Practicum Overview and Student Requirements

1. **Log into Chalk and Wire**, click on your assessment portfolio and review the section on practicum. You will see a place to upload artifacts for each of the items below.

2. **Journal**
   - Keep a daily journal to reflect on your school/classroom activities and to provide evidence that you are addressing InTASC principles in your teaching. In your first journal, include your plans for teaching three lessons. For every forty hours (5 full days) of practicum, a journal entry should be submitted in one document to your university supervisor in Chalk and Wire. This will be a total of three journals (3 semester hours).

   Ask you supervisor when he/she expects you to submit your journal. Some supervisors might give a Friday deadline while others prefer Saturday or Sunday. Write your journal in Microsoft Word, starting a new document each week. If you use another word processing program, save the file as Rich Text Format (rtf) so your supervisor will be able to open it with Microsoft Word.

   The purpose of your journal is to reflect on how teaching impacts student learning. Choose one or more events each day to write about using the DAR model. Your writing should be Descriptive, Analytical, and Reflective. Start out by describing what happened, then analyze and explain why it happened. Reflect by focusing on the quality of your work as well as your strengths and weaknesses related to teaching principles and activities. What will you do differently in the future because of this experience? What worked well that you intend to follow in the future? Because your journal also provides evidence that you are addressing InTASC Standards, specify the related InTASC Standard e.g. (InTASC 2) at the end of each event.

   Although your journal is not intended to be used as a daily “diary”, it may be beneficial to also include any concerns or problems you might have had that day. This is your opportunity to dialog with your supervisor about your experiences and ask of input. Your supervisor’s feedback will be valuable as you continue to grow and develop into a successful educator.

   Your supervisor evaluates your journal entries with the Practicum Journal rubric. To receive a “Pass” grade, the journals must be submitted weekly, addressing each rubric item. Click HERE to see suggested activities for your practicum journal.
3. Lesson Plans
Prepare and teach three lessons for a two or three semester hour experience or one lesson for a one semester hour experience. Your cooperating teacher will observe and evaluate your planning and delivery of the lesson(s). Submit the lesson plan(s) to your university supervisor in Chalk and Wire.
Use the Lesson Plan Template to create your lesson plans. Your lesson plans should include your analysis of the lesson taught including strengths and weaknesses, your reflection, and your considerations for future practice. For more detailed instruction about using the template, refer to the Lesson Plan Guide. Click HERE to see how your supervisor will evaluate your work.

4. Student Work Samples Analysis and Rationale
For one of the lessons taught, collect three samples of student achievement that demonstrate your ability to accurately plan and assess student learning. You will analyze the three samples to provide a rationale of why you identified these artifacts as meeting the criteria of “Not Met”, “Met”, and “Exemplary”. If the range of artifacts does not represent all three categories, describe what an artifact that exemplifies what the missing category would look like. The goal is to be able to show convincingly that you know how these achievement levels present themselves in the student performance.

You may take pictures of the student work with your iPad, phone, or camera. The video tutorial in the Field Experience Handbook demonstrates how to add and format images in Chalk and Wire.

5. Timesheet
Download the Time Sheet and complete it electronically in Microsoft Word to manage and document your time during the practicum placement. At the end of the practicum, submit the time sheet in Chalk and Wire to your university supervisor. Your cooperating teacher will verify your hours on his/her evaluation form.

To finish a practicum successfully, you must complete:
• 80 Hours (two semester hours)
• 100 Hours (two and a half semester hours)

You must receive Basic ratings or above on assignments to your university supervisor. To receive a passing grade, you cannot receive more than two Emerging ratings by your cooperating teacher. You may not begin student teaching unless you have completed your pre-requisite practicum.
Suggested timeline for your practicum

*Note that practicums are 80 hours long. Some practicums run for two weeks straight, and others are spread out over the semester. In the case of a practicum that is spread out over the semester, Week One refers to the first 40 hours and Week Two refers to the next 40 hours of the experience.

Week One (days 1-2)
- Meet your cooperating teacher, exchange contact information, become acquainted with the classroom and your workspace
- Discuss arrival and departure expectations with your cooperating Teacher
- Discuss dress code
- Remember about what not to do regarding sharing relevant personal information with students
- Discuss computer etiquette and use of your supplies
- Tour building, learn copier use, learn where the supplies are located
- Meet the other faculty and principal
- Discuss any “unwritten” norms of building/district
- Discuss relevant routines and procedures
- Clearly understand all behavior management routines and procedures
- Review practicum requirements and plan for week 1 lesson

By the end of Week One
- You will teach your first lesson and goes over critique with CT.

Week Two (Day 1)
- Plan out final 2 lessons to be taught.

Week Two (Days 2-5)
- Plan collaboration times to discuss:
  - Procedures for progress monitoring and data collection
  - Program specific evaluations and materials used
  - How district determines eligibility and service delivery priorities
  - Beneficial professional development and resources to consider
- Teach final two lessons and go over critique with CT.
- Prepare and submit final paperwork for grade.