

Practicum Guide
2015/2016

College of education

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The Practicum

Introduction

A head of the department

A teacher is that person who refers to him the tasks of the generations rearing and preparing them by a good training that fits the demands of the life and its scientific and technical variables. The Practicum is considered as the practical side of the programs of preparing the teacher. Moreover, because of that it is considered as one of the most important basic elements in the process of preparing the teacher, but also it's the most important one among them all because without it the programs of preparing the teacher becomes theoretical only.

Practicum occupies a specific position, which is called a preparation before the service. It is considered as an educational lab for the students practice with it most of the educational principles and theories by a practical way in its real field (the school). Consequently, the process of preparing the teacher becomes a realistic process and it becomes meaningful and has a functional value. In addition, which supports that the interns realize when they deal with the school environment and achieve the great benefit during Practicum programs and by their dealing with the students, curricula and the school administration. Moreover, their ability to discover the Field difficulties and problems realistically that support their professional advancement and growth.

Some terms which relate to the Practicum

Practicum:

It is an educational activity which be executed in accordance with a regular plan. During a specific period, the trainees practice the process of the education. And the theoretical aspects (such as; the educational, the psychological and the personal aspects) must be applied by the trainees as a prerequisite. In addition, they bear the responsibility of the leadership of the learners under a particular artistic supervision. They bear the responsibility of the participation of the activities outside the classroom in the school environment.

Practicum unit:

It is considered as one of the branches of the department of educational sciences. It works on an organization of leading the trainees to the Practicum schools, an organization of the supervision of the trainees and the coordination with schools' managers with a good follow-up and making easy everything that could be working on giving them the teaching skills and the educational experiences.

Academic supervisor(faculty member) :

Refers to her the tasks of the supervision of the trainees for a full semester while the trainees practice the teaching process during the field visits and the weekly meetings in order to guiding them and refine their teaching experiences and to solve the problems they face.

The supervising teacher (external supervisor):

She is the chosen teacher who is selected by the Ministry of Education and who teaches the specialization of the trainees. In addition, she must be one of the excellent people in the teaching performance, so she can support the professional development of the trainees.

The intern student (trainee):

She is the student who study in the College of Education. She has to teach the specialization in one of the governmental schools that the college send her to by the coordination with the Ministry of Education. That is for a period of the time, which is determined by the college itself.

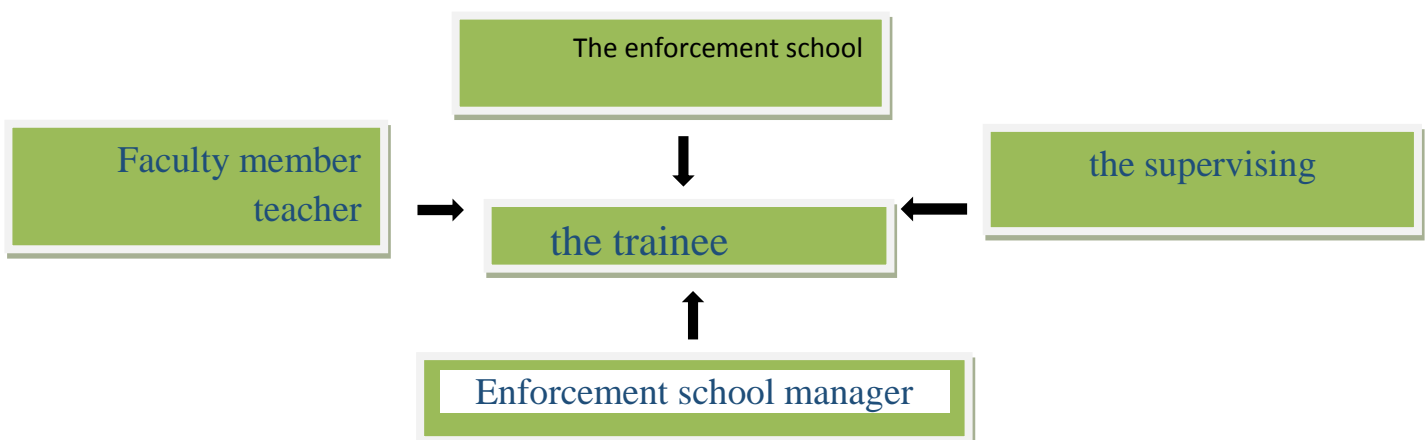
Practicum goals:

- 1-build a hard base for the future teacher by linking the scientific concepts and theories, which were provided to her through the school courses with the state of the school environment.
- 2- Provide the scientific experiences that help the trainee to practice the different tasks that assigned to the teacher.

