

# Canadian TESOL (CTESOL) PRACTICUM REQUIREMENTS

## Introduction

The 20-hour practicum component of CTESOL training provides an opportunity for candidates to observe experienced English teachers in action, practice-teach under their supervision, and receive professional feedback and advice. In addition, facilitating a practicum is a rewarding opportunity for practicum mentors. Mentors create a positive learning environment where the trainees can learn, interact, and grow. They model innovative teaching practices and help trainees develop their skills in classroom management, lesson planning, material development, and evaluation. CTESOL practicum requirements are intended to help all participants have a productive and meaningful practicum experience.

TESL Ontario acknowledges that there are certain provisions and constraints under which different accredited CTESOL programs, their host institutions, and ESL programs hosting trainees operate. Therefore, it will be up to each accredited CTESOL program (or its host institution) to determine the specific responsibilities of practicum supervisors, practicum mentors, and trainees, and the distribution of such responsibilities.

## 1. PRACTICUM STANDARD

The practicum component of CTESOL training meets the following standards:

**1.1.** Each trainee completes 10 hours of observation in at least two of the settings listed below and 10 hours of supervised practice-teaching in one or more of the classes observed.

Settings: adult ESL, EAP, standardized test preparation, LINC, ELT, OSLT, ESP

Trainees spend at least five hours observing the class they will teach prior to teaching it to make sure they start planning with an adequate sense of context.

**1.2.** Both the observation and the practice teaching components of the practicum are arranged by the CTESOL training provider. Up to half of the required practicum hours (i.e., 5 hours of observation and 5 hours of supervised practice teaching) can be completed in a "synchronous" virtual learning environment (VLE).

**1.3.** Both the observation and the practice-teaching components of the practicum are completed under the direction of a TESL Ontario approved practicum supervisor and a qualified practicum mentor.

**1.4.** Practicum mentors have completed a minimum of 120 hours of English teacher training through a recognized institution and have taught English to adult learners for a minimum of 2000 hours.

**1.5.** Classes that are observed or taught have a minimum of 5 adult English language learners (ELLs)

TESL Ontario does not recognize any observation or practice teaching hours completed in a teacher training classroom context with the trainees role-playing as ELLs.

**1.6.** Throughout the 10 hours of supervised practice teaching, each trainee individually teaches the class. Pair or group teaching is not recognized by TESL Ontario.

Substitute teaching cannot be assigned to meet any of the required practicum hours.

## **2. PRACTICUM SUPERVISOR'S RESPONSIBILITIES**

A practicum supervisor is a staff member of an accredited CTESOL program who manages the practicum component of the accredited training.

The practicum supervisor

**2.1.** Teaches the practicum course and/or holds practicum orientation sessions providing information on the practicum objectives, practicum participants' rights and responsibilities, practicum supervisor's role, linking theory and practice, ethics, professionalism, time management, stress, diversity, and other practicum-related topics, as needed.

**2.2.** Sources practicum sites, liaises with them, and conducts site visits.

**2.3.** Sets up practicum placements (booking the practicum sites, assigning students to suitable sites/settings, assisting students in finding suitable sites, etc.).

**2.4.** Provides consultation and support for practicum mentors, as needed.

**2.5.** Provides on-going supervision, guidance, assistance, and resources necessary for trainees to complete the required tasks and assignments.

**2.6.** Evaluates the observation reports and has input into the evaluation of the practice teaching results.

**2.7.** Meets with trainees to provide feedback both during the practicum and upon completion.

**2.8.** Provides the opportunity for trainees to give feedback on their practicum experience.

### **3. PRACTICUM MENTOR'S RESPONSIBILITIES**

A practicum mentor is an English teacher who allows the trainees to observe, or observe and practice-teach his/her class at the practicum site.

The practicum mentor

**3.1.** Introduces trainees to the site and provides information and guidance regarding the host organization's policies, rules, code of ethics, goals, curriculum, and activities, as necessary.

**3.2.** Provides opportunities for trainees to observe the class/es they are going to practice-teach, thereby preparing the trainees to develop tasks and activities relevant to the needs of learners in advance.

**3.3.** Reviews and monitors trainees' preparations/plans for daily activities, and provides consultation and guidance in the development and use of lesson plans prepared by trainees.

The practicum mentor has the right to withhold permission to use any unsatisfactory lesson plans or materials the trainees have developed for their practice teaching.

**3.4.** Enables trainees to individually teach the class and assume responsibility for facilitating activities independently throughout the practice teaching hours.

**3.5.** Is present in the classroom and supervises the trainees throughout the practice teaching hours.

**3.6.** Provides trainees with concrete and constructive feedback (verbal and/or written) about the trainees' lesson plans, teaching performance, interaction with learners, feedback, and other pedagogical issues on a continuous basis; and responds to their questions.

**3.7.** Completes practice-teaching evaluation forms (provided by the CTESOL program), discusses them with the trainees, and submits them to the practicum supervisor.

**3.8.** Contacts the practicum supervisor or the CTESOL program director with any concerns regarding the trainees.

#### **4. TRAINEE'S RESPONSIBILITIES**

The trainee

- 4.1.** Attends the practicum course and any practicum orientation sessions offered by the CTESOL program.
- 4.2.** Acts in a professional and ethical manner; adheres to the host organization's policies, regulations, and procedures (including dress code and work hours); and is respectful of practicum mentors, their colleagues, and ELLs.
- 4.3.** Documents the practicum dates/hours and the work that has been completed.
- 4.4.** Discusses the assigned schedule, practicum experience, and progress with the practicum supervisor on a regular basis.
- 4.5.** Successfully completes the required tasks and assignments such as observation reports, guided observation journals, reflective papers, lesson plans, and final essays.
- 4.6.** Requests help from the practicum mentor or the practicum supervisor when needed.