

SNDT Women's University



**Department of Education
Maharshi Karve Vidyavihar, Pune**

**Internship Manual
2015-16**

About M.Ed Internship

The Internship program integrates a strong hands-on approach with a theoretical basis to give student teachers a firm understanding of the subject matter and get hands on experience in the field.

General Information about the Internship

The internship is of 4 credits. This represents 15 hours per credit and 60 working hours for the degree needs to complete the respective program's requirements. The internee will work for 15 days in the field. The internship is a culmination experience. Internee should complete the intended activities with the certification standards prior to their final semester exam. The student and their academic advisor plan the internship experience. Additionally, each student will design and develop a portfolio that is representative of the activities and experiences of their internship. This portfolio must be presented to their academic advisor within two weeks after the completion of the internship. Requests for an extension of time must be submitted in writing, and requests for extensions should only be considered due to extenuating circumstances.

Goal of the Internship

- To develop Professional Competency among student teachers.
- To develop positive attitude towards teaching profession.

Purpose of Internship

- To Provide hands on field experiences to student teachers.
- To develop competencies required for being a reflective teacher educator.

Objectives of the Internship

To enable the student teachers to

- Facilitate classroom learning.
- Conduct the workshop on current concerns in education
- Conduct workshop on aspect of personality development
- Guide student teachers for lesson planning
- Observe lessons and give feedback to student teachers
- Develop competency of good teaching by observing the lessons of the teacher trainees of B.Ed/ D.Ed colleges.
- Prepare the lesson timetable.
- Organize and conduct competitions / exhibition in teacher training institutes
- Gain understanding about functioning of teacher education institutes.

Type of Internship

Internship is unpaid activity wherein student teachers will go and get hands on experiences in the field without any stipend or monetary gain. They will provide their services to the teacher education institutes/industry and get the understanding about functioning of those institutions.

Internship Requirements

- 60 hours of internship experience is required.
- The student teacher prepares a weekly log which outlines the activities that were undertaken each week. The log is to be appropriately prepared and submitted after internship.
- Near the end of the internship, the faculty coordinator of internship will send an evaluation form to the agency supervisor. The agency supervisor must complete and return the evaluation before the internship is considered completed.

Internship Programme

(Credit- 4,Marks- 100,Hours- 60,Duration-2 weeks)

Internship to be conducted in NCTE Recognized B.Ed. College

Activities to be conducted in internship Programme

1. Lesson Guidance to five student teachers (3lessons for school based content and 2 simulation lessons)
2. Lesson observation of five students teachers.
3. Preparation of lesson time table.
4. Conducting Workshop on concerns in education.
5. Organization of competition in teacher education institution related to their area of specialization in Semester I
6. Conducting workshop on any one aspect of personality development such as self awareness, time management, stress management, conflict management, and student content orientation
7. Observation of 5 lectures given by the B.Ed College Teachers.
8. 2 Lectures to be delivered by the internee in any theory course of the B.Ed Program
9. Conducting one lesson using Team Teaching strategy
10. Participation in day to day activities of the college.

Instructions to M.Ed internee

1. Each internee has to complete the listed work within the given period of internship as per the plan.
2. Internee should be punctual and should remain present 15 minute prior the college starts.
3. Internee has to remain present throughout the day.
4. No leave will be granted in the internship period.
5. Internee should strictly follow the rules and regulations of the college and observe complete discipline
6. Internee should be aware about their behavior in the college.
7. Day to day attendance will be recorded in the separate sheet and signed by the internship head.
8. Internee has to keep detailed record of each and every activity performed in the college.

Code of conduct for the internee

- ❖ Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions.
- ❖ Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it your best effort.
- ❖ Changes in work schedule, supervision, or problems at your site must be reported to the Internship coordinator.
- ❖ If you feel victimized by a work-related incident, contact the Internship Director immediately.
- ❖ Dress appropriately for the work setting.
- ❖ Follow through on commitments.
- ❖ Do not conduct personal business during work hours (emails, cell phones, internet)
- ❖ Keep a positive attitude.
- ❖ Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- ❖ Be observant – see how people organize their ideas and respond to situations.
- ❖ Communicate – keep people informed in a useful and succinct way, listen, and ask questions.
- ❖ Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers and students.
- ❖ Assert yourself and your ideas in an appropriate and tactful manner.
- ❖ Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
- ❖ Accept constructive criticism and continuously strive to improve performance.

- ❖ Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge .

Records to be kept:

1. Lesson time table slips
2. Rough lesson notes of B..Ed. students , guided by the M.Ed. internee.
3. Lecture Plans.
4. Workshop details and photographs.
5. Competition /Exhibition details and photographs
6. Lesson observation details.
7. Details about participation in day to day activity.

Activity No.1

Lesson Guidance to five B.Ed Student teachers

SN.	Name of the B.Ed. student seeking guidance	Method	Type of lesson	Date of the guidance	Important suggestions given	Rectifications done

Signature of the student

Signature of the guide

Details of the activity No.1

Lesson guidance to five student teachers

Activity No.2**Lesson Observation of five students**

Sr. no.	Name of the B.Ed. student teacher	Date	Subject & Topic	Positive Points	Suggestions & remarks

Signature of the student**Signature of the guide****Details of the activity No. 2
Lesson Observation of five students**

Activity No. 3
Preparation of Lesson Time-table

Date of the actual work of timetable preparation-----

Sr. No.	Name of the School	Name of the B.Ed. teacher	No. of lessons

Signature of the student

Signature of the guide

Activity No. 4**Conducting Workshop on Concerns in Education**

Date	Topic of the workshop	Role of the internee	Nature of work done	Experts if any	No. of participants

Report of the workshop

Internee's reflection

Activity No. 5

Organization of Competition /exhibition on the topic related to the subject Guidance & counseling

Competition

Name of the Competition	Date	Criteria for the evaluation	No. of participants	Name of the experts/evaluators
Result				

Exhibition

Subject	Date	Nature of the display	Name of the expert guide	Total no. of visitors
Important remarks				

Report of the activity 5

Organization of Competition/exhibition on the topic related to the subject Guidance & counseling

Activity No. 6
Conducting workshop on any one aspect of personality development

Date

Aspect of the personality development

Role of the internee

Nature of work done

Experts if any

No. of participants

Signature of the student

Details of the activity 6
Conducting workshop on any one aspect of personality development
Report of the workshop

Activity Nno. 7

Observation of 5 lectures given by B.Ed. College teachers

Sr. No.	Date	Name & Sign of the B.Ed. college teacher	Subject & Topic	Positive points	Remarks

Details of activity 7

Observation of 5 lectures given by B.Ed College teachers.

Activity 8
Two lectures on any one course

Lecture 1

Date-----

Subject -----

Topic—

Teaching aids	Main points	Teacher activity	Student activity

Lecture 2

Date-----

Subject -----

Topic-----

Teaching aids	Main points	Teacher activity	Student activity

Activity No.9
Team Teaching

Date	-----
Subject	-----
Topic	-----
Name of the team member	-----
Role of the internee in the team	-----
Teaching aid used	-----
Main points	-----

Activity No. 10

Presenty & participation in day to day activities

Sr. No.	Date	Presenty	Activity if any	Role of the internee	Sign of B.Ed. teacher

Total no. of days present -----

Activity No.11**Administration of Psychological Test**

Sr No.	Date	Name of psychological Test Administered	No. of students
1			
2			
3			
4			

Observation of Internee**Signature of the students**

Internee's Report about the internship