

## **Procedures for AP Government Field Experiences**

**TASK:** All AP Government students MUST complete two Field Experience Analysis Forms per marking quarter for 2 different types of Government meetings as part of their final project grade.

### **ATTENDING EACH MEETING:**

1. **CHOOSE** two meetings per marking quarter that you wish to attend. If it is an approved site below, you may attend without further action. If the type of government office is not an approved site, you will need to get approval from your AP Government teacher. You MUST attend two different types of meetings per quarter (i.e. one school board meeting and one town board meeting but not two school board meetings).

2. **MEETING:** While in attendance at the meeting, you must represent OPHS in a positive manner. Arrive on time and behave appropriately. **Inappropriate behavior will result in loss of credit for the observation!! Appropriate behavior includes:**

- **being on time-you will lose credit if you are late to proceedings**
- **removing your hat and being quiet and respectful.**
- **being courteous and non-disruptive to proceedings**
- **turning all cell phones and electronic devices off!**

Bring your field experience worksheet to be completed as the meeting progresses. You must record your responses legibly **in ink** or take notes during the meeting and type your answers on the document at home. At the close of the meeting, approach one of the officials involved in the meeting and ask him/ her to print and sign his/her name and government title on your form. Forms without appropriate signatures or with incomplete headings will NOT be accepted for credit. You will then have to complete an additional observation before the project deadline.

**If the meeting is virtual in nature, due to the COVID-19 pandemic,** you will need to copy the meeting link to your typed observation before you hand it in, AND take and submit a screenshot of the end of the meeting on the written observation form.

3. **PROOF:** Make a copy or take a picture of your completed form for your records and submit the observation writeup in the proper space on the Google Classroom. Please check to be sure the copy you submit has all of the required information on it including signatures, screenshots, dates etc. The grade for each field experience analysis will be put on the grading portal as it is graded. Please check periodically to ensure you receive proper credit for all submissions.

4. **GRADE:** If you do not attend and submit a form by the due date for two meetings per marking quarter, you will receive a zero for the unsubmitted observations. You MUST still attend and complete a form for the appropriate amount of meetings to pass the course. Parents will be notified of your progress at each interim, and a letter will be sent home if you are failing to meet the requirements.

5. **QUESTIONS:** If you have ANY, ask Mrs. Feeley or email: [mfeeley@opschools.org](mailto:mfeeley@opschools.org)

## **Some Places to go for Field Observations:**

**Be sure to double check the appropriate website and/or call the government office to ensure meeting times and dates are accurate! Not all meetings are posted on the calendar so you may need to call the government offices. DO NOT WAIT UNTIL THE LAST MINUTE in case you can't find a meeting is cancelled or one is cancelled.**

- **STAP COMM Meetings:** [OPHS calendar of meeting dates](#)

**Meetings** are in the high school commons on one Monday a month usually starting at 7:00 pm. Check the high school calendar for specific dates.

- **OP School Board Meetings:** [OPCS School board website](#)

**Meetings** are at the OPCS District Office generally on the second Tuesday of the month at 7:00 pm

- **OP Village:** [www.orchardparkvillage.org](http://www.orchardparkvillage.org)

**Village Board Meetings** are at the Municipal Building at 4295 S. Buffalo Rd generally on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month at 7:00 pm.

**Planning Board meetings** are at the Municipal Building generally on the 1<sup>st</sup> Tuesday of each month at 7:00pm.

- **Town of OP:** [www.orchardparkny.org](http://www.orchardparkny.org)

**Town Board Meetings** are at the Municipal Building at 4295 S. Buffalo Rd generally on Wednesdays at 7:00 pm. Be sure to check that the meeting will not be an executive session as those are private and not open to the public. Work sessions are open to the public and count as a meeting.

- Check the OP town and village websites for more options of different boards which hold public meetings including Village and Town Court sessions!! [OP Village and Town Courts address/phone](#) and [list of OP town boards and committees](#)

### **Other Meeting/Observation Options:**

- Buffalo School Board Meetings: <https://www.buffaloschools.org/Page/44>
- Buffalo Common Council (Legislature) <https://www.buffalony.gov/362/Common-Council>
- Erie County Legislature at [Erie County Legislature meeting schedule](#)
- Town of West Seneca information at [www.westseneca.net](http://www.westseneca.net)
- Town of Boston information at [www.townofboston.com](http://www.townofboston.com)
- Town of Hamburg information at [www.townofhamburgny.com](http://www.townofhamburgny.com) : go to municipal departments
- Orchard Park Youth Court (if you are a member)
- Observation Work with a Government Official
- Election Campaigns