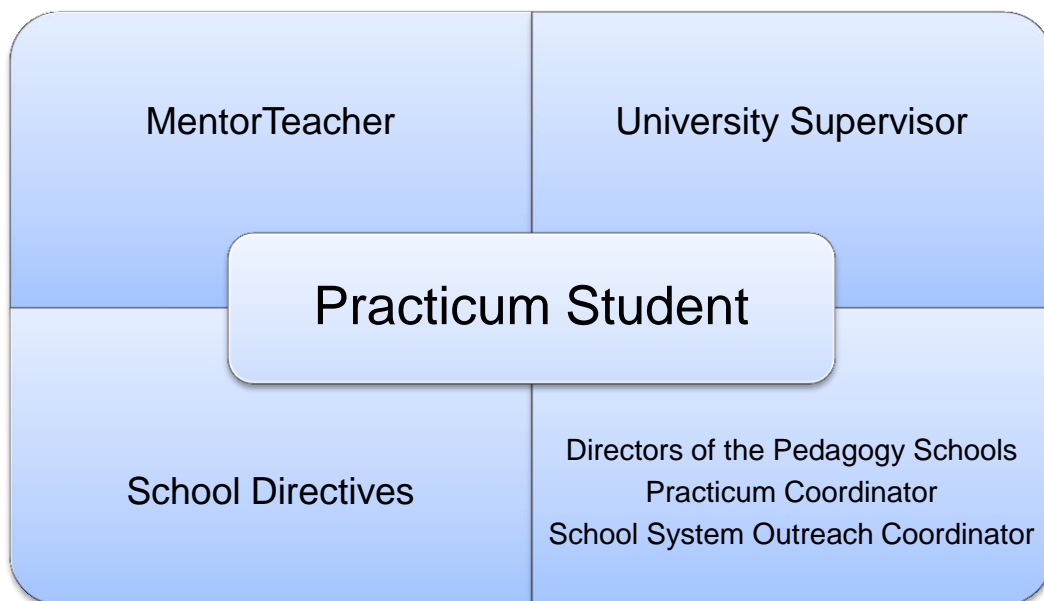


THE PRACTICUM TEAM



The responsibilities of the members of the Practicum Team include:

Supervisor (University Professor):

- a) Provide student-teacher orientation about the expectations of the practicum before the practicum begins at schools, ensuring analysis and commitment to reach the former expectations.
- b) Conduct classes in the university setting, depending on the schedule of each practicum, to assign and prepare students for tasks, support students in reaching outcomes, facilitate reflection, etc.
- c) Providing all necessary documents and materials to the Practicum Coordinator so that they are incorporated into the Students' folders (format of documents will be provided by the coordinator): module description, brief schedule of activities for the semester, attendance and punctuality register, checklists/ evaluation rubrics.
- d) Lead the introductory meeting at Campus, at the beginning of each semester, informing participants of the course expectations, units, learning

outcomes, methodology, evaluation, key activities and dates, along with introducing STs and Guide teachers.

- e) In case that a Guide Teacher cannot attend the introductory meeting, the Professor must notify the Practicum Coordinator. One of them has to introduce the ST formally to the Guide Teacher at school.
- f) Be available to the ST for one-on one support or reflection as needed, facilitating the Student Teacher in completing the practicum in a supportive environment, considering his/her personal and academic needs.
- g) Set guidelines, facilitate, and grade all assigned tasks (portfolio tasks, reports, reflections, etc.) as outlined in the *Evaluation* sections of the syllabus and the Teacher's Guide.
- h) To monitor Students-Teachers' behaviour, ensuring that they are following school protocols regarding dress and behaviour, punctuality and that they are showing maturity in use of cell phones and other technology, as well as collaborate with the Guide Teacher to deal with or avoid escalation of problems.
- i) Support and advise the Practicum Student on teaching methodology, classroom management issues, assessment and other pedagogical aspects.
- j) Visit the school as outlined in each teacher's guide; at least once a semester in order to monitor the Practicum Student performance through direct observation and/or by interviewing the Guide Teacher.
- k) Observe and evaluate the Practicum Student classes at the host school by himself and/or through video recordings¹.
- l) For Guide Teachers of the English Programs, they should use English only to interact with the Practicum Student and Team.

