**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.
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| 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.
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| 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)
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| 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!
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| 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.
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| 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,
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| 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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