SUGGESTED GUIDELINES FOR SCHOOLS ON PRACTICUM ARRANGEMENTS FOR STUDENT TEACHERS

Programme: Postgraduate Diploma in Education (Junior College) [PGDE(JC)]
Type of Practicum: Teaching Practice (TP)
Duration: 10 weeks

Cooperating Schools in NIE’s Practicum programme are kindly requested to assist the student teachers in their professional development through the provision of guidance and practicum learning experiences. To this end, some guidelines are suggested:

1. Appointment of experienced members of staff as Cooperating Teachers (CTs) to help and guide the student teachers in their professional development. Each student teacher can have a maximum of 2 CTs, of which one is the main CT.

2. Induction of student teachers into the school establishment and culture by the Principal/Vice-Principal/School Coordinating Mentor (SCM).

3. Introduction of student teachers to the staff and students of the school, and provision of workspace in the staff room and internet connection.

4. Arrangement of Timetables:
   a. To provide a total of 6–7.5 hours per week (based on 45 minutes per period) OR a total of 8–10 teaching periods per week;
   b. Out of the number of periods assigned to them, a maximum of 2 periods can be for lectures. Each lecture period is equivalent to 2 tutorial periods. As such, a student teacher can be given 2 lecture periods and a maximum of 6 tutorial periods, or 2 lecture periods and a minimum of 4 tutorial periods per week;
   c. Observation of 1 Project Work (PW) lesson per week for the entire duration of the TP to see how it is managed and facilitated;
   d. Opportunities to teach their CS subject (only one subject as indicated on the computer printout) in the remaining weeks;
   e. Opportunities to participate in collaborative, multi-disciplinary work (example: GP, KI, or other enrichment activities).

5. Arrangements for SCM (or other Senior Teachers) to facilitate 3 Focused Conversations for student teachers posted to the school.

6. Assessment of student teachers’ Professional Practice and Inquiry (PPI) course will be done by the NIES during the 10 weeks TP. Schools are not involved in the assessment of PPI. Please refer to the Practicum Handbook 2020 for more details.
7. Student teachers must write lesson plans (not more than 5 pages) for every lesson. Finalised lesson plans should be given to the CTs at least 24 hours in advance.

8. Arrangements for student teachers to observe how CCA is conducted (about 1-2 sessions for the whole practicum), but NOT to take charge of the CCAs.

9. Student teachers may be asked to help relieve classes **no more than 1 period per day**, when staff is on medical leave.

10. Student teachers are encouraged to be involved in school-wide functions such as Speech Day and Sports Day, and events that are linked to their teaching, e.g., learning journey of their classes. Nonetheless, we will need the help of the SCM to monitor the student teachers’ workload to ensure that they have adequate time to think through and prepare their lessons.

11. Arrangements for **student teacher to observe** their CTs and other experienced teachers teaching and managing a range of classes/levels_streams during the **first week** of the TP.

12. **Observation by CTs** of student teachers’ classroom teaching performance:
   - Recommended number of **formal** observations: a total of 4 for the CS subject, spread over the TP period.
   - If a student teacher is allocated lecture periods, 1 of the 4 formative assessments can be allocated to lecture but the other 3 should be for tutorials. The APT form will be used for both lectures and tutorials.
   - Depending on the nature of the lesson, section(s) of the APT form can be left blank if the process(es) cannot be assessed during the lesson.
   - CTs should avoid observing student teachers together with NIES.

13. The student teacher’s NIE Supervisor (NIES) will be making 2 lesson observation visits.

14. Moderation is **compulsory** for the award of Distinction/Fail grade. Please refer to the PGDE(JC) TP Schedule for the deadline to confirm moderation cases.

**THANK YOU FOR YOUR PARTNERSHIP !**