



**TED UNIVERSITY  
FACULTY OF EDUCATION**

**ELT 102 School Experience-1  
Department of Foreign Language Education**

**Spring, 2022**

**Instructor: Dr. Arzu Kanat Mutluoğlu**

**Course hours:** Thursday, 11:00-12:00

**Classroom:** F312

**Credits:** 3 TEDU credits, 6 ECTS

**Class website:** <https://lms.tedu.edu.tr> → ELT 102  
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**Office hours:** Tuesday 16.00-17.00

Wednesday 11.00-13.00

Do not forget to get an appointment! – The meeting will be on Zoom.

**Office:** GB18

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**Office Phone:** (90)-312-585-0415

### **Course Description**

The course aims at familiarizing teacher candidates with the organizational structure, culture and functioning of a school and preparing them for the full teaching practice. The aim of the course is to enable teacher candidates to understand a teacher's daily work at school, identify different types of learners, develop key teaching competences by observing how a mentor teacher manages lessons, gives instructions, selects and uses teaching materials, and evaluates teaching and learning.

### **Course Objectives**

By the end of the course students will be able to:

1. recognize the organizational structure, culture and functioning of a school,
2. identify the teacher's daily practices inside and outside classroom,
3. plan short teaching and learning activities in collaboration with a mentor teacher,
4. evaluate teaching and learning under the supervision of a mentor teacher,
5. develop key competences required in the teaching profession,
6. create a portfolio to reflect on learning from the course.

### **Course Requirements and Class Policy**

#### **1. TED University Code of Academic Integrity**

TED University takes academic integrity seriously. Please read through the entire code acquaint yourself with how violations are defined! Entire code might be found at the following link: <https://student.tedu.edu.tr/en/student/principles-of-academic-integrity>

Whatever you produce for this course should be your own work and created specifically for this course. You cannot present work produced by others, nor offer any work that you presented or will present to another course. If you borrow text or media from another source or paraphrase substantial ideas from someone else, you must provide a reference to your source.

#### **2. Attendance**

You are expected to attend class on a regular basis, to be on-time, and to participate fully in class discussions and activities. The TEDU policy concerning attendance will be followed strictly.

#### **3. Missed Work**

If you miss a class, you are responsible for all work missed. An assignment is due on the specified date even if you are absent from class, unless your absence is a TED University-approved excuse. In the latter case, arrangements should be made with me beforehand concerning an alternative due date. If classes are cancelled due to certain circumstances, assignments are due the same week that the campus is re-opened. If you miss a class session, it is your responsibility to get the course materials. All materials will be on Moodle. PowerPoints of each day will be uploaded on Moodle as well.

**4. Late Assignment Submission Policy**

Each assignment is to be turned in on time. Arrangements for accepting late assignments will be made only in unusual circumstances (e.g., major illness, death of loved one), and only if you are able to provide documentation to support your excuse. In all other cases, there will be a 10% point-reduction per day for late work, and work will not be accepted if it is three or more days late.

**5. Assignment Rules**

All assignments should be following APA 6 or (even better) APA 7. Electronic submissions (e.g., attachments via e-mail or on a disc) will not be accepted. Please use 12 point type, double space your text, use standard margins, and insert page numbers on the top right hand corner of each page. All assignments must be submitted with a cover page which includes students' full names, ID numbers, title of assignment, and date. Please use spell-check and proofread as points might be deducted for an excessive number of careless errors.

**6. Plagiarism**

a. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

b. All parties to plagiarism are considered equally guilty. If you share your coursework with another student and s/he plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his/her coursework available to another student unless the instructor gives explicit permission for this to happen. Copying someone's work is an extreme and straightforward act of plagiarism. More commonly, however, students plagiarize without realizing they are doing so. This generally happens when a student fails to acknowledge the source of an idea or phrasing. Avoid plagiarism by citing sources properly! (Sign a contract for "Plagiarism" dishonesty at the onset of the term.)

