

Department of Education

University of Management and Technology

BS Education

Teaching Practice Manual

Practicum refers to experiences that teacher trainees have in the classroom before they take on the full range of responsibilities required for student teaching. Practicum teachers partner with a professional teacher who directs their activities and gives them feedback on any work they do.

The practicum is an important and exciting step in the path to becoming a fully qualified teacher

A mandatory component of any teacher education program, practicum involves a period of supervised teaching practice in a school or educational setting where student teachers can apply their theoretical knowledge and skills in a practical setting. A teaching practicum typically involves a series of placements — each lasting several weeks or months — where pre-service teachers work alongside experienced teachers and mentors to develop their teaching practice.

A teaching practicum is a hands-on, supervised teaching experience, often part of a teacher education program. It provides aspiring teachers with real-world classroom experience, allowing them to apply theoretical knowledge in practice.

Guidelines and Requirements for Practicum Students

- The practicum course is focused on developing competency in the following core areas:
 - a. Professionalism
 - b. curriculum knowledge
 - c. lesson planning
 - d. classroom management
 - e. classroom assessment
 - f. homework/copy checking
 - g. others
- Teacher candidates will also work on starting a school day, routines, and procedures while gaining a breadth of experience in many aspects of the school.

Instructional Responsibilities

- Teacher candidates are advised to:

- Follow the given schedule required for classroom teachers, including arrival and departure times.
- Attend faculty meetings, workshops, and other activities required for the classroom teachers.
- Follow the school's calendar, including parent-teacher, meetings, open houses, holidays, and staff development days, etc.

Attendance

- ***You must call or email your supervisor and the school if you are going to be late or absent.***
 - Your absence may affect your overall grade. Practicum students must document their field hours based on daily attendance.

Dress Code

- Practicum students should dress in a professional manner that identifies them as teachers in the school. Practicum students should be professional at all times. Practicum students should consider the dress code of the teachers as prescribed by the school.

Participation and Effort

- Practicum students are expected to fully participate with interest and enthusiasm in all school events during the practicum. Practicum students who do not fully participate may be removed from the practicum and will have to take the course another semester.

Practicum Policies

1. This course is scheduled as per the timetable, as assigned, for the entire semester. Practicum students must follow the timetable and stay at school.
2. All Practicum students will have to make up any hours missed.
3. Practicum students are expected to attend and actively participate in all formal meetings or discussions.
4. The practicum student is encouraged to participate in all school-related events. If there are field trips, meetings, workshops, parent/teacher conferences, etc., held during practicum hours, then practicum students are ***required*** to attend. If these events occur outside practicum hours, practicum students are advised to attend for continuity and for one's professional development.
5. The university practicum supervisor will be at the school providing support and periodic observations. Practicum students can expect formal and informal observations by the

supervisor. Immediately following each observation, there will be a one-on-one debriefing session where practicum students will receive specific feedback regarding their classroom management techniques, teaching strategies, and curriculum.

6. At the end of the semester, the practicum students will be evaluated by both a school representative and the supervisor.

Teaching Practice Guidelines and Requirements for Partner School

This document outlines the requirements and responsibilities for hosting prospective student teachers from University of Management and Technology, Lahore for their **Teaching Practice Program**. The purpose of this practicum is to provide student teachers with real classroom experience under the supervision of qualified school staff and university mentors.

Objectives of the Teaching Practice

- To provide student teachers with opportunities to apply educational theory in real-life classroom settings.
- To help them develop classroom management, lesson planning, and instructional skills.
- To assess and improve their professional attitudes, ethics, and communication.
- To build collaboration between the university and the school for mutual professional growth.

Duration and Schedule

- **Total Duration:** 15 Weeks (2 days within a week) or 30 days
- **Working Days:** Monday and Tuesday
- **Daily Timing:** School timings

Grade-Level Teaching Assignments

Prospective teachers participating in the teaching practice program will be assigned to teach across a range of classes from **Nursery to Grade 8**. The school is requested to facilitate student placements in these grade levels to ensure comprehensive exposure to early childhood, primary, and middle school teaching environments. Assignments will be based on the student's subject specialization, teaching readiness, and available opportunities within the school.

Expectations from the Host School

Our expectations for Teaching Practicum include the following:

- We encourage our students to work closely with your experienced educators, fostering a collaborative teaching environment.

