



West Bengal Board of Primary Education

"Acharya Prafulla Chandra Bhavan", DK 7/1, Sector II, Bidhannagar, Kolkata 700091

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NOTICE

This is to inform all concerned that as per the Guidelines contained in the Courses of Study for Two Year D. EL. ED. Programme, **School Internship for 45 (forty five) days** is obligatory for all students-teachers. It may be noted that School Internship **does not mean teaching practice or Practice-in-Teaching only, but a lot more.** A list of activities during Internship and some guidelines for effective management and control of School Internship are enclosed herewith.

All the heads of Elementary Teacher Education Institutions, offering Two Year D El Ed. Course (through face to face mode), are requested to send the student-teachers to the selected **Primary and Upper Primary Institutions** for such Internship **from 15th February to 9th April, 2016 (without break) or for 45 effective learning teaching days, whichever is later,** in accordance with the institutional plan of activities. For selection of Institutions they are requested to sit with the Chairman, DPSCs, the D.I./S (PE) and the D.I./s(SE) of the concerned district, and thereafter, to notify the selected schools for the student-teachers, so that each student-teacher can know which schools (Primary & Upper Primary) have been allotted to him/her.

Teacher-Educators of such Institutions should be assigned the responsibility of overseeing the process of the Internship and assessing internally the Interns in terms of the activities, performed.

Enclosure: As stated.

(Dr. R.C. Bagchi)
Secretary

No. 109/1(385)/BPE/2016

Dated :29-01-2016

Copy forwarded for information and necessary action to:

1. The Secretary, School Education Department, Government of West Bengal, Bikash Bhavan, 6th Floor, Kolkata – 700 091
2. The Commissioner, Directorate of School Education, Government of West Bengal, Bikash Bhavan, 7th Floor, Kolkata – 700 091
3. The Chairperson(s) -----District Primary School Council
4. The D.I./s(PE) -----All Districts
5. The D.I./s (SE) ----- All Districts
6. The Principal/Sr. Lecturer-in-Charge/Lecturer-in-Charge/ Teacher-in-Charge ----- **DIET/GOVT/GOVT. SPONSORED/ GOVT. AIDED PTIs /SELF FINANCED PRIVATE PTIs** – with the request to make appropriate arrangements for the Pre-Internship programme as per the enclosed guidelines.

Secretary

**GUIDELINES for the Teacher Educators and Second Year Students of Two Year
D.El.Ed. Course (Revised Syllabus-2014) regarding School Internship for
45(forty five) days**

1. Internship requires a student-teacher to
 - analyse and evaluate school textbooks and other resource material critically in the context of children's development and pedagogic approach used
 - develop a repertoire of resources which can be used by the internee later in his/her teaching - textbooks, children's literature, activities and games, excursions
 - identify and write down the learning objectives of an input-material/content
 - plan lesson activities and execute the planned lessons/ activities in elementary schools
 - learn practically to relate to and communicate with children
 - reflect critically on practice by visiting a learning centre
 - experience the school in its totality in the midst of activities
 - assume the role of a regular teacher with appropriate planning taking into account the diverse needs of students and the varying contexts that impact the teaching learning process
 - Innovate within existing systemic limitations.
 - learn to conduct meaningful classroom activities by careful selection and organization of such activities
 - observe children and the teaching learning process in a systematic manner
 - critically reflect on his/her own school experiences and keep records of the same
 - learn to assess different aspects of children's learning without focus only on achievement
 - perform effectively in an inclusive classroom
2. For performance of the above-noted activities a student needs to be oriented first and then sent to the school for 45(forty five) days to **perform and deliver in terms of the said activities under the supervision and control of the teacher-educators of the institutions** to which they (student-teachers) belong.
3. In West Bengal classes I—VIII are not held in single schools under single managing authorities.
4. However, the student-teachers should be oriented on and exposed to the whole of the elementary education system functional in both the Primary and Upper-Primary schools. They are required to practise teaching, evaluate performances, plan activities accordingly, for both the primary and secondary school-learners.
5. **The interns are required to plan and deliver lessons on four areas: Language-I, Language-II, Mathematics and EVS.**

6. A student-teacher is required to deliver **at least 10 lessons on each of the four areas**. Of these ten lessons on each area, at least **five should be planned for and delivered in upper primary classes (VI—VIII)**, while the remaining in the Primary Schools.

