

# **PRACTICAL LEARNING REQUIREMENTS-PLL**

**(Course Manual)**

**Program: BS Early Childhood  
Care and Education**

**Code No. 8294**



**Department of Early Childhood Education and Care,  
Allama Iqbal Open University,  
Islamabad**

## **1. INTRODUCTION**

The Practical Learning Lab (PLL) is a compulsory 3-credit-hour practical and co-curricular course designed to ensure students' holistic development through structured experiential learning. To graduate, every student must enroll in one Practical Learning Lab for one semester. The Lab provides students with opportunities to apply theoretical knowledge in real-world situations, develop soft skills, and cultivate professional attitudes through active participation. Practical Learning Labs will be offered in one or more of the following areas:

- Entrepreneurship
- Youth Clubs
- Sports

This manual provides comprehensive guidelines on objectives, structure, implementation, assessment, stakeholder roles, and documentation requirements for the successful completion of the Practical Learning Lab.

## **2. OBJECTIVES**

After completing the Practical Learning Lab course, students will be able to:

1. Apply classroom knowledge to practical and real-life situations.
2. Develop teamwork, leadership, communication, and interpersonal skills.
3. Demonstrate discipline, responsibility, and ethical conduct.
4. Enhance problem-solving and decision-making abilities.
5. Actively participate in extracurricular and co-curricular activities.
6. Reflect on personal learning experiences for self-improvement.
7. Contribute positively to community development.

## **3. Components of “Practical Learning Lab” Course code (8294)**

The ‘Practical Learning Lab’ course consists of the following components:

### **1. Workshop**

06 hours for online interaction for guidance about the purpose and requirements of the course.

### **2. Activity Site**

During the Practical Learning Lab, students are required to complete the required minimum hours by engaging in any of the activities (Entrepreneurship, Youth Club, Sports/Sports club). Students may undertake one activity from the given

options, provided that the activities are relevant to the Lab objectives and the required hours are duly completed and documented. The selection of activities should ensure meaningful participation, skill development, and achievement of the intended learning outcomes of the Practical Learning Lab.

**a. ENTREPRENEURSHIP PRACTICAL LEARNING LAB (E-PLL)**

**i. Needs Identification and Idea Development**

Students will identify problems, needs, or opportunities within the university, the local community, or other relevant contexts and develop feasible entrepreneurial ideas.

*Examples include:*

- Identifying unmet needs of students or community members
- Conducting informal surveys or observations
- Selecting a business or social enterprise idea for development (designing an ECD center, Montessori center, etc.)

**ii. Planning, Design, and Resource Development**

Students will plan and design entrepreneurial activities and develop simple resources or tools to support their ideas.

*Examples include:*

- Preparing a simple business or project plan
- Developing promotional material such as posters or digital content
- Working in teams to refine ideas based on feedback

**iii. Entrepreneurial Support Activities**

Students will implement their entrepreneurial ideas and support related activities under supervision.

*Examples include:*

- Supporting entrepreneurship events, competitions, or seminars
- Assisting organizations or incubation centers in entrepreneurial initiatives
- Reflecting on challenges and lessons learned during the process

**b. YOUTH CLUBS PRACTICAL LEARNING LAB (YC-PLL)**

During the Youth Club Practical Learning Lab, students are required to register with and regularly attend any approved existing youth club within the university, affiliated institution, or any private youth club. The purpose of this Lab is active participation, exposure, and experiential learning, not the establishment or development of a new youth club. This club can be a research, reading, scouting, cultural, environmental, hiking, writing, etc. club. Students will participate in planned club activities under the guidance of the club in charge or the Lab Supervisor.

**i. Orientation, Needs Understanding, and Activity Planning**

Students will familiarize themselves with the objectives, structure, and ongoing activities of the selected youth club and understand participants' interests and social needs addressed by the club.

***Examples include:***

- Attending club orientation or introductory meetings
- Understanding the club's purpose, rules, and yearly activity plan
- Observing planning discussions for upcoming activities or events
- Assisting in basic planning tasks as assigned by the club supervisor

**ii. Participation and Engagement in Club Activities**

Students will actively participate in regular youth club activities and events as club members.

***Examples include:***

- Attending scheduled club meetings and sessions
- Participating in debates, seminars, cultural, or literary programs
- Taking part in community service or awareness activities organized by the club
- Assisting in student-led events or competitions

- Supporting communication, coordination, and logistical arrangements

**iii. Support, Teamwork, and Leadership Exposure**

Students will support club operations and gradually engage in teamwork and leadership-related tasks as assigned, without assuming responsibility for creating or managing the club.

*Examples include:*

- Assisting senior members or office bearers during activities
- Coordinating with peers for event preparation and execution
- Supporting awareness walks, charity drives, or outreach programs
- Assisting in inter-departmental or inter-university club events
- Reflecting on teamwork, discipline, and leadership experiences gained through participation

**C. SPORTS PRACTICAL LEARNING LAB (S-PLL)**

- i. Fitness Assessment and Training Planning:** Students will plan training activities under supervision.

*Examples include:*

- Understanding rules and techniques of selected sports
- Planning practice routines and schedules

**ii. Training, Practice, and Participation Activities**

Students will actively participate in regular sports training and practice sessions.

*Examples include:*

- Skill development drills
- Team practice sessions
- Fitness conditioning exercises
- Participation in friendly matches or practice games

### iii) **Sportsmanship, Team Support, and Event Activities**

Students will support sports-related events and demonstrate teamwork and discipline.

#### ***Examples include:***

- Assisting in organizing sports events or tournaments
- Acting as team coordinators or assistants
- Supporting referees, coaches, or event staff
- Promoting fair play, discipline, and teamwork
- Reflecting on personal fitness and teamwork development

### **3. Two Virtual Meetings**

- a) Duration of the virtual Meeting – (2 hours× 2 meetings= 04 hours)
- b) Offline preparation of documents for the meeting (2 hours× 2 meetings 04 hours)

### **4. Final Presentation**

- a) Presentation of report and portfolio through online mode in front of faculty supervisor (2 hours× 2 days= 04 hours)
- b) Offline preparation for the Presentation (Portfolio and practical activity report = 04 hours)

## **PLAN OF ACTION**

At the start of the semester, there will be 03 days of online workshops (02 hours each day) through the Learning Management System (LMS). In this workshop, the coordinator/faculty supervisor will provide students with orientation on the course's purpose and requirements, as well as practical activities. The students will work on their practical activity proposal and seek guidance from the faculty supervisor to improve it. During this workshop, the students will identify an organization/host institution/club/NGO/community-based organization, etc., where they plan to complete the practical activity. For this purpose, the students will submit the site approval form (Annex-A) to the faculty supervisor/workshop tutor. After the approval of that host by the workshop tutor/faculty supervisor, the students will complete the whole semester of the selected activity. There will be two virtual meetings through LMS between the students and the faculty supervisor during the practical work. The students will submit a progress report (sample in Annex-D) to the faculty supervisor during these virtual meetings. The faculty supervisor will review and assess these submissions using the evaluation

criteria (faculty

supervisor evaluation form in Annex-E). The students will maintain a reflective journal throughout this activity, including their progress reports, weekly activity log, final report, site supervisor's and faculty supervisor's evaluation report, and completion certificate. This reflective journal will be submitted at the end of the practical activity and used as part of the final evaluation. It will be submitted through LMS. After the successful completion of their practical work, the students will present their experiences and report in front of the faculty supervisor through a virtual meeting through the Learning Management System (LMS).

The exact dates of the practical activity will be communicated to the students at the start of the semester. The exact dates for the virtual meetings, the submission of work for components of the course on LMS, and the final presentation will be communicated during the workshop. An overview of the course components, marks, details of components, and documents to be submitted in each component is given in Table 01. Table 02 contains the responsibilities/role expectations of the stakeholders in the course.

Please check Table 03 for component-wise marks. **Table 01**

| S.No. | Course Components | Marks | Detail                                                                                                                                                | Documents to be Prepared/Submitted                                                           |
|-------|-------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1.    | Workshop          | 10    | i) Online interaction for guidance about the purpose and requirements of the course.<br>ii) Students and faculty supervisor will attend the workshop. | a) Site Approval Form as approved by the Workshop Coordinator / Faculty Supervisor (Annex-A) |

|    |                                             |            |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                        |
|----|---------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | First Virtual Meeting (after 03 weeks)      | Compulsory | <p>i) Students share their work progress and problems /challenges faced during the first three weeks of the practical activity.</p> <p>ii) The faculty supervisor and site supervisor will guide the student about it during this meeting.</p> <p>iii) It is compulsory for the students and faculty to attend this meeting. The documents compiled at this stage will only be displayed in the meeting</p>                         | a) Progress report [1-3 weeks], with the comments of the site supervisor and faculty supervisor (Annex-D)                                                                              |
| 3. | Second Virtual Meeting (after 06 Weeks)     | Compulsory | <p>i) Student shares their work progress and problems/ challenges faced during this time.</p> <p>ii) The faculty supervisor and site supervisor will guide the student-intern about it during this meeting.</p> <p>iii) It is compulsory for the student and faculty to attend this meeting. The documents compiled at this stage will only be displayed in the meeting.</p>                                                        | <p>a) Progress report [4-6 weeks] (Annex-D)</p> <p>b) Site supervisor evaluation report [4-6 weeks] (Annex-D)</p> <p>d) Faculty supervisor evaluation report [4-6 weeks] (Annex-D)</p> |
| 4. | Internship Portfolio and Reflective Journal | 35         | <p>i) This portfolio is a reflection of all the learning experiences of students for the practical work of <b>nine weeks</b>. Therefore, the student will compile it at the end of the practical activity and submit it through the LMS.</p> <p>ii) It consists of the documents presented during the workshop, and two virtual meetings, in addition to the documents for the 7–9-week period, and the completion certificate.</p> | <p>a) Title page of the final report (Annex-B)</p> <p>b) Progress report [1-9 weeks] (Annex-D)</p> <p>c) Completion certificate (Annex-F)</p>                                          |
| 5. | Site Supervisor evaluation reports          | 15         | <p>i) The evaluation reports will be filled out by the students and signed by the site supervisor.</p> <p>ii) The evaluation report of the site supervisor will be submitted by the students on the LMS.</p>                                                                                                                                                                                                                        | Site supervisor's evaluation report [1-9 weeks] (Annex-D)                                                                                                                              |

|    |                                       |    |                                                                                                                                                                                                                                         |                                                                                                                       |
|----|---------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 6. | Faculty Supervisor evaluation reports | 15 | i) The evaluation report will be filled out by the student and signed by the faculty supervisor.<br>ii) The evaluation report of the faculty supervisor will be submitted by the student through LMS.                                   | a) Evaluation report [1-9 weeks] (Annex-D)<br>b) Faculty supervisor's evaluation report [1-9 weeks] (Annex-E)         |
| 7. | Final Presentation                    | 25 | i) The student will present the report and activity log with the help of a PowerPoint presentation<br>ii) This presentation will take place through LMS.<br>iii) The faculty supervisor will grade the students' work and presentation. | a) Presentation of the student's practical work through a PowerPoint presentation<br>b) Portfolio/ Reflective Journal |
|    |                                       |    |                                                                                                                                                                                                                                         |                                                                                                                       |

**Table: 02**

| S.No. | Stakeholder                       | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Workshop Tutor/Faculty Supervisor | i. Conduct a workshop before the student starts the practical activity.<br>ii. Conduct at least two meetings (online) with the student after three and six weeks to discuss their progress.<br>iii. Review and provide constructive feedback on submissions by the students.<br>iv. Ensure alignment of the work of the student with the objectives of the course.<br>v. Ensure that all documentation is complete.<br>vi. Towards the completion of the practical activity, give a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student in accordance with the assessment criteria. |
| 2.    | Host Institution/Organization     | i. Assign a site supervisor to the student.<br>ii. Offer space, the tools, materials, and support to the student for tasks.<br>iii. Ensure the availability of opportunities related to course objectives<br>iv. Provide a completion certificate to the student for the work they have completed.                                                                                                                                                                                                                                                                                                                                                         |

