



## STUDENT TEACHING PRACTICUM PROCEDURE<sup>1</sup>

### One. General provision

1.1 The procedure intends to coordinate student teaching practicum, conducts assessment on quality and outcome and ensures the respective duties and responsibilities of a School of NUM, its units, a supervisor and student teacher.

1.2 Student teaching practicum as part of the teacher education at tertiary level is a capstone field experience in other educational institute for certain period of time. Student teaching practicum enables to strengthen the knowledge and competence on major courses, psychology, pedagogy, and didactics and learn effective teaching methodology and perspectives.

1.3 Other issues not regulated under the procedure shall be subject to General procedure on student practicum of NUM.

### Two. Practicum coordination

2.1 Student teaching practicum is incorporated as a mandatory course in the study plan, is developed by professional department/professors' team as per training technology regime and coordinated in line with internship program approved by Academic Council of a school.

2.2 One credit hour of student teaching practicum shall be 16 weeks and equivalent to 48 hours of a term. In accordance with Teacher education standard, total credit hours for student teaching practicum shall be 12 and load per teaching practicum shall not be over 6 hours.

2.3 The objectives of the student teaching practicum shall be as the following:

- Acquire competence and methods to coordinate and run training programs as in line with learners' age and individual context;
- Apply knowledge and skills on professional didactics, psychology and pedagogy as creative;
- Build skills to plan pedagogical work;
- Conduct analysis on training activities;
- Advance research and analysis skills;
- Develop inter-personal and communication skills,
- Recognize code of Teacher's ethics.

2.4 Practicum shall be coordinated as a students' group of 6-8. Individual practicum may be consented depending on context and capacity of host educational institute.

2.5 Academic Affairs Office of a school, NUM concludes an agreement on student teaching practicum with General Secondary Schools and the duties and responsibilities of a supervisor and a student teacher shall clearly be set forth and approved. In case of individual student teaching practicum, tripartite agreement shall be concluded by School's Academic Affairs Office, host educational institute and a student teacher.

<sup>1</sup> Revised procedure approved by the President decree No. 2003/665

### Three. Supervisor responsibilities

3.1. Supervisors of the NUM shall inform student teachers on internal procedures of the host educational institute, provide recommendation on code of teacher ethics and introduce the student teaching practicum program.

3.2. The professional supervisor from the professional department or the professor's team shall have the following responsibilities:

- Provide theoretical and methodological recommendations and approve thematic and calendar plan, curriculum and lesson planning.
- Conduct observation class and assessment per student teacher.
- Moderate and coordinate discussion per student teaching.

3.3. Supervisors from Psychology and Didactics Department shall have the following responsibilities:

- Review and approve didactics practicum plan as developed by student teachers.
- Provide theoretical and methodological recommendations on surveying pupils and colleague.
- Assist in pedagogical activities and coordinate discussion per theme.

3.4. Practicum supervisors assigned by the university is responsible overall for supervising and monitoring student teachers as per practicum plan.

3.5. Supervisors review final student teaching practicum per students and collectively coordinate the final reporting meeting.

### Four. Student teacher responsibilities

4.1. Student teacher should have completed courses on specific disciplinary basis, health education, psychology, pedagogy, pedagogic psychology, training technology and professional didactics.

4.2. Be aware of legal rights and responsibilities of stakeholders in educational relations.

4.3. Serve as a teacher during the student teaching practicum. Weekly teaching practicum load includes 1-hour assessed and 2-hour unassessed classes and organize at least 2 educational activities amongst students.

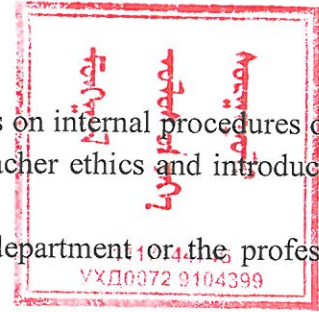
4.4. Develop action plan for student teaching practicum and get approval from a supervisor. The action plan should be outlined as the following structure and content with respective completion date and performance notes including:

#### A. Organization:

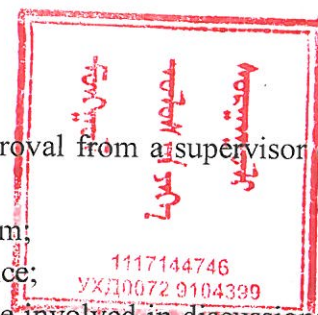
- Be oriented on organizational structure and operations of host school;
- Conduct a survey on educational activities outlined in practicum plan and build overall knowledge on cooperating teacher's action plan;
- Organize orientation and welcoming event,
- Conduct observation on learning skills development of host class and be presented with the class journal,
- Assist in educational activities by professional methodological team or for educational purposes.

