****

**MEMO**

# DATE: 26 July 2021

**TO: School-based supervisors and mentors of UFS students, and all academic staff.**

**FROM: Dr. Thuthukile Jita, Program Director: Teaching Practice**

**SUBJECT: Orientation session on UFS Teaching Practice support and assessment**

Dear Colleagues

You are hereby invited to attend a webinar presented by the **Teaching Practice** **office of the University of the Free State** on the various aspects of student support during teaching practice.   The webinar aims to provide academic staff, mentors and school management teams with practical information on the following issues:

* Lesson evaluation forms;
* Mentor forms / Guardian reports;
* Log book/attendance register;
* Guidelines on teaching practice.

Details of the event are as follows:

|  |  |
| --- | --- |
| **Date** | **04 August** |
| **Venue** | **Virtual / Online** |
| **Time** | **10:00 to 12:00** |
| **Registration link** |  |

This training is designed to walk through the background regarding preparation of future teachers and to provide other resources to help you develop your evaluation skills of future teachers. Time will also be provided for us to collectively brainstorm and discuss ideas for improving the teaching practice experience of our students. The Agenda includes opening remarks by the Dean of the Faculty of Education and a guest speaker from the Free State Department of Education.

To reserve and register please click on the registration link below by 02 August 2021.

Should you require any assistance or further information, please feel free to contact us at **teachingpracbfn@ufs.ac.za**.

I look forward to seeing you online.

Kind Regards

**Thuthukile Jita**

Programme Director: Teaching Practice