

# Manual for School Supervisors and Mentor (Cooperative) Teachers

## Teaching Practice Program BS Education

Department of Education, University of Management and Technology (UMT)

### Introduction

This manual is designed to guide school supervisors and mentor teachers hosting **BS Education student-teachers** during their Teaching Practicum. It outlines roles, responsibilities, expectations, and operational procedures to ensure a **productive, safe, inclusive, and professionally enriching experience** for both the school and the student-teacher. The practicum also serves to strengthen collaboration between partner schools and the university.

### Objectives of the Teaching Practicum

The teaching practicum aims to:

- Provide student-teachers with **real-world classroom teaching experience** under supervision.
- Allow the application of **pedagogical theories, instructional strategies, and professional ethics**.
- Strengthen skills in **lesson planning, content delivery, classroom management, and assessment**.
- Foster **reflective teaching practices**, self-evaluation, and adaptability.
- Promote **collaborative partnerships** between schools and the university to support professional development.

### Duration and Schedule

- **Total Duration:** 15 Weeks (2 days/week)
- **Daily Timing:** Aligned with the host school's working hours
- **Flexibility:** Minor adjustments can be made in consultation with the university, if necessary.

### Grade-Level Assignments

Student-teachers will be placed from **Nursery to Grade 8**, based on the following:

- **Subject specialization**
- **Teaching readiness and confidence**
- **Availability of host school classes**

Efforts should be made to rotate assignments (where possible) to provide exposure across **early childhood, primary, and middle school levels.**

## **Role of the Mentor (Cooperative) Teacher**

Mentor teachers are key to shaping the professional journey of pre-service teachers. Each student-teacher is assigned a **mentor teacher**, who serves as a guide, evaluator, and instructional coach.

### **Mentor Responsibilities:**

- **Orientation:**  
Introduce the school's philosophy, routines, rules, student demographics, and classroom environment.
- **Planning Support:**  
Guide the intern in preparing **age-appropriate, engaging, and inclusive lesson plans**, classroom activities, and assessments.
- **Observation and Feedback:**  
Observe lessons and provide **verbal and/or written feedback**, focusing on instructional style, communication, classroom control, and content delivery.
- **Professional Modeling:**  
Serve as a **role model**, demonstrating effective teaching practices and ethical professionalism.
- **Documentation:**  
Sign the **daily attendance sheet**, verify the **Teaching Practice File**, and submit **midterm and final performance evaluations** to the university.
- **Encouragement and Coaching:**  
Help the student develop confidence, manage challenges, and reflect on teaching experiences for ongoing improvement.

### **Role of the School Supervisor/Principal**

- Oversee overall practicum implementation and ensure alignment with school policies.
- Coordinate mentor teacher assignments and monitor intern conduct and performance.
- Address any concerns or incidents (e.g., discipline, punctuality, teaching readiness) and report them to the university if necessary.
- Facilitate communication between the university supervisor and school staff.
- Approve and sign the **Teaching Practicum Completion Certificate** upon successful completion.

## Expectations from the Host School

The host school is kindly requested to:

- Assign **welcoming, experienced, and cooperative mentor teachers** to student-teachers.
- Provide access to **instructional materials, teaching aids, and digital tools** where available.
- Allow the student-teacher to **observe and teach** under supervision.
- Encourage involvement in **parent-teacher meetings, workshops, staff development sessions, assemblies, and field trips**.
- Ensure a **gender-sensitive, harassment-free, and professionally safe environment**—particularly important for **female student-teachers**.
- Offer **positive reinforcement**, constructive feedback, and opportunities for growth.

## Evaluation Criteria

Student-teachers will be assessed based on:

Area of Assessment	Weightage
Mentor Teacher Evaluation	40%
University Supervisor Evaluation	40%
Teaching Practice File & Reflections	20%

## Assessment Indicators Include:

- Quality of lesson planning and instructional clarity
- Classroom and behavior management skills
- Communication and rapport with students and staff
- Integration of visual aids, realia, and technology
- Professional ethics, punctuality, and grooming
- Reflective thinking and willingness to improve

## Teaching Practicum Completion Certificate

At the end of the practicum, the host school is kindly requested to issue an **official Practicum Completion Certificate**. This document is essential for the student-teacher's final evaluation and academic record.

The certificate should include:

- Full name of the student-teacher
- Name and level of the host school
- Dates of the practicum
- Grade levels/subjects taught
- Remarks on conduct and teaching performance (optional but appreciated)
- Signature of the School Principal
- Official school stamp/seal

### **Additional Notes for Female Student-Teachers**

Given that many of our student-teachers are female, the university kindly requests:

- Ensuring a **safe, respectful, and culturally sensitive environment**
- Avoiding gendered task allocation (e.g., assigning administrative tasks disproportionately)
- Providing suitable rest space (if needed) and accommodating basic needs
- Encouraging **equal opportunities** for class instruction, leadership roles, and engagement

### **Appreciation**

We sincerely thank you for your **continued collaboration and mentorship** in shaping the future educators of Pakistan. Your commitment to guiding and supporting our student-teachers ensures that they enter the teaching profession with confidence, competence, and care. Your role is not just supervisory, it is inspirational.