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.

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 to provide:
   a. Opportunities to teach all their CS subjects as indicated on the computer printout, in no more than 2 levels per CS, and
   b. For primary schools:
      - a total of 9 – 10 hours per week OR a total of 18 – 20 teaching periods per week, for student teachers with 2 or 3 CS subjects;
      - a total of 7.5 – 8.5 hours per week OR a total of 15 – 17 teaching periods per week, for student teachers with only 1 CS subject;
      - opportunities to teach classes in both upper and lower primary levels, but NOT Pri 1 and the very weak classes in other levels; the school decides which session the student teacher should teach in.
   c. For secondary schools:
      - a total of 9 – 10 hours per week OR a total of 14 – 16 teaching periods per week;
      - opportunities to teach only non-graduating classes, but not the challenging classes.

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 2 periods 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 6** for all the CS subjects, spread over **10 weeks** of the TP period.
   - 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(Pri/Sec) TP Schedule for the deadline to confirm moderation cases.

**THANK YOU FOR YOUR PARTNERSHIP !**