



New Fellow Education Transfer Plan Cover Sheet

Title of ETP	Homework Accountability
Name of IISME Fellow	LaShauna Foster
Fellow's year-round email	kryjas@mail.com
Sponsor Company	NUMMI
Name of Mentor	Gus Camacho
National Board Certificate Area	Early Adolescence/Generalist Early Adolescence/Mathematics
<p>I, the IISME Fellow named above, affirm that the ETP I am submitting is my own work, that I acknowledged sources where appropriate, and that I avoided including any proprietary information of the Sponsor Company. By my submission I am assigning to IISME my entire copyright in the ETP. I understand IISME is simultaneously granting me a license to use the ETP for pedagogical purposes.</p>	
<hr style="width: 50%; margin: 0 auto;"/> Signature	<hr style="width: 50%; margin: 0 auto;"/> Date

Category	<p>Curriculum</p> <p style="text-align: center;"> Subject: <u>Math</u> Science Technology _____ Level: Elem <u>Middle</u> <u>High</u> Other </p> <p>Staff Development</p> <p style="text-align: center;"><i>Describe</i> _____</p> <p style="text-align: center;"><i>Other</i></p> <p style="text-align: center;"><i>Describe</i> _____</p>
Objectives	To improve student achievement and understanding of mathematics by developing strategies for completing homework in collaboration with parents, students, teachers, and guidance counselors.
Abstract (50 words or less)	Many students have developed habits that interfere with them completing their homework, which can effect their achievement in any subject. I have created an ETP that holds students accountable for their actions and helps them to develop strategies independently or with the teacher, to complete and understand their homework.
Describe how your ETP aligns with the National Board Standard stated in your proposal.	<p>It engages and supports all students in learning by promoting self-directed, reflective learning for all students – Standard 1</p> <p>It creates and maintains effective environments for student learning by having the teacher plan and implement classroom procedures and routines that support student learning – Standard 2</p>

Describe the connection between your ETP and the Summer Fellowship.	I am relating NUMMI's method of analyzing Key Performance Indicators to identify areas that contribute to excess costs and the implementation of a plan at lower levels of management to homework completion. Students will analyze and identify those things that contribute to poor homework performance and develop strategies, with some teacher help, to improve. They will be held accountable for following through with their plans. If they fail to follow through, the teacher will take action with parent and/or counselor cooperation to help the students succeed.
Resources Needed	Assignment Sheet w/signatures, Homework Evaluation Form, Afterschool Activity Schedule, Homework Policy
<u>Evaluation/Assessment Measures Used</u>	<u>Assignment Completion Rubric, Quarter Assessment Form</u>
Formatting specifications	PC ____ or Mac ____ (Must be in Word or Text Format) Software used _____ Word _____
Submitted Copy	Soft and hard copy due to peer coach by the end of the summer fellowship. Also, a copy of the cover sheet signed by a school site administrator submitted to IISME Oct.3, 2004 to receive \$300 grant.
<p>I, the Mentor named above [please select one of the following],</p> <ul style="list-style-type: none"> <input type="checkbox"/> have read the attached ETP, and my comments, if any, appear below. <input type="checkbox"/> have read the attached ETP, and, as outlined in the IISME-Company Fellowship Agreement, have reviewed it on behalf of the Sponsor Company, and have determined that the ETP does not contain any Sponsor-proprietary information. My additional comments, if any, appear below. <p>Comments:</p> <hr/> <p>Signature _____ Date _____</p>	
<p>Administrator's comments:</p> <hr/> <p>Signature _____ Date _____</p>	

Education Transfer Plan – Homework Accountability

Summer Fellowship Connection:

This summer at NUMMI I am working on a cost management project where Team Leaders are taking a closer look at Key Performance Indicators (KPI) to improve quality and reduce costs. Team Leaders analyze their spending to determine which areas are contributing to them being over their set targets. They then take action to regain compliance. It is my duty to provide the Team Leaders with proper documentation and training to analyze the various reports generated from different divisions of the company. In my ETP I will model NUMMI's practice of focusing on Key Performance Indicators to student performance on homework. Students will examine the reasons why they don't complete their homework, come up with a strategy for completion, and implement the plan. I will provide the students with necessary materials to aid them in analyzing their actions and help them develop solutions to help them complete their assignments.

