

**Max Weber Post-Doctoral Fellowship Programme
Teaching Practice Week 2014
at the Language Centre of Humboldt University Berlin**



Dates

The Teaching Practice Week will take place at the Language Centre of Humboldt University from Monday 19th – Friday 23rd May 2014.

Programme

Sunday 18th May

Arrive in Berlin.

20:00 - Dinner at a restaurant in Berlin-Mitte.

Monday 19th May

09:30 – 11:30 - Initial meeting at Language Centre to discuss lesson plans and meet mentors.

Afternoon – 1st small-group teaching sessions with feedback.

Tuesday 20th May

All day – 1st small-group teaching sessions with feedback continued.

Wednesday 21st May

09:30 – 11:30 – Meeting to review 1st small-group teaching sessions and plan 2nd sessions.

Afternoon – 2nd small-group teaching sessions with feedback.

Thursday 22nd May

All day – 2nd small-group teaching sessions with feedback continued.

Friday 23rd May

11:00 – 12:00 – Final review meeting of teaching practice week.

12:00 – 14:00 – Farewell lunch.

Teaching Activities

You will have the opportunity to give the same small-group teaching session twice to different groups of students at our language centre. We are able to offer you groups of mainly undergraduate students in English for economics, law and social and political sciences. We are only able to offer one class of students in English for history. We can, however, offer groups in English for humanities and general academic English. The students' level of English will range from upper-intermediate (B2 CEFR¹) to advanced (C1 CEFR). Thus, you should aim at providing clear and concise explanations of the concepts you would like to discuss with them.

Classes at the language centre last 90 minutes and there is an emphasis on interaction and an active involvement of the students in the learning process. You may wish to develop/practise your skills at lecturing to undergraduates, but this should amount to no more than 25% of the session. When preparing your session you should find ways of activating your students' knowledge of and interest in your topic. The session should move from the "what" to the "how" and the "why", from the known to the new.

Approximately five weeks before the teaching practice week you will be informed of which groups you will be teaching and given the names and e-mail addresses of your language centre mentors, the staff members who normally teach the groups. Please contact them for information about the groups. You must also send them your lesson plan two weeks before you arrive in Berlin. They are there to support you before and during the teaching practice week so please ask them any questions you have about the group and your proposed session. Any other questions concerning the teaching practice week should be sent to David Bowskill david.bowskill@spz.hu-berlin.de and Connie Hacke cornelia.hacke@spz.hu-berlin.de.

Feedback

Before you teach your sessions you will be asked to fill in a form telling us what you would like to achieve in the session and any potential problems you foresee. You can also ask us to pay particular attention to one or more areas of your teaching. After the session you will receive general written feedback from the students and more detailed oral and written feedback from two language centre staff members (including your mentor). We would strongly recommend you attend at least one of your colleagues' sessions as we find peer observation a very useful tool in teacher development.

We look forward to seeing you next year in Berlin.

David Bowskill and Connie Hacke
English Department, Language Centre,
Humboldt University Berlin

¹ CEFR = Common European Framework of Reference for Languages