



UNIVERSITY OF SOUTH-EAST ASIA

Faculty of Arts, Humanities, and Languages

ORGANIZATION OF PRACTICUM FOLDER

1. Cover page

Name of University (with a logo on the left)
Name of Faculty
Name of Department
Degree
Name of Folder (Teaching Practicum)
Place of Practicum (School/University)
Name of Supervisor (on the left)
Name of Associate Teacher (on the right)
Teacher Trainee's 4 x 6 Photo (in the middle)
Name of Teacher Trainee (in the middle)
Promotion
Academic Year

2. Contents

My Teaching
 ○ Schedule
 ○ List of students
 ○ Title of course book
 ○ Lesson plan
 ○ Teaching materials
 ○ Lesson evaluation sheet from my supervisor
 ○ Lesson evaluation sheet from my associate teacher
 ○ Observation records from trainee teachers
My Observation
 ○ Log of observation
 ○ Trainee teacher's lesson plan
 ○ My observation record
My Journal

Score/5

Place.....Date...../...../.....

Supervisor