



Technology Education Short Practicum Checklist

(customized from Art Education checklist)

Day	Goal / Task	Phase
1	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ This meeting determines your teaching load and assesses your ability to continue the school for the long practicum in W2. (see Day #8) 	
6	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Planning
9	<ul style="list-style-type: none"> • 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+	<ul style="list-style-type: none"> • Post-315 group meeting with FA at UBC. • Send your long practicum teaching load to both your SA and FA prior to this meeting. 	