Objective:

To improve student achievement and understanding of mathematics by developing strategies for completing homework in collaboration with parents, students, teachers, and guidance counselors.

Standards Addressed:

Standard 1: Engaging and supporting all students in learning.

Promoting self-directed, reflective learning for all students

Standard 2: Creating and maintaining effective environments for student learning.

Planning and implementing classroom procedures and routines that support student learning

In the Classroom:

1. Preliminaries - Students will receive a homework policy at the start of the school year. This policy is to be reviewed with the teacher to ensure that all students are aware of their responsibilities and teacher expectations. Students will also receive an assignment sheet at the start of each unit.
2. Before the Bell – Students will receive a homework evaluation sheet as they enter the room at the beginning of the period. They will complete it before the bell rings to start class. Last night's homework should be on their desks.
3. Warm Up – The teacher will have a warm up on the overhead for students consisting of review problems. The warm up should take no more than 5 minutes to complete. As students are engaged in the warm up, the teacher will walk the floor, checking off student homework by stamping homework AND the Assignment Sheet with “Excellent”, “Satisfactory”, or “Unsatisfactory.” The teacher will also collect the Homework Evaluation sheets as each desk is passed, ensuring that every student has filled it out. These will be sorted according to the number that is checked. The warm up will be reviewed but not collected until Friday. (All week, same paper).
4. Review Homework: Students will exchange papers and teacher will review the homework. Papers will be corrected, scored, and returned. Missed questions will be

addressed, also clarification for those students who selected #2 on their Homework Evaluations. Students keep their corrected homework in their math binder.

5. Lesson – Instruction, Checking for Understanding, Practice, Wrap Up, Assign Homework, Dismissal.
6. End of the Day – Teacher will review the explanations and plans of those students who selected #3 on the Homework Evaluation form and take the appropriate action (record on back). Teacher will keep these evaluation forms to be included in the Homework Collection, and follows an action plan that may include parent and counselor involvement
7. End of Unit – Students will complete the bottom of the assignment sheet to determine their homework grade. Students will turn in this sheet with the homework assignments stapled to it and their parent’s signature for credit. Homework evaluation forms where students selected #3 will also be included. Teachers will record the homework score along with relevant test/quiz scores on the quarter assessment chart for grades.

Materials:

Assignment Sheet – Lists all of the assignments of the unit, a place for teacher stamping or checking off assignments, a section for students to monitor their progress and calculate their grade at the end of each unit, and student & parent signatures. Students will not receive credit for turning in their homework unless the assignment sheet with the appropriate signatures accompanies it. [See Assignment Sheet Modifications]

Homework Evaluation Form - A form used to record the student’s overall perception of the assignments and to check for understanding. It is also used as a record for those students who do not complete their homework satisfactorily. The back of the form is used for the teacher to comment and decide on the next course of action.

Afterschool Homework Activity Schedule – A schedule to be completed by students so they may manage their time in completing their homework as well as other afterschool tasks and activities they may be involved in.

Teacher Responsibilities:

Establish clear and concise homework policies and procedures.

