



Saskatchewan Association of International Languages

MINI- LANGUAGE LESSONS PROGRAM

Mini-Language Instructor Guidelines & Expectations

PUNCTUALITY AND ATTENDANCE

Please ensure that you are on time. If you cannot attend on one of your scheduled days, you **must** call the school and teacher to let them know, preferably the day before.

ACTIVITIES

All activities **must** be approved by the classroom teacher first. **Feedback from Classroom Teachers has indicated that this did not occur in all instances. Please ensure the Classroom Teacher is consulted and activities approved prior to the class session to ensure they are appropriate to the class and curriculum.**

SAIL will provide reimbursement for materials purchased for classroom activities (keep your receipts!). Language Instructors will be notified of the maximum amount that will be reimbursed when they are assigned a classroom. If you have no access to the school's photocopier, you may photocopy at the SAIL office.

LESSON SUMMARIES

For every lesson you teach, you **must** complete a lesson summary form and have it signed by the classroom teacher. All **Summary forms must be Submitted to SAIL office (by the end of the 8 hours teaching) in order to receive payment.** They may be submitted for payment at the end of the lessons.

To complete the forms:

- In the space provided please fill in your name and the school you've been assigned to.
- Indicate the classroom teacher's name, grade level, the number of students taught, and the date and time of the lesson.
- Under Goals & Objectives, indicate the objectives that you have set out for the lesson. Objectives are what the **students** will be able to do by the end of the lesson.
- Under Lesson Summary, describe the activities that were done during the lesson.
- Ask the classroom teacher to add a few comments under the Classroom Teacher's Comments section. What did they find engaging about the lesson, and what suggestions do they have to improve the lesson in the future?

If you have any questions or are experiencing any difficulties, please contact Program Coordinator by phone at 306.780.9478, or by email at sailcoordinator@sasktel.net.