

Artifact Title: A Handbook for Success!

Date Experienced: 2012-2013 School Year

Artifact Description:

My artifact is a copy of the Clinton High School Band Handbook. This handbook was compiled by the aspiring administrator to provide a detailed description of the high school band and its offerings for its members. Included in this handbook are expectations and procedures that all students need to familiarize themselves with to fully understand the program and its opportunities. Important features include grading policies, challenging procedures, and a behavioral matrix for proper classroom conduct.

Wisconsin Administrator Standard Alignment:

This artifact best aligns with standard 1.5 **Learning Environment:** *The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self motivation.*

The creation of this handbook best aligns with standard 1.5 because it shows my understanding of individual and group motivation to establish a positive climate in the classroom, while also maintaining it school-wide. The artifact is a comprehensive example of my ability to create a useful guide for students to use as a motivator for themselves and the band program as a whole. The handbook is a way of promoting effective classroom management through many strategies.

The creation of this handbook demonstrates competency in this standard because it required the educator to organize procedures and guidelines in a document that can be used by students to better understand the vision of the band program. The handbook helps to establish a positive classroom climate by recognizing the importance of peer relationships, the use of democratic processes in the classroom to promote community, and a commitment to continuously develop individual student achievement. The artifact successfully models how the educator uses an understanding of individual and group motivation to enhance the learning environment.

What I learned about teaching/learning from this experience:

I have learned that through the creation of the handbook, I can encourage student growth on an individual and group level. By giving this handbook to students to use as a guide to the band program, they are given the opportunity to take advantage of as many experiences as they would like. I am able to set a tone for the classroom to show students what behaviors are acceptable and what behaviors aren't. I can also hold students accountable because they have all expectations up front, allowing me to increase rigor and push students to reach their full learning potential.

What I learned about myself as a prospective administrator as a result of this experience/artifact:

As a prospective administrator, I have learned that creating a classroom environment that promotes learning and the importance of peer relationships is vital to the success of a classroom. The creation of a handbook is one way to create a positive classroom climate, but most importantly, giving expectations in the beginning allows for students to understand ways they can be successful. Whether it's in a handbook or in a class syllabus, students need to know expectations for the classroom and to set boundaries. Students need structure to be successful and will be more successful by understanding that there are guidelines to follow and experiences that will help them grow as students and people. Providing this information to students at the beginning of a new class or while entering a new program will help to allow both the student and the educator to be successful in their pursuits for a successful educational experience.