



FACULTY OF EDUCATION, HUMANITIES AND ARTS (FEHA)

TCH41210 TEACHING PRACTICUM

Course Learning Outcomes:

By the end of the practicum, the practicum teacher will be able to :

- (a) evaluate the professional work values required by the profession (C4)
- (b) apply knowledge and skills acquired for teaching purposes (C3)
- (c) organize appropriate teaching aids for the required lesson (P5)
- (d) construct a reflection on daily teaching practice (C6)

1.0 PRACTICUM TEACHERS

BE203 BACHELOR OF EDUCATION (HONS) IN TEACHING ENGLISH AS A SECOND LANGUAGE Students (Final Semester).

2.0 PRACTICUM DURATION

The practicum for this session started on **2nd January 2024 – 24th May 2024** (Actual 14th June 2024; Replace with Lesson Plan the TWO(2) weeks left) – Excluding school Holidays 10/2/2024 - 10/3/2024 ; ONE (1) month & 25/5/2024 - 2/6/2024 ONE (1) week.

3.0 ROLES AND RESPONSIBILITY

3.1 PRINCIPAL

- a) Identify and appoint a trained and experienced teacher as a School Mentor.
- b) Provide necessary information to assist the practicum teacher with the SOP teaching practicum.
- c) Provide the practicum teacher continuous guidance and feedback.
- d) Report to UPTM (Academic Supervisor) if there is any the practicum teacher discipline or medical matters.
- e) Ensure that the practicum teacher clock in his/her attendance during practicum duration.
- f) Principal/GPK1 must verify the practicum teacher's attendance (at the last page of UPTM Teaching Portfolio) or provide the copy of attendance accordingly to be submitted to the respective Academic Supervisor.

3.2 SCHOOL MENTOR

- a) Assist the practicum teacher to adjust to the school routine and introduce him/her to the school staff.
- b) Plan for the curriculum and teaching resources.
- c) Guide the practicum teacher with the use of teaching aids and suggest effective teaching techniques.
- d) Observe the practicum teacher whole lesson TWICE throughout 20 WEEKS of practicum duration (20% + 20%).
- e) Practicum teacher's lesson plans must be checked by school mentor and verified by school headmaster/principal/GPK1 every week.
- f) The observation must be done face-to-face.
- g) Discuss the practicum teacher performance with UPTM appointed Academic Supervisor.

3.3 GPK KO-KU/ MENTOR

- a) Complete the co-curricular activities form (10%) accordingly and ensure that the form is returned to the respective Academic Supervisor (if the school has already permitted co-curriculum activities to be held).
- b) The observation form from the school GPK Ko-Ku/mentor is CONFIDENTIAL and the marks must not be revealed to the practicum teacher.

3.4 ACADEMIC SUPERVISOR

- a) Academic supervisor needs to contact the respective school Principal/GPK1 for the practicum teacher matters and whereabouts via video call/phone call(only applied for outside KL/Selangor/Putrajaya).
- b) Contact the respective school mentor either via phone call/ video call (the date and time must be jotted down in the observation form).
- c) Observe practicum teacher whole lesson via video call/ recorded video (40%) (only applied for outside KL/Selangor/Putrajaya).
- d) Academic supervisor may come to school for face-to-face teaching observation under the consent of school and faculty and meet the requirement of completed TWO (2) dose vaccines and RTK/PCR test before entering school compound.
- e) Discuss with the school mentor regarding the practicum teacher's performance based on the school's feedback.
- f) Guide the practicum teacher in the preparation of the Teaching Portfolio and Journal (Weekly Blog).
- g) Assess the respective practicum teacher's weekly blog. Practicum teachers may use Blogspot/Google Sites/Padlet or any suitable applications to complete their Journal (20 entries) (10%).
- h) The complete Teaching Portfolio must be validated fortnightly and checked according to the checklist once it is submitted by practicum teacher to the Academic Supervisor via postage/ by hand/softcopy pdf format after the practicum ended.

3.5 PRACTICUM TEACHER

- a) Adhere to the aims and objectives of the practicum.
- b) Notify the timetable and other related information to the Academic Supervisor.
- c) Discuss with the School Mentor about his/her roles during practicum.
- d) Prepare relevant and adequate lesson plans in advance.
- e) Strictly adhere to school attendance regulations. Inform the school authority, School Mentor and the Academic Supervisor about any **ABSENTEEISM ; The frequency of MCs which are more than THREE (3) days (except for serious sickness students must replace the days which stated him/her was on MC/leave.**
- f) Complete the Teaching Portfolio and Journal (20 entries).
- g) Maintain professionalism at all times in terms of working hours/ teaching hours/ dress code etc.

4.0 ASSESSMENTS

The Weightage marks for practicum are :

Table 4.1 : Details of Assessments

Assessment	Percentage	PIC
Observation by School Mentor (1)	20%	School Mentor
Observation by School Mentor (2)	20%	School Mentor
Observation by Academic Supervisor	40%	Academic Supervisor
Co-curricular Activities/Attendance and School Involvement	10%	GPK KO-KU/ Mentor
Journal (Weekly blog)	10%	Academic Supervisor

4.1 JOURNAL

- a) Create a journal by using Blogspot , Google Site or any related online medium.
- b) Write an educational reflection by week.
- c) Write about the lesson plans, classroom observation, creating the teaching materials or any experience regarding the practicum.
- d) Some related pictures can be attached too in the blog.
- e) Please add SWOT (Strength, Weakness, Opportunities and Threat) element in the writing in order to improve your teaching skills.
 - S: Strengths of the lesson and material
 - W:Weaknesses in the lesson/ material or teaching skill
 - O:Opportunities of the students 'proficiencies

- T: Threats that faced in classroom(Facilities,equipments and etc)
- f) Rename the blog by following the example Code of subject+name+blogspot.com
- Example: <https://tch41210syazanaafiqahshahrom.blogspot.com/>
- g) Screenshot the weekly entry and submit to Academic Supervisor.

5.0 IMPORTANT DATES

The complete assessments' marks must be submitted to the Practicum & Industrial Training Coordinator Faculty of Education, Humanities and Arts (FEHA) UPTM latest by **1st June 2024** in order for the coordinator to key in the marks in the CMS system.

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