

**Vidyamandir Trust Managed
English Medium B.Ed. College, Palanpur
Internship Handbook - Sem-III**

1. Importance of Internship Programme :

In teacher education programme, field engagement is an essential component of B.Ed. Programme. It involves engagement of teachers with the students in secondary schools. The engagement with the school for two months is known as 'school internship' which equips the prospective teacher to build a repertoire of professional understandings, competencies and skills, and positive attitude to schooling and teaching. In fact, it is this component of the teacher education curriculum which facilitates transformation of a student-teachers from being learners in the art and science of teaching to adequately-equipped teachers to perform the responsibilities of a teacher in actual school settings. The internship Programme provides an opportunity to the prospective teachers to link the educational theory and pedagogical concepts with their practice on the one hand, and on the other to test the validity of theoretical propositions in actual school settings.

During Internship, the student-teachers are required to undertake a variety of activities relating to classroom teaching, classroom management, and organization of school-based and community-based activities other than teaching.

2. Objectives of Internship Programme

Objectives of the internship are to provide the intern with opportunities for the following:

- To develop a coherent and rational view of current professional practice in education
- To establish a collegial relationship with members of the school staff, parents, and all persons interested in the education of the students
- To acquire skills in teaching by understanding the behavior of pupils, managing student learning and applying educationally sound principles of learning
- To enhance instructional competencies by:
 - Selecting and specifying goals and objectives
 - Selecting instructional strategies
 - Selecting instructional materials
 - Organizing classroom groups and activities
 - Implementing lesson plans
 - Collecting data to use for student improvement

- To develop skills in performing normal administrative duties including the maintenance and the submission of required reports.

3. Role of School Principal During Internship Programme:

As a mentor of school internship Programme, a School Principal must ensure the following functions:

- Ensuring that the trainees should be present during the total school hours.
- Facilitating administrative records to the trainees for planning of co-curricular activities and guide them in maintaining class discipline.
- Providing administrative support like changes in the time table, library and laboratory facility etc. to observe the role of internship counselor.
- Maintaining daily attendance record of the trainees. In case if any trainee remains absent then his /her record must be attached with the internship certificate.
- For any suggestion or complaints, please contact : Principal, Vidyamandir Trust Managed English Medium B.Ed. College, Palanpur (02742 252285)

4. Format of Internship Programme

The following components are included in the internship Programme of Sem III:

- Teaching
- Observation of Teachers' lessons
- Assessment work
- Administrative work
- Co-curricular activities

5. Practice Teaching

- Total 30 Lessons (15 lessons per Pedagogy of a School Subject) should be taken. Out of these 30 lessons, student teacher must practice following lessons:
 - a. 2 ICT based Lesson (Digital Lesson) per Pedagogy of a School Subject.
 - b. 1 lesson with self made teaching aid per Pedagogy of a School Subject.
 - c. 2 lessons based on Constructivist approach per Pedagogy of a School Subject.
- Maximum two lessons with planning can be taken in a day.
- Two lessons should be taken without planning e.g. Proxy period etc.
- Correction of homework.
- Correction of Composition/ Practical book/Map book.
- Cooperation during examination.

- 6. Observation :** (In a day at least 1 lesson should be observed and maximum two lessons can be observed)
- 10 Observations of a School Teacher (Same Pedagogy of the School Subjects opted)
 - 10 Peer Observations (Same Pedagogy of the School Subjects opted)
 - 20 Peer Observations (any other Pedagogy of the School Subjects opted)
- 7. Activities to be organized during Internship Programme:**
- 7.1 Organize any one of the following activity:
 - Exhibition
 - Student Seminar
 - Group Discussion
 - Quiz
 - Field Trip
 - Science Fair
 - 7.2 Formative assessment
 - Planning
 - Execution
 - Evaluation
 - Record keeping
 - Communicating scores to students
 - 7.3 Conduct any one of the following co-curricular activities:
 - Cultural activities
 - Games
 - Yoga
 - Organize prayer assembly
 - Guidance and Counselling
 - Gardening
 - Nature study
 - Cleanliness campaign in school
 - Any other activity suggested by school principal / Student
 - 7.4 Action Research: Undertake action research project on at least one problem area of schooling.

Action research e.g.-

School related:

- Teachers are not punctual.
- Students are not paying interest for prayer.
- Lack of feeling of nationalism in students.

Classroom related:

- Students are weak in dictation.
- Students are not able to answer long questions logically.
- Students are weak in Maths.

Co curricular activities:

- Students do not participate in assembly.
- Students do not participate in debates, discussion, extempore etc.
- Students do not participate in drama competition.

Social relations:

- Unhealthy relation between teachers.
 - Teachers insult the students in front of class.
 - Student remains aloof from the whole class.
- 7.5 School Record Keeping:
 - General Register
 - Attendance
 - Results
 - Any other record guided by school authority
 - 7.6 Self-made Teaching Aids
 - Teacher-trainee will present their lessons with the help of self made teaching aids.
 - 7.7 Reflective Journal

A Teacher-trainee has to maintain a reflective journal to record day to day happenings and reflections thereon.
- 8 Presentation of internship activities at college
- Teacher-trainee has to present a ppt. of the activities done during internship Programme in the college.

**Vidyamandir Trust Managed
English Medium B.Ed. College, Palanpur**

To,

The Principal

You are requested to observe 30 lessons of the trainee
Roll No. After observation please provide scores to each lesson in the given
format .

METHOD-1.....

S.No.	Date	Topic	Std.	Marks obtained at school level out of 10	Marks obtained at college level out of 10	Observer's Sign.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total						

Remarks

Principal Sign.

METHOD-2.....

S.No.	Date	Topic	Std.	Marks obtained at school level out of 10	Marks obtained at college level out of 10	Observer's Sign.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total						

Principal Sign.

Vidyamandir Trust Managed English Medium B.Ed. College, Palanpur

To,

The Principal

You are requested to observe internship activity of the trainee

Roll No. After Observation please provide grade to each activity in the given format.

Grade : 90% to 99% - O,

80% to 89% - A,

70% to 79% - B,

60% to 69% - C,

50% to 59% - D,

40% to 49% - E,

Below 40% F

S.No.	Internship activity	Grade obtained at school level	Observer's Sign.
1	Observation <ul style="list-style-type: none"> • 10 Observations of a School Teacher (Same Pedagogy of the School Subjects opted) • 10 Peer Observations (Same Pedagogy of the School Subjects opted) • 20 Peer Observations (any other Pedagogy of the School Subjects opted) 		
2	Organize any one of the following activity <ul style="list-style-type: none"> • Exhibition • Student Seminar • Group Discussion • Quiz • Field Trip • Science Fair 		
3	Formative assessment : <ul style="list-style-type: none"> • Planning • Execution • Evaluation • Record keeping • Communicating scores to students 		
4	Co-curricular activities		
5	Action Research		
6	School Record Keeping: <ul style="list-style-type: none"> • Attendance • Results • Any other record guided by school authority 		

Principal Sign.