|    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | Site Supervisor | i. Provide orientation to the intern and explain organizational aspects and the nature of work.<br>ii. Train, guide, and provide feedback to the student.<br>iii. Complete periodic evaluations every three weeks and hand them over to the student.<br>iv. Communicate any issues or concerns to the faculty supervisor.<br>v. Collaborate with the faculty supervisor to resolve challenges faced by the student.                                                                                  |
| 4. | Student         | i. Demonstrate professional behaviour depicting punctuality, responsibility, dedication, respect, integrity, teamwork, and self-reflection.<br>ii. Stay in contact with the faculty supervisor.<br>iii. Understand the course requirements and complete tasks under the site supervisor's guidance.<br>iv. Write a report every three weeks about your work and learning. Submit it to the faculty supervisor.<br>v. Maintain a weekly activity log and submit it with the report every three weeks. |
|    |                 | vi. Ensure the site supervisor completes and submits evaluations every three weeks to the faculty supervisor.<br>vii. Reflect on your learning progress.                                                                                                                                                                                                                                                                                                                                             |

#### 4. ASSESSMENT

As there is no written exam in this course, the students will be assessed by the site supervisor and the faculty supervisor on their performance during the activity, progress reports, activity log, site supervisor and faculty supervisor evaluations, and reports during and after the completion of the practical work. The students will discuss and get feedback about their performance from the site supervisor and the faculty supervisor during this course.

The faculty supervisor will evaluate the overall performance of the student based on the following weightage:

| Sr. No. | Component                                                                                                                  | Marks |
|---------|----------------------------------------------------------------------------------------------------------------------------|-------|
| 1.      | Workshop work (attendance, class participation)                                                                            | 10    |
| 2.      | Reflective journal, progress reports, final report, and other work completed by the student during the practical activity. | 35    |
| 3.      | Site Supervisor evaluation reports                                                                                         | 15    |
| 4.      | Faculty Supervisor evaluation reports                                                                                      | 15    |
| 5.      | Final Presentation of Report                                                                                               | 25    |

The overall score will represent the student's performance level, which will be recorded in their transcript.

**Annex- A**  
**Site Approval Form**  
**Allama Iqbal Open University**  
**BS Early Childhood Care & Education**

**1. Student Information** (To be completed by the student)

(i) Name: \_\_\_\_\_ (ii) Registration Number: \_\_\_\_\_  
(iii) Contact Number: \_\_\_\_\_ (iv) Email: \_\_\_\_\_

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**2. Site Details** (To be completed by the student)

i) Organization Name: \_\_\_\_\_  
(ii) Address of the Organization: \_\_\_\_\_  
(iii) Site Supervisor Name: \_\_\_\_\_  
(iv) Site Supervisor's Contact Number: \_\_\_\_\_  
(v) Site Supervisor's Email: \_\_\_\_\_

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**3. Approval Section by Site Supervisor** (To be completed by the Site Supervisor): I confirm that the organization agrees to host the intern/student for the practical activity.

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**4. Approval Section by Course Coordinator** (To be completed by the Course Coordinator): Practical Activity site: [ ] Approved [ ] Not Approved

Comments (if any): \_\_\_\_\_ Course Coordinator/Faculty Supervisor

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Annex- B**

### **Title Page of Portfolio Portfolio**

### **BS Early Childhood Care and Education**

**Enter the name of the Organization where the  
student has completed the practical work.**



**Submitted by:**

Student Name: \_\_\_\_\_

Registration #: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**Department of Early Childhood Education and Care  
ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**

**Annex-C**  
**Proposal Template**

**Student Name:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

**Program:** BS Early Childhood Care & Education

**Tehsil-District/City of Student:** \_\_\_\_\_

**Explain the Purpose and Objectives of the Selected Practical Activity**

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## Annex- D

### Progress Report (09 Weeks)

Student Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Site Supervisor (Name): \_\_\_\_\_

