

Teaching Practicum Portfolio Guidelines

The portfolio is the opportunity for students to document their work during the teaching practicum period and reflect on it. Therefore, students are expected to voice their own experience in relation to their prior academic preparation and future career development. The portfolio should include at least 5 main parts as described below.

- Coversheet
- Title page
- Acknowledgements
- Table of contents

Part 1: Introduction of the institution where students undertake their teaching practicum

As you are all doing the teaching practicum in HCMUTE, you do not need to include a lot of facts from the university. It is redundant. Therefore, you only need to include very basic information about the university. The more important part is about what you personally think about the university and how you want the university to become.

Part 2: Effects of students' academic preparation to their teaching practicum performance

You are expected to summarise what you did during the training program to prepare for the teaching practicum and reflect on those courses.

Part 3: Students' lesson plans during the teaching practicum period

- **Lesson plans:** This includes all the lesson plans and relevant materials (excluding the textbook) that you used during the teaching practicum period.
- **Your observation form:** This includes your own observation forms of others' teaching sessions, including the sessions of other lecturers and your peers.
- **Your peers' observation forms of your own teaching sessions:** These are the observation documents that your peers made for your own teaching sessions. You should ask your peers for a copy.

Part 4: Evaluation

- Your evaluation of your own teaching. Evidence from Part 3 should be used.
- Your evaluation of your peers' teaching. Evidence from Part 3 should be used.
- Evaluation of the lecturer(s) of the classes that you teach. Ask the lecturer(s) for this.
- Your mentor's evaluation of your teaching.

Part 5: Overall reflection

This is the most important section of the portfolio. You are expected to document your entire experience during the period and reflect on each important piece of the experience. Your reflection should be relevant to the theory-practice relationship, teaching career development, professional identity, job awareness, and alike.

There are several hard copies of this portfolio from other cohorts of students in the faculty office for your reference. Please feel free to come and check them out.