Training contents		Record form	the 1" semester			
			the 1st month	the 2nd month	the 3rd month	
professional inspirations and teachers' morality cultivation	Attend the training of trainee teachers and work out personal and training plans	sheet one	sheet one			
	Read a book on teacher's professional career or teacher's morality development, and write down a book report	sheet two			sheet 2	
	Write 10 essays on trainee teacher's professional experiences	sheet three	sheet three 1	sheet three 2-3	sheet three 4-5	sh
	Write the summary about trainee teachers' standardized training including professional inspirations	sheet four				
Class experiences and teaching practice	Read through curriculum standards and subject-presentation outlines	sheet five		sheet five		
	Analyze course unit, write down teaching plan, board writing and teaching outlines.	sheet six-nine		sheet six	sheet seven, right, nine	
	Work out the design and teaching plan about an extended optional curriculum, give a trail teaching on an optional course	Sheet ten, eleven				
	Observe 10 lessons and write the report	sheet twelve-thirteen	sheet twelve 1-2 sheet thirteen 1-3	sheet twelve 3-4 sheet thirteen 4-6	sheet twelve 5-6 sheet thirteen 7-9	sh she
	Be evaluated by tutors, base team and people concerned from both schools. Pass official trail teaching three times.	sheet fourteen-sixteen				she
	Observe 3 lessons taught by other teachers and make comments.	sheet seventeen-eighteen		Sheet seventeen 1	sheet seventeen 2	se
	Design the homework about one unit and give the reason.	sheet nineteen				she
	Design an end-of-the-unit exam. Make quality analysis after students finish it. Make quality analysis on mid-term exam or final exam.	Sheet twenty-twenty two				

	Write a class analysis and individual analyses of 2 students. Be able to write the comprehensive evaluation.	Sheet twenty nine-thirty one				sl
Teaching research and professional development	Read carefully the professional books introduced by tutors and write the book reports. Learn to study independently.	Sheet thirty two-thirty four	Sheet thirty two-thirty four	Sheet thirty two-thirty four	Sheet thirty two-thirty four	
	Attend the activities hosted by the teaching and research group, take on responsibilities and design and host an activity of lesson preparation group.	Sheet thirty five-thirty six	sheet thirty five 1-3	sheet thirty five 4-6	sheet thirty five 7-9	sl f
	Make out a 3-year personal professional development plan.	sheet thirty seven				
others	Teaching agreement	Sheet thirty eight-thirty nine	Sheet thirty eight-thirty nine			
	Base team's evaluation	sheet forty				
appendix	Calligraphy (at the beginning of the training)	sheet one	attached sheet one			
	Calligraphy (after the training)	sheet two				
	Use and making of teaching aids and multimedia courseware	sheet three				atta thre

Note: This sheet is used as the time nodes of completion on training manual. It is used as references for the panel and officials from educational administration at district lev