

**B.Ed 4 Year  
(Science Education)**

**MANUAL  
LONG TERM INTERNSHIP/  
TEACHING PRACTICE**

**Course Code: 8682**



**DEPARTMENT OF SCIENCE EDUCATION  
FACULTY OF EDUCATION  
ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD**

# **LONG TERM INTERNSHIP/ TEACHING PRACTICE**

**B.ED 4.0 YEAR (SCIENCE EDUCATION)**

**Course Code: 8682**



**Department of Science Education  
Faculty of Education  
Allama Iqbal Open University, Islamabad**

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## **1. Course Description**

This course involves field experiences for trainee teacher in a classroom/school setting. This course provides opportunities to trainee teacher for classroom teaching/school based experiences. Besides classroom teaching, this experience will also assist trainee teacher in learning classroom management skills. This course consists of workshop of 02 week duration and teaching practicum of 08 weeks duration. Teaching practicum requires trainee teacher to spend 120 hours in a school during 08 weeks of teaching practicum. The trainee teacher will work 03 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 at least 04 weeks prior to the start of teaching practicum. The respective regional center of the University will issue a teaching practicum letter to trainee teacher in the name of head of that school. The purpose of this letter would be to facilitate trainee teacher to get permission for teaching practicum in the school.

## **2. Course Learning Outcomes**

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

1. Apply knowledge and skills of teaching in schools
2. Develop lesson plans for teaching science subjects using appropriate instructional materials, methods and techniques.
3. Reflect on teaching practice and gain expertise in teaching.
4. Use modern teaching strategies for maximizing learning of science students
5. Use lesson plans effectively to deliver the content to students especially science students.
6. Manage the classroom effectively.
7. Plan the science practical in an efficient way.
8. Engage the science students in laboratory activities in a smooth manner.
9. Use collaborative style in teaching profession.
10. Seek help from feedback for improving teaching learning process.
11. Utilize best fit techniques for assessing students' performance.
12. Attain all those skills which lead towards professional teacher.

## **3. Components of Long Term Teaching Practice**

Long Term Teaching Practice consists of the following components:

- Workshop of 14 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	Two weeks
	Attendance	10
	Draft 4 lesson Plans (4x10)	40
	Development of Assessment Tools	10
	Development of Instructional Aids	20
	Peer group presentation of two Lessons (10+10)	20
	Total Marks	100
B.	Teaching Practice	
	1. 40 Lesson Plans and Teaching	40
	2. Two Final Lessons	(30 + 30)
	Total Marks	100

<b>Break up of Marks of Attendance:</b>
---

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 of 14 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
- Science Lab practices

- Development of AV aid/art work
- Classroom management skills
- Classroom assessment skills
- Practical issues of teaching and learning in the Classroom
- Preparing lesson plans

## Workshop Schedule

Day	Activity	Responsibility	Time	Duration
01	Session-I: Inauguration of the Workshop	Officer from concerned Regional Centre of the University/Faculty Member in case of Workshop in Main Campus or Islamabad	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session-II: The Purpose, Pattern, Schedule of Workshop & Practicum	Supervisor(s)/Tutor	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Professionalism in Teaching:	Supervisor(s)/Tutor	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: Dress Code, Behavior, Attitude	Supervisor(s)/Tutor	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session-V: Model lesson presentation by Supervisor/tutor	Supervisor(s)/Tutor	06:05 p.m. to 07:00 p.m.	55 Minutes
02	Session-I: Lesson Planning & its Components	Resource Person	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session-II: Formulation of Objectives	Tutor, Supervisor	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Selection of Teaching Methods for a Lesson i.e. Lecture, Demonstration and Discussion	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: Selection of Teaching Methods i.e. Cooperative Learning, Problem-solving and activity method	Resource Person	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Activity on Formulation of lesson Objectives and selection of teaching Method/Teaching strategies.	Tutor, Supervisor(s) & Trainee Teachers	06:05 p.m. to 07:00 p.m.	55 Minutes
03	Session I: Development & Use of AV Aids	Tutor, Supervisor(s) & Trainee Teachers	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Development of Low Cost/ No Cost Material for Science Teaching	Resource Person	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	Tutor, Supervisor(s) & Trainee Teachers	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Exercise on	Resource Person/ Supervisor/tutor	06:05 p.m. to	55



	Development of Low Cost/ No Cost Material		07:00 p.m.	Minutes
<b>04</b>	Session I: Preparation of Table of Specifications	Supervisor(s)/Tutor	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Determining Student Learning Outcomes	Supervisor(s)/Tutor	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Balancing Time and Student Learning Outcomes	Supervisor(s)/Tutor	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 Formulation of Table of Specifications	Supervisor(s)/Tutor	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Exercise on Formulation of Table of Specifications	Supervisor(s)/Tutor	06:05 p.m. to 07:00 p.m.	55 Minutes
<b>05</b>	Session I: Use of Cognitive Domain in Formulation of Objectives	Supervisor(s)/Tutor	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Formulation of General Objectives	Supervisor(s)/Tutor	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Formulation of Specific Objectives	Tutor, Supervisor(s) & Trainee Teachers	03:50 p.m. to 04:45 p.m.	55 Minutes
			04:45 p.m. to 5.10 p.m.	25 Minutes
	Session IV: Use of Action Verbs in Objectives		05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Exercise on Formulation of Objectives	Tutor, Supervisor(s) & Trainee Teachers	06:05 p.m. to 07:00 p.m.	55 Minutes
<b>06</b>	Session I: Classroom Management Skills	Resource Person	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Discipline without Using Harsh Language and Corporal Punishment	Supervisor(s)/Tutor	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Exercise on Resolving Conflicts in Classrooms	Supervisor(s)/Tutor	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: Questioning & Activities to Pace a Lesson	Supervisor(s)/Tutor	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Questioning & Activities to Pace a Lesson	Tutor, Supervisor(s)	06:05 p.m. to 07:00 p.m.	55 Minutes
<b>07</b>	Session I: Lesson Planning, Discussion & Queries of Trainee Teachers	Tutor, Supervisor(s) & Trainee Teachers	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Lesson Planning & Presentation by Trainee Teachers	Tutor, Supervisor(s) & Trainee Teachers	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Lesson Planning & Presentation by Trainee Teachers	Tutor, Supervisor(s) & Trainee Teachers	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 Teachers	Tutor, Supervisor(s) & Trainee Teachers	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Lesson Planning & Presentation by Trainee Teachers	Tutor, Supervisor(s) & Trainee Teachers	06:05 p.m. to 07:00 p.m.	55 Minutes

<b>08</b>	Session I: Classroom Assessment: Developing Test Items	Resource Person	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Alignment of Test Items with Table of Specifications	Resource Person	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Developing Different Types of Test Items in Test	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: Guidelines for Writing Good Test Items	Resource Person	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Exercise on Developing Test Items	Tutor, Supervisor(s)	06:05 p.m. to 07:00 p.m.	55 Minutes
<b>09</b>	Session I: Presentation by Trainee Teachers (5-6 minutes for each Lesson)	Tutor, Supervisor(s) & Trainee Teachers	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Lesson Presentation by Trainee Teachers (5-6 minutes for each Lesson)	Tutor, Supervisor(s) & Trainee Teachers	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Lesson Presentation by Trainee Teachers & Discussion (5-6 minutes for each Lesson)	Tutor, Supervisor(s) & Trainee Teachers	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 Trainee Teachers & Discussion (5-6 minutes for each Lesson)	Tutor, Supervisor(s) & Trainee Teachers	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
<b>10</b>	Session I: Time Table & Preparation of a Sample Time Table for a Class/School	Resource Person	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Preparation of a Sample Time Table by Trainee Teachers for a Class/School	Tutor, Supervisor(s)	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Lesson Planning & Presentation by Trainee Teachers	Tutor, Supervisor(s) & Trainee Teachers	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 Teachers	Tutor, Supervisor(s) & Trainee Teachers	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Lesson Presentation by Trainee Teachers	Tutor, Supervisor(s) & Trainee Teachers	06:05 p.m. to 07:00 p.m.	55 Minutes
<b>11</b>	Session I: Incorporating Action Research into Teaching Practice	Resource Person	02:00 p.m. to 02:55 p.m.	55 Minutes
	Session II: Practice on Conducting Action Research & Queries of Trainee Teachers	Tutor, Supervisor(s)	02:55 p.m. to 03:50 p.m.	55 Minutes
	Session III: Practice on Conducting Action Research & Queries of Trainee Teachers	Supervisor(s) & Trainee Teachers	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: Practice on Conducting	Resource Person	05:10 p.m. to	55

