

REVISED MANUAL LONG TERM TEACHING PRACTICE

CODE No: 8658



**Department of Secondary Teacher Education
Allama Iqbal Open University, Islamabad**

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1. Course Description

This course involves field experience for trainee teachers in a classroom/school setting. This course provides opportunities to trainee teachers for classroom teaching/school-based experiences. Besides classroom teaching, this experience will also assist trainee teachers in learning classroom management skills. This course consists of a workshop of 03 days duration and teaching practicum of 08 weeks duration. Teaching practicum requires trainee teachers to spend 240 hours in a school during 08 weeks of teaching practicum. The trainee teacher will work 05 hours per day in the school during 08 weeks of teaching practicum. Site approval form for the school, where a prospective teacher wants to perform teaching practicum, must be submitted for approval to respective regional center of the Allama Iqbal Open University. The submission of Site Approval Form for approval of practicum school must be completed prior to the start of teaching practicum. The respective regional center of the University will issue a teaching practicum letter to trainee teachers in the name of the head of that school. The purpose of this letter would be to facilitate trainee teachers getting permission for teaching practicum in the school.

2. Course Learning Outcomes

At the end of Long-Term Teaching Practice, the trainee teacher would be able to:

- ✓ Collaborate with teachers at the school for establishing professional relationships.
- ✓ Reflect on teaching practice.
- ✓ Develop lesson plans for teaching using appropriate instructional methods and techniques.
- ✓ Implement lesson plans for effectively delivering the content to students.
- ✓ Identify the learning needs of students.
- ✓ Establish learning environment to meet the cognitive, affective and psycho motor needs of children.
- ✓ Utilize appropriate learning assessment techniques.

3. Components of Long-Term Teaching Practice

Long Term Teaching Practice consists of the following components:

- ✓ Workshop of 03 days duration
- ✓ Teaching practicum of 08 weeks duration
- ✓ 02 Final lessons
- ✓ The record of all the lesson plans performed by trainee teachers and proof of attendance record during teaching practicum.

4. Assessment

Final lessons and lesson plans will contribute towards assessment of trainee teacher during this course. Passing marks in Long Term Teaching Practice are 50%. The passing marks in final lesson and lesson plans components are also 50%. The percentage for various components is as follow:

Evaluation Scheme of Long-Term Internship

A.	Workshop Duration	03 days
	Attendance	10
	Draft 4 lesson Plans (4x10)	40
	Development of Instructional Aids	30
	Peer group presentation of two Lessons (10+10)	20
	Total Marks	100
B.	Teaching Practice	Eight Weeks
	1. 40 Lesson Plans and Teaching	40
	2. Two Final Lessons (30 + 30)	60
	Total Marks	100

Break up of Marks of Attendance:

95% above	10
90-94%	9
85-89%	8
80-84%	7

Below 80% attendance does not qualify.

5. Workshop

Workshop is a mandatory part of Long-Term Teaching Practice. Attending workshop is compulsory to pass the course of Long-Term Teaching Practice. The purpose of the workshop is to equip trainee teachers with the strategies, skills and techniques for effective teaching practicum. The workshop will be for 03 days with 05 hours duration per day. It carries 10 marks for attendance during the workshop.

Workshop will be conducted before teaching practicum. The workshop includes training on components like:

- ↳ Lesson planning
- ↳ Lesson presentation
- ↳ Development of AV aid/artwork
- ↳ Practical issues of teaching and learning in the classroom
- ↳ Preparing lesson plans.

Workshop - 30 hours of work

- 15 hours for face-to-face interaction for lesson planning practice and presentation
- 15 hours for home tasks related to lesson planning and AV aids etc. during workshop days.