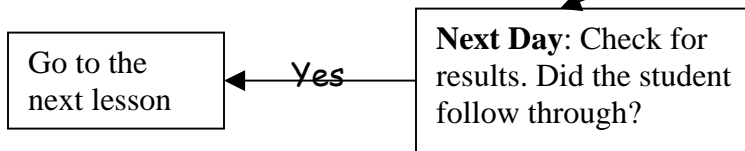
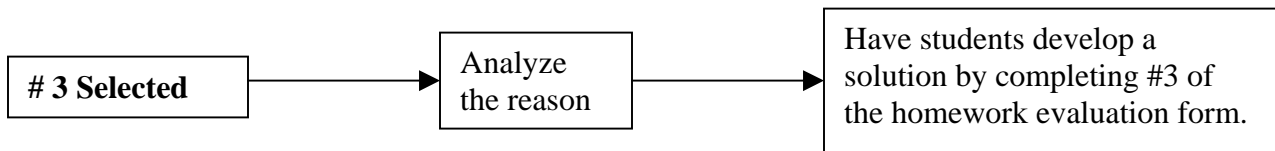
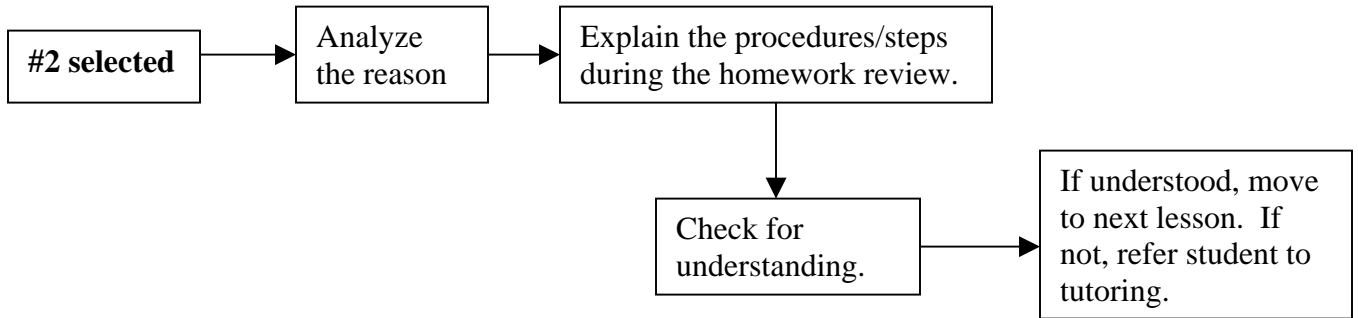
Provide supporting materials that assist students in achieving educational goals, including: Assignment Sheet w/student & parent signatures, Daily Homework Evaluation Form, and an Afterschool Activity Schedule. (Other items such as the Weekly Report or the Student Planner are the responsibility of the student and may be requested and obtained from the Counselor.)

Develop and implement a plan of action to assist students in thoroughly completing all of their homework assignments as well as understanding the material and standards covered in the unit.

Initiate communication between the parents and counselors.

Review the homework scores the students give themselves and make corrections as needed. Initial the assignment sheet to indicate agreement with the grade. Assess the effectiveness of homework completion strategies by using the scoring rubric of the assignment sheet page and comparing corresponding unit test & quiz scores with the homework scores.

Plan of Action: It is the goal of every the teacher to have every student select #1 of the Homework Evaluation form and produce a problem that demonstrates mastery. However, for those students who selected #2 or #3, a plan of action must be in place and implemented immediately to keep these students from falling behind. (Sample questions from students who selected #1 can be used for warm ups, quizzes, study guides, or tests.)



- Possible Reasons
1. Lost Book.
 2. I forgot it.
 3. I didn't understand it
 4. I had something else to do
 5. I lost it.
 6. Someone else lost/destroyed it.

Develop a plan of action with the student. **Call Parent for involvement.**

- Possible Solutions
1. Lost book slip. Issue another book.
 2. Use student planner.
 3. Refer to tutoring.
 4. Create after-school schedule.
 5. Use Math Binder.
 6. Use Math Binder.

Note: If there is no improvement after parental involvement is in place then the teacher will set up a parent/teacher conference with the counselor. Possible actions will include Daily Homework sign-off for counselor, use of the planner, and weekly reports. Ultimately a mandatory lunch detention to complete homework will be assigned if the other methods prove unsuccessful.

Homework Policy

- Homework is assigned daily, except on test review days and test days, and is due the following school day.
- Late homework will not be accepted.
- Make-up work will only be given to students who were absent.
- Completed homework assignments will receive a stamp everyday, but will not be collected and scored until the test day. Only stamped work gets credit.
- All work must be done in pencil. NO PENS ALLOWED.
- Copied work receives an automatic ZERO for ALL students involved.
- Everyone must complete the daily Homework Evaluation sheet at the beginning of the period.
- All homework on the Assignment sheet must be turned in WITH the Assignment Sheet during Homework Collection on test days.
- Homework must be in the following page format:

1	Assignment # 1	3 Pg. 74 # 1-17	Name Date Period	2
	1)	4)		4
	2)	5)		
	3)	6)		

1. Write the assignment # in the top left corner.
2. Write your name, date, and period in the top right corner.
3. Write the page# and problems on the top of the page.
4. Number your problems and skip a line between each one. Use the space of the page wisely.

Homework Evaluation Form

Name _____

Seat # _____

Homework for ____/____/04

Check one

- 1) I did and understood my homework last night. Here is a sample problem.

problem/work:

answer:

- 2) I did (most, all) of my homework last night, however, I didn't know how to _____.

- 3) I (didn't do, put little effort into) my homework last night because_____. To keep this from happening again I will _____.



Homework Evaluation Form

Name _____

Seat # _____

Homework for ____/____/04

Check one

- 1) I did and understood my homework last night. Here is a sample problem.

problem/work:

answer:

- 2) I did (most, all) of my homework last night, however, I didn't know how to _____.

- 3) I (didn't do, put little effort into) my homework last night because_____. To keep this from happening again I will _____.

of Missed/Incomplete Assignments to date_____

Comments:_____

Plan of Action

- | | | |
|--|---|---|
| <input type="checkbox"/> Call Parent | <input type="checkbox"/> Meeting w/Counselor | <input type="checkbox"/> Parent/Teacher conf. |
| Counselor Action | Teacher Action | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Student planner | <input type="checkbox"/> Refer to tutoring | |
| <input type="checkbox"/> Daily H.W. log | <input type="checkbox"/> After-school
schedule | |
| <input type="checkbox"/> Weekly Report | <input type="checkbox"/> Math Binder | |
| | <input type="checkbox"/> Lunch Detention | |

of Missed/Incomplete Assignments to date_____

Comments:_____

Plan of Action

- | | | |
|--|---|---|
| <input type="checkbox"/> Call Parent | <input type="checkbox"/> Meeting w/Counselor | <input type="checkbox"/> Parent/Teacher conf. |
| Counselor Action | Teacher Action | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Student planner | <input type="checkbox"/> Refer to tutoring | |
| <input type="checkbox"/> Daily H.W. log | <input type="checkbox"/> After-school
schedule | |
| <input type="checkbox"/> Weekly Report | <input type="checkbox"/> Math Binder | |
| | <input type="checkbox"/> Lunch Detention | |

From 8/19 to 9/3

#	Date	Assignment	Stamp (E, S, U)
1	8/19	Pg. 1 #8-19	
2	8/20	Keys to Algebra Worksheet Pg. 27/28	
3	8/23	Glencoe Worksheet 6-2 Quiz	
4	8/24	Pg. 38 #7-14, 15, 18, 29, 32	
“	“	“ “	
“	“	“ “	
“	“	“ “	
“	“	“ “	
“	“	“ “	
10	9/3	Pg. 43-44, #35-51 odd. Test Corrections Due	

Excellent – All problems completed. Work shown. Directions Followed.

Satisfactory – Most problems completed. Most work is shown. Directions Followed.

Unsatisfactory - Problems incomplete or not attempted. Work is not shown or work was copied.

