

CHECKLIST OF ACTIVITIES

1/2

PRACTICE TEACHING ASSISTANT

PRINT THIS LIST TO KEEP TRACK OF YOUR PRACTICE PROGRESS AND CARRY IT WITH YOU. GRADUALLY RECORD WHAT YOU HAD THE OPPORTUNITY TO TRY OUT. AT THE END OF THE SEMESTER, ALWAYS ENTER THE SELECTED ACTIVITIES INTO THE REPORT OF THE RELEVANT COURSE, ALONG WITH EVIDENCE OF THE LEARNING.

SEMESTER:

NAME/ID:

	MY FIRST TEACHING ASSISTANT PRACTICE IN SCHOOL (I HAVE SELECTED A MINIMUM OF 5 ACTIVITIES)	<input checked="" type="checkbox"/>
1	CONSULTATION WITH THE TEACHING ASSISTANT (OR THE TEACHER) - COMPOSITION OF THE CLASS, CHARACTERISTICS OF STUDENTS IN THE CLASS	
2	CONSULTATION WITH THE TEACHING ASSISTANT - WHAT IS THEIR USUAL AGENDA?	
3	PREPARATION OF A TEACHING ACTIVITY (CARRIED OUT BY THE TEACHER)	
4	PREPARATION OF A TEACHING ACTIVITY (CARRIED OUT BY THE STUDENT)	
5	PREPARATION OF A TEACHING AID ACCORDING TO THE INST. OF THE SUPERVISING TEACHER	
6	CREATING A TEACHING AID ON MY OWN INITIATIVE	
7	INDIVIDUAL WORK WITH A PUPIL WITH SPECIAL EDUCATIONAL NEEDS	
8	ASSISTING IN TEACHING A PUPIL WITH A DIFFERENT MOTHER TONGUE	
9	FAMILIARIZATION WITH THE DOCUMENT - PLAN OF PEDAGOGICAL SUPPORT	
10	FAMILIARIZATION WITH THE DOCUMENT - INDIVIDUAL EDUCATION PLAN	
11	FAMILIARIZATION WITH THE SCHOOL EDUCATIONAL PROGRAM	
12	FAMILIARIZATION WITH THE SCHOOL INFORMATION SYSTEM (EDOOKIT, EDUPAGE, BAKALÁŘI)	
13	ENTRY INTO THE SCHOOL SYSTEM (ATTENDANCE, EVALUATION, CURRICULUM, ETC.)	
14	SUPERVISION IN THE CORRIDOR	
15	ACCOMPANYING ON A SCHOOL EVENT/EXCURSION/OUTDOOR LESSON	
16	PEDAGOGICAL WORK IN THE SCHOOL AFTER-SCHOOL CLUB	
17	ASSISTING IN THE PREPARATION AND IMPLEMENTATION OF STUDENT PROJECTS	
18	LEADING PEDAGOGICAL ACTIVITIES IN THE SCHOOL AFTER-SCHOOL CLUB OR SCHOOL CLUB	

CHECKLIST OF ACTIVITIES

2/2

	MY SECOND TEACHING ASSISTANT PRACTICE IN SCHOOL (I HAVE SELECTED A MINIMUM OF 5 ACTIVITIES, I CAN ALSO USE THE PREVIOUSLY MENTIONED ACTIVITIES)	<input checked="" type="checkbox"/>
19	INDEPENDENT LEADING OF A LEARNING ACTIVITY IN THE CLASSROOM	
20	FAMILIARIZATION WITH EVALUATION CRITERIA AND CORRECTION OF WRITTEN ASSIGNMENTS	
21	CONDUCTING A DIAGNOSTIC INTERVIEW WITH A PUPIL, OR OBSERVING THEM	
22	INTERVIEW WITH THE CLASS TEACHER - WHAT DOES THEIR AGENDA ENTAIL?	
23	PARTICIPATION IN PARENT-TEACHER MEETINGS	
24	ASSISTANCE IN PLANNING AND IMPLEMENTING A PROJECT DAY	
25	PARTICIPATION IN SCHOOL PARLIAMENT EVENTS - WHAT IS THE ROLE OF THE TEACHERS?	
26	TUTORING PUPILS	
	OPTIONAL ACTIVITIES - CAN BE COMPLETED AT ANY TIME DURING THE PRACTICE	<input checked="" type="checkbox"/>
27	CONTACT THE PREVENTION METHODOLOGIST - BECOME FAMILIAR WITH THEIR AGENDA/PREVENTION PROGRAM	
28	CONTACT THE EDUCATIONAL COUNSELOR - WHAT ARE THEY CURRENTLY DEALING WITH	
29	FAMILIARIZE YOURSELF WITH THE AGENDA OF THE SCHOOL'S ENVIRONMENTAL EDUCATION COORDINATOR - PARTICIPATE IN SCHOOL EVENTS	
30	CONTACT OTHER COORDINATORS IN THE SCHOOL ACCORDING TO YOUR FIELD OF STUDY (ENTREPRENEURSHIP COORDINATOR, ICT COORDINATOR, ETC.) AND GET TO KNOW THEIR AGENDA	
31	PARTICIPATE IN AN ADAPTATION COURSE	
32	PARTICIPATE IN CLASS MEETINGS OR PROGRAMS RUN BY EXTERNAL SPECIALISTS WHO COME TO THE SCHOOL TO WORK WITH CLASSES	
33	PARTICIPATE IN THE SCHOOL'S OPEN DAY- WHAT ROLES DO THE TEACHERS AND STUDENTS PLAY?	

IN EACH SEMESTER WHEN I PERFORM THE TEACHING ASSISTANT PRACTICUM, I MUST PROVIDE EVIDENCE OF AT LEAST FIVE ACTIVITIES THAT I HAVE VERIFIABLY TRIED OUT. THIS LIST APPLIES ONLY TO THE TEACHING ASSISTANT PRACTICUM THAT I PERFORM AT SCHOOL, SO I ALWAYS SELECT FROM THE RESPECTIVE SECTION. EXAMPLE: IF I WAS TUTORING STUDENTS DURING THE FIRST SEMESTER OF THE PRACTICE, I WILL SELECT FROM THE AREA OF "MY FIRST PRACTICUM AT SCHOOL" IN THE FOLLOWING SEMESTER, EVEN THOUGH IT IS ALREADY THE SECOND SEMESTER OF MY PRACTICUMS.

MUNI Katedra
PED pedagogiky

