



**NEAR EAST UNIVERSITY**  
**FACULTY OF EDUCATION**  
**DEPARTMENT OF ENGLISH LANGUAGE TEACHING**



**Guidelines for the Practicum Students**

1. At the beginning of the semester, you should fill in the contact sheet that will be given to you by your departmental supervisor and make two copies to be given to your tutor and departmental supervisor.
2. For successfully completing your practicum, you are required to do the following tasks throughout this semester:
  - a- Attend a total of **30 hours** of English language lessons. Half of these (**15 hours**) will be completed in the school that you are assigned. Your attendance sheet needs to be signed by your tutor throughout the semester. The remaining 15 hours will be covered during your involvement in teaching English as part of the projects organized by the department.
  - b- Fill in **5 observation forms for peer feedback** and mark your peers' teaching sessions. You will also be writing **reflective essays for each of these sessions**. Following each observation, you will be attending a feedback session with the person whom you observed and your supervisor to discuss the observed session and the performance of your peer(s).
  - c- Have **1 practice teaching session** (40 minutes) at the school that you are assigned. This session will be observed by both your school tutor and your supervisor in the department. You will need to write **a lesson plan**, which you need to show to your supervisor and get her approval at least three days before the arranged date, and **a reflective essay** following your teaching session.
  - d- Have **6 practice teaching sessions** (60 minutes each) in the classrooms that you will be assigned within the departmental projects. All of these sessions will be marked by your departmental supervisors. You also need to prepare lesson plans for each of these sessions, which should be approved by your supervisors in a pre-teaching tutorial.
  - e- Write **6 analytical/reflective essays** about each of your practice teaching sessions within the projects, indicating where and how you can improve your teaching for the future. You will be asked to complete the intern self-evaluation form and attach this form to your essay.
3. You need to contact your school tutor as soon as possible in order to arrange a date for your teaching. You need to inform your departmental supervisor about your scheduled teaching as soon as possible. Make sure that this date is suitable for both of your teachers. The 40-minute lesson that you will be teaching should be **part of the syllabus** that is being followed at the school that you are visiting and should be in line with the evaluation criteria of the course.
4. You are required to continue observing classes in the schools that you have visited last semester. Minimum 15 hours of observation is essential. The observations at the school can be completed before or after your practice teaching. You will also be observing your peer's practice teaching sessions and scoring them.
5. You must submit your lesson plans (with the materials to be used) to your departmental supervisor and your tutor **at least 3 days before your scheduled practice teaching day**. After finalizing your draft lesson plan, you are expected to go over the guiding questions for the pre-teaching tutorial and be prepared to answer them during the session. Based on the feedback you receive during this session, you should be prepared to change/adapt your lesson plan and/or materials.
6. You will receive points for acting professionally throughout your internship. You should be extra careful about the following points:
  - 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 fulfill any commitments.
  - Write your reflective essays soon after your teaching sessions and try to incorporate the feedback you receive from both your supervisor and your peers.