			Homework %
Excellent & Satisfactory Assignments ↓	Total Assignments ↓	=	↓
8	÷ 10	=	.8
↓	↓	↑	X 100 = 80%
If Teacher's initials	↓	↓	Homework Grade = B
↓	↓	↓	Total Homework Points Possible
↓	↓	↓	Total Homework Points Earned
↓	↓	↓	X 50 = 40

Student Signature

Parent/Guardian Signature

Quarter Assessment

Unit: _____

Quarter _____	Quiz	Homework	Test	Test Corrections
Period _____				
Student Name				
1) Cagler, A.	16	40	88	
2) Dasilva, S.	18	50	94	
3) Falk, J.	6	0	12	
4) Solemindand, P.	12	35	68	
5) Thompson, D.	14	45	92	2
6)				
7)				

Unit: _____

Quiz	Homework	Test	Test Corrections
10	35	64	
16	40	82	
2	10	20	
8	25	44	
14	40	74	12

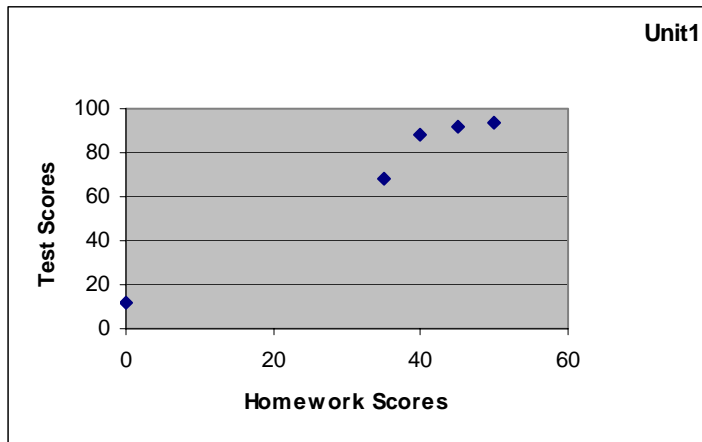
Unit: _____

Quiz	Homework	Test	Test Corrections
20	45	92	
12	30	72	
4	20	36	
8	15	22	
16	40	88	4

Unit: _____

Quiz	Homework	Test	Test Corrections
12	30	68	
14	20	40	
12	30	64	
16	45	88	
18	50	90	5

Classwork/Warm ups	Extra Credit	Total Points Earned	Quarter Grade (%)
70	25	615	82
65	10	563	75
60	0	276	37
70	30	486	65
55	15	674	90



Student Progress can also be recorded in a grade book. The chart and graph makes it easy to compare the grades of the unit. Usually, when students do well on their homework in mathematics, their test grade is high. Of course there are always exceptions.

*Test corrections – Any student may re-do missed problems on a test for a higher score. The students must show their work and give an explanation of the mistake they made the first time.

Assignment Sheet Modifications:

Checking Method “✓”

Some teachers collect homework everyday and give checks instead of points. The “Stamp” column of the assignment sheet can be changed to “Parent Signature” for a daily parent sign-off. High school teachers may want to change it to a “Completed” column for a self-check for older students. “Checked” homework is usually recorded in a grade book. At the end of the unit have the students turn in their assignment sheets and calculate the homework grade by finding the percentage of complete assignments.

- ✓+ Excellent - All problems completed. Work shown. Directions Followed.
- ✓ Satisfactory - Most problems completed. Most work is shown. Directions Followed.
- ✓- Unsatisfactory - Problems incomplete or not attempted. Work is not shown or work was copied.

Excellent & Satisfactory Assignments	Total Assignments		Homework %
↓	↓		↓
_____	_____	= _____	_____
	÷	= _____	X _____
		= _____	= _____
		X 100	= _____
		Homework Grade =	_____
_____Teacher's initials			

Point Method

Some teachers collect homework everyday and assign a set amount of points for each assignment. Students earn the points, or a fraction thereof, based on their performance. The “Stamp” column of the Assignment sheet can be changed to record the number of points earned on each assignment. At the end of the unit have the students turn in their assignment sheets and calculate the homework grade by finding the percentage of points they earned.

