

## **MAT Practicum Guidelines for Students**

- Review the **Teacher Education Website** at [www.aug.edu/teacher\\_development/](http://www.aug.edu/teacher_development/) for course requirements and forms.
- Fill out the **Personal Contact Information Sheet** and attach your daily/weekly **Schedule** for the semester and send via e-mail to your ASU Supervising Teacher by the end of the first week of the Semester.
- Begin documenting your **75** days of Practicum (if you are not already employed) using the school's attendance records or the forms found online at [www.aug.edu/teacher\\_development/fieldexperience.htm](http://www.aug.edu/teacher_development/fieldexperience.htm)
- Check with your Mentor Teacher and schedule your **Mid-Term Conference** ASAP with your ASU Supervisor. This conference will be held at your school one week prior to mid-term. The **Mid-Term Evaluation** should be submitted via LiveText prior to the conference and a hard copy brought to the conference.
- Sign up for **Final Exit Conferences** and mark your calendars. This conference will be held at ASU approximately two weeks before the end of your practicum experience. The **Final Evaluation** should be submitted via LiveText prior to the conference and a hard copy turned in at the final conference.
- Begin planning for your **ISL Unit**. This is a 2 - 3 week unit and must be taught **consecutively** during your Practicum experience. E-mail these dates to your Supervising Teacher as soon as you know them. You are responsible for all components of an ISL. Check <http://www.aug.edu/~tedwmg/portfolios.htm> for ISL examples. Submit your ISL via LiveText by Final Exit Conference date. Bring a hard copy to the final exit conference.
- Plan when you will videotape a minimum of two lessons and complete **Self-Reflection Forms** on each videotaped lesson. You are also required to complete 3 additional Self-Reflections on your teaching outside of the videotape reflections. Use the **Lesson Feedback Form** for this self assessment.
- Make sure your Mentor Teacher has all important dates and a copy of forms that they are responsible for – **Lesson Feedback Forms** (minimum of 3 observations) and the **Practicum Teacher Mid-term/Final Evaluation Form**.

- Schedule a **School Administrator** to evaluate your teaching during your Practicum. The administrator may use the evaluation form of their choice.
- Keep copies of all your **lesson plans and evidence of student learning samples**, and **instructional tools** developed (worksheets, games, study guides, etc.).
- Keep evidence of **Parent Contacts**.
- Check your **ASU e-mail** frequently.