**PRACTICUM BINDER – TABLE OF CONTENTS**

*A large binder is recommended*

*Please use dividers to separate the sections*

**A. General Information: Timetable/Calendar**

* Class lists
* Class timetables with subjects and rooms
* Calendar of class plans (e.g. field trips, sports day, etc.)
* Long range planning guide for units/lessons for EDUC 315 and EDUC 329

**B. Unit Plans**

* From methods courses and any additional units planned

**C. Overview & Lesson Plans (subdivided in subjects or themes taught)**

* From units, with addition of management notes, pacing, questions, criteria, worksheets….
* Use original lesson plan format for lessons that do not originate from a unit plan
* For routines: write up the procedure once and then add notes, when applicable

**D. Reflections (EDUC 315 daily, EDUC 321 daily/weekly)**

* What worked? Why? Successes (with students, with goals, with teaching, with planning….)
* What didn’t work? Why? Your learning (about students, about yourself and your teaching)
* Your goals in point form (2 or 3 short and/or long term)

**E. Observation Feedback Forms from your SA and FA**

* Student copy (white)
* UBC copy (yellow)
* UBC copy for filing

**F. Assessment/Observations of Students/Student Records** *(You will probably need a separate binder for this – check with your School Advisor)*

* Anecdotal observations of students
* Marks for students
* This will be used to assist you with the writing of the final report cards

**G. School Information**

* Newsletters, minutes from staff meetings, procedures, etc.

**H. New Ideas & Practices: References and Resources**

* Bloom’s taxonomy, etc.
* Resources from cohort colleagues, i.e. handouts from microteaching topics
1. **Professional Development: Workshops & Articles**
* Table to include dates, Workshop, Role
* Articles, notes etc.