

## *Please Circulate*

**To: K-12 Administrators and Teachers of Any Grade and Subject Matter**  
**From: Katie Arosteguy, Director, UC Davis AMBASSADORS PROGRAM**  
**Date: Spring 2014, beginning of quarter**  
**RE: Classroom interns available**

### **What is the Writing Ambassadors Program?**

I would like to offer you some assistance for your classrooms and after school programs. Now in its fourteenth year, the interdisciplinary Writing Ambassadors (WA) program provides classrooms with upper division UCD undergraduate student interns from a range of majors, many of whom plan on becoming K-12 teachers themselves. While interning, the Ambassadors meet weekly with us for instruction and support. In addition to discussing various strategies for tutoring and teaching, we focus on developing content area literacies in conjunction with the new Common Core Standards. Interns are asked to set up their own internships based on their subject/grade interest.

### **What Do Writing Ambassadors Do?**

Ambassadors can work in any subject area in any grade, from pre-reading in kindergarten to high school chemistry, from math to social studies. Our program is called Writing Ambassadors because we cover methods for helping students improve their reading and writing. Our interns can help in many ways, but my hope is that they'll gain experience mostly in helping your students with literacy tasks. Please coordinate a time with your intern when you'll be regularly covering literacy tasks in your classroom. I'd like the interns to have a variety of experiences, and, to that end, I encourage you to allow your Ambassador to work with your students individually, in small groups, and to possibly teach a lesson to the whole class. I would also like for them to work with different kinds of students throughout the quarter, such as struggling students, EL students, and higher-performing students so they can have a breadth of experience. As your intern's confidence in the classroom develops, you two can discuss and arrange possible pedagogical opportunities.

Many Ambassadors also bring experience with a language other than English to the classroom. We have had interns in Spanish, Chinese, Japanese, and French language classes as well as helping English Language Learners.

### **How do I get an Ambassador Intern?**

An Ambassador commits for at least a university quarter, and many of our interns continue in the program for longer. Interns spend at least 3 hours weekly in the K-12 classroom. Many intern 5 or even 10 hours per week (depending on the number of UCD units they seek).

Your Ambassador will have you sign off on hours completed and you will need to complete an evaluation of the intern at the end of the quarter. I will also check in with you mid-quarter to give you an opportunity to ask any questions or express any concerns.

**Please refer to our website, [writingambassadors.ucdavis.edu](http://writingambassadors.ucdavis.edu) to receive more information or to request an Ambassador to work with you in your classroom. You may also contact me directly at [karosteguy@ucdavis.edu](mailto:karosteguy@ucdavis.edu). Thank you.**