

**REGULATIONS CONCERNING
TEACHING INTERNSHIP ON TEACHER-TRAINING COURSES
Faculty of Humanities of the University of Zielona Góra
of 12. Feb.2013¹.**

Based on the Ordinance of the Minister of Science and Higher Education of 17 January 2012 on standards of teacher-training (Journal of Laws of February 6, 2012, item 131) and the Regulations of the University of Zielona Góra of 1 October, 2006.

§ 1

General provisions

1. The didactic internship during the first-cycle studies is implemented in the 120-hour period (preparation for teaching the first subject) at the primary level in semesters stipulated in course plans.
2. Didactic internship during the second-cycle studies is implemented in the 120-hour period (preparation for teaching the first subject) at the secondary level, in semesters stipulated in course plans. The teaching specialty at the second-cycle may be implemented solely as a continuation, i.e. the student has already completed 120 hours of teaching internship at the first cycle.
3. Organisation and supervision of the course of the internship, as well as certification of the practice are within the competence of a coordinator appointed on behalf of the Faculty.

§ 2

Purpose of the internship

The aim of the internship is to gather experience related to didactic and educational work and to confront the acquired knowledge in the field of didactics (teaching methodology) of a given subject (type of classes) with the pedagogical reality in practical settings.

§ 3

Range of the internship²

1. **Familiarisation with the specificity of the functioning of a school** in which the internship is carried out, in particular learning about the didactic tasks, organisation of work, employees, participants in pedagogical processes and documentation.
2. **Observation:**
 - a) activities undertaken by the supervisor in the course of his/her classes, together with activities performed by pupils,
 - b) the methodical course of classes, including methods and forms of work used by the teacher as well as the use of didactic aids,
 - c) interaction between adults (teachers, educators) and pupils, as well as among pupils during lessons,

¹ The Regulations take into account the amendments introduced in 2017 regarding the new school system (Act of December 14, 2016. Education Law Journal of Laws of 2017, item 59 and the Act of December 14, 2017. Provisions introducing the Act - Education Law of 2017, item 60).

² Compliant with the Regulation of the Minister of Science and Higher Education of 17 January 2012 on the standards of teacher-training (Journal of Laws of February 6, 2012, item 131).

- d) processes of interpersonal and social communication in the classroom, their regularities and irregularities,
- e) ways of activating and disciplining pupils and diversifying the levels of activity of individual pupils,
- f) assessment methods,
- g) the ways in which homework is assigned and controlled,
- h) classroom dynamics and social climate, pupils' roles, behaviour and attitudes,
- i) pupils' functioning and activity during classes, including those with special educational needs, particularly gifted pupils,
- j) actions undertaken by the supervisor to ensure safety and discipline,
- k) organisation of classroom space (furniture arrangement, furnishings, decorations).

3. Interactions with the supervisor in:

- a) planning and running classes,
- b) organising groupwork,
- c) preparing teaching aids,
- d) using multimedia resources and information technology in didactic work,
- e) controlling and evaluating,
- f) undertaking activities for pupils with special educational needs, particularly gifted pupils,
- g) organising the classroom space,
- h) undertaking activities in the field of designing and providing psychological and pedagogical assistance.

4. Performing teacher's roles, in particular:

- a) planning classes, formulating goals, selection of working methods, forms of work and teaching aids,
- b) adapting working methods and forms of work to the implemented content, the educational stage and classroom dynamics,
- c) organising and running classes based on independently prepared lesson plans,
- d) using multimedia resources and information technology in the classroom,
- e) adjusting classroom communication methods to the level of pupils' development,
- f) animating pupils' cognitive activity and cooperation, developing their ability to independently acquire knowledge by means of information technology,
- g) organising of pupils' work in task groups,
- h) adjusting undertaken activities to the potential and limitations of pupils with special educational needs,
- i) diagnosing the level of pupils' knowledge and skills,
- j) undertaking individual didactic work with pupils (including those with special educational needs),
- k) undertaking educational activities in the course of ongoing didactic procedures, i.e. as problems arise, such as security risk, violation of rights, non-compliance with the established rules,
- l) cooperating with other teachers, class teacher, school pedagogue, school psychologist and other specialists working with pupils.

5. Analysis and interpretation of some observed or experienced pedagogical situations and events, including:

- a) keeping internship documentation,
- b) confronting theoretical knowledge with the internship,

- c) assessment of own functioning as teacher (acknowledgment of own strengths and weaknesses),
- d) evaluation of the course of classes and implementation of the intended goals,
- e) consultation with the supervising teacher to discuss observed and conducted lessons,
- f) discussing the accumulated experiences in student groups.

§ 4

Organisation of the internship

1. During the internship, students should be provided with the following forms of activities:
 - visits to schools and institutions,
 - observing lessons,
 - assisting the teacher when running lessons,
 - running lessons independently,
 - planning and discussing own and others' (teachers, students) lessons.
2. The didactic internship **in the first-cycle** studies carried out in the **120-hour** period at the primary level is instituted in **two stages**:
 - stage I takes place in the fourth semester, along with didactic classes at the University, and covers 30 hours, including observation and running lessons,
 - stage II takes place in the fourth semester in September (4 weeks) and covers 90 hours, including:
 - a) observation of 20 lessons,
 - b) running 25 lessons.
3. Didactic internship in the course of the second-cycle studies carried out in the 120 hours at the secondary level takes place in the third and fourth semesters along with didactic classes at the University and includes:
 - in the 3rd semester - 60 hours including observation,
 - in the 4th semester - 60 hours, including observation.
4. Hours that have not been allocated for observation and running lessons stipulated in § 4 points 2, 3 are intended to familiarise students with the entirety of school work as specified in § 3.

