

OFF-SITE PRACTICUM GUIDELINES

1. Practicum Mentors

The practicum mentor must be TESL Canada accredited with a minimum of 2 years of teaching experience with adult ESL learners in Canada.

2. Practicum Sites/Modes

The practicum can take place in any of the following contexts: LINC, school board adult ESL, private language schools, public colleges or universities.

The class CAN be a class you teach in your current employment but MUST be supervised by a mentor meeting the above criteria.

Sites NOT accepted

- Online courses for children (e.g. VIPKid)
- Online courses with students outside Canada that are NOT run through a Canada-based program.
- Classes taught by volunteers (conversation circles, etc.)
- Classes with fewer than 3 students enrolled.

3. Approval Process

Submit your proposed practicum mentor's contact information to the TESL Coordinator (cfretz@cclcs.ca). She will arrange a Zoom meeting with the prospective mentor to go over the practicum guidelines and approve the proposed schedule.

This process may take up to a week so please allow enough lead time.

4. Practicum Supervision and Assessment for off-site practicums

During your practicum, your mentor must track your day-to-day performance, review your lessons beforehand and debrief you at the end of the day.

Your mentor will provide feedback to CCLCS via CCLCS' Practicum Evaluation form and submit two of your lesson plans. If the mentor is unsatisfied with your teaching, the TESL Coordinator will meet with you & your mentor via Zoom to determine next steps.

Any student who does not pass their practicum will have the opportunity to do a demonstration lesson for the TESL Coordinator and either the LINC Coordinator or the Director. The outcome of the demonstration lesson will determine whether the student repeats the practicum.