

KEEPING A FOLDER WHILE ON TEACHING PLACEMENT AND PRACTICUM

Guidelines for pre-service teachers.

One of the things you will be evaluated on during teaching placement and practicum is your ability to keep records.

You will need:

- A folder (although it is not compulsory to use this format, it does seem, from pre-service teachers' experience, to be one of the most effective methods).
- A means of dividing your folder into sections (cardboard dividers can be purchased from a stationery shop or you can make your own).

This folder should contain all the material related to your weekly school placement and your practicum. The folder needs to be available to your Associate Teacher, your Associate Lecturer, and your Professional Practice and Inquiry tutor at school and during your PP and I tutorials.

Professional Practice and Inquiry papers

The material you need to keep in your folder for this paper will be noted in your paper outline. Some aspects will form part of the assessment for this course while other aspects should be considered as required work.

Professional Practice 1 Practicum TEDE764

The criteria used to evaluate your recording ability during practicum 1, 2 and 3 are set out below

Demonstrate effective recording through ability to:

- Maintain adequate records of the associate's teaching and general classroom procedures.
- Keep up to date with tasks set by Faculty of Education and Associate Teacher.
- Record hints, ideas, procedures etc. from observation and discussion with Associate Teacher and in university papers.
- Record data consistent with assessment policies used by Associate Teacher.
- Develop an effective folder, suitably tabbed.

This also includes detailed planning of teaching and assessment of lessons taught.

Once you are a teacher, working with your own class, your folder will be your own working document, however, when you are on practicum you may need to modify it a little so that your Associate Teacher and your liaison and evaluative lecturers can find their way around it.

Once you have set up your folder with dividers, you can use it for each practicum block while you are at university (and maybe as your work-plan folder once you are teaching). Use pencil to write the headings on your dividers so that they can be easily changed if you need to. Plastic clear file pockets are not necessary. In some cases they hinder Associate Teachers and visiting lecturers when reading and commenting on the content.

Some suggested headings are:

- Administration (includes class lists, timetable, behaviour management plan, resource lists, samples of associate's planning, school notices).
- Associate Teacher critiques/written feedback.
- A separate section for each curriculum area (English, mathematics, unit studies).
- Assessments of children (although this may be more conveniently kept with each curriculum area).
- Handy hints/useful ideas.

Pre-service teachers may wish to develop and store parts of their folder records electronically. If so they must ensure that these are readily available to their Lecturers, Associate Lecturers and Associate Teachers at all times.