Workshop Schedule

Day	Activity	Responsibility	Time	Duratio
01	Session-I: Lesson Planning & its Components	Resource Person	02:00 p.m. to 02.55 p.m.	55 Minutes
	Session II: Development of Low Cost/ No Cost Material	Tutor, Supervisor	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Use of Internet on Portable Devices as AV Aids	Resource Person	03.50 p.m.to 04.45 p.m.	55 Minutes
	BREAK		04.45 p.m. to 5.10 p.m.	25 Minutes
	Session IV: Exercise on Development & Use of AV Aids	Resource Person	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Exercise on Development of	Tutor, Supervisor(s) & Trainee	06:05 p.m. to 07:00 p.m.	55 Minutes
02	Session I: Lesson Planning, Discussion	Tutor, Supervisor(s) & Trainee	02:00 p.m. to 02.55 p.m.	55 Minutes
	Session II: Lesson Planning & Presentation by Trainee	Resource Person	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Lesson Planning & Presentation by Trainee Teachers	Resource Person	03.50 p.m.to 04.45 p.m.	55 Minutes
	BREAK		04.45 p.m. to 5.10 p.m.	25 Minutes
	Session IV: Lesson Planning & Presentation by Trainee	Tutor, Supervisor(s) & Trainee	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Lesson Planning & Presentation by Trainee Teachers	Resource Person	06:05 p.m. to 07:00 p.m.	55 Minutes
03	Session I: Presentation by Trainee Teachers (5-6 minutes for each)	Tutor, Supervisor(s) & Trainee	02:00 p.m. to 02.55 p.m.	55 Minutes
	Session II: Lesson Presentation by Trainee	Tutor, Supervisor(s) & Trainee	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Lesson Presentation by Trainee	Tutor, Supervisor(s) & Trainee	03.50 p.m.to 04.45 p.m.	55 Minutes
	BREAK		04.45 p.m. to 5.10 p.m.	25 Minutes
	Session IV: Lesson Presentation by	Tutor, Supervisor(s) & Trainee	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Lesson Presentation by Trainee Teachers & Discussion (5-6 minutes for each Lesson)	Tutor, Supervisor(s) & Trainee Teachers	06:05 p.m. to 07:00 p.m.	55 Minutes

6. Teaching Practicum

The trainee teacher would be present at teaching practicum school from 7:30 a.m. to 1:30 p.m. (from opening to closing time of the school) spending at least 05 hours/day at the teaching practicum site. Every week, the trainee teacher will gradually take more responsibilities thus leading to assuming full range of responsibilities in 7th and 8th week of teaching practicum. Attendance of trainee teacher must be maintained on daily basis by the school at teaching practicum school.

7. Schedule of Teaching Practicum

A general plan of teaching practicum is given below. The tutor, cooperating teacher and the trainee teacher must ensure to follow this plan.

Week	Tasks to be Performed
01	✓ Awareness about school resources, school records, community relationships, discipline procedures and policies
02	✓ Interaction with school teacher and student(s) to gain information about the working of the school. ✓ Observing the practice of schoolteacher for teacher-student interaction and lesson delivery.
03	✓ Working on tasks assigned by school administration/cooperating teacher i.e. lesson-planning, copy checking, test development, guiding a group of students, invigilation, or paper-checking.
04	✓ Co-teaching lessons with a teacher at school for one subject every day.
05	✓ Performing duties as a helper teacher for the rest of the day throughout the week.
06	✓ Assuming the responsibility for lesson planning ✓ Teaching and assessment of one subject (full lesson) throughout the week ✓ Performing duties as a helper teacher for the rest of the day throughout the week.
07	✓ Assuming the responsibility for lesson planning ✓ Teaching and assessment of three core subjects (full lesson) throughout the week (Maths, Urdu, English, Islamiat, Science, Social Studies etc.) ✓ Performing duties as a helper teacher for the rest of the day throughout the week.
08	✓ Continue to assume the responsibility for lesson planning. ✓ Teaching and assessment of three core subjects (full lesson) throughout the week while carrying out the various teaching and nonteaching activities under the supervision of cooperating teacher at the school.

8. Final Lessons

At the end of teaching practicum, the trainee teacher would be required to prepare two final lessons and present it before the panel. The panel will consist of a tutor, cooperating teacher, and expert(s). The marks allocated to trainee teacher during final lessons will add up in his/her final score for the course “Long Term Teaching Practice”. Therefore, successful presentation of two final lessons is compulsory for a trainee teacher to pass the course.

SAMPLE LESSON PLAN

Name of the Teacher:
Subject: General Science
Duration of the Lesson: 45 min.
Topic of the Lesson: Environment

Class: 9
No. of Students: 30
Date:

General Objectives:

1. To know about the importance of the environment.
2. To execute various steps for keeping environment clean.
3. To identify the importance of living organisms in the environment.

Specific Objectives:

1. To define the term 'Environment'.
2. To enumerate the living and nonliving components of environment.
3. To explain the relationship between the living beings of the environment.
4. To exemplify the importance of various components of environment for one another.

Teaching Method: Lecture-cum-inductive/deductive Method

AV Aids: Blackboard, Chalk, Textbook, Chart, Pictures of living and non-living things.

Previous Knowledge:

1. What is the difference between living and non-living things?
2. How many types of living things are there?
3. Give examples of non-living things?
4. What do we obtain from the sun?
5. What is the nature of light and energy?
6. Can life exist without water?
7. What do living things need to live?

