

Appendix 1 – Sample feedback form by a SPT.

四年全日制語文教育榮譽學士課程
 Four-year Full-time Bachelor of Education (Honours)(Languages) Programme
 學校體驗(一) Field Experience I (2002 – 2003)

中學駐校體驗/教學啟導教師計劃回饋表
 Feedback form on Secondary School Attachment/Supporting Teacher Scheme

學員姓名 Name of Student:				
駐校體驗學校名稱 Name of Attached School:				
駐校體驗日期 (二零零三年) Attachment Dates (2003):	二月十二日 (見校長)	12 February (see School Head)	三月十九日	19 March
	二月十九日	19 February	三月廿六日	26 March
	二月廿六日	26 February	四月二日	2 April
	三月十二日	12 March	四月九日	9 April

請於方格內填寫你的意見 Please give your comments in the boxes below.

對駐校體驗安排/要求的意見 (就配屬時間之長短、日期、形式或任何有關方面)
 Comments on the arrangement/requirement of attachment (in terms of the duration, timing, form and any other related aspects)

Students may benefit more in a two-week attachment instead of a weekly-based one.

對學員的評價 (如：守時、學習態度、對學生態度、對教職員態度等)
 Comments on the student (e.g. punctuality, learning attitude, attitude towards pupils, attitude towards school staff, etc.)

[redacted] and [redacted] are punctual and responsible. They are willing to take up responsibilities and complete their tasks efficiently.

對教學啟導教師計劃的意見(就作為教學啟導教師的責任、工作量和滿足感等)
Comments on supporting teacher scheme (in terms of responsibility, workload and satisfaction, etc.)

The workload is not too heavy and I am happy to be of any help to the future teachers.

對改進駐校體驗/教學啟導教師計劃的建議
Suggestions for improving the attachment/supporting teacher scheme

Please see suggestions given ~~to~~ above.

你是否願意繼續擔任教學啟導教師? 為甚麼?
Are you willing to continue to be an supporting teacher? Why?

I am willing to be ~~an~~ a supporting teacher because I can also learn from the students.

教學啟導教師簽署

Signature of Supporting Teacher

22 April 2003

日期

Date

教學啟導教師姓名

Name of Supporting Teacher

備註 Note:

中學駐校體驗定結後，請將本表格於二零零三年四月十七日或以前以附奉的回郵信封寄回本院。

Upon completion of the attachment, please return the form to the Institute with the attached stamped envelope on or before 17 April 2003.

Appendix 2 – Sample record of a ST.

Bachelor of Education (Honours)(Languages) Programme A4B015

Field Experience I (2002-2003)

Secondary School Attachment - Year 1

Record of Work

Name of Student: CKM Student no.: _____
Name of Supporting Teacher: Mr. R
Name of Attached School: _____

Please state how you benefit from the following personnel / activities during the attachment.

Supporting Teacher

Mr. R is a NET teacher, his lessons focus mostly in oral practice. He has shown me many methods to improve students' oral skills. He gives many opportunities for the students to express themselves in the lessons.

I could learn from him that, students should take the more important role than the teacher in the lessons. Teacher should play an assistant role to help students show their understanding of the lessons.

Classroom activities

The atmosphere of the lessons is always relaxing, students could feel free to express their ideas. Although the lessons may be sometimes quite noisy, it is very good that students could learn actively instead of passively. Students could learn more effectively if they take a active role.

I could learn from the classroom activities that, a relaxing atmosphere could help students learn actively and effectively. Therefore, a relaxing lesson is a very essential element in effective learning.

Extra-curricular activities

The experience of going an outing with the Form one students was valuable. I could learn form the activity in two aspects. Firstly, before going to the outing, preparation work is very important. Enough preparation could lower students' fear and improve their confidence when they use English to communicate with foreigners, and therefore improve their oral skills and increase their interest in learning English.

Secondly, when they were communicating with foreigners, teachers should not pay a close attention on the students. More space and time should be given to the students, this is a better way to improve students' English.

School functions

There are not much English activities in the school, but the two NET teachers, including my

supporting teacher and the other teacher called Dr. H are very popular in the school, students are all willing to chat with them. Through chatting with them, students' confidence in speaking English is increased. It is very helpful for students in learning English. I can observe that, when the students go out and do the interviews with the foreigners, most of the students have great confidence in communicating with foreigners. I think the oral practice with the NET teachers in school is very valuable.

Contact with students

I had quite close contact with some of the boys and girls. They are full of energy, they like to play all the time. Although in the lesson, they seem that they do not always concentrate, actually, they know that English is important, and they also want to get a good exam result.

I could learn from them that, the activities in lessons are very important, it could affect students learning incentive. If they find the lessons interesting, they would all be willing to learn.

Discussion with school staff

Our supporting teachers had lunch with us. They told us many things that happen when they have lessons.

I could learn for them that, we should not destroy the lesson although there may be someone wants to break the classroom discipline. We should try our best to keep the lesson going, ensure that students could learn something after the lessons.

Others (please specify)

Not only our supporting teachers, but also the principal and the other teachers help us in many ways. They treat us like their colleagues. This makes me feel very comfortable, and this also helps me learn more in this field experience. The experience was challenging and valuable, it really helped me to well prepare myself to be a good teacher.

Notes :

1. Students are required to complete this form as a record of activities for the secondary school attachment and submit a copy to the School of Languages in Education (B4-1/F-51) on or before 17 April 2003.
2. Please use additional sheet if necessary.