**Technology Education**

**Short Practicum Checklist**

(customized from Art Education checklist)

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| **Day** | **Goal / Task** | **Phase** |
| 1 | * Report to the office of the school; get a school map, schedule, and calendar. * Meet with ALL of your SAs; give each of them a copy of your profile, preferences, etc. * Familiarize yourself with the forms with which you will be evaluated (2x UBC forms). * Check in with your FA if necessary. | **Orientation**  **Communication & Planning** |
| 2 | * Get SAs’ current schedules and discuss teaching opportunities for week two. * Ask if you can participate or get involved in extracurricular activities during the 2 weeks. * Explore the possibility to teach a full class and a short demo in the end of week 1 or in week 2. * Decide where and how you'll spend your time during the 2 weeks and inform your SA/s and FA about your plan. |
| 3 | * Finalize the time & date of your teaching demo/s in the end of week 1 or in week 2 and let FA know. * Work on your lesson plan for the demo! | **Lesson Planning & Teaching**  **Observations** |
| 4 | * FA observation during these 2 weeks will be on a convenience basis. * Have a conversation with SA/s about classes that you're interested in teaching or may be available to you. * Find out all SAs’ schedules for the 2nd semester / long practicum term. |
| 5 | * Confirm your teaching demo/s; confirm the plan with your SA. Work on your lesson plan. * Schedule a 20 min. 315 meeting in week 2 with your SA/s and FA.   + This meeting determines your teaching load and assesses your ability to continue the school for the long practicum in W2. (see Day #8) |
| 6 | * Check in with your FA. * For teaching the demo/s, provide a lesson plan to both your SA and FA and have it approved at least 24hrs prior to your teaching. * No lesson plan, no teaching! |
| 7 | * Teaching demo/s some time this week— ask your FA or SA to observe that class. * Debrief with FA or SA who observes the demo. |
| 8 | * Final 315 meeting with FA and SA to finalize next steps for long practicum and potential teaching load. * Map out the possibilities of your teaching load. * Find out what subjects and topics you are going to teach, and how much flexibility you have to teach your own curriculum ideas, design briefs, projects, etc. | **315 Meeting and Plannning** |
| 9 | * Remind FA & SA to complete the orientation practicum form. * Be sure to thank everyone, including the students. Thank your SAs and VP before you leave. * Inform your SAs about TC follow-up visits on Tuesdays, |
| 10+ | * Post-315 group meeting with FA at UBC. * Send your long practicum teaching load to both your SA and FA prior to this meeting. |  |
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