	Action Research & Queries of Trainee Teachers		06:05 p.m.	Minutes
	Session V: Practice on Conducting Action Research & Queries of Trainee Teachers	Resource Person	06:05 p.m. to 07:00 p.m.	55 Minutes
12	Session I: "Balancing it All" (Summarizing the activities of previous 05 days)	Supervisor(s) & Trainee Teachers	02:00 p.m. to 02.55 p.m.	55 Minutes
	Session II: Resolving Problems in Developing Lesson Plans	Supervisor(s) & Trainee Teachers	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Checking Final Lesson and Improving	Tutor	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: Checking Final Lesson and Improving	Tutor	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Discussion & Reflection on Workshop	Tutor, Supervisor	06:05 p.m. to 07:00 p.m.	55 Minutes
13	Session I: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	02:00 p.m. to 02.55 p.m.	55 Minutes
	Session II: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	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: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	06:05 p.m. to 07:00 p.m.	55 Minutes
14	Session I: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	02:00 p.m. to 02.55 p.m.	55 Minutes
	Session II: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	02.55 p.m. to 03.50 p.m.	55 Minutes
	Session III: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	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: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	05:10 p.m. to 06:05 p.m.	55 Minutes
	Session V: Final Lesson Presentation by Trainee Teachers	Tutor, Supervisors(s) & Expert(s)	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 assume full range of responsibilities in 5th and 6th 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	<ul style="list-style-type: none"><li>• Awareness about school resources, school records, community relationships, discipline procedures and policies</li><li>• Interaction with school teacher and student(s) to gain information about the working of the school.</li></ul>
02	<ul style="list-style-type: none"><li>• 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.</li><li>• Observing the practice of school teacher for teacher-student interaction and lesson delivery.</li></ul>
03	<ul style="list-style-type: none"><li>• Co-teaching lessons with a teacher of school for one subject every day.</li><li>• Performing duties as a helper teacher for the rest of the day throughout the week.</li></ul>
04	<ul style="list-style-type: none"><li>• Assuming the responsibility for lesson planning</li><li>• Teaching and assessment of one subject (full lesson) throughout the week</li><li>• Performing duties as a helper teacher for the rest of the day throughout the week.</li></ul>
05	<ul style="list-style-type: none"><li>• Assuming the responsibility for lesson planning</li><li>• Teaching and assessment of three core subjects (full lesson) throughout the week (Maths, Urdu, English, Islamiat, Science, Social Studies etc.)</li><li>• Performing duties as a helper teacher for the rest of the day throughout the week.</li></ul>
06	<ul style="list-style-type: none"><li>• Continue to assume the responsibility for lesson planning</li><li>• 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.</li></ul>

## 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 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 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?

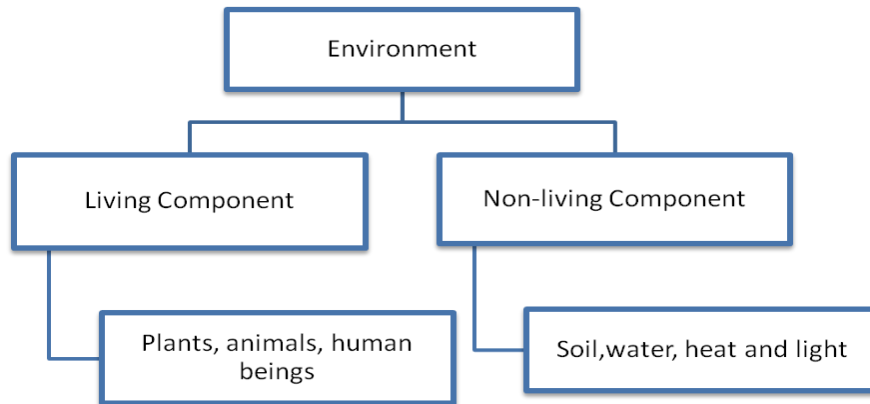
**Announcing the topic:** Today, we are going to learn about "Environment"

## 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 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)**

<b>S/No.</b>	<b>Student Name</b>	<b>Phone Number</b>	<b>Email Address</b>
1.			
2.			
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23.			
24.			
25.			





**APPENDIX III  
RESULT REPORT OF THE STUDENTS**

S/No.	Name of Student	Roll No.	Workshop					Teaching Practicum			Remarks
			Attendance (10 Marks)	Lesson Plans (40 Marks)	Assessment Tool Development (10 marks)	Development of Instructional Aids (20 Marks)	Peer Group Presentation of Two lessons (10+10=20 Marks)	Lesson Plans (40 Marks)	2 Final Lessons (30+30=60 Marks)	Total Marks (Obtained out of 200)	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

**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 \_\_\_\_\_,**

**APPENDIX VI**  
**FORM FOR FINAL LESSON & PRESENTATION**

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

S/No.	Dimension	Total	Score
1.	Communication/eye contact	3	
2.	Checking Previous Knowledge	2	
3.	Use of AV Aids	3	
4.	Instructional Method	3	
5.	Assessment Tool	3	
6.	Lesson Recapitulation	2	
7.	Questioning / Closure	3	
8.	Home Assignment	2	
9.	Time Management	3	
10.	Write-up of Lesson Plan	3	
11.	Participants Engagement/Interactiveness	3	
	<b>Total</b>	<b>30</b>	

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

**Comments:**

Supervisor ..... Evaluator.....

Evaluator ..... Tutor .....