

# School Experience Briefing BA/BSc (Ed) (Year 1)

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An Institute of

# Briefing Overview

1. What is School Experience?
2. Administrative Information
3. Student Teachers' General Tasks
4. Student Teachers' Special SE Tasks
5. Cooperating Teachers' Roles
6. Student Teachers' Roles and Responsibilities
7. Things to Note
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# 1. What is School Experience?



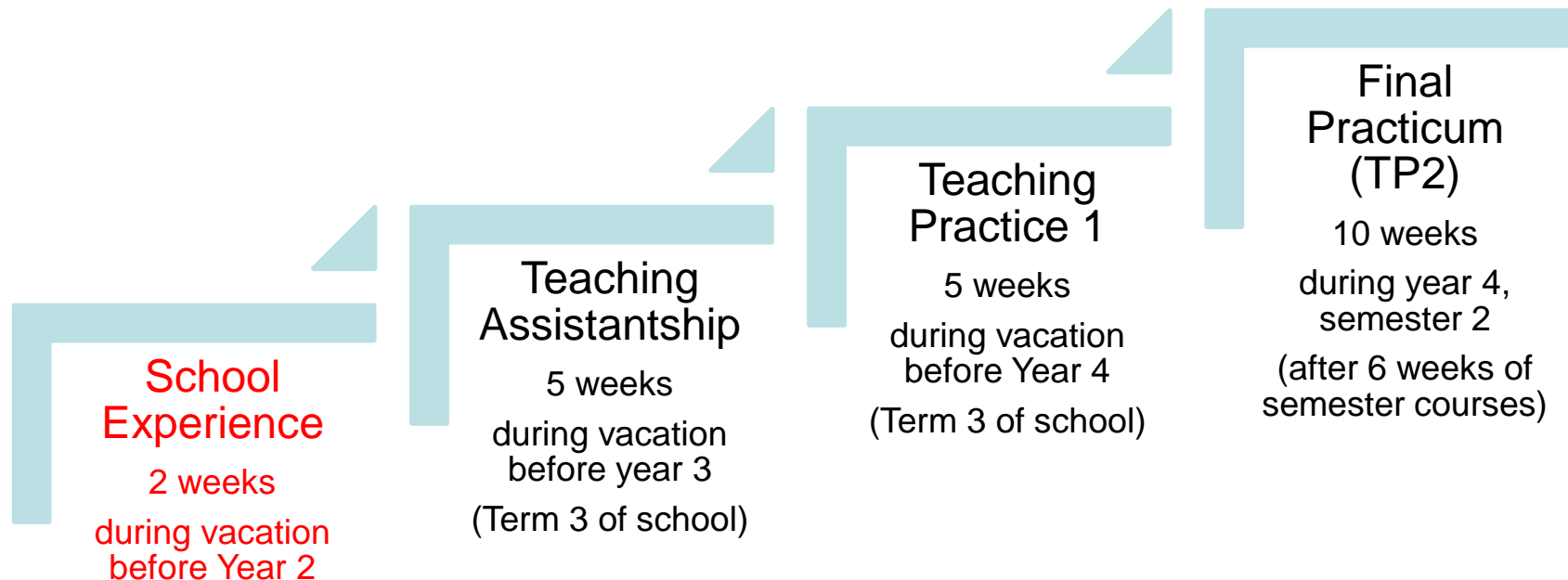
## OBJECTIVES OF SCHOOL EXPERIENCE

- To allow student teachers to **observe** the teaching and learning at primary and secondary levels in Singapore MOE schools.
- To acquaint student teachers with the new generation of students.
- To give student teachers an idea **of what teaching in school involves these days**.
- To help student teachers **make sense of the theories** they have learnt or will be learning in their coursework, and relate them to real school contexts.

# 1. What is School Experience?



## SCHOOL EXPERIENCE & PRACTICUM



Note: Block these periods out and don't commit yourself to other activities, like conferences, camps, vacation trips, internships, etc.

