

Practicum Checklist

Before the Practicum Begins	
<input type="checkbox"/>	Download the Program Handbook for Teacher Education and carefully read all requirements for practicum. Chalk and Wire video tutorials are provided in the handbook, and also on the Field Office page in My Graceland, demonstrating how to submit work to your instructor and how to see your assessments. The handbook will also be provided in pdf format in My Graceland.
<input type="checkbox"/>	Confirm your start date with your University Supervisor (when you are notified), and inform the supervisor of the details of your placement (school, school district, teacher name).
<input type="checkbox"/>	Contact your cooperating teacher and introduce yourself. Confirm your start date with your cooperating teacher. Ask the norms of the school (daily arrival time, appropriate attire, etc.) On your first visit to the school introduce yourself to the school office staff and principal.
<input type="checkbox"/>	Attend the mandatory Practicum Orientation Workshop meeting on your campus. You will receive an email from the Field Office with the date and time. You may not begin a practicum until you have attended the meeting.
During the Practicum (Chalk and Wire Submissions)	
<input type="checkbox"/>	Keep a daily journal and submit it after every 5 days of practicum or after every 30 hours if you are doing it part time. (Remember to identify and respond to InTASC standards 2,4,5,7,8 at least once during your journaling)
<input type="checkbox"/>	Prepare and teach THREE lessons for your practicum. Share your first lesson plan with your University Supervisor prior to teaching it to make sure it is complete. Your cooperating teacher will observe and evaluate these lessons. Submit your lesson plans and lesson plan reflections together in Chalk and Wire. (You can put them into one document with the reflection following the lesson plan.)
<input type="checkbox"/>	For one of your three lessons you must collect 3 samples of student work relating to that lesson. Take photos or scan in documents that demonstrate your ability to accurately plan for future instruction based on your student's performance. Review the Chalk and Wire video tutorial explaining <u>how to add images</u> . Submit 3 student work samples (a high, a medium, and a low example). If you don't have one of the levels, explain what that level would look like and what you might do moving forward with instruction for that student. Describe your student work. What were the lesson objectives? Explain what the students work tells you about whether or not they met your objectives.
<input type="checkbox"/>	Use the time sheet in Chalk and Wire to record your daily hours including a very brief description of your activities (as per your handbook). Follow the video tutorial to add the Form to the Practicum Timesheet page in your assessment portfolio. Your cooperating teacher must verify your hours/days on their InTASC evaluation form. You can login to Chalk and Wire to view the time sheet with your teacher from a computer or from your iPad. You must have 60 hours for a one hour practicum or 80 hours for a two hour practicum. Please add your hours before submitting your time sheet so that you know you have enough hours. (Submit the Time Sheet page to your supervisor as you would a normal Chalk and Wire submission.
After the Practicum	
<input type="checkbox"/>	All practicum assignments must be submitted to your supervisor in Chalk and Wire no later than ONE week after the experience ends. Remind your cooperating teacher to return the evaluation forms to the Field Experience office. All assignments and evaluations need to be submitted before your receive a pass/fail grade in the course. <ul style="list-style-type: none"> • Electronically to fieldoffice@graceland.edu • Or mail printed forms to: Graceland School of Education Field Office, 1 University Place, Lamoni, IA 50140

Contact Garnet Coulthard for help with Chalk and Wire (coulthar@graceland.edu)