



**SAMPLE OBSERVATIONAL PRACTICUM FROM 2006 PROGRAM**

THE 2007 OBSERVATIONAL PRACTICUM MAY BE HELD AT CESL, ANOTHER INSTITUTION OR ACCORDING TO AN ALTERNATIVE SCHEDULE. DETAILS FORTHCOMING...

**\*Remember: This is in addition to the teaching practicum**

## **TEFL Training Program: Classroom Observation Requirements**

Every TEFL Participant is required to complete 3-hours of ESL classroom observations at the Center for ESL each week for a total of 12-hours of observation. These observations will provide you with a template for your own instruction as they will also illustrate the concepts, materials and applications discussed in your content coursework.

### **Scheduling Observations**

In order to schedule an observation, you must first reference the Summer CESL Schedule that has been provided for you. On the schedule, you must locate the course type, proficiency level and class time of the course you wish to observe. In the frame of the class that you have selected, you will also find the name and email address of the instructor.

- To schedule an observation for this class, you must email the instructor and request the opportunity to observe his/her class at least 24-hrs in advance of the class meeting time that you have selected. In the email text you should identify yourself as a TEFL participant and indicate the course, date and time of the class you want to observe. The instructor will then respond to you and indicate whether your request is granted or declined.
- In some cases, instructors will decline a request in light of an exam or other activity that would be disrupted by an observer. This should not dissuade you from requesting an alternative date.
- Once you have been granted permission to observe, simply show up FIVE MINUTES PRIOR to the class, introduce yourself and ask the instructor where he/she would like you to sit.

### **Conducting Observations**

During your observation, you should take notes and record relevant items via the Class Observation Form. This form is intended to guide your observations, but you are not required to answer the specific questions posed in letters A-D. Rather, you may, if you so choose, focus on your own areas of emphasis.

- The purpose of these classroom observations is to provide you with a chance to see and reflect upon classroom EFL teaching. Thus, you should make your observations relevant and useful to your own needs as a novice teacher.
- Please DO NOT, however, make any evaluations of the teacher whose class you are observing. Not only do you lack the qualifications to make such assessments, but this is not the purpose of the observations. Additionally, please do not reference the teacher by name in your report.
- Once you have finished your observation, please place the Class Observation Form in Lance Askildson's faculty mailbox—located in room 205 of the CESL building.
- If you have any questions or encounter any problems during your observations, please contact the Program Coordinator for assistance.

**Please DO NOT interact with the students unless explicitly invited or directed by the instructor.**