

MA/M.Ed Special Education
Guidelines and Instructions for the Course Code 3600
(Teaching Practice)

Dear Students

You are welcome in the Semester Spring 2020. As you are enrolled in course code 3600 of M.Ed Special Education which is a face to face component of teacher training.

The breakup of the course is as follows:

- Course Code 3600, (3 Credit Hours)**
- a) **06 Days Workshop (21-26 September 2020)**
(For lesson planning)
 - b) **Teaching Practice**
 - 10 Observations
 - 06 Weeks Teaching Practice
(40 lessons)
 - 01 IEP
 - c) **2 Final Lessons**
(Tentatively from 3rd week of November 2020)

Note: The details of course code 3600 is provided in the Teacher Training & Supervision Manual (revised edition: 2012), already posted along with books at your postal addresses. There is change in the revised manual workshop for the cc: 3600 will be of six days instead of three days.

As per new policy from Spring 2017 there is no re-appear and Again Re-appear chance in cc:3600, therefore if student is absent or reappear in any component i.e. workshop, teaching practice and final lessons he/she will be considered fail and get new admission to repeat the whole course.

Please follow the dates of different activities of CC: 3600. No relaxation will be given to any student if he/she does not follow these dates and instructions.

- The Workshop for Course Code 3600 is scheduled from **21-26 September 2020** in your regions and letters have been issued by the concerned regional offices. If you didn't receive the letter please immediately contact to your regional office.
- Teaching Practice is scheduled from **10th October to 15th November 2020** for all the students. The students will complete their 10 observations, 40 lessons and 01 IEP within these dates.
- **The student must send Consent Form (attached in Teaching Practice Manual: Annex-A) duly signed by the headmaster/headmistress/principal/in-charge** of the school where you will do the teaching practice. Provide exact location/address of the school with the name of the Headmaster/Headmistress/Principal/In-charge and phone number so that the department can visit/contact or monitor your teaching practice. This form should reach undersigned before the starting date of your teaching practice.

- Please get prior permission if you want to do your teaching practice in other region like student of Lahore want to do the teaching practice in Mianwali or elsewhere. Also so called NGO type and private schools where facilities and staff are not available are not allowed for teaching practice.
- If any student found irregular during teaching practice or guilty of providing fake information to the department, the department will take serious action against him/her. (The student can be black listed or expelled from the semester or any other action deemed fit).
- The students are required to take 10 observations before 40 lessons being conducted by senior/experience teachers. These observations will help to improve your teaching and 40 lessons. Hopefully after the 10 observations you will be able to deliver your 40 lessons in an effective way. Try to demonstrate maximum 02 lessons in a day and note down all the lessons in a register.
- The students are required to plan and deliver 40 lessons in all subjects and classes of the schools where he/she will conduct the teaching practice.
- Teaching Practice Register (40 Lessons); 10 Observations (optional) and 01 IEP must be checked, evaluated or signed with stamp by the head of the school or teacher appointed by the head of the school. Keep in mind that lessons delivered on each day will be signed on the same day, signed in one day or at the end of your teaching practice will not be considered or marked/accepted.
- Please note you will not submit your file of 10 observations, teaching practice register and IEP to Regional Director, Workshop Coordinator or School Head. You will submit these documents to Evaluator of Final Lessons on the day of your final lesson.
- You will be informed about final lessons through a formal intimation letter by the Regional Director.
- No Register, Observation File and IEP will be accepted after the day of your final lesson.
- The tentative Final Lesson schedule is from 3rd Week of November 2020; you can confirm it from the concerned regional office, AIOU website www.aiou.edu.pk, and from your class fellows/friends.

Best of Luck

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