

Carroll University Human Relations Requirements

Two of the Guiding Principles, Cultural Sensitivity and Multiculturalism imbue all courses in the Teacher Education Program. To further strengthen student understandings of these foundational beliefs, all students must enroll in Education 209, Education in a Multicultural Context. A required component of this course is a **10-hour experience** in an approved multicultural setting.¹ As with all field experiences (see below), it is expected that students will take advantage of this opportunity to move beyond observation into participation. At the conclusion of this experience, students are required to submit a **2-3 page (600-900 words) reflection paper** addressing the multicultural nature of the setting, describing their involvement in the setting, and analyzing the ways in which this experience will affect them as teachers.

¹**An approved multicultural setting will be one in which 30% of the student population**, as documented by WINSS student demographic data, are students of color, students eligible for subsidized lunch (as an indicator of economic status), and/or English Language Learners.

Transfer students who have taken a 4-credit Multicultural class at another institution, must complete a **10-hour observation/participation experience** in an approved multicultural setting. All transfer students should report directly to the Human Relations Officer for required forms and submission of the reflection paper. Students must have the approval of the Human Relations Officer before beginning the 10-hour experiences. **This experience must be completed before being admitted into student teaching.**

The program recognizes that teachers skilled in urban multicultural settings are increasingly needed in Southeastern Wisconsin, as well as across the state and nation. As the school-age population continues to change in these regions, including in the cities surrounding Carroll University, the Teacher Education Program remains committed to meeting the needs of all children. In order to achieve this goal, a central component of the program is providing experiences in urban classrooms with children who may be culturally, linguistically, racially, and/or socio-economically diverse. To accomplish this, the program will provide all students with the experience of teaching in urban, multicultural school settings.

All students entering our certification program do their clinical field experience in three phases. Education 210-Field Experience I and Education 311-Field Experience II prepare students by having them move from observation to assistance in the classroom, working directly with children in tutoring, small group, and large group instruction. One of these two field experience placements should be in an approved multicultural setting, where students must complete 40 hours. When enrolling in these courses, students will have the opportunity to request a multicultural placement in either EDU210 or EDU311 in order to meet this requirement. If a multicultural placement was not completed during EDU210 or EDU311 it will be completed during student teaching.

The Human Relations form should be used by students for each individual course experience in which they participate. Students should get copies online. Final documentation of hours and forms must contain signatures from the school or organization supervisor, as well as the course instructor.

Directions for Human Relations Form

This form must be completed in ink and returned to the Carroll Human Relations Officer by the end of the semester that the cultural experience took place. Whiteout or scratch marks on the form will not be accepted; only original forms will be accepted. A reflection paper must be completed during the EDU209 course.

1. Date: List the term for each school or community visit.
2. School or Organization: Provide the name of the school or organization where the experience took place.
3. Activity: Provide a description of the activity/multicultural experience resulting in direct contact with cultural group.
 - ✓ Examples: School observation, mentorship or after-school program, visitation to a cultural museum, church, or community center. One-on-one cultural experience at a local shelter, tutoring, etc.
4. Cultural Groups: Identify the percentage of the cultural group with whom you worked. See the WINSS website at www.dpi.state.wi.us/sig/
 - a. Low-Income: This status is defined by DPI & the WINSS student demographic data as approximately 30% free and reduced lunch (see economic status data).
 - b. Target Cultural Group: African-Americans, Alaskan-Americans, American Indians, Asian-Americans, Hispanic-Americans, Pacific Islander-Americans, foreign born persons of color, Limited English Proficiency. This status is defined by DPI and the WINSS student demographic data of approximately 30% diversity (see race/ethnicity and/or English proficiency data).
5. Hours: Indicate the number of hours completed during that specific cultural experience.
6. Official Verification: This section must be completed by the cooperating teacher at the completion of field experience or the on-site supervisor if completed for EDU209.

**Carroll University
Human Relations Clock Hours Form**

Completed in conjunction with: EDU-209 Field Experience 210 or 311 (Circle One)

Use a separate form for each course

Student Name _____ Semester: _____

Date	School/ Organization	Activity	Cultural Groups (Percentage)			# of Hours	Official Verification (Filled out by Supervisor)	
			Low Economic Status	Limited English Proficient	Target Cultural Group		Supervisor Signature	Supervisor Phone Number
Date of activity	Name of school or organization where cultural experience was completed	Description of activity: tutoring observation, etc.				Number of hours completed		

Student Signature: _____ Total Hours: _____ Date: _____

Professor Signature: _____ Date: _____

Human Relations Officer: _____ Date: _____

10 Hours approved unapproved **40 Hours** approved unapproved

(Only the Human Relations Officer should be signing in the approved or unapproved area)