



Högskolan i Gävle

Gävle March 2016

Placement for Teacher Practice - VFU

My name is Caroline Sims and I am the course coordinator for the upcoming VFU period in English ENG513 and ENG514.

In this letter you will find some initial information about the course and our expectations of your work in, what I assume, will be your last VFU-period with us.

The period runs between weeks 14-23. On **Friday the 3 of June** there will be a day for presentations as part of the examination on campus in Gävle. Participation this day is mandatory. In total that means that you will be expected to do 46 days at your VFU school. I would also like to emphasize that you are expected to do time equal to working 100%, which for a teacher means 45 hours-a-week. Remember also that this includes participation in all types of activities a teacher position at upper secondary level involves and not only teaching.

The skills and abilities this particular VFU period aim to examine is for you to:

- Apply the educational curriculum to the teaching of English
- Demonstrate the ability to create adequate conditions for all students to learn and improve their knowledge within the subject of English
- Plan, carry out, and establish objectives for teaching activities within the subject of English
- Observe, document, analyze, and assess students' progress in relation to the teaching objectives.

As can be seen in the course plan it is also important that you behave in a professional manner in connection to you contact with fellow students and teachers, and equally represent the values and principles underlying the educational system. Remember also that you are not at the school in private but as a representative of our college and therefore act in a professional manner. I am in no doubt that you will do so.

You will be set two specific examination exercises to do with your classes under supervision by your LLU. There will also be a report to write. About this and for additional information I would like to meet you all on ***Tuesday 29th of March 31:470*** between 13-14 o'clock. Meanwhile, if you have any questions regarding placement, see contact details on the next page.

From the list of participants I recognize many of your names and I must admit I am looking forward to meeting you again.

Caroline Sims



Course data:

COURSE Ämnesdidaktisk VFU i engelska

IDENTIFYER ENG 513, ENG 514

APPLICATION CODE 22511, 22512, 22514, 22515

COURSE PERIOD 14-23

SYLLABUS [ENG513](#) [ENG514](#)

SCHEDULE <https://webkonto.student.se>

PERIOD FOR SELF REGISTRATION THROUGH THE STUDENT PORTAL **Week 13**

TEACHER Caroline Sims

CONTACT INFORMATION caroline.sims@hig.se

FACULTY SECRETARY Monika Karlsson

CONTACT INFORMATION monika.karlsson@hig.se

Questions concerning placement, Distance students: ann-charlotte.wikstrom@hig.se
Campus students: ewa.andersson@hig.se

If you are registered and choose to discontinue your studies you have to report it in the Student Portal within three weeks from the course start. If you choose to discontinue your studies later than three weeks into the course you need to contact your faculty secretary.

GET STARTED WITH YOUR STUDIES!

More information at www.hig.se/newstudent

1 COMPUTER ACCOUNT

You can collect your computer account at webkonto.student.hig.se two weeks before the semester starts. Your computer account gives you access to the University web services.

2 THE STUDENT PORTAL

Please register for your course through the Student Portal at studentportal.hig.se

3 BLACKBOARD

The Blackboard platform is a web-based learning management system where you can find course material. Log in via the Student Portal, find your course (English for teachers of grades 4-6) and enroll by clicking on the arrow next to the name of the course. For support: <http://www.hig.se/Ext/Sv/Biblioteket/Blackboard-larplattform.html>

Registration for exam

Registration for ordinary exams as well as re-examinations via the Student Portal is mandatory. You can register for exams five weeks before the exam date at the earliest and no later than ten days before the exam date. Please note that no post-registrations will be accepted. If you for some reason are unable to write the exam at campus, you can apply to write the exam at another location. The application must be submitted **no later than three weeks prior** to the exam date. Contact your faculty for more information.