

GUIDELINES FOR EDS 401 STUDENTS

You will be directly working with English teachers who have volunteered to help you. You will have the opportunity to observe them in the classroom, seek advice and guidance from them, participate in planning meetings with them and so on. Please do not hesitate to contact them when you have a problem of any kind about your internship. These teachers are your **tutors** and will be responsible for all your activities during your internship.

During your internship, you will be asked to complete **a total of 30 hours of classroom observation** of experienced teachers. For each observation you will be asked to complete an observation form (see pages 6 – 53 of your portfolio). You are also expected to write **reflective journal entries**, which you will be writing in after each day you spend at the school. In these essays, **you will be reflecting on and making comments about your observation** that you have completed that day, i.e. you will not be describing the lesson itself only.

Your Responsibilities:

- **Be punctual for all scheduled activities.**
- **Dress properly when you are on the school premises.**
- **Inform your tutor and/or your supervisor well in advance if you are unable to fulfil any commitments.**
- **Write in your reflective journals soon after your observations and have it ready for your feedback meetings with your supervisor.**
- **Don't directly write or take notes in your portfolio. Make copies of the necessary pages and keep them neatly ordered in a file. Once you finish an observation task, fill in the task tables in the portfolio. You may use a pencil to fill in the portfolio but make sure it is very dark and readable (e.g. use 2B pencils).**
- **Familiarise yourself with the observation task you are going to complete before the actual observation. Read through it before you get into the classroom so that you know what you need to focus on during the lesson.**
- **Do not leave the completion of your portfolio to the end of the semester. Have your notes neatly copied in your portfolio at the end of each week/lesson and have your notes checked by your supervisor frequently for feedback.**

Guidelines for Observations

Please read the following guidelines carefully and keep to them at all times:

- Sit as unobtrusively as possible in the classroom.
- Make sure you **switch your mobile phone off before entering the classroom**. Do not put it on silence – ***turn it off!***
- Avoid eye contact with the teacher.
- Do not talk to the students during the lesson.
- If there are two observers, they should not sit together.
- If you wish to move around the room at all during the lesson, or take part in the lesson, **this must be agreed with the tutor beforehand**.
- Find out about the lesson beforehand.
- Observe the students, not just the teacher.
- Build up a clear picture of the aim of the lesson and how the teacher will go about achieving it.
- Have available copies of the observation schedule, pen and paper and the lesson materials. Take sufficient notes during the lesson so that you are able to complete your observation task. The whole process will fall to pieces if all you come away is a “vague, general impression.” So, **note down as many details as possible**.