**MA DIDACTIC PRACTICE – MODULE 3**

**NOTES ON JOURNAL CONTENT AND HAND-IN**

When you have completed your didactic practice make sure the journal you hand in contains the following:

1. A cover sheet which includes:

* your name;
* contact information: telephone number; e-mail address
* the year and level of your studies;
* the specialization you are involved in;
* the name and address of the school you are observing;
* the name of your mentor (if possible – contact details for your mentor)
* the date you started your practice AND the date you finished your practice
* the number of hours of your teaching practice

2. A mentor opinion form (completed by your mentor) for this module of your practice.

3. Mentor evaluation records for 3 of your lessons that your mentor has observed.

4. A completed record for the **40 hours** of each part of your teaching practice, giving brief descriptions of the 10 lessons you observed and the 30 lessons you taught.

5. Information relating to the syllabus you were using (usually contents from a coursebook or syllabus information from the internet)

6. Notes on **10 observation tasks**

7. **7 best** (in your opinion) **lesson plans** **with** self-evaluation and examples of materials used

Layout for the written part of the journal as follows:

Font: Times New Roman

Font size: 12

Spacing: One and a half

Headings: Bold

Make sure each page to be read for assessment is placed in a separate plastic sleeve and that the plastic sleeves are fastened together in a ‘basic’ plastic folder

Please be aware, to receive a pass mark for this particular part of your teaching practice YOU MUST HAND-IN ALL OF THE ABOVE.

Sample front page:

