



Estd. 1971

MYSORE DIOCESAN EDUCATIONAL SOCIETY

St. Joseph's College of Education

Jayalakshmipuram, Mysuru

Accredited by NAAC/Affiliated to University of Mysore/ Recognised by NCTE

PRACTICE TEACHING MANUAL

Practice Teaching Manual

Teaching practice is the vital component of teacher education and training because it provides student teachers with an opportunity to learn from experience in the work place.

Training teachers is a partnership between teachers training colleges, the secondary schools and stakeholders in the education system.

Importance of Teaching Practice in Education:

- Student teachers learn from experience in the work place.
- Gets to translate the skills and theory learnt into reality.
- Enhances actual classroom teaching skills
- Students get practical experience of observing expert teachers classes, receiving feedback and practicing strategies.
- To understand the role and operation of how the business of schooling is done.
- To acquire profession competencies.
- Organise and manage the classroom environment for maximum academic performance.
- Manage classroom interaction and students behavior to create safe, conducive learning atmosphere for student academic success.
- Work co-operatively and collaboratively with students, parents, school authorities and the institution.
- Using appropriate learning aids to make teaching-learning interesting and effective.
- Using appropriate assessment tools and methods to determine student learning.
- Use reflective practice to evaluate effectiveness of meeting intended instructional objectives.
- Plan instruction and learning experiences which recognize the individual needs and differences of student.
- Organise and manage classroom environment to maximize learning.
- Evaluate learning to determine the extent to which instructional objectives are achieved by students.
- Recognize and practice self-reflection for the purpose of personal professional growth.

University of Mysore

2 YEARS B.Ed. DEGREE PROGRAMME SYLLABUS

EFW:-Weight age distributions under the Unit plan Based Lesson (1+3+1 & 1+3+1)

EVENTS	DURATION/OBSERVATION	MARKS	TOTAL
UNIT PLAN	05+05	10
PRESENTATION (3+3)	02+02=04	10+10	20
UNIT TEST	01+01=02	10+10	20
TOTAL		50	50

Weight age distributions under the Block teaching (8+1 & 8+1)

EVENTS	DURATION/OBSERVATION	MARKS	TOTAL
BLOCK TEACHING (8+8)	3+3=6	15+15=30	30
CRITICISM LESSON	1+1=2	05+05=10	10
GENERAL LESSON (NON OBSERVATION)	5+5=10
OBSERVATION RECORD	30 LESSONS OBSERVATION (EACH PEDAGOGY)	05+05=10	10
TOTAL	18	50	50

Weight age distributions under the Immersion programme:-

EVENTS	DURATION/OBSERVATION	MARKS	TOTAL
INNOVATIVE LESSON	1+1	10+10	20
TLM/ICT LESSON	1+1	10+10	20
REMEDIAL LESSON	3+3 (6 Days)	05+05	10
ACTION RESEARCH	01	10	10
CO-SCHOOL ACTIVITIES	4 Activities	10	10
REFLECTIVE DAIRY	01	20	20
VIVA VOCE	01	10	10
TOTAL			100

Request to the Heads of Institutions regarding Practice Teaching

Dear Rev Fr/Sr/Sir/Ma'am

We request you to keep the following details regarding the ensuing of Practice –Teaching Programme in mind before the commencement of the same.


1. The list of B.Ed Students allotted to your school is enclosed.
2. As per the revised NCTE and University Regulations each student will give 14 Lessons (1 ICT Based lesson+1 innovative lesson) 1 Test Lesson + 1 Unit Test + 1 diagnostics test + Remedial teaching in each of the methodology subjects.
3. Apart from the classroom teaching the students have to conduct 1 Action Research, 4 Activities in Methodology subjects and participation in 4 co-scholastic activities during the 50 days in the school.


The following suggestions incorporated will be of immense help to us.

- a) Classes from second period onwards from Monday to Friday. Students are required in the college on Saturdays.
- b) Extra classes may not be allotted during the first week to make for easy and effective initiation.
- c) Please spread out classes throughout the day as far as possible with not more than two classes per day to facilitate qualitative staff observation.
- d) Please provide one class for each trainee every day in order to complete the quota in good time.

We look forward for a successful internship programme for this academic year with your Co-operation and Co-ordination.