- 3-provide an opportunity for the trainee to explore the various aspects of the school environment.
- 4- Provide the trainees with an opportunity to explore the school courses especially those, which are in the same field of their specialization and how to deal with them and develop them in the future.
- 5-The trainees must acquires the purposeful teaching skills by the quarterly and daily planning , carrying out the daily lessons , using the peculiar teaching aids and tools and the comprehensive and complete evaluation for the lesson.
- 6- Identify the teaching capacities and capabilities and develops the positive inclinations and desires towards a professorate.
- 7- An amendment and a consolidation to the positive behaviors from the trainees' performance.
- 8- The practice of various and different activities inside and outside the classrooms virtually in the school with the students and using which they had learnt of concepts and theories.
- 9-Good use and measure the school possibilities by an excellent way to achieve the desired goals and to build the human relationships with the school community.

Practicum foundations:

Practicum based on a set of the foundations that comes from its integration and interaction the future teacher who has an excellent teacher’s skills and ingredients, which seem evident in the following form:



The role of the supervisors of the Practicum :

The supervisory role for the management of the College of Education

- prepare a program that define the Practicum and it's objectives to the trainees through:
- Clarify the duties and rights of each of the trainee, the supervising teacher and the supervising faculty member.
- Make the required time for the Practicum known, when it begins and when it ends.
- Distribution functions of the supervision to the supervisors according to their specializations.
- Following-up the training process through the communication with schools and trainees.

Academic supervisor role (internal supervisor):

The internal supervisor (faculty member) is considered as the direct responsible for the professional growth of the trainees in the training period.

Some of the highlighted responsibilities of a member of the faculty include:

- The trainee must know about the stages and objectives of the Practicum.
- The trainee must know about the followed ways of the evaluation.
- Making the trainee ready cognitively and with the skills side as a preparation for the Practicum.
- Develop an action plan for the trainees in the training school by cooperation with the school management and the external supervisor.
- The trainee must know the required tasks and her responsibilities during the training period.
- Giving an assistance to the students concerning the teaching through the official hours.
- Doing field visits for the trainees during the field-training period.

- Make an evaluation to the planning of the lessons of field of education (lesson preparation), which the trainee made, before she teach it within the school.
- Be careful about following up the trainee file and make sure that she did work on the tasks she has to do.
- The trainee must be evaluated according to those items on the note card that the internal supervisor made.
- Prepare a report on the progress of work in training schools, which she did oversaw on, and the mechanisms they had used, and provide suggestions for the Practicum program in the future.
- Delivery of the trainees' evaluation forms by each of the (faculty member - the supervising teacher - the school principal) to the special committee who refers to them the monitoring of the grades.

The manager of the school role:

- She should agree to accept the trainees at her school.
- The manager of the school is considered as the best able to choose the supervising teacher who has the competence and experience to evaluate the trainees.
- Introducing the trainees and make a meeting between the trainees and the supervising teacher by the first day of the training to remove the anxiety and tension from their hearts.
- Manager of the school contribute to the evaluation of trainees, depending on the terms of the note card that made especially to the manager of the school.
- The manager have to communicate with the internal supervisor (faculty member) and the supervising teacher to resolve the difficulties and problems faced by trainees.
- Directing the students and trainees to contributes their personalities, traits, and professional skills development.
- She has to help the trainees to be familiar with the school life and activities as encourage them to participate in school activities, the celebrations and the shows... etc.
- Encourage trainees to work together and provide the appropriate mood to deal and cooperate with teachers of different disciplines and during school activities and exercise in

order to get the benefit from their experience as much as possible.

-The role of the supervising teacher (the external supervisor):

- Let the trainees know about the system of the school day and the weekly program , to speed up the adjustment with the school environment in a better way.

-Let the trainee know the class students those who she is going to teach them so she can know about their interests, needs and general characteristics.

-Let the trainee know her tasks and responsibilities within the school.

- work on coordination seeking for help the trainee to attend some lessons of an outstanding teachers who teaches the same course of her specialization in the school.

- Make the school students ready to meet the trainees.

- Create the appropriate conditions and attitudes to the process of teaching in an integrated manner.

-Help the trainees to increase professionalism and improve their teaching performance through doing the process of the evaluation to them.

- She has to come to attend the classes which the trainee has to do them in order to evaluate her according to the customized form.

-Provide an opportunity for trainees to evaluate each other by the observing of the teaching process, if the conditions allow for it, in order to provide an opportunity to them to communicate among themselves and to develop the trainees' capacity of the constructive criticism and their ability to evaluate the teaching performance.

- Provide the opportunities for the trainees to participate in the school activities (such as morning queue - school broadcast and to attend to committee meetings).

- Communication with the supervisor of the college to monitor the trainee performance within the school.

- To evaluate the performance of the trainees by using the note card (note card of the supervising parameter).
- Submitting a report on the performance of the trainees at the end of the Practicum period and submit it to the college supervisor (faculty member).