Announcing the topic: Today, we are going to learn about "Environment"

Introduction:

Give two minutes to students to notice and tell various living and non-living things in the classroom and the school. Write down the names told by students on the blackboard. Are all these things present in our home? Yes, nearly at all places, the various living and non-living things together make up the environment.

Presentation:

Now show a chart to students with the following main elements and pictures of living and non-living things.

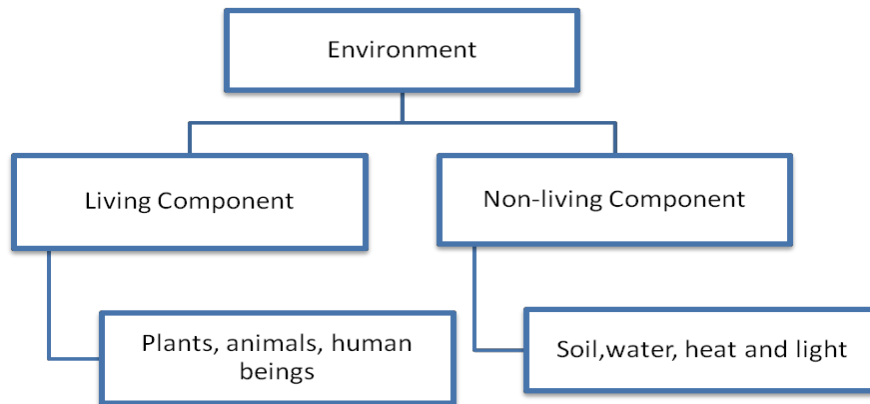


Figure 1: Components of Environment

Question: What are the main components of environment?

Now tell about the importance of plants in the environment. Plants prepare food on which other living things depend. Plants are called **producers**. Now draw the diagram of food chain and explain to students about the inter-dependence of various living things on each other. In the environment, energy travels from green plants to **herbivores** (animals eating plants) then to **carnivores** (animals eating animals) and finally to **omnivores** (animals who eat both plants and animals).

Now, explain the importance of green plants (**producers**) that they produce oxygen and regulate the temperature of the environment. Also tell about the importance of water in the environment for all the plants and animals and without it, life is impossible. Also mention the importance of soil for the living things in the environment.

Partial Recapitulation:



- What benefits do we get from plants?
- What are the sources of energy in the environment?
- What are the man-made sources of energy?

Class Work:

Activities and exercises at the end of the lesson will be discussed and done in the note books. Pictures of Living and Non-Living things will be drawn or pasted.

Final Recapitulation:

1. What do you mean by environment?
2. Give some examples of natural elements.
3. Is human being a producer or consumer?
4. Who are the producers? What do they do?
5. How carnivores depend on plants?

Homework:

1. Draw and describe food chain.
2. Write down the benefits of sunlight.
3. How increased plantation can influence the environment?

APPENDIX I
STUDENT BIODATA FORM (WORKSHOP)

S/No.	Student Name	Phone Number	Email Address
1.			
2.			
3.			
4.			
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21.			

APPENDIX IV
TEACHING PRACTICUM SITE APPROVAL FORM

This form must be completed and submitted to the concerned Regional Office/Center of the Allama Iqbal Open University for approval at least 08 weeks prior to the start of teaching practicum.

Student Name:.....

Registration No:

Name & Address of School:

Phone Number of School:

Principal/Head Teacher Name & Signature:.....

APPENDIX V TEACHING PRACTICUM LETTER

Respected Head of the Institution,

Mr./Ms./Mrs. _____ is a student of B.Ed. (4 years) under registration number _____ in Allama Iqbal Open University, Islamabad. He/she is needed to perform teaching practicum in the school as a requirement of his/her degree program. Kindly facilitate him/her by providing this opportunity in your institution.

Director,

Regional Center _____,

AIOU, Islamabad.

APPENDIX VI
FORM FOR FINAL LESSON & PRESENTATION

Name of Trainee Teacher:
 Roll No. of the Student:
 Subject:
 Date:.....

S/No.	Dimension	Total	Score
1.	Objectives	3	
2.	Checking Previous Knowledge	3	
3.	Use of AV Aids	3	
4.	Instructional method	3	
5.	Activities	3	
6.	Lesson Recapitulation	3	
7.	Questioning / Closure	3	
8.	Home Assignment	3	
9.	Time Management	3	
10.	Write-up of Lesson Plan	3	
	Total	30	

NOTE: FOR ASSESSING EACH LESSON, SEPARATE FORM WILL BE USED.

Comments:

Supervisor Evaluator.....

Evaluator Tutor