Thank you,


(Mrs. Anne Jaya Sheela)
Co-ordinator


Dr. Priya Mathew
Principal
PRINCIPAL
St. Joseph's College of Education
Jayaramanapuram, Mysuru-575 012

Schools for Practice Teaching

Sl No.	List of Schools
1.	Nirmala High School
2.	Brindavan High School
3.	Vivekananda High School
4.	Good Shepherd High School
5.	St. Anne's High School
6.	St. Mathias High School
7.	Avila Convent High School
8.	St. Mary's High School
9.	St. Philomena's High School
10.	C K C High School
11.	St. Anthony's High School
12.	St. Joseph's High School, Rajivnagar


PRINCIPAL
St. Joseph's College of Education
Chennai-570 012

Instructions to Student Teachers:

Guidelines for you to follow which will help develop certain teacher qualities and competencies and also contribute to your professional training.

1. You have been posted to an assigned Secondary School for the purpose of Practice teaching and will complete the entire programme in that institution itself.
2. The required number of lesson plans in each of the methodology subjects must be prepared and approved well in advance. A few extra-approved lesson plans must be ready for the use in case of contingencies.
3. You are not permitted to teach without an approved lesson plan. The approved lesson plan should be made available to the supervisor well in advance, before executing the lesson.
4. You are expected to participate in all activities, at in assembly, programmes of the school and will strictly adhere to the schedules/timetables and rules and regulations of the school.
5. You must follow guidelines and incorporate suggestions given by the supervisors regarding your lessons and pertaining to the programme.
6. Like regular school teachers you will sign the attendance register, maintain discipline, follow the dress code, be smart in your outlook/turnout and attend to school duties.
7. When you don't have class you are expected to observe your fellow student teacher lessons.
8. Since the Internship Programme is compact and organized for you, absence cannot be permitted. In case in inevitable/ unavoidable the student leader/ deputy leader has to inform well in advance with the leave letter address to the principal.

9. Observation of lessons will have to be a minimum of 60 lessons for which you have been oriented. Follow the criteria and provide the right feedback to your fellow teachers.
10. All the students will receive guidance in the college during the weekend from methodology teachers and coordinator of the practice teaching programme.
11. You must follow the time table strictly and note your classes. No exchange of periods or absence is allowed. You must be present throughout the day in the school.
12. Time tables and daily schedules of work will be available in advance and will be in the custody of leaders /deputy leaders.
13. You are not permitted to observe lessons in other schools without the permission of the coordinator.
14. While your fellow teachers are handling the classes refrain from disturbing the proceedings of the lesson.
15. You may not approach the school headmaster/mistress or individual teachers. If there is any need, it must be brought to the notice of the concerned leader/deputy leader.
16. You must cooperate and assist your school leader/ deputy leader, in organization of the programme.
17. Follow rules and regulations, maintain expected code of conduct/ discipline and imbibe the desirable qualities of a teacher to help you to grow and appreciate your profession.



Smt. Anne Jaya Sheela
(Co-ordinator)



Dr. Priya Mathew
PRINCIPAL
St. Jeseph's College of Education
Jayalakshmpuram, Mysuru-575 012

UNIT PLAN BASED LESSONS

Assessment of UNIT PLAN BASED LESSONS (Max. Marks for each Lesson 10)

CRITERIA	WEIGHTAGE	MARKS OBTAINED		REMARKS
		1	2	
Preparation of Lesson Plan	3			
Presentation of Lesson	4			
Interaction (Teacher -Pupil, Pupil-Pupil)	1			
Effectiveness of Activities	1			
Teacher's Personality	1			
TOTAL	10			

Signature of the Teacher Trainee _____

Signature of the Teacher Educator _____

BLOCK TEACHING LESSON PLAN

Assessment of BLOCK TEACHING LESSONS (Max. Marks for each Lesson 10)

CRITERIA	WEIGHTAGE	MARKS OBTAINED						REMARKS
		1	2	3	4	5	6	
Preparation of Lesson Plan	3							
Presentation of Lesson	4							
Interaction (Teacher -Pupil, Pupil-Pupil)	1							
Effectiveness of Activities	1							
Teacher's Personality	1							
TOTAL	10							

Signature of the Teacher Trainee _____

Signature of the Teacher Educator _____

INNOVATIVE LESSON PLAN

Criteria for assessment of INNOVATIVE LESSON PLAN

Sl. No	CRITERIA	WEIGHTAGE	MARKS OBTAINED
1	Lesson Planning	3	
2	Novelty	2	
3	Creativity	3	
4	Execution	2	
	TOTAL	10	

Signature of the Teacher Trainee

Signature of the Teacher Educator

ICT BASED LESSON/TLM

Criteria for assessment of ICT BASED LESSON / TLM

Sl. No.	CRITERIA	WEIGHTAGE	MARKS OBTAINED
1	Lesson Planning	2	
2	Integration of ICT	2	
3	Relevance	2	
4	Originality	2	
5	Overall Impact	2	
	TOTAL	10	