#### B. Training:

- Be presented with the professional teacher's lesson plan and curriculum;
- Be presented with professional methodological team and cabinets;



- Schedule classes;
- Develop lesson plans and if it is assessed class, get approval from a supervisor one day in advance.
- Conduct assessed and unassessed classes as per curriculum;
- Attend classes by experienced teachers and gain experience;
- Attend other student teacher's classes for analysis and be involved in discussions to share opinion,
- Coordinate counseling lessons (individual, group or public)
- Develop teaching materials and apply /visual aids, handouts etc/;
- Apply technology in trainings;
- Assess students' paperwork'
- Organize extra-curricular activities as per major.



C. Educational activities:

- Be presented with school plan on educational activities;
- Take part in in educational activities,
- Conduct demonstrations on educational activities (clearly specify on theme, date and location);
- Other educational activities (meeting, entertainment, excursion/field trip, or competition etc)
- Conduct research on learners and provide references;
- Conduct research on learning skills and behavior development and provide reference;
- Cooperate with parents and organize meeting of parents;
- Conduct analysis on educational activities of students teachers.

Five. Practicum evaluation

5.1. Upon completion of the practicum, both professional and didactics supervisors collectively conduct evaluation on student teaching practicum based on reference by cooperating teacher of GSS, active involvement and performance as:

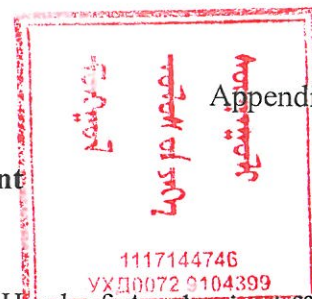
- Student teaching evaluation 50 scores
- Educational activities' evaluation 30 scores
- Commitment and recognition of responsibilities during practicum 20 scores.

5.2. Evaluation on student teaching practicum shall be listed in general evaluation sheet and signed by supervisors along with host school details and date of practicum. Professional supervisor shall upload the evaluation within 5 days since final reporting date into learning management system.

5.3. Professional and Didactics supervisors are evaluated and paid for performance as per "Teacher performance policy of NUM".

5.4. Student teaching practicum shall be paid for a cooperating teacher of a host school as 3 hours weekly per student teacher and for a management (school director and training manager) as 2 hours in total per student teacher's group during practicum term. Supervisors shall be paid as set forth by President decree of NUM on tariff for teaching hours.

## Student teaching practicum agreement



### One. General provisions

1.1. This agreement is made by and between \_\_\_\_\_ Head of Academic Affairs /hereinafter as “respective school”/, representing the School of \_\_\_\_\_, NUM, and \_\_\_\_\_, Director representing the School# \_\_\_/hereinafter as “school#...”/ for the purposes of coordinating student teaching practicum.

1.2. Parties shall adhere to the Law of Education and other applicable laws and regulations.

1.3. The agreement regulates any relations regarding to participation, responsibilities and liabilities of parties on student teaching practicum.

### Two. Responsibilities of School of the NUM

2.1. Student teaching practicum shall be coordinated as aligned with curriculum and educational training plan.

2.2. Ensure the active involvement of student teachers in training and educational activities.

2.3. School management shall pay cooperating teachers of host educational institute as per payment procedure on teaching hours.

### Three. Responsibilities of host School# ....

3.1. The host School must provide assistance in coordinating training and educational activities for student teachers and ensure working environment during business hours at the school.

3.2. Training manager and professional methodologist’s team shall provide methodological recommendation for student teachers on lesson planning and action plan development.

3.3. Provide all necessary supports for student teaching practicum.

### Four. Supervisor duties and responsibilities

4.1. Supervisor provides theoretical and methodological recommendation and conduct demonstration classes on pedagogy and didactics development.

4.2. Supervisor provides assistance for a student teacher on lesson plan development and approves lesson plans.

4.3. Supervisor conducts observation class, coordinate discussion and conduct evaluation.

4.4. Supervisor moderates and coordinates discussions per student teaching.

### Five. Termination of the agreement

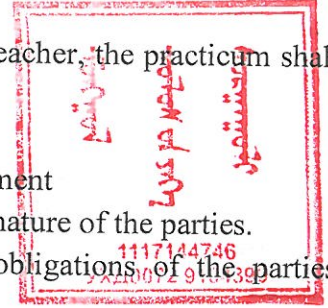
5.1. If student teaching practicum is considered as unsatisfactory by a supervisor and agreed by a student teacher, the proposal on agreement termination can be made. Such proposal shall be subject to decision making as negotiated with host School#.... In this case, no payment shall be made to a supervisor.

5.2. If the agreement is terminated due to fault of a student teacher, the practicum shall be re-conducted.

Six. Validation and termination of the agreement

6.1. The agreement is made in two copies and validated by signature of the parties.

6.2. The agreement shall be terminated when contractual obligations of the parties fulfilled.



**The agreement is signed by and between:**

Head of Academic Affairs, School of the NUM	Director of host School#.....
/Signature/	/Signature /
Address:	Address:

Date: