

EDS 406 Course Requirements*

1. Contact Sheet: At the beginning of the semester, you should fill in the contact sheet that will be given to you by your departmental supervisor and make two copies to be given to your tutor and departmental supervisor.

2. Teaching Sessions, Lesson Plans, Forms & Observations

Each student teacher will be assigned a placement school and a group for their involvement in teaching English as part of the projects organized by the department.

2.1 Teaching Sessions: Each student teacher will have 5-6 teaching sessions (100 minutes each) within the departmental projects and will have 1 teaching session (40 minutes) at the school that they are assigned. Best four teaching sessions will be selected and evaluated.

The timetable for the teachings sessions within the departmental project will be sent to you via e mail. In addition, it is your responsibility to contact your school tutor as soon as possible in order to arrange a date for your teaching in the placement school. You need to inform your departmental supervisor about your scheduled teaching as soon as possible.

2.1.1 Teaching Sessions' Lesson Plans & Forms (Self Evaluation/Critical Evaluation/Peer Feedback):

- **Lesson Plans:** You will need to write a lesson plan for each teaching session, which you need to show to your supervisor and get her approval at least three days before the teaching date. For the placement school teaching session the 40-minute lesson that you will be teaching should be part of the syllabus that is being followed at the school that you are visiting and should be in line with the evaluation criteria of the course. You must submit all your lesson plans (with the materials to be used) to your departmental supervisor via e mail. Based on the feedback you receive, you should be prepared to change/adapt your lesson plan and/or materials and send the final version back to the supervisor for the approval.
- **Self-Evaluation Reflective Notes / Checklist:** At the end of each of your teaching sessions within the projects, you need to take analytical/reflective notes indicating where and how you can improve your teaching for the future and complete the intern self-evaluation checklist accordingly.

2.2 Teaching Sessions' Observations: You will have **30 hours** of in class observations (15 hours of observation will be completed in the school that you are assigned and 15 hours of observation will be completed within the departmental projects, observing your peers).

- **Placement School Observations & Critical Evaluation Form:** During these 15 hours of observation, you need to have the attendance sheet signed by your tutor throughout the semester. In addition, you need to write a critical evaluation of the lesson that you have observed.
- **Departmental Project Observation Reflective Notes & Peer Feedback Form:** You are asked to observe your peers and fill in 5 observation forms for peer feedback and mark your peers' teaching sessions. You will also be writing reflective notes for each of these sessions. Following each observation, you will be attending a feedback

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session with the person whom you observed and your supervisor to discuss the observed session and the performance of your peer(s).

4. Final Reflective Report : Should be submitted via Turnitin.

Once all the teachings (both yours and your friends') are completed, think back and reflect on the experience. Write an essay on your reflections (1000-2000 words maximum). Make sure that you incorporate evidence from your self-evaluations on your teaching practices as well as the instructor's and friends' feedback. Try to focus on the following points related to:

- (a) areas you feel you have improved yourself;
- (b) points that you believe you have learnt about teaching and learning in general, and teaching and learning of English in particular;
- (c) issues you faced as difficulties and ways in which you have dealt with them;
- (d) issues that were unexpected/different from what you expected;
- (e) points that you would change if you had another chance.

In each case, you may provide examples from your experience. However, **please make sure that you are not describing the experience**; you should be reflecting on how you have improved yourself as well as how your experience has impacted the way you intend to teach.

5. Professionalism: By professionalism, what is meant is both acting professionally towards your colleagues, tutors, supervisors and students, and developing a professional attitude towards the teaching profession itself. You will receive points for acting professionally throughout your internship. You should be extra careful about the following points:

- Be punctual for all scheduled activities and follow the deadlines (including teaching sessions, supervisory meetings, peer feedback sessions, sending your lessons plans and other documents)
- Write your reflective notes soon after your teaching sessions and try to incorporate the feedback you receive from both your supervisor and your peers.
- Dress properly when you are on the school premises.
- Do not record teaching sessions on behalf of anyone else without permission, pass, sell or publish them. Do not delete / edit any of the recorded material on our Youtube channel without permission.
- Inform your tutor and/or your supervisor well in advance if you are unable to fulfill any commitments.

6. Teaching Portfolio: At the end of the semester you will be submitting a teaching **portfolio**, which you will include the files mentioned in the "[Eds 406 Practicum Portfolio- Table of Contents Page](#)".

***All student teachers should refer to "Other forms" for the other relevant documents.**

***Rubrics will be available online on our departmental website. Turnitin ID and password will be shared with you soon via e mail.**