



MANUAL FOR FIELD INTERNSHIP



CENTRE FOR EDUCATION

Field Internship of M.Ed.

INTRODUCTION

The master of education is a two year programme spread over four semesters. The programme aims at preparing the students for teaching, conducting research, curriculum development, administration and such other functions of teacher training institutions/ departments of education in universities. The pedagogy for the program is learner-oriented and activity-centered. The students are trained through a variety of learning experiences such as peer-learning, simulated activities, assignments, practical, projects and field internship.

Each student has to take course on field based experience to learn different aspects of administration, curriculum design and development, and teaching learning activities for eight weeks. They will prepare the report of field internship and submit the same in the department at the end of the field internship.

Field Internship

Each student has to take field based experiences of administrative activities of a teacher education institution/In service centres and DIETS in the process of curriculum designing and development, understanding of outcomes of training programmes held in In-service centres and DIETS, supervision and evaluation of teaching and other activities of teacher education institution.

OBJECTIVES

1. To enable the students to understand the administrative activities of a teacher education institution/In service centres and DIETS.
2. To provide opportunity to students to learn ways of maintaining records.
3. To enable the students to learn the process of curriculum designing and development.
4. Understand training processes and evaluation in In-service centres and DIETS
5. To evaluate the outcomes of training programmes held in In-service centres and DIETS
6. To practice innovative teaching techniques and evaluation in teacher education institutions

EXTENT OF APPLICATION

The manual will be applicable to the M.Ed. programme of the Centre for Education for the course Field internship of 8 credits. The internship will be held twice as given below:

Field Internship I – 4 credits – Inter semester break after second semester

Field Internship II – 4 credits – Fourth semester

DUTIES OF THE FACULTY

The following faculty will be involved to conduct field internship program:

- Field internship coordinator
- Field internship In charge for each institution

Duties of field internship coordinator

The field internship coordinator will have following duties given in the sequence of organizing the field internship:

- Pre field internship orientation to M. Ed. Students and field internship in-charges.
- Allocation of field internship duties to in- charges of each institution
- To supervise field internship programme.
- To act as a liaison between field internship in-charge and COC.
- To arrange for evaluation of field internship.
- Compilation and submission of result of field internship in the office of COC.
- To report the indiscipline of students during field internship to COC.
- To submit attendance reports to COC.

Duties of field internship In-charge

The field internship in-charge will have one/two institutions with 2 to 5 teacher trainees for field internship. He/she will have following duties:

- To take the list of students from field internship coordinator.
- To provide detailed information to students regarding field internship.
- Allocation of field internship duties to students.
- To supervise field internship programme.
- To act as a liaison between students and field internship coordinator.
- To keep the record of attendance.
- To maintain discipline.
- To prepare and distribute time table and duties to students.
- To arrange and schedule observation lessons for Students.
- To coordinate in compilation and submission of result of field internship with the field internship coordinator.
- To submit attendance reports to field internship coordinator.

- To guide in observing activities and maintenance records of institutions by the teacher trainees.
- To act as coordinator between principal of the institution and M. Ed. Students.

SYSTEMS AND PROCEDURES

Field internship- I

1. The field internship coordinator will select the institutions for field internship in April on the basis of availability, their consent and suitability of students.
2. Allocation of institutions to students
3. Informing time schedule and providing authority letters to students
4. Permission from the authority
5. Registration for field internship
6. Undertaking from the students
7. Providing mentors at the institutions with the help of the principals
8. Surprise check at the institutions
9. Evaluation of Field internship-I

EVALUATION

Components of Continuous Assessment: (To be reported out of 100)

S. No.	Component	Frequency	Marks
1	Attendance	90%	5
2	Report of Field internship	1	40
3	Presentation of Report	1	30
4	Viva	1	25
7	Total	-	100

ORGANIZATION OF FIELD INTERNSHIP - II

Selection of Institutions for Teaching Practice

The teaching practice for M. Ed. students will be organized in university departments or in reputed teacher education institutions.

Duration and Time

The field internship is to be held during the fourth semester of M.Ed. in which the students will practice their skill in teaching in different institutions. These classes will be observed by faculty members of the Centre. The faculty member will evaluate the teaching performance of the student and award marks.

Coordination

The internship coordinator will be responsible for planning and scheduling of the program, identification and allocation of faculty supervisor, orientation of students and providing necessary reading/assessment materials, compilation of marks/grade and submission of results, etc.

Activities of Field internship- II

M. Ed. Students will have to perform following activities during field internship-II:

- They will observe and assess each composite lesson of every student.
- They will observe the following aspects during teaching practice in teacher education institution:
 - Participation of students in the activities of the institution
 - Record keeping
 - Counseling to the students
 - Academic guidance to the students
- Observation and supervision technique will be used for the following aspects during visit:
 - Composite lessons
 - Feedback to the student
 - Maintenance of attendance registers
 - Teaching aids being used by the student

DUTIES OF THE CONCERNED FACULTY

The following faculty will be involved to conduct field internship program:

- Field internship coordinator
- Field internship In charge for each institution

Duties of field internship coordinator

The field internship coordinator will have following duties given in the sequence of organizing the field internship:

- Pre field internship orientation to M. Ed. Students and field internship in-charges.
- Allocation of field internship duties to in-charges of each institution
- To supervise field internship programme.
- To act as a liaison between field internship in-charge and COC.
- To arrange for evaluation of field internship.
- Compilation and submission of result of field internship in the office of COC.

- To report the indiscipline of students during field internship to COC.
- To submit attendance reports to COC.

Duties of field internship In-charge

The field internship in-charge will have one/two institutions with 2 to 5 teacher trainees for field internship. He/she will have following duties:

- To take the list of students from field internship coordinator.
- To provide detailed information to students regarding field internship.
- Allocation of field internship duties to students.
- To supervise field internship programme.
- To act as a liaison between students and field internship coordinator.
- To keep the record of attendance.
- To maintain discipline.
- To prepare and distribute time table and duties to students.
- To arrange and schedule observation lessons for Students.
- To coordinate in compilation and submission of result of field internship with the field internship coordinator.
- To submit attendance reports to field internship coordinator.
- To guide in observing activities and maintenance records of institutions by the teacher trainees.
- To act as coordinator between principal of the institution and M. Ed. Students.

SYSTEMS AND PROCEDURES

Field internship- II

1. The field internship coordinator will select the institutions for field internship in November on the basis of availability, their consent and suitability of students.
2. Allocation of institutions to students
3. Informing time schedule and providing authority letters to students
4. Permission from the authority
5. Undertaking from the students
6. Providing mentors at the institutions with the help of the principals
7. Allocation of duties of faculty members at the institutions
8. Evaluation of Field internship-II

Each student has to deliver 20 lessons and observe 10 lessons of their peer group.

EVALUATION

Components of Continuous Assessment: (To be reported out of 100)

S. No.	Component	Frequency	Marks
1	Attendance	90%	5
2	observations	10	20
3	Teaching Lessons	20	30
4	Report writing	1	15
5.	Final Lessons	1	30
7	Total	-	100

Budget

There is no financial liability of students during Field internship, but faculty on duty will be paid TA/DA as per university rules from the centre's budget. A provision of the payment of TA/DA budget should be approved in the budget of the centre every year.