

# LINPRAC

## - Practicum Booklet

### **1. Introduction**

The purpose of this practicum is to ensure that teachers have a solid base of experience with second language learners as they work as teachers of English as a second/additional/foreign language or language other than English.

It is a chance to observe and practise techniques appropriate to language teaching and to apply what has been studied in theory to specific practical situations.

20 hours of classroom experience with second/foreign language learners is a suggested **minimum** but it is expected that many candidates will far exceed the twenty hours, either due to on-going teaching commitments, or through part-time teaching. The latter may often be in a voluntary capacity. You may prefer to do all your practicum at the same institution, or to spend time in more than one institution. Whichever you choose, you should ensure that the major part of your practicum is carried out in the sort of institution (i.e. age of learners, etc.) where you wish ultimately to be employed. Many of you, of course, will be working with your own class.

Please ensure that you provide your supervisor with a copy of the information from this document relevant to the supervisor's role and responsibilities. **Note:** If there is insufficient space on any of the forms, please attach a sheet with your comments.

Finally, the practicum is a chance for teachers and supervisors to share knowledge and skills as it is quite likely that the practising teachers could have very extensive teaching experience. Nevertheless the supervising teacher has the final say as to whether a teacher has adequate classroom skills to be employed as a specialist language teacher.

### **2. Contact between Practising Teacher and Supervisor**

Included in this document is the form entitled Form A. This form allows you to state your preferred teaching location and a possible supervisor. Please send a copy to the Course Team Leader of LIN8002, *Methodology in Teaching a Second Language*, Faculty of Education, USQ, as soon as possible.

On receipt of the **Form A** the University will confirm arrangements with the nominated supervisor or arrange an alternative if necessary. Both the teacher and the supervisor will be informed that the practice session can proceed. Once this is done, it is the practising teacher's responsibility to contact the supervisor and determine the actual dates and times for the observation and actual teaching classes. The practising teacher then sends a copy of the completed **Form B: Allocation of Times**, to the Course Team Leader of LIN8002, *Methodology in Teaching a Second Language*, Faculty of Education, USQ.

Remember the practicum may be done on your own class if you already have an L2/FL teaching position, or the supervisor's class. Observations should occur in the supervisor's class(es).

### 3. Practicum (20 hours)

This will require thorough preparation, presentation and evaluation of all 20 hours if the teacher is taking his/her own class, with 6 of these lessons evaluated by your supervisor.

**or**

Thorough preparation, presentation and evaluation of at least 6 hours if the supervisor's class is used. In the latter case the practising teacher should observe at least 14 lessons when he/she is not teaching and be prepared to assist with individual learners or small group work.

Practising teachers are required to write a short evaluation of all sessions they teach or observe with particular regard to methodology, specific techniques, resource material whether commercial or prepared by the teacher, and other notable features of the lesson.

By the end of the observation part of the practicum, practising teachers should be able to prepare for and teach a sequence of lessons spanning at least six hours with appropriate continuity, revision, consolidation and assessment built into them.

A folder containing observation notes, lesson evaluations, resource material, bibliography of useful texts, teaching techniques, and any other material gathered during the **full 20 hours** is to be prepared and shown to the supervisor on completion of the practicum.

At the end of the practicum, the practising teacher should also make a self-evaluation of his/her teaching and discuss it with the supervisor, who will also complete the **Final Report – Form D** at that time.

### 4. Role of the Supervisor

#### **If the practising teacher is teaching your class:**

Ensure that the practising teacher prepares and teaches at least 6 hours in the 20 hour practicum.

\* Give the practising teacher specific instruction for duties at other times:  
e.g. observation, small group work, team-teaching.

\*Discuss preparation with the practising teacher, including the selection and/or preparation of teaching material.

\*Observe and make written comments on at least 6 hours of teaching during the 20 hour practicum (see **Form C: Supervisor's comments on specific lessons**).

\*Discuss and evaluate each teaching session that you observe at a convenient time.

\*At the end of the practicum write a final report and assessment (see **Form D: Final Report and Assessment**) and

\*Send to the Course Team Leader of LIN8002, *Methodology in Teaching a Second Language*, Faculty of Education, USQ.

Remember that the practising teacher is already fully trained and qualified as a teacher so as supervisor you are assisting a colleague to acquire specific skills as a specialist language teacher.

#### **If the practising teacher is teaching his/her own class:**

Ensure that the practising teacher does adequate preparation for all 20 hours of the practicum.

Discuss preparation with the practising teacher including the selecting and/or preparation of teaching material. Observe and make written comments on at least 6 hours of teaching during the practicum: see **Form C**. Write a final report at the completion of the Practicum. Discuss this with the practising teacher (see **Form D: Final Report and Assessment**) and send a copy to the address supplied at the bottom of the form. Consider especially **continuity, relevance, revision** and **flexibility to cater for learners** of different ability.

Remember that the practising teacher is already fully trained and qualified as a teacher, so as supervisor you are assisting a colleague to acquire a specialist qualification. Through consultation,

the practising teacher can refine existing skills and develop alternative strategies that will lead to more effective teaching.