- Our students should actively participate in lesson planning, incorporating age-appropriate teaching strategies and adapting to the unique needs of each child.
- We expect them to practice effective classroom management techniques, ensuring a safe and productive learning environment for the young learners.
- Our students should address the diverse learning needs of their students, providing individualized support and challenges as required.
- Encourage our students to reflect on their teaching experiences and seek feedback from your experienced staff to continually improve their teaching methods.

6. Requirements from the Host School

The school is kindly requested to:

- Allow student teachers to observe and teach in assigned classrooms.
- Assign a **Mentor Teacher** to each student for guidance and feedback.
- Allow student teachers to plan and deliver lessons independently under supervision.
- Provide feedback to the university coordinator regarding the student's performance.
- Permit participation in staff meetings, parent-teacher meetings (if applicable), and co-curricular activities.

Expectations from Student Teachers

Students will be expected to:

- Follow the school's code of conduct, dress code, and punctuality rules.
- Maintain a professional attitude and demonstrate respectful behavior at all times.
- Prepare lesson plans in advance and submit them for mentor approval.
- Conduct classroom teaching, assessments, and co-curricular duties assigned by the mentor.
- Submit a weekly teaching report and reflection to their university supervisor.
- Maintain a **Teaching Practice File** including lesson plans, observation reports, feedback, and reflections.

Required Documentation by Students

Each student teacher will carry the following:

- An official **Introductory Letter** from the university.
- A **Daily Attendance Sheet** to be signed by the mentor or principal.
- A **Teaching Practice File** to document:
 - Lesson Plans
 - Observation Notes
 - Weekly Reflections
 - Feedback from Mentor
 - Self-Evaluation

Role of the University Supervisor

The university will appoint a **Teaching Practice Supervisor** who will:

- Visit the school for observation and evaluation (minimum 2 visits).
- Communicate regularly with the mentor teacher for feedback.
- Support the student in overcoming teaching challenges.
- Assess the overall performance of the student teacher.

Assessment Criteria

Student teachers will be evaluated based on:

- Lesson planning and delivery
- Classroom management
- Communication and interpersonal skills
- Use of teaching aids and ICT
- Professional attitude
- Reflection and self-improvement

Final assessment will be a combination of:

- Mentor Teacher Evaluation (40%)
- University Supervisor Evaluation (40%)
- Teaching Practice File & Reflection Report (20%)

Teaching Practicum Completion Certificate:

At the end of the teaching practicum, the host school is kindly requested to issue an official Practicum Completion Certificate for each student-teacher. This certificate is an essential part of their academic documentation and serves as formal proof of their school-based teaching experience.

The certificate should include:

- Full name of the student-teacher
- Name and level of the host school
- Duration of the practicum (start and end dates)
- Teaching subjects or grade levels handled
- Remarks on professional conduct and performance (optional but appreciated)
- Signature of the School Principal
- Official school stamp

Appreciation

We value your cooperation in supporting the professional development of our student teachers. Your mentorship and institutional support are vital to their learning journey and future success as educators.

Official Introductory Letter

Date:

To

The Principal

Subject: Letter for Teaching Practice Placement

Respected Sir/Madam,

I hope this letter finds you in the best of health and spirits.

On behalf of the Department of Education at **University of Management and Technology**, I am pleased to introduce our ----- prospective students, currently enrolled in the **BS Education Program**, who has been assigned to your esteemed institution for the **Teaching Practice Program**.

The teaching practicum is an essential component of the teacher education program designed to provide hands-on experience in real classroom settings. The duration of the practicum is from **[Start Date] to [End Date]**, during which the student teacher will observe classroom teaching, develop lesson plans, deliver instruction, and participate in other school-related activities under your kind supervision.

We respectfully request your support in the following areas:

- Allowing the student teacher to engage with classes from **Nursery to Grade 8**, based on availability and subject relevance.
- Assigning a mentor teacher to guide and evaluate the student's progress.
- Signing the attendance sheet and providing written feedback at the end of the practicum.

Our university supervisor will also make periodic visits to observe the student teacher and coordinate with your team. We sincerely thank you for your cooperation and look forward to a fruitful partnership in nurturing future educators.

Should you have any questions or need further clarification, please do not hesitate to contact us.

With kind regards,

Dr.

Teaching Practice Coordinator

Department of Education

University of Management and Technology