- All Points Earned - All problems completed. Work shown. Directions Followed.
- Most Points Earned - Most problems completed. Most work is shown. Directions Followed.
- No Points Earned - Problems incomplete or not attempted. Work is not shown or was copied.

Total Points Earned	Total Points Possible		Homework %
↓	↓		↓
_____	_____	= _____	_____%
	÷	= _____	X _____
		= _____	= _____
		X 100	= _____
		Homework Grade =	_____
_____Teacher's initials			

Assignment Sheet

Name _____

From ___/___ to ___/___

#	Date	Assignment	Stamp (E, S, U)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Excellent – All problems completed. Work shown. Directions Followed.

Satisfactory – Most problems completed. Most work is shown. Directions Followed.

Unsatisfactory - Problems incomplete or not attempted. Work is not shown or work was copied.

Excellent & Satisfactory Assignments ↓ _____	Total Assignments ↓ _____	÷	=	_____	↑	Homework % ↓ X _____ = _____% Homework Grade = _____
_____ Teacher's initials				↓	Total Homework Points Possible	Total Homework Points Earned X _____ = _____

_____ Student Signature

_____ Parent/Guardian Signature

Assignment Sheet

Name _____

From ___/___ to ___/___

#	Date	Assignment	Parent Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- ✓+ Excellent - All problems completed. Work shown. Directions Followed.
- ✓ Satisfactory - Most problems completed. Most work is shown. Directions Followed.
- ✓- Unsatisfactory - Problems incomplete or not attempted. Work is not shown or was copied.

Excellent & Satisfactory Assignments ↓	Total Assignments ↓	Homework % ↓
_____	_____	_____
$\text{_____} \div \text{_____} = \text{_____} \times 100 = \text{_____} \%$		
Homework Grade = _____		
_____Teacher's initials		

_____ Student Signature

_____ Parent/Guardian Signature

Assignment Sheet

Name _____

From ___/___ to ___/___

#	Date	Assignment	Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- ✓+ Excellent - All problems completed. Work shown. Directions Followed.
- ✓ Satisfactory - Most problems completed. Most work is shown. Directions Followed.
- ✓- Unsatisfactory - Problems incomplete or not attempted. Work is not shown or was copied.

Excellent & Satisfactory Assignments ↓	Total Assignments ↓	Homework % ↓
_____	_____	_____
$\div \quad = \quad \times \underline{100} \quad = \quad \%$		
Homework Grade = _____		
____Teacher's initials		

_____ Student Signature

_____ Parent/Guardian Signature

Assignment Sheet

Name _____

From ___/___ to ___/___

#	Date	Assignment	Points Possible	Points Earned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Totals

--	--

All Points Earned - All problems completed. Work shown. Directions Followed.

Most Points Earned - Most problems completed. Most work is shown. Directions Followed.

No Points Earned - Problems incomplete or not attempted. Work is not shown or was copied.

Total Points Earned ↓	Total Points Possible ↓		Homework % ↓
_____	_____	= _____	_____ %
		X <u>100</u>	= _____ %
		Homework Grade =	_____
_____ Teacher's initials			

_____ Student Signature

_____ Parent/Guardian Signature

AFTERSCHOOL HOMEWORK/ACTIVITY SCHEDULE

Fill in your afterschool schedule. Math homework should not take more than 30 minutes to complete. Remember, math homework is scheduled everyday, including Fridays. Homework will not be assigned on test days or test review days.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:00 - 3:30					
3:30 - 4:00					
4:00 - 4:30					
4:30 - 5:00					
5:00 - 5:30					
5:30 - 6:00					
6:00 - 6:30					
6:30 - 7:00					
7:00 - 7:30					
7:30 - 8:00					
8:00 - 8:30					

