



UNIVERSITY OF LETHBRIDGE FACULTY OF EDUCATION

Guidelines for Volunteer or Paid Teaching Experience

Students who wish to apply for a waiver of Education 2500 (Orientation to Teaching) are expected to provide a written request to the Faculty of Education by **February 1**. This will include an outline of their teaching experiences and letter(s) of recommendation and verification from their teaching supervisor(s). All supporting documents must be submitted by **May 1**.

The volunteer or paid experience should provide the student with an introduction to both theory and practice within an educational classroom setting under the supervision of a certified teacher who instructs provincial curriculum in any grade from 1-12. The assignment must consist of 120 hours during the regular school day.

Student Objectives:

- To become acquainted with a school setting and the roles and responsibilities of a teacher; to participate in a “real life” entry experience within the world of schools and classrooms
- To explore and identify the nature of their personal, practical, professional and intellectual potential and commitment to teaching
- To develop professional attitudes, behaviour, language, conduct and ethics which are an integral part of the teaching profession

Supervising Teacher Objectives:

- To evaluate the attributes, behaviours and academic competencies of the student to draw preliminary conclusions as to the potential for a career in the teaching profession
- To assist the student in the development of analytic and communication skills
- To assist the student to develop professional attitudes, behaviour, language, conduct and ethics which are an integral part of the profession of teaching
- To help the student understand the commitment to lifelong professional learning and self-development

Student Roles and Activities:

- Observing classroom interactions
- Analyzing observations made
- Developing and delivering tutorials for individual pupils under the teacher’s direction
- Instructional delivery for short periods of time with small groups under the teacher’s direction
- Supervising small group activities
- Assisting teachers and/or counseling personnel in administering tests
- Examining and/or preparing teaching resource materials
- Teaching occasional lessons to the whole class
- Obtaining and operating AV equipment for teacher presentations

As a result of the classroom experience, the student should be able to:

- Establish rapport with pupils
- Direct learning activities of individual pupils and small groups
- Demonstrate confidence and poise in interacting with pupils
- Recognize individual differences among pupils
- Observe and describe teacher/pupil and pupil/pupil interactions
- Analyze observations made in the classroom
- Establish positive relations with school personnel

- Evaluate his/her performance with pupils and suitability for teaching
- Describe the organization of a school and its programs

Other activities may include:

- Assisting with marking and in recording and filing marks
- Supervising a small reading or enrichment group
- Helping individuals or small groups with research in the library
- Listening to students read
- Assisting with supervision at recess
- Providing leadership in discussion
- Helping in the enrichment or resource room

Supervising Teacher Roles and Responsibilities:

- Familiarize the student with the human and material resources of the school
- Provide opportunities for the student to work in tutorial and small group settings
- Direct the student's observations
- Help the student become familiar with pupils in the class and programs of the classroom and the school
- Assign tasks to the student (marking, gathering of resource materials, teaching assignments, etc.)
- Evaluate the student's performance and potential for teaching, and communicating the evaluation to the student

Supervising Teacher Evaluation Guidelines:

At the end of the student teaching experience, the supervising teacher(s) should evaluate the student's

- Enthusiasm for teaching
- Ability to communicate orally
- Thinking skills
- Maturity of judgment, ideas and behaviour
- Ability to organize thoughts
- Dependability through attendance

The teacher(s) will prepare a reference letter, which outlines the student's teaching assignment and verifies the number of hours in the classroom (minimum of 120 hours in total). Each letter must be on school letterhead and signed by the supervising teacher(s).

Note – *Serious deficits in: oral communication skills, written communication skills, undesirable professional conduct and/or significant deficiencies in one area of performance should result in a student not being given a positive recommendation to the teaching profession.*

Students visiting schools are expected to abide by any standards that the school may have with respect to dress, grooming and general deportment. These standards may be best understood from personal observation and/or consultation with the principal and supervising teacher(s).

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