

General Tips for Working with Students

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- Go through your kit as soon as you get it and make sure that everything listed on the “Master List of Materials” in the **Guide for Volunteers and Teachers** is actually in your kit. In the rare event that something is missing, contact your program manager as soon as possible.
- Read through the “Preparation” section of each lesson as soon as you can – a few lessons may ask you to have the students/classroom teacher do something in advance of your visit. It is not necessary to visit the classroom in advance, but if you want to you can.
- There are two guides in each kit. One for you and your co-volunteer, or one for you and one for the teacher. They are yours to keep, so you may write notes or highlight in them all you want!
- Grade Specific Tips for teaching your JA program are available. Make sure you have a copy and that you use these tips. These Grade Specific Tips will make your classroom experience much more successful. They can be found on the JAUM web site (jaum.org) under Programs or contact JA staff.
- Table Tents – Either get the students first names from the teacher ahead of time so they are prepared in advance, or have students complete first thing before starting the lesson. If students are completing these tell them to fold it in half BEFORE their write first name on it. Use only one color/marker to write their name – otherwise it may become an art project. Use table tents so you can call students by name – they like that! Please use FIRST NAME only so if photos are taken, it does not identify students last name for obvious child safety issues.
- Certificates of Achievement – Give to students after the final JA lesson. Complete these before you go into the classroom to teach the final lesson with School Name, Volunteer signature(s), Date and Student name (if you have them). Give packet of certificates to teacher when you get in the classroom so teacher can sign them (and add student names if you were unable to obtain a head of time).
- Junior Journals – Give to teacher who will decide how to use – take home lesson, follow-up lesson, etc.
- Pre/Post test – some schools may be participating with our area program evaluation process, you will be notified in advance by your JA program manager if this is the case. You may be asked to hand out the questionnaire after teaching all the lessons – we will keep it simple. Thanks in advance for your help with this important evaluation tool.
- Honor your commitment. The students will be expecting you and look forward to your time with them.

Tips for Working With Students

Students are a collection of various backgrounds and experiences, including: multiple languages, religions, socio-economic status, academic ability (reading and math), cultures and customs. Junior Achievement believes in creating an inclusive environment for all. Below you will find some helpful hints to create a successful learning environment.

1. Wear comfortable clothes (business casual), and don't hesitate to get down to the child's level.
2. Respect privacy. If a student or staff person reveals personal information, regard it as a confidence.
3. Be warm and friendly. Learn the students' names and show an interest in what they are doing and saying. Being a good listener is one of the most important qualities in a volunteer.

Tips for Working With Students – Continued

4. Letting the students know that you will be using the same classroom rules as the teacher will help maintain control from the beginning.
5. Ask questions to keep students involved. Give them plenty of time to answer a question. Silence often means they are thinking. Give them clues if they don't respond, but don't give the answer right away.
6. If you don't know an answer or are unsure of what to do, admit that to the student. If possible, work it out together. Feel free to ask the teacher for help when you need it.
7. Use tact and positive comments. Encourage students with compliments, especially when they are having difficulty.
8. Use examples from the students' neighborhoods, communities and families – instead of "parents" may want to refer to "the adult in your family".
9. Use language students can understand – ask the teacher for help if necessary.
10. Try to involve all students – not just the ones that raise their hands.
11. Ask for teacher guidance when dividing students into groups.
12. Move around the room during the lesson – this helps to keep everyone involved.
13. Be sensitive to special circumstances – ask teacher in advance. Students involved in "side conversations" may be interpreting for a classmate.
14. Students are generally excited to have a guest in the room and sometimes they have a hard time sitting still, waiting their turn to talk, etc. – be sure to gently encourage appropriate behavior as you don't want to squelch their excitement for your presence. Also, recognize "spring fever" and excitement about an upcoming holiday or special school event.
15. Common questions you might be asked include: How much money do you make? Do you have a pet? How old are you? Be prepared- they do need a response from you! Example for how much money can be "enough".
16. Maintain a sense of humor.
17. Enjoy yourself. Students appreciate people who enjoy their company.
18. Give warning notice when activity is coming to an end.
 - a. In two minutes we'll be...
 - b. Countdown from 5 to 0 (expectation is that it's quiet by 0)
 - c. We will be finishing in 5 minutes, and then we'll be...
19. Provide movement or stretch breaks if necessary, classroom teachers can sense when it's time for a break.
20. Don't start talking until every student is listening
21. If there are take home pieces and you present in the morning, the teacher still needs the students' attention after you leave. It is a good idea to show the students what they will be getting (eraser cars) but give them to the teacher to distribute at the end of the day. The teacher will be very appreciative!
22. Tokens/Treats – Although NOT required, if you would like to bring a token or treat to the student, please keep it small – a bite size candy bar, pencil, pen, sticker, etc. Always a good idea to check with the teacher ahead of time on case there are any issues i.e. food allergy, diabetic, etc.

Inspire.
And be inspired.