**7. Class Readings**

Please read the assigned readings prior to class so that you may participate fully in the discussion. All readings may not necessarily be discussed directly in class, but it is assumed that you will have read the materials so that it may serve as a jumping off point for discussion.

**8. Announcements**

All announcements will be sent to your e-mail address. It is your responsibility to keep your e-mail address operative all times. Check your e-mail address regularly in order to be informed.

**9. Contacting the lecturer**

When you e-mail me, I'll try to get back to you timely (24-36 hours). If you have questions about any assignments, do not wait for the last day and hour to ask your questions. It is your responsibility to follow the schedule timely. **Better to check MOODLE first to find the answer of a question you may have before you e-mail me.**

**10. Required Course Materials**

Required course materials will be provided by the lecturer. A selection of reading materials will be used as course materials.

## Assessment Methods

### 1. Reflection Tasks (50%)

Students are required to spend 4 hours per week (for 12 weeks in total) to perform their duties in the school they are assigned to. This phase starts in March and continues until the end of May.

Each student is required to complete 5 reflection tasks which will be uploaded on <https://lms.tedu.edu.tr/> on the given due dates by the lecturer. These tasks will help you reflect on your observation, learning and experience about the assigned topic.

### 2. Class Active Participation (10%)

Class active participation is an integral part of this course. Classes involve reading, questioning, discussions/debates, video presentations, oral presentations, group work, collaborating, and problem solving activities. All the students are expected to participate in class discussions and will observe and make thoughtful comments on the lecturer's and their classmates' remarks.

### 3. Mentor Evaluation (10%)

Mentors are the teachers in the classrooms who work with student teachers in allowing them to observe, plan and participate in any activities that occur during the school day. Mentors will evaluate student teachers in their regular attendance to classes, fulfilling responsibilities and demonstration of professional behavior in interactions with students, and other student teachers. For more information about roles and responsibilities of student teachers see: *Okul Deneyimi 1 Ve Öğretmenlik Uygulaması 1-2 Dersleri Ders Uygulama Kilavuzu*

### 4. Final Reflective Report (20%)

Based on what they have done and learned in school experience, students will write a reflective report of 300-400 words describing their learning, experiences and practices throughout the course.

### 5. Portfolio Submission (10%)

All course materials (observation forms, attendance sheet, reflection tasks and reports) must be uploaded on time to <https://lms.tedu.edu.tr/>. Details about the portfolio requirements will be explained by the lecturer.


*\*Lecturer keeps the right to provide extra credits based on your performances during the classes such as taking an active role in class discussions.*

Percentage Scores	Grade Points	Letter Grades
100-90	4.00	AA
89-85	3.50	BA
84-80	3.00	BB
79-75	2.50	CB
74-70	2.00	CC
69-60	1.50	DC