7. A student teacher must, therefore, be interned in two types of Schools—Primary and Upper Primary, practising teaching in at least two separate classes, one in the range of classes I to IV/V, while the other in the range of V/VI to VIII.

8. Each student teacher must know what has been done before in each subject/area and take up his/her assignment in continuation to make his/her delivery interesting, effective and fruitful.

9. The student-teachers, not delivering lessons, are required to keep themselves engaged in other activities, earmarked for them by the teacher-educators. These activities include, among others, critical observations of peer-lessons. An observation schedule is prescribed below for use during such observations:

Stages	Rapport				Sharing experiences or otherwise				Time allowed for students to respond				Attention to Back Benchers			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Preparation (Put a Tick in the appropriate box)																

Stages	Freedom To have their say, while sharing				Time allowed for students to respond				Attention to Back Benchers				Use of Resources			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Presentation (Put a Tick in the appropriate box)																

Stages	Contextualization/ Extension Activity or Task				Collaboration and Cooperation				Time allowed for students to respond				Scaffolding/ Supervision/Help/Support			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Application (Put a Tick in the appropriate box)																

1. Satisfactory 2. Good 3. Average 4. Below Average

1. Satisfactory= 75% and above achievement

2. Good= 65% --less than 75%achievement

3. Average= 50 % --Less than 65% achievement

4. Below Average= Less than 50% achievement

10. Prescribed(Stage Wise) Lesson-Plan-Format

Name of the school: Name of the Student Teacher: Class: Section: Number of pupils in the class: Number of pupils on the roll: Subject: Topic: Units: Today's Lesson:

Teaching Aids:

Objectives:(a) Broad

(b) Specific:

Preparation (leading to *engagement, exploration, explanation, elaboration* through learning activities and evaluation through application)

Input	Teacher's Activity	Rationale	Students' Behaviour	Rationale	Time allotted	Expected Confusion/ Answer

Presentation (leading to *engagement, exploration, explanation, elaboration* through learning activities and evaluation through application)

Input	Teacher's Activity	Rationale	Students' Behaviour	Rationale	Time allotted	Expected Confusion/ Answer

Application/Evaluation

Input	Teacher's Activity	Rationale	Students' Behaviour	Rationale	Time allotted	Expected Confusion/ Answer

INTERNAL EVALUATION FOR THE TEACHER EDUCATORS

1. 100 marks have been set aside for internal evaluation
2. For such internal evaluation three 'best' of all 'other' activities, noted above, in addition to the delivery/execution of the planned lesson should be taken into consideration. 25 marks have been allotted for each activity.

EVALUATION FORMAT FOR 'BEST' OF ALL 'OTHER' ACTIVITIES

Name of the Student Teacher:

Roll/ Registration No:

Activity No.:

Name of the Activity:

Where Performed:

Date of Performance:

Clarity of Concept (5)				Innovation in planning(5)				Relevance & Consistency (5)				Communicative Skill (5)				Management and Control (5)			
1	2	3	4	2	3	4	4	1	2	3	4	1	2	3	4	1	2	3	4

Signature of the Assessors (Teacher Educators):

1. Satisfactory 2. Good 3. Average 4. Below Average

- 1. Satisfactory= 75% and above achievement**
- 2. Good= 65% --less than 75%achievement**
- 3. Average= 50 % --Less than 65% achievement**
- 4. Below Average= Less than 50% achievement**

**EVALUATION FORMAT FOR Internal Assessment of Teaching Actions during Internship
(Over All)
Full Marks-25**

Teaching done in accordance with the Objectives in Plans (5)				Introduction & Presentation (5)				Resource Matrials and Language used (5)				Management and (5) control of Activities				Individual Attributes reflected in Teaching*			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

* Personality, Voice, Lesson Note Book, Care and concern etc

- 1. Satisfactory 2. Good 3. Average 4. Below Average**
- 1. Satisfactory= 75% and above achievement**
- 2. Good= 65% --less than 75%achievement**
- 3. Average= 50 % --Less than 65% achievement**
- 4. Below Average= Less than 50% achievement**

R. Bagchi

**(Dr. R.C. Bagchi)
Secretary**