Practicum Briefing for School Personnel & NIE Supervisors

Special School Teachers (SST) July 2019 Intake
Schedule for today

• DISE Structure

• Practicum Summary

• Practicum Format & Expectations

• Forms & Checklists for Schools and NIES (NEW: available online)

• Tea

• Administrative matters with NIES
Diploma in Special Education (SST)

DISE Programme Timeline
- Aug 2019 – Dec 2019 (13 week course work)
- Jan 2020 – Feb 2020 (6-week INTENSIVE course work)
- Feb 2020 – May 2020 (10-week supervised practicum)

Purpose of Supervised Practicum
- To augment NIE’s course work and provide trainee SST with the opportunities to practise use of evidence-based strategies with students who needs academic/behavioural support in the special schools
Courses Semester 1

- NED109: Introduction to Special Education
- NED110: Educational Psychology
- NED108: Assessment and Programming in Special Education
- NED 111: Effective Teaching and Learning in Special Education
- NED 112: Introduction to Disabilities and disorders
- NCS 107: Literacy Skills for Students with Special Needs
Handholding Observation  
(24 Feb – 27 March 2020)

Graded Observation  
(30 March – 24 April)  
(Final meeting - 27 April to 30 April)

Complete:
- Select TWO student cases
- Summary of Pupil’s Needs and Recommendations
- IEP
- Instructional Plans
- Three Observations
  - 1 by CT
  - 1 by SCM
  - 1 by NIES

Five Observations
- 2 by CT
- 2 by SCM
- 1 by NIES

All visits are announced
Collaborative Responsibilities

School
- Facilitate Adjustment to school
- Open communication
  - Preconference
  - Observation and Feedback

NIES
- Facilitate school and student teachers' expectations
- Preconference
  - Observation and Feedback
Roles and Responsibilities of NIES

- As a supervisor and mentor to the trainee
- As an evaluator / assessor
- As a liaison between NIE and the schools
Roles and Responsibilities of SCM/CT

- Provide details concerning teaching areas, timetable, etc.
- Determine what other duties/responsibilities
- Provide useful information on case histories, etc.
- Assign **2 suitable cases** to trainee
  - Range of needs (low-moderate-high supports)
  - Vary in diagnosis (preferably)
Roles and Responsibilities of SCM/CT

- Provide details concerning teaching areas, timetable, etc.

- Determine what other duties/responsibilities

- Provide useful information on case histories, etc.

- Assign 2 suitable cases to trainee
  - Range of needs (low-moderate-high supports)
  - Vary in diagnosis (preferably)
Roles and Responsibilities of SCM/CT (cont’d)

- Give guidance in lesson preparation for all lessons (graded and non-graded), learning support in classroom, etc.

- Monitor the trainee’s progress through discussions & FORMAL observations of his/her teaching
  - Informal observations are encouraged

- Regularly monitor teaching portfolio
Roles and Responsibilities of SCM/CT (cont’d)

- Support and advise on **professional matters** (e.g., parent consultancy)

- Have regular discussions with NIES on the trainee’s **ATTITUDE, performance and progress** so that, where applicable, extra guidance be provided

- Notify NIES in the event of potential distinction or fail case

- Determine the tentative **final grade** for Practicum which will be negotiated between the Principal/SCM/CT and the NIES
Responsibilities of Trainee SST

Providing specialized education/remediation to students identified with specific learning and behavioural difficulties, for example,

a) helping the student to understand lesson content using various means (e.g., systematic instructional procedures)
b) data collection and decision making
c) reminding and prompting the student to stay on-task, pay attention to teachers and participating in classroom activities.
d) helping the student to follow classroom routines
e) proactive behavior management
SST Professional Attitude

- Conduct self in a professional manner (Punctuality, Attendance, Communication Style, etc)
- Be up to date with all documentation in Teaching Portfolio
- Throughout the Practicum period, CT is required to maintain a record of:
  - Time/description of instances trainee fails to exhibit the desirable attributes
  - Date/time of formal meeting with trainee to discuss concerns on professional attitude and work ethic
  - Document meeting
  - Keep NIES updated
Practicum Portfolio

Contents include:

- Checklist of Practicum Portfolio

- General:
  - Timetable
  - School-related information (guidelines, rules, CCA schedule, school calendar)

- Two student cases
  - Summary of Pupils’ Needs and Recommendations
  - Individualised Education Plan (IEP) for **TWO** domains
  - Instructional Plans

- Conference – pre & post conference with NIES

- Supervision records
  - Supervision schedule
  - Completed APT Forms
Practicum Portfolio

• **Areas of support**
  - Instructional plans (session objectives – clarity, pre-requisite skills for the lesson to be relevant for the lesson, assessment of students’ learning, reflections for the lessons must be done)
  
  - Individualised Education Plan (IEP) – IEPs have the following criteria – specific, observable, measureable
Practicum Portfolio

- **Task analysis data sheet** (encouraged to be completed by all teachers)

- **Systematic instructional plan** (encouraged to be completed by teachers teaching students with moderate to severe disabilities)

- **Ecological inventory/ Ecological inventory with discrepancy analysis** (optional for the teachers)
Medical Leave info for Trainee SST

School personnel and NIES must be notified about the absence of the trainee SST, on the day of absence and a copy of the Medical Certificate (MC) must be submitted to the school the following day.

