

MEMORANDUM

To: ESL Practicum Students
From: Lisa Goins, IEI Director

RE: Class observations and other opportunities at IEI

You are welcome to observe in our classes. We think it is a great opportunity for you to get a taste of the IEP experience.

There are two ways to sign up for class observations:

- Come to our office at 125 Patterson Hall. We are open 8:00-4:30 M-F. Fill out the information on the clipboard in the front office.
- Go to our website (<http://iei.memphis.edu>) and click on the "Class Observation Information" link under "Featured Links". You will find a current IEI classes schedule and a calendar showing scheduled observations. Email us your request (iei@memphis.edu).

When you sign up, we need the following pieces of information:

- Your name
- Your email address
- The date and time you wish to observe
- The name of the class and the teacher you wish to observe

Please follow these guidelines:

- Make your request at least **48 hours ahead** of the scheduled time.
- Please do not call our office asking us to tell you our class schedule.
- Please do not contact the teachers directly. Go through the office for each observation you request.
- You are welcome to observe multiple times, but we ask that you plan to observe a variety of classes rather than many times with one class, level or teacher.
- You may be asked to change your observation plan because the situation may not be right for a particular class on a particular day.
- We allow observations during the middle 6 weeks of our sessions. No observations will be scheduled during the first or last week of a session. Our session dates are posted on the IEI web site.

On observation day:

- If you cannot come for your scheduled visit, please contact our office (678-2107) as early as possible.
- Come early to find the classroom.

- If you are late, do not disturb the class by entering the room. Please go to our office to reschedule.
- Plan to sit quietly in the back of the room. Do not bring food or drinks, talk on your cell phone or leave the room during class.
- You are welcome to participate if the teacher invites you to do so. Remember that the class time is for the students in the class and that you are a guest.
- You are welcome to talk with the teacher before or after class about what you have seen, but be aware that the teacher may be pressed for time to go to his or her next teaching assignment.
- Make the most of your time by taking notes about what you are observing.
 - How did the teacher use the time?
 - What was the classroom configuration? Did it change during the class time?
 - What types of activities did the students engage in?
 - Was the teacher introducing new material or reinforcing previously presented material?
 - Which activities prompted the students to engage verbally?
 - What types of materials or media were used?
 - How did the teacher model the language for the students?
 - How did the teacher correct the students?

Other Opportunities at IEI:

- Being a conversation partner
- Tutoring IEI students

For information about these opportunities, please contact Nina Clark (nhclark@memphis.edu)

- Teaching

If you are working on your graduate degree in ESL and are interested in teaching with us at IEI, please contact Lisa Goins (lgoins@memphis.edu). We would love to talk with you about getting some teaching experience with us.