## 2. Administrative Information



- Dates of School Experience :
  - Primary school attachment : **9 – 13 Jul 2018**
  - Secondary school attachment : **16 – 20 Jul 2018**
- School posting :
  - Details from ISAAC in **mid-May, 2018**
- **Contact BOTH Schools**
  - Call and find out when to see the Principals in the week of the announcement of school posting
- NIE Supervisor : Nil

# IMPORTANT NOTE

- REGISTER FOR SCHOOL EXPERIENCE (APR10A) IN JULY 2018 COURSE REGISTRATION EXERCISE or else ...  
you will make life difficult for many people.

## 2. Administrative Information



- Download and complete the following forms from the Practicum website
  - CV
  - Subject List
- Give a copy to each School Principal and School Coordinating Mentor (SCM) when you meet them

# 2. Administrative Information



**CURRICULUM VITAE**  
(to be completed and handed to the Principal)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No. \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

NRIC/FIN No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race: \*Chinese / Malay / Indian / Eurasian / Others \_\_\_\_\_

Nationality: \_\_\_\_\_

Marital Status: \*Single / Married / Divorced / Widowed

\* Delete accordingly

Educational / Professional Qualifications : (state name of university, year of award and class of honours)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Working Experience : (with dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to be a teacher ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# 2. Administrative Information



## SUBJECTS COVERED AT NIE

Name: \_\_\_\_\_ Programme/ Year: \_\_\_\_\_ / \_\_\_\_\_

The subjects that I have studied at NIE before embarking on my Practicum are listed below for your information.

<u>Type</u>	<u>Subject Name</u>
Academic Studies	_____
	_____
Curriculum Studies	_____
	_____
	_____
Subject Knowledge	_____
	_____
	_____
Education Studies	_____
	_____
	_____
Electives	_____
	_____
	_____
Others	_____
	_____
	_____

# 3. Student Teachers' General Tasks



## 1. Observing and Reflecting

- the school culture - its philosophy, objectives, practices, rules and regulations, etc.
- teachers' roles and responsibilities – both in- and out-of-class
- lesson observations
- the school facilities - e.g. science laboratories (for science student teachers), subject rooms, media rooms, computer laboratories, e-learning infrastructure

# 3. Student Teachers' General Tasks



## 2. Lesson Observations

Primary school : 20 - 24 periods for week 1

Secondary school : 16 - 20 periods for week 2

(a total of 10 – 12 hours each week)

	BA/BSc(Ed) who are currently in <b>Primary</b> track	BA/BSc(Ed) who are currently in <b>Secondary</b> track
Week 1 in Primary schools	General: English, Maths & Science (Negotiate with SCM if interested in observing other subjects)	
	Mother Tongue: CL/ML & Moral Ed	
	PESS: PE, English & Maths	
Week 2 in Secondary schools	Current 1 Academic Subject Negotiate with SCM for an AS-related subject as a 2nd subject to observe	Current 2 Academic Subjects

# 3. Student Teachers' General Tasks



## 3. Interaction with the school community

# 4. Student Teachers' Special SE Tasks



## **SCHOOL EXPERIENCE TASKS**

(same set of 4 tasks for each week)

- ✓ Observation and making connection with educational theories
- ✓ Observation and note taking on classroom management
- ✓ Observation and note taking on the use of ICT
- ✓ Observation and note taking on assessment of pupils' learning/understanding

[Download](#) task handout from Practicum website

## 5. Cooperating Teachers' Roles



**The CT will help in the student teacher's professional development during School Experience by:**

- discussing school-related issues / MOE initiatives
- discussing syllabuses / schemes of work
- sharing his/her planning of lesson activities
- being observed performing teaching roles
  - planning, managing, communicating, instructing, evaluating
- guiding student teacher's observational activities

