

## Instruction Leaflet for Mentors and Students for the realization of the three week block teaching practical (BPI)

### General

The three week practical is designed to let students make their first continuous experience in teaching. Under the instruction of their mentors they learn about the connection between planning, teaching and the reflection on their lessons.

Furthermore they are to experience school reality in its totality, meet the requirements of every day life in school and learn to cope with it adequately.

During the first semester the students will have attended courses such as “**Introduction to Teaching Practice**” (one semester of which is obligatory) and in second or third semester a weekly **day practical for beginners** (including their own teaching attempts). Before the practical starts the students are given an **introduction** at the university in which the duties and responsibilities of the practical are explained.

After first **observing lessons** given by their mentors and after an information session on lesson planning and timetables the students are introduced to planning their own teaching and are then given comprehensive tasks for planning lessons of their own.

### It is part of the student's duties

- to teach a minimum of 15 lessons, provide a draft for each lesson (see reverse side of the form) including comments on their methodological, scientific and didactic aspects,
- to keep a diary (see reverse side),
- to establish criteria for observation and evaluation of lesson processes,
- to learn about the problems of performance and assessment tests from the point of view of the teacher
- to learn about the impact of their lessons on the knowledge and behaviour of their pupils
- to learn and become aware of pupil – pupil and teacher – pupil relationships under the influence of the school as an institution

### It is part of the mentor's duties

- to inform the students about the classes, the level and the school
- to enable the students to make at least **15 teaching attempts of their own also in subjects they have not studied**
- to encourage the development of teaching abilities by observation tasks (e. g. gesture, language, question techniques)
- to provide assistance in the planning **and the performance of the lessons** (structure of lessons, making lesson plans, observing social forms and applying teaching methods)
- to give advice to the students in **discussions before and after** their own lessons to enable a **critical reflection** of their own lessons and of the pupils' behaviour during lessons

The following **aspects** can for example be looked at:

- reasons for didactic problems in the selection of teaching and learning contents
- analysis of teaching/learning problems
- pedagogical problems in pupils' and teachers' behaviour as well as their effects on their attitudes towards teaching and learning
- lesson results under the aspect of the effectiveness of pedagogical measures

If the block practical is done at a **special school** it is possible to deviate from the predetermined number of teaching attempts. However appropriate performance should be verifiable.

### Portfolio:

#### obligatory as from the begin of studies in the summer term of 2005

The portfolio about the students' teaching experiences, activities and problems that has to be kept by them from the first semester onwards has to be continued during the block practical. Let the student show you their portfolios and take them as a basis for discussions and reflections. It is not intended that the tutor evaluate the portfolio. (contact person at the university: Dr. Martina Geigle Tel. +49 7171 – 983271 [martina.geigle@ph-gmuend.de](mailto:martina.geigle@ph-gmuend.de))

### Illness, leave, absence

Any interruption of the practical due to **illness or leave** that takes longer than 2 days as well as absence without excuse will result in non-completion of the practical.

**Leave can only be permitted by the director of the Department of Practical Teaching.** Days of absence with valid excuses may be made up (if the organisation of the practical permits it).

**Details to the diary:**

According to the examination order as well as to the study regulations of the University of Education in Schwäbisch Gmünd the students have to pass a 3 week block practical and to present a report proofing their capability to document school work.

**Aim of the diary:**

The students shall prove that they have the ability to reflect and demonstrate school work, which shall be reported in the continuous keeping of a teaching diary. This diary has to cover the complete teaching preparations as well as critical reflections concerning their own activities. The diary is to be regarded as documentation of pedagogic work, as a training field for future professional achievements.

**Extent of the diary:**

It is obligatory for the students to provide **a draft for every lesson they held** (at least 15, see back of the page) containing the following:

- organisational details about time, school, class, subject,
- subject of the lesson,
- aim of the lesson,
- literature,
- intended course of the lesson,
- reflection.

A written reflection is only reasonable if it shows constructive and continuative details of the mentor's monitoring as well as a censorious documentation of the own experiences. The post-processing should show the learning progress during the three-week practical and help on with preparing future work.

Towards the end of the practical an **extensive lesson** draft has to be presented. This should contain – apart of the a. m. parts of a draft – the following:

- comments on the group or comprehension of the situational conditions,
- analysis or presentation of the problems of the learning matter,
- well founded considerations concerning the selected methods,
- well founded considerations concerning the applied media.

The reason for this recommendation is given by the conditions of study in which it is set that extensive written lesson preparations have to be requested from 3<sup>rd</sup> semester.

**Part of the diary in the report**

It is an obligatory part of the practical to keep a diary. The mentor confirms on a report form that the diary has been drawn up adequately. **If this confirmation is missing the practical will be estimated as failed.** Please return the diary to the students after completion of the report.

**Information to the report**

The mentors recapitulate their opinion about the qualification of the particular candidate in a report and confirm the successful/unsuccessful participation in the practical.

Successful participation in the practical can only be confirmed if the diary meets the required demands and has been submitted in time.

**Retry of the school practice**

School practice can be repeated once if the first try failed. In case, a successful completion of the school practice seems questionable, the supervising teacher is obligated to inform the student about the situation as early as possible. The supervisor should also communicate the requirements for passing school practice. Any dropout at this stage is rated as an unsuccessful attempt.

The reports are part of the examination documents. For this reason we ask you to

- use the official report forms (can also be downloaded from the website: [www.ph-gmuend.de](http://www.ph-gmuend.de) Studium / Schulpraxis / Formulare und Merkblätter)
- **A concluding conversation with the trainee in which the reasons for success or failure of the practical are given is desired.**
- **If the practical has been made abroad**, the report has to be given to the students **in original** after the practical so that they can present it to the Office for Practical Teaching.

If you have any further questions concerning the three week block practical, do not hesitate to contact

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