Signature of the Teacher Trainee

Signature of the Teacher Educator

REMEDIAL TEACHING

Criteria for assessment of REMEDIAL TEACHING

Sl. No	CRITERIA	WEIGHTAGE	MARKS OBTAINED
1	Identification of the problem	1	
2	Planning	2	
3	Execution of the plan	1	
4	Follow up	1	
	TOTAL	5	

Signature of the Teacher Trainee

Signature of the Teacher Educator

GUIDELINES FOR OBSERVATION OF A LESSON:

Record your observation / comment under the following stages/ aspects of the lesson:

I. INTRODUCTION / MOTIVATION

1. What was the previous knowledge used? Was it relevant to the lesson?
2. What were the important questions, examples, explanations, learning aids or other methods used to test and link the previous knowledge with the present lessons?
3. How effective was the engagement activities?

II. DEVELOPMENT

1. Comments on the effectiveness of explanation, examples, illustrations, questions, demonstrations, correlations, etc.,
2. Was the presentation of learning points sequential? (Also comment on the model reading, students reading, activities, related to structures, content words and grammar)
3. Comment on the effectiveness of attempts made by the teacher to test pupils learning and to increase pupil participation (provide – examples)
4. List the learning aids used. Comment on the suitability and effectiveness.
5. Was the B.B work neat, appropriate and well organized?

III. RECAPITULATION / EVALUATION:

1. Was the review questions adequate, varied, and appropriate?
2. Comments on accuracy, appropriateness and variety of assignments.

IV. TEACHER AND RELATED ASPECTS

1. Do you think the teacher was well prepared, confident, tactful, pleasant, neat and enthusiastic?
2. Comment on the teacher's voice, language, expression.
3. Comment on budgeting of time and classroom management.

APBhale
(Co-ORDINATOR)

Rayl
PRINCIPAL
St. Joseph's College of Education
Jayalakshinipuram, Mysuru-570 012

OBSERVATION RECORD

PROFORMA FOR OBSERVATION OF LESSONS

Stages/Aspect of a Lesson	Descriptive Ratings				Additional Comment & Suggestions
(A) Introduction/Motivation					
1. Engagement Activities used	Not Relevant	Relevant	Very Limited	Adequate	
2. Devices used	Not Relevant	Relevant	With Moderate Effect	With Good Effect	
(B) Development					
4. Presentation of Content	Not Sequential	Sequential	Fairly Appropriate	Appropriate	
5. Method/Strategies/Activities	Not Appropriate	Some what Appropriate	Appropriate	Not Appropriate	
6. Pupil-teacher/interaction	Not Good	Fairly Good	Good	Very Good	
7. Learning Resources	Not used	Not used Appropriately	Appropriately Used	Well Used	
8. B.B. Work	Not Satisfactory	Legible	Neat	Not Satisfactory	
(C) Recapitulation/Evaluation					
9. Review questions	Insufficient Coverage	Good Coverage	Varied	Properly Worded	
10. Student's response	Not Good	Fairly Good	Good	Very Good	
11. Followup activity	Not Appropriate	Appropriate	Good	Very Good	
(D) Teacher & Related Aspects					
12. Confidence level	Not Satisfactory	Satisfactory	High	Very High	
13. Communication	Not Satisfactory	Satisfactory	Effective	Highly Effective	
14. Budgeting of Time	Not Good	Fairly Good	Good	Very Good	
15. Classroom Management	Not Satisfactory	Satisfactory	Effective	Highly Effective	

Note: Tick(√) more than one appropriate rating against each aspect

Signature of the Teacher Trainee

Signature of the Supervisor

CRITICISM LESSON

CRITERIA FOR ASSESSMENT OF CRITICISM LESSON

Sl. No.	CRITERIA	WEIGHTAGE OF MARKS	MARKS OBTAINED
1	Preparation of Lesson Plan		
2	Presentation of Lesson		
3	Interaction (Teacher-Pupil, Pupil-Pupil)		
4	Effectiveness of Activities		
5	Teacher's Personality		
	TOTAL		

Signature of the Teacher Trainee

Signature of the Teacher Educator

UNIT PLAN

CRITERIA FOR ASSESSMENT OF UNIT PLAN

Sl.	ASPECTS	MARKS	REMARKS
1	Meaningful division of the unit sub-units and sequencing of the content		
2	Appropriateness of learning outcomes		
3	Appropriateness of learning strategies/activities		
4	Adequacy and quality of questions/activities in evaluation		
5	Suitability of suggested follow-up activities/projects		
	TOTAL		

Signature of the Teacher Trainee

Signature of the Teacher Educator