

Portfolio part A & B at a glance

This document presents an overview of the contents of the portfolio you will be working on in the seminars before and during the *Praxissemester*. Please note that these contents vary slightly depending on your respective course of studies. For further information on the assignments in each seminar, please talk to your instructors.

For the modules J/M/Ma and *Praxissemester*, you must hand in a portfolio as your *Prüfungsleistung* at the end of the semester when you finish your *Praxissemester*. The modules J/M/Ma comprise several seminars and your *Schulpraktikum*. The following list sums up when you should attend the respective classes:

- The weekly seminar “Teaching English in Theory and Practice” is a consecutive class and turns into the three-day *Blockseminar* “*Begleitseminar*: Teacher Development – Reflective Practice” at the end of your first semester. This also means that your instructor will not change.
- The seminar “Reflections on Classroom Discourse” is also a three-day *Blockseminar* which takes place on the same days as the “*Begleitseminar*: Teacher Development – Reflective Practice” during your *Praxissemester*.

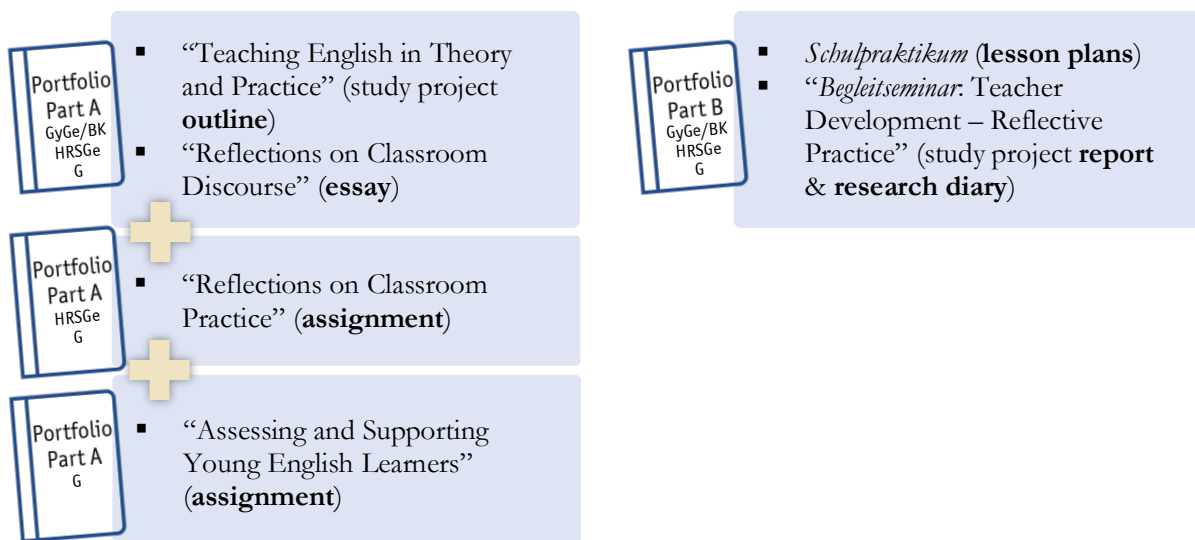
Haupt-, Real-, Sekundar- und Gesamtschulen

In addition to this, you must attend the weekly seminar “Reflections on Classroom Practice” before the start of your *Praxissemester*.

Grundschulen

- You must attend the weekly seminars “Assessing and Supporting Young English Learners” and “Reflections on Classroom Practice”.
- These seminars must be attended before the start of your *Praxissemester* if you study EFL *vertieft*. Otherwise, you should attend these classes during the third semester after you have completed your *Praxissemester*.

Based on the seminars outlined above, your portfolio comprises two parts:



In each of the seminars, you are required to complete at least one assignment which forms the basis of your portfolio:

- “Teaching English in Theory and Practice”: In this class, you work on an outline for a potential study project. You must hand in this **outline**, whether you carry out your study project or not.
- “Reflections on Classroom Discourse”: All students must hand in a two-page **essay** on a given topic.
- “*Begleitseminar: Teacher Development – Reflective Practice*”: If you decide to carry out your study project in EFL, you must hand in a study project **report** at the end of this class. This report is accompanied by a **research diary** which you must keep to reflect upon the research process.
- *Schulpraktikum*: During your *Praxissemester*, you usually get the chance to teach at least one or two lessons at school. Please keep the **lesson plans** that you develop in preparation for these lessons.

Haupt-, Real-, Sekundar- und Gesamtschulen

“Reflections on Classroom Practice”: During the course of this seminar, your instructor will ask you to complete an **assignment**.

Grundschulen

“Reflections on Classroom Practice” & “Assessing and Supporting Young English Learners”:
During the course of this seminar, your instructor will ask you to complete an **assignment**.

If you study *Lehramt Grundschule (vertieft)*, *Haupt-/Real-/Sekundar-/Gesamtschule*, *Gymnasium/Gesamtschule*, or *Berufskolleg*, please hand in your portfolio at the end of the same semester you finish your *Praxissemester*. Otherwise, you study *Lehramt Grundschule (nicht vertieft)* and hand in your portfolio at the end of the third semester. When handing in your portfolio, make sure that the cover page contains all information relevant for your instructor.

Further information

The EFL Education website offers you a variety of helpful [information and documents](#) which will help you during your course of studies:

- To format your study project outline and study project report appropriately, please refer to the [Style Sheet EFL Education](#).
- Please download the [Cover Page for your portfolio](#) and fill in all the necessary information using a PDF editor (e.g., *Adobe Acrobat Reader*).