

## **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 Smt. Savitaben Panalal Kothari English Medium College of Secondary Education, Palanpur (02742 252285)

### **4. Format of Internship Programme**

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

- 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. 1 Block lesson (Block of not less than 5 lessons) per pedagogy of a School Subject.
  - b. 1 ICT based Lesson (Digital Lesson) per Pedagogy of a School Subject.
  - c. 1 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 Diagnostic Test and Remedial Teaching in any one pedagogy of School Subject opted.**
- Collection of Diagnostic Areas.
  - Formation of Evaluation Sheet.
  - Observation of Answer sheet.
- 7.2 Innovative Practices: To promote innovative methods, new ideas and practices of teaching in school.**
- Observation of innovative practices going on in school.
  - Conducting any one innovative practice in school during internship. For e.g. Reinforcing the children who are regular in doing homework by giving them prizes.
- 7.3 Preparation of Time table and Annual Plan :**
- Prepare Time Table of different sections of Class 9th and 10th
  - Observe Annual Plan of the school and prepare a new Annual Plan.
- 7.4 Keen observation of School Library and Laboratory ( Science / Language / Computer/ Psychology)**
- Visit of Laboratory and library
  - Prepare a list of resources/books/ test of laboratory and library with reference to class 9th
  - Prepare a detail report on school library and laboratory.
- 7.5 School Record Keeping :**
- General Register
  - Attendance
  - Results
  - Any other record guided by school authority

**7.6 Attending Meetings : Trainees have to attend any one meeting from the following:**

- QDC Meeting
- SVS Meeting
- Parent Meeting
- CRC Meeting
- SMC Meeting
- Staff Meeting
- BRC Meeting
- BISAG Meeting
- Trainees have to write the minutes of meeting and prepare a report.

**7.7 Yoga : Trainees have to learn the importance of Yoga.**

- Conduct Yoga activity in school.
- Write a report on importance of Yoga in education

**7.8 Subject Club : To execute, participate and prepare a report on subject club for holistic development of student.**

- Gujarati Club
- Environmental Club
- Sports Club
- Maths Club
- Philately Club
- English Club
- Drama Club
- Social Science Club

**7.9 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  
Smt. Savitaben Panalal Kothari English Medium College  
of Secondary Education, Palanpur**

To,  
The Principal

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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<br>at school level<br>out of 10 | Marks obtained at<br>college level out of<br>10 | Observer's<br>Sign. |
|--------------|------|-------|------|--|---|---------------------|
| 1            |      |       |      |  |   |                     |
| 2            |      |       |      |  |   |                     |
| 3            |      |       |      |  |   |                     |
| 4            |      |       |      |  |   |                     |
| 5            |      |       |      |  |   |                     |
| 6            |      |       |      |  |   |                     |
| 7            |      |       |      |  |   |                     |
| 8            |      |       |      |  |   |                     |
| 9            |      |       |      |  |   |                     |
| 10           |      |       |      |  |   |                     |
| 11           |      |       |      |  |   |                     |
| 12           |      |       |      |  |   |                     |
| 13           |      |       |      |  |   |                     |
| 14           |      |       |      |  |   |                     |
| 15           |      |       |      |  |   |                     |
| <b>Total</b> |      |       |      |  |   |                     |

Remarks

Principal Sign.

**METHOD-2.....**

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

**Principal Sign.**

**Vidyamandir Trust Managed  
Smt. Savitaben Panalal Kothari English Medium College  
of Secondary Education, Palanpur**

To,  
The Principal

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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"> <li>• 10 Observations of a School Teacher (Same Pedagogy of the School Subjects opted)</li> <li>• 10 Peer Observations (Same Pedagogy of the School Subjects opted)</li> <li>• 20 Peer Observations ( any other Pedagogy of the School Subjects opted)</li> </ul> |                                |                  |
| 2     | Diagnostic test & Remedial teaching.<br>(For any one subject)  |                                |                  |
| 3     | Innovative practices   |                                |                  |
| 4     | Time table & Annual plan   |                                |                  |
| 5     | Information of school library and laboratory.  |                                |                  |
| 6     | School Record Keeping: <ul style="list-style-type: none"> <li>• Attendance      • Results</li> <li>• Any other record guided by school authority</li> </ul>  |                                |                  |
| 7.    | Involvement of student in meeting<br>QCD / CRC / BRC / SVS / SMC / BISAG<br>Parent meeting, Staff meeting  |                                |                  |
| 8     | Yoga   |                                |                  |
| 9     | Subject club.  |                                |                  |

**Principal Sign.**