EDUC 311: Practicum 1/Technology Applications
Fall 2017 Checklist

Your Mentor teacher must initial each completed activity listed below and place his or her signature at the end of the document. At the end of the semester this must be submitted with your other documentation in order to receive your grade for EDUC 311.

REQUIRED Tutor Activities for EDUC 311:

_______ Tutor Activity* Forms – These are intended to be completed/coordinated between the Tutor and his or her Mentor Teacher (similar to a written conversation) in order to capture reflections of both parties. A minimum of three (3) Tutor Activity Forms must be completed. Blank copies of this form can be accessed from the EDUC 311 website.

_______ Technology Integration Activities - Using the guidelines provided on the web site, conduct an inventory of technology that is available for teachers and students in your PDS and the teacher observation. (Timeframe: See instructor for details.)

_______ Technology Reflections (See instructor for details.)

_______ Other Inquiry-related Activities (See Small Group Facilitator for details.)

*SUGGESTED Tutor Activities - The following list represents a sampling of activities that would be appropriate for Tutors to complete during the Fall semester. Please remember that individual instructional tutoring conducted by a Pre-Service Teacher Candidate “Tutor” would be more appropriate if occurring later in the semester.

_______ Attending seminars, school meetings
_______ Observing classrooms for management, planning, student evaluation techniques, etc.
_______ Becoming familiar with texts, technologies, or Content Standards used
_______ Getting acquainted with students
_______ Creating activities or materials which introduce you to the students
_______ Becoming familiar with lesson plan formats
_______ Assisting individual students in the classroom during instruction
_______ Managing a learning station or center
_______ Reading aloud
_______ Partnering with a child during an indoor recess
_______ Conducting one-on-one or small group tutoring sessions
_______ Providing small group enrichment
_______ Organizing a game for a classroom during recess
_______ Designing and implementing tutoring or small group lesson
_______ Recording a classroom discussion
_______ Observing, noting, and/or putting up bulletin boards in the building
_______ On the advice of your mentor teacher, observing teachers demonstrating areas of expertise
_______ Assisting students in making up work missed due to absences
_______ Assisting students in creating an audio tape of their reading
_______ Creating a list of extracurricular activities offered by the school
_______ Reading aloud tests
_______ Assisting ESL students with language skills
_______ Assisting with a learning game
_______ Assisting in the computer or science lab
_______ Monitoring a test
_______ Assembling materials for a lesson, game, or lab
_______ Assisting with supervisory duties (lunch, bus, recess duties, field trips, etc.)
_______ Assisting with journal activities
_______ Observing or discussing practice with a Pre-Service Teacher Candidate “Intern”
_______ Other (as suggested by Mentor Teacher &/or TEC) ____________________________________

NOTE: The EDUC 301 course is taken concurrently with EDUC 311. Tutors may be completing assignments from this course while in the PDS. (Refer to the EDUC 301 course Syllabus and instructor for specifics pertaining to requirements.)

Tutor Signature: _______________________________ Date: __________
Mentor Teacher Signature: _______________________________ Date: __________
Teacher Education Coordinator Signature: _______________________________ Date: __________