Faculty Supervisor (Name): \_\_\_\_\_

Reporting Period: (DD/MM/YY-DD/MM/YY)

| <b>Week 1-3</b> |                                                              |                                             |                                 |
|-----------------|--------------------------------------------------------------|---------------------------------------------|---------------------------------|
| S#              | Responsibilities/tasks/<br>activities that were<br>performed | Challenges faced during<br>these activities | Lessons Learned/<br>Reflections |
| 1.              |                                                              |                                             |                                 |
| 2.              |                                                              |                                             |                                 |
| 3.              |                                                              |                                             |                                 |
| 4.              |                                                              |                                             |                                 |
| 5.              |                                                              |                                             |                                 |
| <b>Week 4-6</b> |                                                              |                                             |                                 |
| S#              | Responsibilities/tasks/<br>activities that were<br>performed | Challenges faced during<br>these activities | Lessons Learned/<br>Reflections |
| 1.              |                                                              |                                             |                                 |
| 2.              |                                                              |                                             |                                 |
| 3.              |                                                              |                                             |                                 |
| 4.              |                                                              |                                             |                                 |
| 5.              |                                                              |                                             |                                 |
| <b>Week 7-9</b> |                                                              |                                             |                                 |
| S #             | Responsibilities/tasks/<br>activities that were<br>performed | Challenges faced during<br>these activities | Lessons Learned/<br>Reflections |
| 1.              |                                                              |                                             |                                 |
| 2.              |                                                              |                                             |                                 |
| 3.              |                                                              |                                             |                                 |
| 4.              |                                                              |                                             |                                 |
| 5.              |                                                              |                                             |                                 |

Student's signature: \_\_\_\_\_

Host Organization Supervisor's Comments: \_\_\_\_\_

Site Supervisor's signature: \_\_\_\_\_ Faculty Supervisor's signature: \_\_\_\_\_

## Annex-E

### INSTRUCTIONS:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

**1**= Does not meet expectations

**2**= Inconsistently meets expectations

**3**= Good/Consistently meets expectations

**4**= Very Good/Above  
expectations

**5**= Excellent/Far above expectations

| Scoring Scale            |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| 1. Tasks performed       | 1 | 2 | 3 | 4 | 5 |
| 2. Learning experience   | 1 | 2 | 3 | 4 | 5 |
| 3. Overcoming challenges | 1 | 2 | 3 | 4 | 5 |
| 4. Documentation         | 1 | 2 | 3 | 4 | 5 |

Faculty supervisor's signature: \_\_\_\_\_

## Annex- F

### Sample of Practical Activity Completion Certificate

This is to certify that **Student's Full Name**, **Student's registration number**, has completed the practical activity as a part of the BS in Early Childhood Care and Education (BS ECCE) under the supervision of **Site Supervisor's Name** at **Host Organization Name**.

The activity was conducted from **[Start Date]** to **[End Date]**, during which the student demonstrated commendable performance in achieving the objectives of the Practical Learning Lab course. The student actively engaged in community-based activities, including civic participation and volunteer work with organizations/NGOs, showing commitment, responsibility, and initiative. Throughout the duration, the student completed assigned tasks and developed valuable skills related to community engagement, social responsibility, teamwork, and practical problem-solving in real-world contexts.

We acknowledge and appreciate the dedication, enthusiasm, and professionalism exhibited by

**Student's Full Name** throughout the internship period.

We wish him/her continued success in his/her future endeavors.

**Head of the Organization-Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Stamp**

**Annex-G**  
**Student Feedback Form**

|                                                                                                                                 |                                |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Student Information</b>                                                                                                      |                                |
| <b>Name:</b> _____                                                                                                              | <b>Registration No.:</b> _____ |
| <b>Host Organization:</b> _____                                                                                                 | <b>Site Supervisor:</b> _____  |
| <b>Faculty Supervisor:</b> _____                                                                                                | <b>Program:</b> BS ECCE        |
| <b>How was your overall internship experience?</b>                                                                              |                                |
| Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> |                                |
| <b>What was most helpful during the ‘practical learning’ course?</b>                                                            |                                |
|                                                                                                                                 |                                |
| <b>Any suggestions for improvement of this course?</b>                                                                          |                                |
|                                                                                                                                 |                                |
| <b>What issue or concern did you face in this course?</b>                                                                       |                                |
|                                                                                                                                 |                                |
| <b>What do you suggest to resolve the above-mentioned issue/concern(s)?</b>                                                     |                                |
|                                                                                                                                 |                                |

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_