¹ In the case of requiring videorecordings, the Professor must give the Practicum Students a formal authorization for parents to agree with this issue.

It is the responsibility of the University Professor to monitor Students-Teachers, ensuring that they are following school protocols regarding dress and behaviour, and that they are showing maturity in use of cell phones and other technology.

It is also important that Practicum-Students are encouraged to have a respectful attitude toward schools. Criticizing school practices, policies, or personnel is not acceptable.

Mentor Teacher

- a) Act as a role model for the student-teacher in classroom in developing a professional manner inside and outside the classroom, as well as guide the Practicum Student in lesson planning and curriculum requirement.
- b) Accompany the Practicum-Student at all times in the classroom.
- c) Introduce the Practicum Student to the high school students and staff and help them build a positive and respectful relationship.
- d) Include the Practicum-Student in staff-meeting, parent teacher meetings where possible.
- e) Help the Practicum Student reflect on his/her classroom practice and learning, with an aim to improving.
- f) Be empathetic toward the Practicum-Student, considering his/her need and abilities as a learner.
- g) Complete the requested documents to monitor/assess the ST's performance, such as: attendance and punctuality records (Annex 11), checklist for evaluation (Annex 13) and the Practicum Program's feedback (online survey -Annex 6).
- h) For English teachers, use English as much as possible in interactions with the student-teacher and the team.



Facultad de
Ciencias de la Educación

REGULATIONS FOR PRACTICUM STUDENTS OF THE FACULTY OF SCIENCES OF EDUCATION AT THE UNIVERSITY OF TALCA

- a) Attending all of the practicum sessions. The requirement of approval for this course is 100% of attendance. Absences may be accepted only with medical certificate, as long as absences are not beyond 20% of the total practicum at school.
- b) Being punctual: arrive early and be ready to begin on-time (any delay without previous notification to both Guide Teacher and Professor will be regarded as absence and will cause failing the module).
- c) For students of the English Programs, use English only in class and in all interactions with high school students and members of the Practicum Team.
- d) Acting ethically, being honest and transparent, and committing themselves with the development of a good environment at the school; informing the proper personnel about violations to students' rights and making decisions in the best interest of the school and the students.
- e) Request and be aware of the most relevant aspects of the PEI of the school (specially its *mission* and *vision*), in order to contextualize their behavior to it and to the module's demands.
- f) Dressing respectfully and conservatively. You must wear a white smock with the label of the Faculty of Sciences of Education, also in accordance with the PEI of the school.
- g) Behaving respectfully to students, colleagues, parents and the community according to a formal register and avoiding making jokes on sexual, religious, racial, or political topics which may disrupt the atmosphere of the school. Please remember that you are a part of a professional institution during the practicum.
- h) Promote critical thinking always in a respectful manner, according to the professional context that you are immersed in, especially when expressing opinions about controversial discussion topics.

- i) Keeping boundaries between yourself and the high school students, this includes not "friending" students on social media or asking personal questions, such as questions about dating, political or religious affiliations. If a student volunteers information, respond professionally.
- j) Keep interactions with students out of the classrooms within professional boundaries.
- k) Keep Physical contact with a student should only occur in an appropriate manner of greeting and always in a public place with the door open.
- l) Giving your full attention to the classes and practicum tasks (using cell phone or electronic devices appropriately and according to the professional context you are immersed in).
- m) Being helpful to the guide teacher in class, assisting small groups, taking attendance, as requested by the demands of the module.
- n) Collaborating with mentor teacher and colleagues in the school.
- o) Providing video recordings or evidence of practice teaching sessions to the professor, according to guidelines provided by him/her and being responsible for coordinating parents to sign the formal authorization, which must be returned to the Professor at the University.
- p) Keeping a binder/portfolio of reflections, lesson plans, materials created, and the document with your responsibilities, according to the guidelines of the practicum professor and Guide Teacher, including the school's *mission* and *vision*. This may be completely or partially an e-portfolio). The team members should be able to view the binder at any time.
- q) NOT TO share institutional images without the formal consent of the directives of the school.