## 5. Practising Teacher's Record

It is recommended that you keep a file to hold the following material:

- (a) A copy of all **Practicum Forms (A-D)**.
- (b) Lesson preparation notes.
- (c) Activity sheets for students.
- (d) Resource material prepared for the practicum
- (e) A bibliography of text books and reference material used during the practicum.
- (f) Timetable and programming notes.
- (g) Evaluation notes for specific sessions.
- (h) Examples of completed work of students with possibly an error analysis of some of it.

This folder is to be shown to the supervisor before he/she writes the report at the end of the 20 hours. This folder **need not be sent** to the Course Team Leader of LIN8002.

There is no recommended way of preparing lesson notes, programmes or timetables as the practising teachers are already trained teachers. It is expected that teachers and supervisors will exercise their own judgment as to what is necessary, acceptable and relevant.

## Form A

Master of Applied Linguistics  
Master of Education (TESOL)  
Post-Graduate Certificate in TESOL \*  
**To be completed by the Practising Teacher**

1. **Name**

2. **Address** (postal):  
(Work if acceptable)

**Phone** (Home): (Work):

3. Do you intend to teach adults, secondary or primary learners when you graduate?

4. Do you know schools or adult classes which teach L2/FL in your area? Please list with address, phone and name of officer in charge.

5. If the answer to (4) is 'no', where would you like to do your practical sessions?

### Notes

(1) Even if you cannot give exact details, give some indication so that further arrangements can be made at a later date.

(2) The practical sessions may be arranged as either a block of 20 hours in one week or spread over several weeks, e.g. 4 hours per week.

(3) Your initial contact is only a request and final details will need to be approved with the institution concerned.

\* cross off the one that does not apply to you.

### 6. Possible Supervisor:

Include supervisor's academic and professional qualifications

**Institution:**

**Address:**

**Telephone:**

Day	Date	Times	No. of Hours
-----	------	-------	--------------

Have you discussed the above with the teacher/institution concerned? If so, please give details.

Please forward a photocopy to:  
Course Team Leader of LIN8002  
Faculty of Education  
The University of Southern Queensland  
TOOWOOMBA QLD 4350  
Retain a copy for your own reference.

## Form B

### Allocation of Times (20 hours)

#### To be completed by the Practising Teacher

Supervising Teacher:

Phone:

Practising Teacher:

Phone:

#### Location for Practicum:

Name of Institution:

Principal or Officer in Charge:

Address:

Postcode:

Telephone:

Date

Day

Actual Hours

No. of Hours

Supervisor's Signature:

---

Teacher's Signature:

---

Please forward a photocopy to:

**Course Team Leader of LIN8002**

**Faculty of Education**

**The University of Southern Queensland**

**TOOWOOMBA QLD 4350**

Retain a copy for your own reference. Distribute a copy to your supervisor.

# Form C

## Supervisor's Comments on Specific Lessons

Please make as many copies as you wish for lesson reports.

Teacher:

Supervisor (academic qualifications):

Institution:

Date: .....No: of Hours:

HU – Highly Unsatisfactory  
U .....- Unsatisfactory  
S – Satisfactory

G ....-.... Good  
VG – .... Very Good

### Preparation Comments

<b>Contents:</b>	HU .....	U .....	S.....	G.....	VG
<b>Resources:</b>	HU .....	U .....	S.....	G.....	VG
<b>Activities:</b>	HU .....	U .....	S.....	G.....	VG
<b>Continuity:</b>	HU .....	U .....	S.....	G.....	VG
<b>Learner Involvement:</b>	HU .....	U .....	S.....	G.....	VG
<b>Teaching Skills:</b>	HU .....	U .....	S.....	G.....	VG
<b>General Competence:</b>	HU .....	U .....	S.....	G.....	VG
<b>Comments:</b>					

Suggestions for Future Lessons:

Supervisor's Signature:

---

Teacher's Signature:

---

## Form D

### Final Report and Assessment (page 1 of 3)

#### To be completed by the Supervisor

Teacher's Surname:

Given Names:

Supervisor (academic qualifications):

Institution

Address:

Telephone:

U – Unsatisfactory    S – Satisfactory    VS – Very Satisfactory

### Part A: Diagnostic Report

#### 1. Preparation

U        S        VS

Comments:

--

- a. Content Preparation
- b. Relevance/usefulness of material
- c. Variety of activities
- d. Use of resources

## Form D (Cont'd)

### 2. Presentation

U      S              VS

Comments:

- a. Appropriate method/practice
- b. Teaching skills
- c. Learner involvement
- d. Use of aids and equipment
- e. Use of voice
- f. Flexibility

### 3. Professional Attributes

U      S              VS

Comments:

- a. Rapport with learners
- b. Reliability and punctuality
- c. Appearance
- d. Initiative
- e. Willingness to accept advice

#### 4. Resource Folder

U      S      VS  
Comments:

a. Complete and useful

### Part B: General Report

The practicum has been undertaken for hours with an ESL/EAL/EFL/LOTE class of students.

#### Supervising Teacher's Comments

#### Overall Assessment

Unsatisfactory      Satisfactory      Competent      Highly competent

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Practising Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward photocopies to:

- the practising teacher
- the supervisor, and
- a copy to:

**Course Team Leader of LIN 8002**  
**Faculty of Education**  
**The University of Southern Queensland**  
**TOOWOOMBA QLD 4350**