

Instructions for Completing the Pedagogical Chart

Correct completion of Pedagogical Charts is required to guarantee timely processing of professional fees

The Pedagogical Chart in General

The Pedagogical Chart is used to record the number of units taught and the material covered in each class in order to document the instruction provided per course and approve instructor compensation requests.

The Pedagogical Chart must be completed clearly and neatly in **permanent ink** (do not use pencil).

Instructors are responsible for completing one chart entry for each class and storing the folder in the appropriate location in the center.

All sections must be completed for each entry, including the top section of all pages.

When adding pages to the course/student folder, the top section must be completed.



Instructions for completing Pedagogical Charts for IEP courses at inlingua English Schools

The center will supply each instructor with a file folder for the course that contains the first Pedagogical Chart with the top section completed (program, group number, academic quarter, and course level).

For each class, the instructor will complete one entry by filling in the appropriate section information in English:

- Class date and start time
- Week number - the instructional week within the quarter
- Number of units taught that day
- Material covered
 - Unit(s) and Key Point(s) - the book unit/chapter and point taught
 - Description – Short statements on what was taught
- Recommendations for the next class – the assignments and/or goals for next class
- Resources used

Once the pedagogical chart entry is completed for the class given, the instructor must initial in the appropriate space in order to verify that the class was given.

A pedagogical file is maintained for each academic quarter.

Continue to the next page for TLG The Language Group.



Instructions for completing Pedagogical Charts for tutorial courses for inlingua Language Schools

Pedagogical Charts are enrollment specific, meaning a new pedagogical chart is created whenever a new enrollment begins even when it is the same student.

The center will supply each instructor with a file folder for the course that contains the first Pedagogical Chart with the top section completed (student name, enrollment number, language of study, level, materials, and total units purchased).

For each class, the instructor will complete one entry by filling in the appropriate section information in English:

- Number of units taught that day
- Cumulative number of units taught (count up from the prior total)
- Class date and start time
- Material covered
 - Unit(s) and Key Point(s) - the book unit/chapter and point taught
 - Description – Short statements on what was taught
- Recommendations for the next class – the lesson plan or goal for next class
- Homework assigned, when applicable
- Resources used

Once the pedagogical chart entry is completed for the class given, the instructor and the student must initial in the appropriate space in order to verify that the class was given.

In the case of a late cancellation or no show, the instructor must write “No Show” or “Late Cancellation” in the *Material Covered* section for that entry, and the teacher and student must initial the Pedagogical Chart for that entry.