For MC submission to NIE, trainee SST must check the submission procedures via the NIE Portal for details. For clarifications, trainee SST could contact the Office of Academic Administration & Services (OAAS) at nieadmtp@nie.edu.sg or call 6790 3017/3019 for assistance.
Assessment of Practicum

- **Aim:** To provide the trainee with a clear and accurate feedback on the lesson under observation, and provide the scaffolding needed to conduct a successful session with the student receiving the service.

- **Assessors:** CT, SCM, and NIES
Lesson Observation-Feedback Cycle

1. Preconference
2. Observe
3. Post-Observation Feedback
Forms (NIES)

- APT forms
- Practicum Interim report
- Summative Report Part 1
- Summative Report Part 2
- Checklist of document to be submitted
Using the APT Form

• **COMPLETE** one APT form for each lesson observation against each process:
  - Pre-session Planning
  - Setting up for instruction
  - Implementation of plan and activities
  - Skill/strategy instruction and session wrap-up
  - Evaluation & self-reflection (assessed after post-session conference with trainee)

• Provide **FEEDBACK** on strengths and areas for improvements (within the same day).

• Student Teacher to **COMPLETE** feedback section of APT form.

• **GIVE** student teacher a copy of APT
# Descriptors Used in the APT Form

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emerging</strong></td>
<td>Performance is at <strong>beginner level</strong> where competencies have not be applied appropriately</td>
</tr>
<tr>
<td><strong>Developing</strong></td>
<td>Performance is <strong>slightly above beginner's level</strong> where trainee applied some of the competencies; however, needs to demonstrate better understanding and application</td>
</tr>
<tr>
<td><strong>Proficient</strong></td>
<td>Trainee <strong>demonstrated most of the competencies</strong>; can do better in one or more areas</td>
</tr>
<tr>
<td><strong>Exemplary</strong></td>
<td>Trainee <strong>demonstrated all listed competencies</strong> with confidence; processes were completed smoothly; problem-solved immediately and effectively</td>
</tr>
</tbody>
</table>
## Guidelines for Grading

<table>
<thead>
<tr>
<th>Grade descriptor in summative APT Form</th>
<th>Suggested Final TP grade (Distinction, Credit, Pass, Fail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mostly “Exemplary” and some “Proficient”</td>
<td>Potential DISTINCTION. MODERATION REQUIRED</td>
</tr>
<tr>
<td>Mostly “Proficient” and some “Exemplary”</td>
<td>Potential CREDIT</td>
</tr>
<tr>
<td>Minimally “Developing” for all the processes</td>
<td>Potential PASS</td>
</tr>
<tr>
<td>An “Emerging” in most of the processes</td>
<td>Potential FAIL MODERATION REQUIRED</td>
</tr>
</tbody>
</table>
Reports Due

PRACTICUM INTERIM REPORT to NIES
By 03 April 2020 (moderation)

SUMMATIVE REPORT PART I & II
By 4 May 2020

- Checks for progress
- Identifies concern
  - Three Observation
    - 1 by CT
    - 1 by SCM
    - 1 by NIES
- Sets tone for possible MODERATION
- Monitor closely and request moderation by 10 April 2020

- 1 by NIES
- Five Observation
  - 2 by CT
  - 2 by SCM

MONITOR CLOSELY
Moderation Process

- A potential DIST or FAIL case identified either by the NIES and/or the school, based on the trainee’s teaching performance **as well as attitude**.
- MUST be observed by an NIE appointed moderator.
- Please notify the Practicum Coordinator for the need of moderation by **10 April 2020**.
Submission of forms

All forms to be submitted during the Final Assessment Meeting through the NIES to the Practicum Coordinator by 4 May 2020:

Attention : Ms Lim Luck Siew
Practicum Coordinator (DISE, SST)
Psychology and Child & Human Development
National Institute of Education
1 Nanyang Walk
Singapore 637616
Documents to be submitted in the following order

- Practicum Summative Report (Part II)
  - To be completed and endorsed by Principal & NIES
- Practicum Summative Report (Part I)
  - To be completed and endorsed by Principal
- Practicum Interim Report
  - To be completed and endorsed by Principal & NIES
- 6 APT forms (original)
  - For lessons observed by SCM and CT
- 2 APT forms (original)
  - For lessons observed by NIES
- Moderator’s Report (where applicable)
  - For lessons observed by NIE Moderator
Practicum handbook and forms can be found in the website:


Or scan this QR code to view the webpage:
Important Contacts

SST (Full time) Practicum Coordinator:
Ms Lim Luck Siew
Tel: 6790 3201
Email: lucksiew.lim@nie.edu.sg

Practicum Administrative Matters:
Ms Janice Yeo
Tel: 6790 3311
Email: choonyan.yeo@nie.edu.sg