**You are NOT expected to submit your SE tasks to your CT.**

## 6. Student Teacher's Roles and Responsibilities

- You are a LEARNER
  - be diligent
  - observe and reflect, learn as much as you can
- You are a TEACHER (NOT a BUDDY)
  - involve in all aspects of school life
  - conform to school culture
  - abide by school/MOE rules governing staff conduct
  - be PUNCTUAL for school, classes and any meetings
  - be professional in the discharge of your duties

## 6. Student Teacher's Roles and Responsibilities

### Your dressing reflects & affects your thinking

*Ladies* (MOE Dress Code Guidelines)

- Skirts, not shorter than 5 cm/2 ins above the knee
- Well-cut, solid coloured pants
- Court shoes with comfortable heels, open-toed shoes, cling back shoes (not sandals/slip-ons)
- cover your **tattoos** (if any), remove your **multiple earrings, nose/tongue studs**, etc.
- make sure your **hair colour** is natural



# 6. Student Teacher's Roles and Responsibilities

## MOE Dress Code Guidelines

- *Gentlemen*
  - Shirts, with either short sleeves or long sleeves
  - Well-cut plain coloured/pinstriped trousers worn with/without belt
  - Shoes (not sports shoes) with socks covering ankles, not sandals
  - PE student teachers ...

# 7. Things to Note



- Absenteeism
  - only Medical Certificate, or leave approval letter from Office of Academic Administration & Services (OAAS) (applied at least 5 days in advance) is accepted, **NOT** personal letter/email.
  - Submit original MCs to Student Services Centre (SSC, OAAS) within 2 weeks; photocopy for school.
  - all leave must be applied through OAAS, not school.
  - notify school and NIES early.
- Details:
  - NIE Portal → Submission of Medical Certificates

## 7. Things to Note



- All materials borrowed from the school have to be returned on the last day of the school experience.
- Please remember to THANK the Principal, Vice-Principal, School Coordinating Mentor (SCM), CT and all staff (including non-teaching staff) who have helped you in one way or another during your school experience.

# 8. Practicum Office

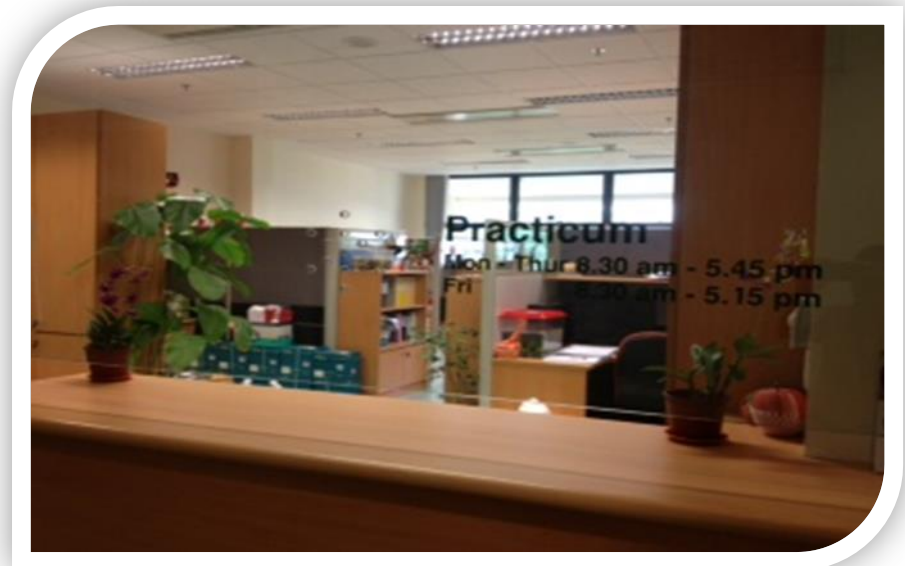
Location: Block 2 Level 3

Tel no.: 6790 3308 / 3311

Fax no.: 6896 9110

Email: [pract@nie.edu.sg](mailto:pract@nie.edu.sg)

Website: <http://www.nie.edu.sg/practicum>





**Enjoy your  
School  
Experience!**



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