**Education Practicum**

ePORTFOLIO COMPLETION CHECKLIST

Please submit this checklist to your Program Director within six (6) weeks of starting your practicum.
This checklist should be updated and resubmitted at the beginning of each term thereafter.

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| **Name:** |       | **Practicum Start Date:**  |       |
| **Program:** |       | **Practicum End Date:** |       |
| **# of Practicum Seminars attended and/or Name of Supervising Master Teacher:** |       |
| **ePortfolio Link:** |       |
| **Password or other access instructions** *(If applicable)* |       |

*If you have created a private blog/website, please give access to* healthteach.grad@utoronto.ca

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| **Requirements** | **Have not started** | **In progress** | **Completed** |
| **Introduction and Personal Teaching Philosophy** |
| Reflection (250-500 words) |       |       |       |
| **Learning Contract** |
| Initial learning contract *(to be submitted at beginning of practicum)* |       |       |       |
| Reflection (500 words) |       |       |       |
| **Teaching Journal** |
| Summary list of all practicum sessions |       |       |       |
| Teaching logs (one journal entry per session) *Please list # of sessions/hours completed to date* |       |       |       |
| Reflection (500 words) |       |       |       |
| **Audiovisual Recording of Teaching** |
| First recording reviewed by self and partner |       |       |       |
| Second recording reviewed by self and partner |       |       |       |
| Reflection (500 words) |       |       |       |
| **Feedback on Teaching** |
| Feedback/evaluations collected |       |       |       |
| Reflection (500 words) |       |       |       |
| **Conclusion** |
| Reflection (250-500 words) |       |       |       |

**Additional Comments / Expected Challenges:**

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| **Final ePortfolio submission deadlines** |
| WINTER session: 4th Tuesday in March | SUMMER session: 2nd Tuesday in August |
| SPRING session: 1st Tuesday in June (CE learners only) | FALL session: 1st Tuesday in December |

**Education Practicum**

Organization Structure for the Portfolio

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| **Component** | **Details** |
| **Reflections** (maximum: 2500-3000 words) |
| Introduction and Personal Teaching Philosophy | * 250-500 word reflection
* Review this document from UofT to guide your writing (or use one from your own university and reference it) [uoft.me/teaching-philosophy](http://uoft.me/teaching-philosophy)
 |
| 1. Learning Contract for Practicum
 | * 500 word reflection
* The focus of your reflection for this portfolio should be whether or not you have achieved your learning objectives
 |
| 1. Teaching Journal
 | * 500 word reflection
 |
| 1. Audiovisual Recording of Teaching
 | * 500 word reflection
 |
| 1. Feedback on Teaching
 | * 500 word reflection on evaluations or feedback from students, peers, etc.
 |
| Conclusion  | * 250-500 word reflection
 |
| **Appendices** (supporting documentation for reflections A to D above) |
| 1. Learning Contract for Practicum *(as per Malcolm Knowles)*
 | * One page personal goals (approximately 3 goals)
* Discuss regularly with Field Supervisor or Master Teacher
* Update as appropriate
* Learning Contract Template: [uoft.me/learning-contract](http://uoft.me/learning-contract)
 |
| 1. Teaching Journal

*(please observe internet confidentiality policies)* | * Summary list of all practicum sessions (see sample below)
* Regular recordings of clinical education activities (40 half days or 160 hours total) – suggest “one page” per entry/session
* Must include all teaching logs. No more than 4 hours of teaching on each log sheet. Each log sheet can be quite brief.
* Teaching Log Template: [uoft.me/teaching-log](http://uoft.me/teaching-log)
 |
| 1. Audiovisual Recording of Teaching

*(Practicum participants are solely responsible for the recording, processing and shared viewing of their recordings)* | * 2 recordings (recordings NOT for submission)
	+ minimum 30 minutes each (can be clinical teaching or class presentations, one recording can be the same as Teaching & Learning B)
	+ First recording to represent “early” teaching style
	+ Second recording to represent “later” teaching style
* Review by self and learning partner (or field supervisor)
* Must include your self-assessment and a peer assessment
* “Peer Evaluation of Teaching” observation worksheet can be used as an assessment form. Template: [uoft.me/peer-evaluation](http://uoft.me/peer-evaluation)
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| 1. Feedback on Teaching
 | * Must include feedback from a variety of sources and teaching activities collected over 12-24 months
 |
| Other Documentation of Outcomes or “Products” discussed in reflections  |

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| **Summary list of practicum sessions**  |
| **Clinical Teacher Certificate:** 40 half-day sessions (160 hours) required (unless otherwise arranged with the Program Director) |
| **Date** | **# of hours** | **Activity** | **Faculty Preceptor** | **Session #** |
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