

# PRACTICAL Guidelines for a successful PRACTICUM



[rev. April 6, 2011]

☞ You MUST follow ALL these guidelines in planning & teaching your practica. ☞

1. FIRST consult with instructor regarding the DATE you wish to teach (at least for 1<sup>st</sup> practicum I recommend a Day 2/3), then email me to confirm and to arrange dates/times for pre- and post-practicum meetings with me; do NOT schedule a practicum for the day before a test OR during the last full week of classes.

2. ANALYZE thoroughly the Wheelock 7<sup>th</sup> Edition and SCRIBBLERS chapters you'll teach, look at/consider using or adapting ALL the RELEVANT MATERIALS (answer key, handouts, worksheets, quizzes, etc.) posted on the online TEACHER'S GUIDE at <http://www.wheelockslatin.com/wheelocksteacherguide.html>, and THEN MEET at least 15-20 minutes with instructor whose class you'll teach to brainstorm your ideas about how to approach the lesson

3. DESIGN/TYPE (1) a clear, lively, effective LESSON PLAN, (2) a QUIZ, following our quiz guidelines, (3) any appropriate POWERPOINT for grammar/readings, and (4) a HANDOUT to distribute the class-day before you teach that contains (a) the assignment, with SPECIFIC, bulleted points on what to study and what to expect on the quiz, (b) a few SIMPLE new grammar practice/review "worksheet" items, including some items on the new grammar in the CONTEXT of assigned READING, and (c) background material, photos, comprehension questions to accompany assigned reading.

4. MEET AGAIN at least 15-20 minutes with instructor to thoroughly REVIEW your TYPED DRAFT LESSON PLAN/QUIZ/HANDOUT/POWERPOINT, asking for suggestions, and give her/him a set of 30 PRACTICUM EVALUATION FORMS to distribute to students the day after you teach and return to you the next day

5. REVISE the PLAN /QUIZ/HANDOUT/POWERPOINT, based on instructor's suggestions, then bring these FULLY POLISHED documents to our PRE-PRACTICUM meeting for discussion and possible further revision

You ABSOLUTELY MUST complete ALL of steps 1-5 BEFORE meeting with me for the PRE-PRACTICUM, so plan ahead; be certain that ALL MATERIALS you bring to our meeting have been reviewed thoroughly by the instructor and revised by you based on her/his suggestions and that your LESSON PLAN and QUIZ and HANDOUT are all FULLY COMPLETE.

6. Get to KNOW students; ATTEND class as often as possible, including the day or two before, when you should ask instructor to give you a few minutes to talk about homework assignment and quiz, distribute worksheet/handout, etc.

7. EMAIL class a reminder of assignment (& quiz) & request volunteers for OPUS IN TABULA (if the instructor routinely does this)

8. Get a good night's SLEEP the evening before

9. PRACTICUM DAY: TAKE books, lesson plan/quiz/handout/roll/chalk/watch; ARRIVE EARLY, chat informally with the students; put things on the board and/or set up Powerpoint etc. before class begins; call roll near beginning of class, so you'll know who's there and whom you can call on to translate etc.

10. ENJOY! ☺

II. POST-PRACTICUM: IMMEDIATELY after practicum take 10 minutes to REFLECT upon the experience and be prepared to discuss with professor and 7770 classmates what went well, what didn't go quite according to plan, and what you learned from the experience; include this in your typed SELF-EVALUATION (use prescribed form), ATTACH lesson plan/quiz/handout/worksheet (if you designed a PowerPoint, email to me), and bring all this, along with student evaluations, to our POST-PRACTICUM meeting.