



FROM START TO FINISH – COACHING OVERVIEW

How do I prepare before going to my first class?

- Read and familiarize yourself with the materials provided in your training folder.
- Review the information about the class and instructor that you received during your interview.
- Complete your Coach Information Sheet to have ready to give to the instructor.

When do I start coaching?

- Your first class will be during the **week of February 12th** or the following day (tomorrow or Sunday) if you coach on weekends.

What do I do on my first day?

- **Arrive** 10 minutes early.
- Introduce yourself to the instructor and give him/her your **Coach Information Sheet**. **Observe** the class. Pay attention to the format, the **level** of English of both the instructor and the learners, as well as the **culture** of the classroom. **Ask** the instructor how you can best help in the class.
- Discuss the best way for you to **contact** the teacher in case you need to miss a class because of an emergency. You should already have contact information on the Instructor Information sheet you were given at your placement interview.
- Ask about the native **language policy** in the classroom (e.g., Are coaches allowed to translate?), if you do not already know from the Instructor Information sheet.
- **Thank** the teacher for your coaching opportunity.

How do I record my coaching hours?

- Every time you coach, record the number of hours, learners, and activities on your **Coach Timesheet**. It is better to bring it with you.
- **It is your responsibility to keep track of your hours and have the instructor sign your timesheet at the end of the semester.**
- Please complete the Coach Timesheet even if you are not enrolled in a course that gives credit for participating in Project SHINE. This is for our documentation and your certificate.

What if I need to miss a class?

- **Consistent and punctual attendance is important. Only miss if you are ill or have an emergency.** Teachers and student depend on you. Your presence is valued and relied on.
- **Contact the instructor** as soon as possible to let him or her know you will not be in class that week.
- Ask the instructor when you can **make up your missed hours**.
- If you miss your class due to a school holiday, make arrangements to make up your hours in order to get your 20 hours required.
- Be professional. View your consistent participation as a responsibility.

What do I do when I'm finished coaching?

- Remind teachers and learners one week before you end the project so everyone has an opportunity to say good-bye and thank you.
- During your last class, ask your ESL, Citizenship, or Literacy instructor to sign your timesheet.
- After your last coaching session, complete the online post-service survey emailed to you.

How do I receive credit for my coaching if my professor is participating?

After you have completed 20 hours of coaching, submit your signed timesheet to the Project SHINE office by Friday, April 27th at Ocean Batmale Hall 366.

Submit timesheet to the Project SHINE office, **NOT** to your credit professor. The SHINE staff will send a record of your hours to your credit professor for you to receive credit.