

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.

Here's how to sign up for class observations:

Go to our website (<http://iei.memphis.edu>) and click on the "Observe" link at the top of the page. Open the request form in Adobe Acrobat Reader, complete it and send it to us by email (iei@memphis.edu). Use Observation Request in your subject line.

Please follow these guidelines:

- Make your request **at least 48 hours ahead, but no more than 7 days ahead** of the scheduled time. If you wish to observe a Monday class, make the request no later than the previous Thursday.
- You may request Reading/Writing, Grammar or other classes, but you will be assigned to a particular class and level for the date you request. You will be sent a confirmation email with this information.
- Please do not call our office asking us to tell you our class schedule over the phone.
- 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.
- When you sign up for a practicum, it is important to begin earning your hours very early in the semester to avoid a last-minute scramble. We wish to accommodate your requests, but our primary mission is for our students, and we will make decisions about exceptions accordingly.
- IEI does not oversee your practicum; we are one of your "options." Please direct practicum questions to your professor.

On observation day:

- If you cannot come for your scheduled visit, please contact our office (901-678-2107; iei@memphis.edu) 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, text, 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.
 - o How did the teacher use the time?
 - o What was the classroom configuration? Did it change during the class time?
 - o What types of activities did the students engage in?
 - o Was the teacher introducing new material or reinforcing previously presented material?
 - o Which activities prompted the students to engage verbally?
 - o What types of materials or media were used?
 - o How did the teacher model the language for the students?
 - o 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.