

# **MAT Secondary/PreK-12 Practicum Planning Notebook**

---

**Directions:** Use a 3-ring binder notebook to organize your forms and materials. The following items are to be kept and maintained (up-to-date) in the notebook.

**NOTE:** *The planning notebook will be evaluated by your supervisor.*

1. **Names, phone numbers, and email addresses.**
  - mentor teacher
  - university supervisor
  - your school
  - names of your principal and the PDS site coordinator
  
2. **Calendar of events.**
  - university schedule
  - university calendar
  - school's calendar
  - classroom schedules
  
3. **Time sheets.**
  - up-to-date
  - legibly written or word processed
  - signed by supervisor when visiting.
  
4. **Reflections on practicum experience.** (Note: These reflections are not the reflections written for each lesson taught.)
  - minimum of one per week word processed
  - date each entry with most recent entries first
  - supervisor will read reflections when visiting
  - at the end of the practicum reflections will be collected and scored by the university supervisor
  - refer to the Guide to writing Reflections.
  
5. **Lesson plans.**
  - Keep lesson plans for all lessons observed by the supervisor
  - Keep plans for the lessons preceding and following the lesson observed
  - Include supervisor's written comments for the observed lesson
  - Keep all materials/resources used with the lessons
  - Keep samples of student work for each lesson
  - Keep lesson plans for all lessons in which you integrated technology in instruction (minimum one lesson in which students used technology during instruction).
  - Complete the reflection section of the lesson plan after the lesson is taught. All lesson plans must have a completed reflection section.
    - Complete a full reflection for at least one lesson per week and discuss why you selected that lesson for the full reflection. For the other lesson reflections, complete an abbreviated reflection.
      - Questions for lesson reflections – Full reflection section
        1. As I reflect on the lesson, to what extent were students productively engaged?
        2. Did the students learn what I intended? Were my instructional objectives met? How do I know, or how and when will I know?
        3. Did I alter my objectives or instructional plan as I taught the lesson? Why?
        4. If I had the opportunity to teach this lesson again to this same group of students, what would I do differently? Why?
      - Questions for lesson reflections – Abbreviated reflection section
        1. How did you think the lesson would go?
        2. How did it go? Were there any unanticipated events?
        3. What would you do differently if re-teaching the lesson?
  - Use TaskStream for lesson development

- Complete, detailed plans must be written until competency in planning is determined by the supervisor and mentor teacher (at that time, plans may be abbreviated)
  - Lesson plans are required for teaching
  - All lesson plans must be approved and signed by the mentor teacher before the lessons are taught  
If the lesson plan has not been approved, you will not teach the lesson.
  - All scheduled observations require a fully detailed lesson plan that is developed with the lesson plan form in TaskStream.
6. **Assessments/record-keeping.**
- Keep samples of the products from lessons you teach
  - Keep samples and data from a variety of assessments, formative and summative, that you used
  - Keep samples of your assessment records and gradebook
  - Data, gradebook, record keeping, etc. must be kept electronically.
7. **PDS Activities/Experiences Form.**
- The form must be completed with all signatures by the end of the practicum.
8. **Content Lesson Interview**
- All questions must be answered and responses must be word-processed.
  - The supervisor will conduct the interview and complete the scoring tool. Keep a copy of the interview evaluation.
9. **MTTS documentation**
- On the form provided, keep a listing of all MTTS and indicators addressed, descriptions of your performances, documentation of performances, and examples of student work.
  - All standards and indicators must be addressed and documented by the end of the second practicum.
10. **Emergency procedures and school policies.**
- Keep documents of school policies including
    - fire drill
    - lock down
    - health, safety, and first aid procedures
    - discipline
    - homework
    - assessment
    - referrals
    - AUP
    - field trips
    - parental consent for videotaping
    - other relevant policies
  - Read and follow all school procedures.
11. **University materials**
- internship handbook
  - course syllabi
  - materials from your supervisor
  - any other relevant materials