The trainee student role:

The commitment of the trained students to the tasks which assigned to them during the period of the Practicum is the foundation for the success of the training period and achieving their goals. And the roles of the trainees are as follows:

- Attending to the viewing classes of the teachers of the same specialization in the school, as much as possible, in order to develop her teaching adequacy.
- To prepare the daily lesson plans under the supervision of the internal supervisor (faculty member) and the school teacher.
- To prepare the appropriate means to achieve the instructional goals.
- The commitment to the general rules which are followed within the school.
- A good communication with the faculty member who is her supervisor and the school administration and teachers.
- Participation in school activities.
- An acceptance to the criticism which is addressed to her from the internal supervisor or the supervising teacher.
- To be a good example for the students within the school.

The way which is followed to evaluate the trainees during the Practicum period

The final total of the degrees of the Practicum is (100 degrees). It is distributed to the experts of the assessment process to the trainee and that be as follows:

- 1 - the school principal: (ten degrees) is specified to her and the trainees are evaluated by them according to the special form

which belongs to her and had prepared by the college administration.

2. supervising teacher of the school: (50 degrees) is specified to her and she has to evaluate the trainee for four times at least and use those degrees to put them in every section according to the form of the assessment.

3. The evaluation of the trainees who are joined be for three lessons at least in order to do the assessment and that must be for three different days, and always the work will be a full day and she has to participate in all of the school activities.

4. Academic Supervisor (faculty member): (40 degrees) and the trainees are evaluated according to the way of the form of the academic supervisor.

An annexes of the forms which are related to the assessment were prepared by a competent professors from the department of the Educational Sciences.

Schools of the Practicums

The students have to practice the field training in all of the governmental schools in Zulfi and that at all of the school levels (elementary - medium - high).

And the students should be distributed at a rate of two students to a maximum of three students in each specialization in order to:

- Achieve the greatest benefit from the actual practice of teaching.
- The objective evaluation for trainees by the supervising teacher.
- To reduce the accumulation of the trainees in the training schools.

Practicum dates (time)

The trainees start practicing the Practicum as follows:

- The students of the fourth stage practice the Practicum during the first semester.

- The students of the third stage practice it during the second semester.
 - The students' practicing of the Practicum must be four the whole of the semester's weeks in the schools of the training without a break, and must not be stopped unless by two weeks before the theoretical tests.
 - The trainees have to keep on attending from the beginning of the school day to its end.
 - Determine a day for every section so it starts from the second week to the end of the semester.
- The following table shows the special days of the Practicum of the various departments:

The day	Departments
Sunday	English Language and Computer departments
Monday	departments of Mathematics and Chemistry
Tuesday	Arabic Language department
Wednesday	department of Islamic studies
Thursday	departments of Household chores and Physics

Procedures which are followed to complete the course of the Practicum

There were many procedures that been done before the starting of the field training process. Some of those procedures are:
The initial setup for the Practicum: It is by a set of measures which the responsible team of the Practicum office follow are as follows:

- Submit a letter to the educational supervision to determine the schools, that they are doing the training to the trainees in, during the period of the Practicum.
- Based on the letter, which was directed to the scientific departments seeking for determine the number of the trainees, the trainees of each department will be pointed and then the responsible of the Practicum office receives it.

Activities which should be carried out for the Practicum

Administrative steps of the field of education go on as follows:

- Announcement about the school names and on the forum of the college site the trainees should be aware about the schools they are going to train in during the field training and will be announced about it within the college also.
- Setting a timetable in order to select the trainees for schools (each department in a special day).
- Prepare a list of the schools' names and the trainees who have to practice the training there.
- Adoption of the distribution of the trainees from the doctor, the Head of the Department of Educational Sciences.
 - Send a schedule of distribution of the trainees of the Practicum schools to the doctor, the chancellor, and after that the plan of the distribution of the trainees will be directed to the Educational Supervision.
 - The Educational Supervision have the responsibility of sending a plan of distribution the trainees to the different schools in Zulfi.
 - Setting a timetable for the trainees to receive special letters about sending them to the schools.
- Preparing the special forms for each of an academic supervisor (a faculty member), the teacher and the manager of the school and give it to the academic supervisor according to how many trainees does she/he have.

Some of the activities that will be done to achieve the objectives of the field of education:

- Making a meeting with the trainees to show the special education field mechanism. (should be at the beginning of each semester)
- Making a meeting with the trainees to point the problems they are facing during the practice of the Practicum. (During the semester).

Hopes which are proposed to achieve a greater communication with the Practicum students:

- Activation of a special website to the Practicum on the college website:
- To show the mechanism which are followed in the training field
- A way to assess the trainees
- Models of Evaluation Forms of the different specializations
- Guidance for trainees to work on the principles of teaching and the good evaluation
- Pictures of students projects
- To communicate with the responsible of the Practicum, trainees and supervisors of the Practicum from the inside and outside the college.