

## **Procedures for P.i.G. Field Experiences**

### Field Experiences:

1. Choose a meeting you wish to attend. If it is approved in the PiG packet you may attend without further action. If the type of government office does not appear in the packet, you will need to get approval from the Government Coordinator who is Ms. Lexner in room 256. Please remember, you may not attend more than two of the same type of meetings, and meetings may not be scheduled for the same day.
2. While in attendance at the meeting please represent OPHS in a positive manner. Arrive on time and behave appropriately. (see below) Bring your field experience journal (PiG forms 3A- 3D) to be completed as the meeting progresses. Please record your responses legibly in ink. At the close of the meeting, approach the chairperson and ask him/ her to sign and record his/her name on your form. Forms without appropriate signatures or with incomplete headings will not be accepted for credit. Inappropriate behavior will also result in the denial of credit for your observation. You will then have to complete an additional observation before the project deadline.

### **Appropriate behavior includes:**

- **Being on time-you may lose credit if you are late to proceedings**
- **Please remove your hat**
- **Be courteous and non- disruptive to proceedings**
- **Cell phone should be turned off**
- **Be quiet**

### **Inappropriate behavior may result in loss of credit for the observation!!**

3. Make a copy of your completed form for your records and submit the original copy to Mrs. Lexner. Submissions of the original to Mrs. Lexner can be made in the Government mailbox in house II, in room 256, or in the weekly collections handled by your Government teacher. The grade for each journal will be put on the parent portal as it is graded. Please check periodically to ensure you receive credit for all submissions.
4. Parents will be notified of progress at each interim, and a letter will be sent home if you are failing to meet the requirements.
5. If you have ANY questions, ask your Government teacher or Mrs. Lexner.