

Wipro SEF Contract for Fellows

Being selected to be a Wipro Science Education Fellow is a great honor and responsibility. It honors your dedication to your teaching, your school, your students, your district and your professional development. The lists below outline the responsibilities of the Fellows, School Administrators, and District Coordinators. Please carefully read the text and sign the contract below.

Primary Responsibilities of Fellows

- Complete all core activities:

Core Activity	Estimated Time Commitment (during two years)	Program Year	Level of Flexibility of How and When Activity is Accomplished
Attend Induction Meeting in June	2.5 hours	Year 1	None
Attend all monthly Fellows Meetings	32 hours	Year 1	None
Prep work for monthly meetings	20 hours	Year 1	Flexible
Attend all PLC small group Meetings	40 hours	Year 1	Semi-Flexible
Video record three lessons plus one practice lesson	3 hours	Year 1/Year 2	Semi-Flexible
Weekly reflection entries	15 hours	Year 1/Year 2	Flexible
Develop and carry out professional growth plan	120 hours	Year 2	Highly Flexible
Design, lead, and video record a professional development workshop	5 hours	Year 2	Highly Flexible
Meet with district cohort Fellows and Coordinator	7.5 hours	Year 2	Semi-Flexible
Meet with your advisor at regular intervals	5 hours	Year 2	Flexible
Total	250 Hours over two years		

- Be reflective, open-minded, committed, and supportive in order to grow
- Participate in evaluation and research, such as surveys and interviews, during and after your time as a Fellow
- Implement the district science curriculum in your classroom

Primary Responsibilities of School Administrators

- Support Fellows' work
- Allow the Fellow's classroom to be video recorded three times during the 2018-19 school year; video will be viewed by peer teachers as a vehicle for discussion and will not be used to evaluate individual students.
- Fellows are expected to participate in national and regional conferences such as NSTA, CAST and ISEA. Be open to securing substitutes for up to 3 days during the school year (with at least 2 weeks of notice given); funds for the substitutes will be provided by the Wipro SEF Program.
- Permit other Fellows to observe your school's Fellow's classroom
- Implement the district science curriculum
- Assist Fellows as they continue to seek leadership opportunities

Primary Responsibilities of the District Coordinators

- Recruit eligible teachers to apply for program
- Help select teachers
- Attend monthly meetings with SEF Fellows
- Lead some monthly meetings during the first year of the Fellowship
- Lead quarterly district meetings with Fellows during the second year of the Fellowship
- Attend district coordinator learning community meetings
- Be actively engaged in the planning of the program

Primary Responsibilities of the Wipro SEF Program

- Be supportive
- Provide video equipment and support
- Provide professional development that is stimulating, current, and pertinent
- Be responsive to Fellows' suggestions as much as possible
- Assist Fellows as they continue to seek leadership opportunities
- Provide training and support of individualized professional development plan
- Compensate in a timely manner; Fellows will earn a stipend for completion of all components of the Science Education Fellowship. Fellows will receive stipends over the course of the Fellowship upon completion of their requirements.
- Provide feedback on Fellows' progress in the program throughout the Fellowship
- Be realistic
- Provide funds to district for 3 substitute days

