noyce Undergraduate Scholarship (up to \$15,565)

- 2022-23 SMI advanced Seniors
- Good academic standing, GPA 3.0 or above
- Courses: EDUC 3/4 and EDUC 104/105, at least 1 elective EDUC courses: 132, 139, 147, 162, 178, 179A
- Exams: CBEST **AND** CSET Science Subtest I or CSET Math Subtest I & II
- Complete FAFSA by March 1, 2022
- U.S. Citizen, U.S. National, or Permanent Resident Alien
- Updated Resume

## SMI Tier II Scholarship\* (up to \$8,000)

- 2022-23 SMI Seniors
- Updated SMI Program Plan
- Good Academic Standing, GPA 2.8 or above
- Exams: CBEST **AND** one CSET (Math or Science)
- Courses: EDUC 3, one upper division EDUC course: 104, 105, 132, 139, 147, 162, 178, 179A
- Must be eligible to work in the US
- Updated Resume

## SMI Tier III Scholarship\* (up to \$8,000)

- 2022-23 SMI Juniors and Sophomores
- Updated SMI Program Plan
- Good Academic Standing, GPA 2.75 or above
- Exams: CBEST
- Courses: EDUC 3
- Must be eligible to work in the US
- Updated Resume

*\*Additional Preferred Requirements for SMI Tier II and III Scholarships can be found on the website, listed below*

FOR MORE INFO VISIT: [HTTPS://SMI.UCR.EDU/SERVICES/SCHOLARSHIP-PROGRAMS](https://smi.ucr.edu/services/scholarship-programs)  
OR SCAN THE QR CODE

