

## Practicum Guidelines

Make contact with the teacher at least two weeks before the practicum begins. Introduce yourself and ask what he/she will be teaching and for suggestions on how to prepare. If you are teaching in the kindergarten, ask the teacher if you can stay for the whole day (usually until 12:45PM). If you will be working in grades 1-12, ask if you could observe in some special subject/track classes and possibly do some teaching. You can offer to help with recess duty, clean up, preparation, correcting papers or main lesson books.

If you are teaching in a special subject such as handwork or gardening, you should ask if you could help prepare lessons and make presentations to the children. Talk to Don before you make contact with the teacher.

Also tell the teacher that it would be ideal if you could observe for 3-5 days, 5-10 days of teaching part or a whole lesson, and 2-3 days of observation after you have taught.

Keep a record of all you do! Complete the evaluation form and give it to the teacher BEFORE the last day. Ask the teacher to complete and sign the form and return it to you on the last day. Tell the teacher that you are supposed to read the evaluation. Make a copy and return the original to Don at the next class.

Complete a written child observation without the child's name and give a copy to the teacher and return another copy with your evaluation.

All you see must remain confidential! Do not discuss any children with parents or other teacher trainees. This is the teacher's responsibility and not your role.

Send a thank you note to the teacher and prepare a warm good-bye to the class. Some have given a token of appreciation to the teacher and/or the class. Be open, courageous, and humble. This is a learning experience. It is not about achieving perfection. Your mistakes could be your greatest teacher.