59-50	1.00	DD
49-0	0.00	F
Absent & Unsuccessful	0.00	FX

### ELT 102– Tentative Course Schedule

Date	Content	Assigned Course Readings	Tasks & Assignments
<b>WEEK 1</b> February 17, 2022	<ul style="list-style-type: none"> <li>Introduction to the Course</li> <li>Course Content &amp; Requirements</li> <li>Syllabus Review</li> </ul>	<ul style="list-style-type: none"> <li><i>Okul Deneyimi 1 ve Öğretmenlik Uygulaması 1-2 Dersleri Ders Uygulama Kılavuzu</i></li> </ul>	
<b>WEEK 2</b> February 24, 2022	<ul style="list-style-type: none"> <li>School visit (Procedures, Do's &amp; Don'ts)</li> <li>Expectations from/of teacher trainees</li> </ul>	<ul style="list-style-type: none"> <li>Wajnryb (1992), p. 1-26, <i>Observation as a learning tool</i></li> </ul>	
<b>WEEK 3</b> March 3, 2022	<ul style="list-style-type: none"> <li>What, How and Why Observation &amp; Reflection?</li> </ul>		
<b>WEEK 4</b> March 10, 2022	<ul style="list-style-type: none"> <li>Observing school &amp; classroom environment</li> <li>First impressions about the school visit</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.global-english.com/custom/courses/pdf/sample_d_1_lesson_planning_and_staging-9.pdf">https://www.global-english.com/custom/courses/pdf/sample_d_1_lesson_planning_and_staging-9.pdf</a></li> </ul>	<b>Reflection Task 1:</b> Reflect on your impressions about the first school visit (Use your observation notes & lecturer's guiding questions)
<b>WEEK 5</b> March 17, 2021	<ul style="list-style-type: none"> <li><i>Focus 1: Stages of a Lesson</i></li> </ul>		
<b>WEEK 6</b> March 24, 2022	<ul style="list-style-type: none"> <li>Reflections on <i>Stages of a Lesson</i></li> </ul>	<ul style="list-style-type: none"> <li>Sowell (2017), <i>Good Instruction-Giving in the Second-Language Classroom</i></li> </ul>	<b>Reflection Task 2:</b> Reflect on your learning from observation about <i>the stages of a lesson</i> (Use your observation notes & lecturer's guiding questions)
<b>WEEK 7</b> March 31, 2022	<ul style="list-style-type: none"> <li><i>Focus 2: Giving effective instructions</i></li> </ul>		
<b>WEEK 8</b> April 7, 2022	<ul style="list-style-type: none"> <li>Reflections on <i>Giving effective instructions</i></li> </ul>	<ul style="list-style-type: none"> <li>Thornbury (1996), <i>Teachers research teacher talk</i></li> </ul>	<b>Reflection Task 3:</b> Reflect on your learning from observation about <i>giving instructions</i> (Use your

		<ul style="list-style-type: none"> <li>• <a href="https://edulearn2chan.ge.com/article-4-ways-to-reduce-teacher-talking-time/">https://edulearn2chan.ge.com/article-4-ways-to-reduce-teacher-talking-time/</a></li> </ul>	observation notes & lecturer's guiding questions)
<b>WEEK 9</b> <b>April 14, 2022</b>  *(Spring break at the practicum schools)	<ul style="list-style-type: none"> <li>• <b>Focus 3: Teacher Talk &amp; Wait Time</b></li> </ul>		
<b>WEEK 10</b> <b>April 21, 2022</b>	<ul style="list-style-type: none"> <li>• Reflections on <i>Teacher Talk, Wait Time</i></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.cambridge.org/gb/files/4415/8594/0876/Giving_Feedback_minipaper_ONLINE.pdf">https://www.cambridge.org/gb/files/4415/8594/0876/Giving_Feedback_minipaper_ONLINE.pdf</a>, <i>Giving feedback to language learners</i></li> </ul>	<b>Reflection Task 4:</b> Reflect on your learning from observation about <i>teacher talk &amp; wait time</i> (Use your observation notes & lecturer's guiding questions)
<b>WEEK 11</b> <b>April 28, 2022</b>	<ul style="list-style-type: none"> <li>• <b>Focus 4: Giving effective feedback</b></li> </ul>		
<b>WEEK 12</b> <b>May 5, 2022</b>	<ul style="list-style-type: none"> <li>• Reflections on <i>Giving effective feedback</i></li> </ul>		<b>Reflection Task 5:</b> Reflect on your learning from observation about <i>giving feedback</i> (Use your observation notes & lecturer's guiding questions)
<b>WEEK 13</b> <b>May 12, 2022</b>	<ul style="list-style-type: none"> <li>• <b>Focus 5: Instructional Materials &amp; Technology in the classroom</b></li> </ul>		
<b>WEEK 14</b> <b>May 19, 2022</b>			
<b>WEEK 15</b> <b>May 26, 2022</b>	<ul style="list-style-type: none"> <li>• Final remarks and reflection on learning from the course</li> </ul>		<b>Reflective Report &amp; Portfolio Submission</b>

\*This syllabus and schedule might be subject to change in accordance with the recent updates related to COVID 19 Pandemic.