

## Internship Policy

**P. K. M. College of Education, Madampam**



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KAITHAPRA, MADAMPAM  
SREEKANDAPURAM, KANNUR DISTRICT, 670631



## POLICY

Area: Practicum

Title: Internship Policy

Policy No: POL016/INTRN/PKM/2019

Document owner: Principal

## POLICY STATEMENT

Under the guidelines of the Bachelor of Education internship policy, students are guaranteed a meaningful and well-organized practical teaching experience. This policy, which is up for periodic review, attempts to assist interns in successfully integrating their academic knowledge into real world teaching experiences, supporting their development as capable and thoughtful teachers.

## OBJECTIVES

- ❖ Provide pre-internship. Internship and post-internship experiences.
- ❖ Provide practical experience - make sure that students actively participate in educational institutions and apply their theoretical knowledge to real world situations in order to obtain significant practical teaching experience.
- ❖ Facilitate professional development -give student teachers the chance to take part in school activities, schemes and programmes to improve their teaching abilities and stay up to date with the latest developments in education.
- ❖ Ensure supervised learning - assist in creating a disciplined and encouraging learning environment by providing each student teachers with a supervising instructor who may offer advice, criticism and support.
- ❖ Promote collaboration - to promote a sense of cooperation and community involvement, encourage interns to interact with coworkers and the school community.
- ❖ Periodic assessment of the interns - establish clear evaluation criteria to assess interns based on their teaching performance, professionalism and the ability to successfully incorporate theoretical concepts into their teaching practice.
- ❖ Use different activity and stage specific learning methods and strategies in the class rooms.
- ❖ Incorporate the components of ICT in classroom transactions.



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## RESPONSIBILITIES AND GUIDELINES

- ❖ The staff council selects a teacher in charge for providing guidance to the student teachers during the internship programmed.
- ❖ The teachers should visit the students during internship period for assessing and providing guidance to the interns.

## POLICIES ADOPTED

- ❖ Provided pre-internship experiences in various forms like pre-internship orientation classes in different phases, practices in preparing different assessment tools, lifeskill training programmes along with routine internship preparations.
- ❖ Students are selected to various schools for the B.Ed internship programme. The schools selected by the college are the follows: Maryland H.S, Madampam, G.H.S.S, Sreekandapuram, G.H.S.S, Irikkur, G.H.S.S, Mayyil, Sacred Heart HSS, Payyavoor, G.H.S.S, Nedungome, St. George H.S Chempanthotty, G.V.H.S.S Kurumathoor, Sir Syed H.S.S Thaliparamba etc.
- ❖ Leaders are selected for each school and further communication from the college is through the selected leaders.
- ❖ As per Kannur University B.Ed. curriculum, the duration of the internship period was about 15 weeks and the minimum number of lessons to be delivered is 60 at two levels excluding physical and health education classes.
- ❖ If student practices teaching at different levels (upper primary, high schools, higher secondary) the minimum number of lessons to be delivered in a level should not be less than 15.
- ❖ The students are allowed to visit their respective schools for timetable collection and allocation of supervising teacher one week before the internship starts.
- ❖ As per curriculum each student shall maintain 9 records: record of practice teaching, record of achievement test, record of observation, record of reflective journal, record of work diary, record of work with school programme, record of demonstration and criticism lesson plan, record of learning aids, record of physical education.
- ❖ Except the record of practice teaching, all other records are digitalized.
- ❖ Each and every student should be visited and observed thrice by teacher educators at frequent intervals. They should observe and assess the subject competency, involvement in classroom activities, communication skill, lesson plan, time and classroom management etc.



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- ❖ The school head masters/principals often checked the presence of the student by monitoring the attendance book which is signed both in the morning and evening sessions. The consolidated attendance of each student at a particular school should be submitted to the college principal by the leader at the end of each month.
- ❖ Students are allowed to take leave during emergency cases only. Leave should be informed to the supervising teacher and the teacher in charge of the internship. The leave letter should be submitted to the college as early as possible.
- ❖ The students should take part in all curricular and co-curricular activities like quiz, exhibitions, PTA meeting, arts, sports, NSS, Scout, guide, JRC, various day observances etc.
- ❖ Students shall monitor exams as invigilators under the supervision of a teacher.
- ❖ Inters should observe the classes of peers and the teachers of the school to understand about the classroom management, teaching skills etc.
- ❖ Achievement test should be conducted at each level to understand their level of understanding and remedial classes should be taken.
- ❖ Feedback from students should be collected at the end for self-reflection.

### ACHIEVABLE GOALS

- ❖ Familiarize interns with modern educational technologies and promote their integration into teaching practice.
- ❖ Get exposure to diverse teaching environment.
- ❖ Real world application of pedagogical knowledge and development of professional skills.
- ❖ Students familiarize with assessment tools for assessing students.
- ❖ All records except record of teaching practice is digitalized.




  
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## APPROVAL AND REVIEW DETAILS

Approval Authority	Governing body
Administrator	Principal
Approved on	10-05-2019
Next review date	May 2024



  
Principal

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**Nb:** Any updates or revisions required for the policy within the policy period, can be carried out by IQAC on approval by the Principal.