

STUDENT INTERNSHIP PROGRAMME



INTERN RECORD BOOK

by Centre for Teacher Development and Action Research

University of Education, Winneba
Institute for Educational Development & Extension

CONTENTS

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|-----------------------------|---|--|
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| Prof. S. M. Quartey | - | Head, Dept. of Social Science Education, UEW |
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Mr. J. N. Aryeetey
Registrar

EVALUATION

The Intern Record Book (IRB) is to be used to assist interns to reflect on their own practice. It is also to be used to evaluate interns' teaching and professionalism.

University supervisors will evaluate, at least, one lesson on their visits. Mentors will informally observe interns' teaching several times during the internship period. They will also formally assess interns' teaching, using the teaching evaluation form in the Intern Record Book (IRB), at least, six times during the period. In addition, mentors will evaluate interns' professionalism at the end of every term, using the appropriate evaluation form.

At the end of the internship, all the marks from the mentors and the University supervisors will be computed to determine an intern's final grade.

IRB 1

PRE-OBSERVATION CONFERENCE GUIDE

To be filled by the mentee

I plan to visit your class on/...../..... At.....am/pm

Instructions:

1. Please review and complete the questions for "Planning for Student Learning". They are provided as a guide for the pre-observation conference and will serve as an agenda.
2. Return the Pre-Observation Conference Outline Form along with your lesson notebook to me a day before my observation.

Planning for Student Learning Questions:

A Students background

1. How do you become familiar with what your students already know (skills, cultural resources?)
2. What are the prerequisite skills required to accomplish the objective?
3. What adaptations or accommodations will be made for students who have difficulty?
4. What provisions will you make for students who have already grasped the Materials?

B Class Setting

1. What is the physical setting of the class?
2. How will you group the students?
3. What concepts/skills have your previous 3-5 lessons involved?

4. How does the content of this lesson build on what students have already studied?
5. How does the content of this lesson relate to what the students will be learning in the future?
6. How have you addressed the needs (eg gender, culture, language proficiency, skill level, etc) of this particular group of students?

Signature (intern)

Signature (mentor).....