

Binder Check List

Students must include the following documentation in their practicum binder. Use this form to organize yourself and your binder. Incomplete binders will not be graded. The binder must be compiled in an organized and professional manner. At the end of practicum the binder is submitted to your faculty advisor for grading.

- Program Information – daily schedule, names, room info
- Centre Philosophy Statement
- Behaviour Guidance Policy
- Communication strategies between student and contact teacher
- Timesheet (ensure it is signed by contact teacher)
- Daily To Do Lists
- Daily Observations which lead to activity planning
- Activity plans
- Journal (3rd and 4th practicum)
- Signed Seminar Attendance Schedule
- Completed Evaluation (make sure it is signed by contact teacher!)
- Completed Self-Evaluation

Seminar Attendance Schedule: (Seminar attendance is required to earn a passing grade in practicum)

| Date | Advisor's Signature |
|------|---------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

