

GUIDELINES FOR WRITING THE PRACTICUM REFLECTION PAPER

The practicum reflection paper serves the same function as any other reflection paper, that is to facilitate a trainee to reflect on the strengths and weaknesses of his or her teaching practice so that he or she can be better prepared for his or her actual teaching in the future.

What makes this reflection paper different from a journal entry is that while a journal entry is a reflection after a teaching or observing session, the paper sums up the important lessons learnt during the whole practicum regarding lesson planning and delivering, classroom management, methodology, and the like. In short, the practicum reflection paper is all the journal entries in summary plus comments or recommendations you make for trainees in the next batches and about your future teaching career.

The practicum reflection paper accounts for 5 per cent of the total score (Other 80% goes to the teaching practice, 5% to the practicum folder, and the rest 10% goes to the practicum journal).

Please observe the following guidelines in writing the practicum reflection paper:

A. **Length of the paper:** 500–600 words

B. **Organization:**

I. Introduction:

Write a paragraph to set the scene for the paper and include a thesis statement which contains the main ideas for the rest of the paper.

II. Body

Provide an in-depth reflection of your teaching before, during and, possibly, after the practicum. Such issues as what went well, what went wrong, and what needs to be improved in the future can be discussed. Do look opportunities to quote interesting comments from people around (your students, fellow trainees, IFL supervisors, associate teachers, the school principal, etc.) to enrich your paper. The body part should contain at least three paragraphs.

III. Conclusion

Write a meaningful paragraph to summarize your thoughts and provide the final comments/recommendations to close the paper.

C. **Format:**

Double-spaced; One inch (not centimeter) for all the four margins; Font 12, Times New Romans; A cover page that follows the sample attached

Marking Criteria:

1. *Content* (2.5 marks)

The content should be highly informative, reflective and meaningful.

2. *Language use* (2 marks)

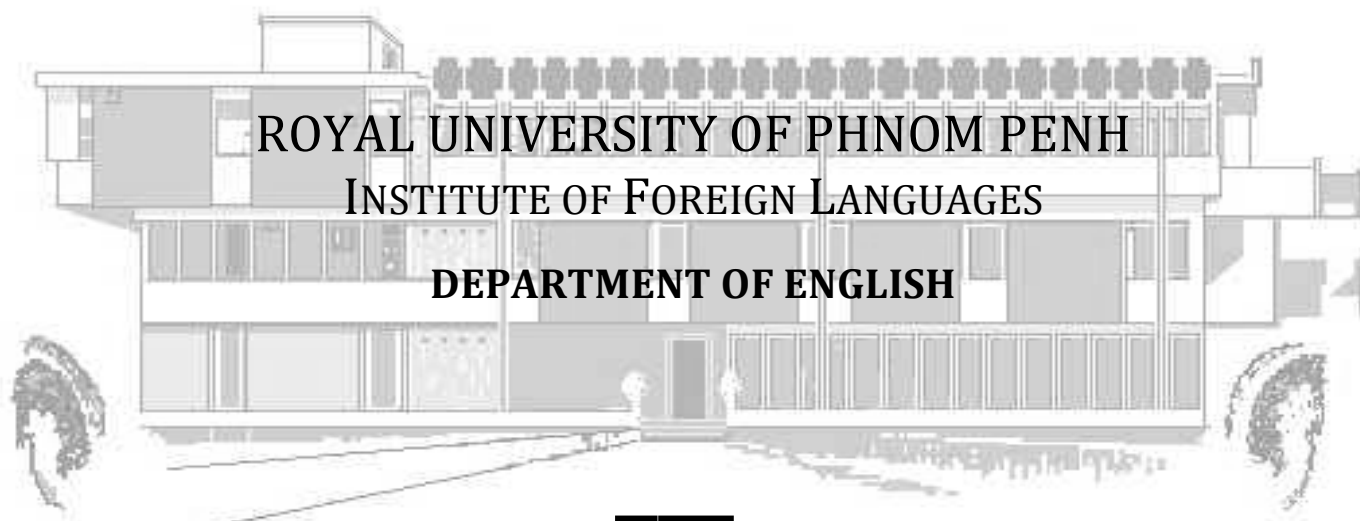
Grammatical mistakes should be minimum so as not to disrupt reading of the paper.

3. *Organization* (0.5 mark)

The paper should be well organized with good cohesion and coherence and has good examples and detail explanation to support your reflection/discussion.

*The cover for your practicum paper is on the following page.
Write your reflection paper and print out the cover page.*

Have your report stapled as a thin A4 paper booklet (with a plastic cover on top and at the back) or simply have it stapled at the top left corner for the submission to your supervisor.



IFL

BACHELOR OF EDUCATION IN
TEACHING ENGLISH AS A FOREIGN LANGUAGE

B.Ed. (TEFL)

PRACTICUM REFLECTION PAPER

Semester 2, 2015

Trainee : _____

Supervisor : _____

Royal University of Phnom Penh (RUPP)
Institute of Foreign Languages (IFL)
Department of English
Russian Federation Boulevard
P.O. Box 416 Phnom Penh, Cambodia
Phone: 855-23-885 419
Fax: 855-23-884 154