

## **Guidelines for School Placement** *(Fachpraktikum Englisch)*

Dear students

The following guidelines are meant to ensure that you complete your teaching practice successfully. Contact the school of your choice well in advance telling them the precise dates of your school placement. It is also advisable to notify your mentor that you would like to take notes while sitting in on lessons and that you should have the chance to teach several lessons in the course of your placement. You should spend approximately 26-28 lessons per week at school. That is the amount of hours a full time teacher has to teach.

To obtain credits for the *Fachpraktikum Englisch* you are required to submit a portfolio containing the items listed below in the first week of the semester following the school placement:

1. Justification/Explanation of an observation task and a guiding question that will help you focus your attention on specific issues in TEFL (Teaching English as a Foreign Language) and SLA (Second Language Acquisition) (1 A4 page)
2. A chronological overview of the dates of all the lessons you observed including the topic of the lesson and the grade (e.g. Holidays in Cornwall - Year 5; The American Declaration of Independence - Year 8)
3. A chronological overview of the dates of all the lessons you taught including the topic of the lesson and the grade (Year 5, Year 8 etc.)
4. A reflection on your school placement, based on observation tasks and further aspects, focussing on the insights that you gained about your job as a future EFL teacher (5 to 10 A4 pages)
5. Written confirmation signed by the head teacher or mentor including your name and the dates of your school placement

Please ensure that in your reflection (see 4.) you draw on the theoretical texts and materials that you studied throughout your course. In addition to publications from the fields of TEFL and SLA you may want to include references from linguistics, literature and cultural studies. The portfolio is an instrument of critical reflection on your newly gained experiences rather than a narrative report on what you did during your school placement.

With best wishes for your placement

Wuppertal, 16 June 2009    BD – SF – RG – AK