

DOUGLAS COLLEGE

TESL Program – Practicum Manual

Summative Evaluation: A note on grading

As 60% is passing, a mark of 2.5/4 is a passing mark. Please keep this in mind when you are awarding marks. Here is the suggested meaning for each mark:

4 = excellent

3 = good

2 = adequate

1 = not quite adequate; needs work

0 = inadequate; attention needs to be paid to this area immediately

Summative Evaluation: Explanation of Descriptors

(ST = trainee)

Professional Conduct

- **Respectful of Ss:** ST treats students as the knowledgeable adults they are; ST does not talk down to them, baby them or show a lack of respect for their culture.
- **Punctual:** ST is on time for all classes and all meetings with sponsor teacher or anyone else who has asked to meet with ST.
- **Prepared:** ST comes to class with ready to teach, with everything prepared.
- **Reliable with commitments:** ST follows through on submission of lesson plans and all other things ST has promised to do.
- **Professional Appearance:** Business casual, unless something else is required by the school.
- **Thorough knowledge of materials:** ST has reviewed all materials and prepared all exercises so that ST comes to the classroom with the answers and anything else that should be expected in terms of materials preparation.

Verbal Delivery

- **Use of Vocal Pace and Tone:** ST speaks at a rate of speed appropriate for this level of students, using an adult tone, and no mumbling.
- **Modelling of Correct English:** ST uses correct English both on visuals and orally, particularly in the language aspect that is the focus of the lesson.
- **Clear Pronunciation:** ST speaks with considerably greater clarity than normal, such that ESL students can understand ST.
- **Voice Projection:** ST can be heard (teacher voice).
- **Use of Segues:** ST provides a verbal connection between different activities, such as "We've finished, and now we're going to ..."
- **Minimum Teacher Talk:** ST keeps the amount of time spent speaking to the students to a minimum in order to maximize Ss' speaking time.
- **Simplification of Teacher Talk:** ST avoids slang and idiomatic speech for the sake of clarity.

Student Involvement/Classroom Management

- **Generation of interest/enthusiasm:** ST keeps students engaged and interested in the lesson.
- **Pace/Flow of Lesson:** ST's lesson moves along w/o undue hesitation or breaks in the flow.
- **Clear Feedback, including help:** ST reacts clearly to students' contribution, making it clear when something is incorrect and helping students to find the correction.
- **Positive Reinforcement:** ST clearly encourages students by saying, "Good job" or "Well done", or even just "Good!"
- **Balanced Participation:** Each S in the class participates to an equal degree.
- **Monitoring/Use of Teaching Space:** ST moves freely around in the teaching space in order to keep an eye on everything that is going on.
- **Error correction:** ST catches errors and corrects them when appropriate (in a variety of ways).
- **Keeps Ss on task/Deals with unexpected problems:** Ss remain focused on the task at hand; if there are problems crop up, ST deals with them efficiently and effectively w/o breaking the flow of the lesson.

Lesson Planning and Delivery; Use of Resources

- **Use of Elicitation/Questions:** ST involves students by asking them to "help" ST construct a situation, fill in a chart, recall a rule, recall instructions, etc.
- **Quality of Instructions:** Instructions are clear and simple, and Ss have clearly understood.
- **Student Centered Activities:** Lesson includes activities that involve closed¹ pairs or groups where ST involvement is at a minimum.
- **Time Management:** ST has planned for adequate time for each task and keeps the lesson more or less on target in terms of timing.
- **Creation/Adaption of Material:** Materials are prepared appropriately for this group of students.
- **Effective Visual Aids:** Board, pictures, OHP, etc. are used effectively.
- **Flexibility/Planning on the Fly:** ST recognizes when changes need to be made due to what is happening in the classroom and makes them.
- **Level Appropriacy:** The lesson is planned at the appropriate level for the class. The materials is challenging enough to provide a learning opportunity while not being so challenging that students find it discouraging.

¹ closed pairs = pairs where students interact with each other, not with the teacher