§ 5

Students' duties

1. A student is required to obtain head teacher's and supervising teacher's consent.
2. Several students may be supervised by the same teacher only if he or she is in charge of an appropriate number of hours necessary to complete the internship.
3. The date of submitting the school in which a student will be practising is determined by the internship coordinator appointed by the Faculty.
4. It is recommended that the internship should take place on a regular basis throughout the semester. It is unacceptable to combine classes or shorten the duration of the internship.
5. A student is required to turn up at school on the first day of the internship with full documentation, a referral (attachment 5) and instructions on the course of the internship.
6. During the internship, students are subject to the statute and work discipline in force at the school. They are required to follow a placement program, attend a placement at the time appointed by the supervisor and follow their instructions under the obligations set out in § 3 and 4.

7. Not later than one day before the planned lesson, students are required to hand in a lesson plan to the supervisor the subject of the relevant specialty. The lesson can be carried out only after the teacher's acceptance.

§ 6

Responsibilities of the supervising teacher

1. The student's internship is supervised by **a teacher of the main specialisation subject, employed full-time, holding the right to teach the subject at the appropriate level of the education system and with at least one year of experience.**
2. The supervising teacher:
 - a) sets out a detailed plan of its course at the beginning of the internship, in accordance with the school's working timetable applicable to a given subject, including:
 - topics and dates of lessons observed by the student,
 - topics and dates of lessons taught by the student, where the date of the first lesson should be set at least three days before its execution,
 - topics and dates of other activities performed by the student, specified in § 3 and 4,
 - b) evaluates lesson plans and lessons as well as the course of the whole internship,
 - c) provides students with specialist classrooms, equipment and teaching aids.

§ 7

Documentation of the course of the internship

1. The documentation includes:
 - a) a detailed plan of the internship (internship log) (appendix 1),
 - b) an opinion on the course of the internship signed by the supervisor and the head teacher, on the scale: 5.0 - very good; 4.5 - a good plus; 4.0 - good; 3.5 - sufficient plus; 3.0 - sufficient; 2.0 - insufficient, which is included in the documentation of the course of studies run by the Dean's Office of the Humanities Department (attachment 2),
 - c) a report on the course of the internship, confirmed by the head teacher, presented in the case of failure to complete the whole internship or/and a negative opinion on the course of the internship (attachment 3),
 - d) plans of lessons and extracurricular activities, along with assessment conducted by the supervising teacher according to the scale specified in point 1b as well as descriptively,
 - e) a contract for specific work with an internship supervisor (2 copies) along with an invoice.
2. The documentation may be supplemented with notes from observation (observation sheets from selected lessons observed in the course of the internship). The decision on the requirement to keep observation notes is made every time in a given academic year by the internship coordinator on behalf of the Faculty.
3. Contracts of commission with the supervisor along with invoices for the duration of the first stage of the internship at the primary and secondary levels must be concluded and submitted to the Faculty coordinator no later than during the second week of the internship.
4. In cases when several students embark on the first stage of the internship (at the primary level) as well as at the secondary level with the same supervising teacher,

there is one contract for the organisation of the internship. It applies to all students who are practicing at a given school.

5. The contract with the supervising teacher during the second stage of the internship (2 copies) must be drawn up before the start of the internship.
6. A student is obliged to submit full documentation of the course of the internship specified in § 7 p. 1 **within 5 days of its completion** to the internship coordinator on behalf of the Faculty. The documentation should be provided in a file containing the student's details (name, first name, year of study, group).

§ 8

Conditions for obtaining a credit for the internship

1. Completion of the entire internship and issuing the final grade is made by the internship coordinator on behalf of the Faculty on the basis of the documentation specified in § 7.
2. Timely submission of the internship documentation constitutes a condition for its passing. In exceptional cases, with the dean's consent, the date may be postponed upon a student's application.
3. The internship coordinator on behalf of the Faculty submits the documentation to the dean's office within 7 days from the end of the internship.
4. If the internship fails, the dean decides to dismiss the failing student or at the student's request allows repeating the whole semester of study.
5. In relation to students who, for justified reasons, did not complete the internship within the period specified in § 4, and in particular due to: participation in international exchanges or force majeure, the dean may grant permission to complete it at another date, not concluding with plan of didactic classes according to individual rules, determined each time for individual cases.

§ 9

Conditions for obtaining a credit for the internship under a contract of employment

1. The dean at the written request of a student, approved by the coordinator on behalf of the Faculty may give credit for the internship or a part thereof on the basis of a contract of employment as a teacher of a given subject, at the appropriate level of the education system.
2. The application should be accompanied by:
 - documentation relating to the scope of passing the internship in accordance with the requirements of § 7 determined by the internship coordinator on behalf of the university,
 - the opinion of the head teacher, which should include a description of the job and activities performed, as well as an assessment of methodological and pedagogical skills (model 4).

§ 10

Internship coordinator on behalf of the Faculty

1. Internship coordinators are appointed every year by the dean of the faculty by 30 September.
2. Internship coordinators have the right to indicate the institution at which students will be practicing.

3. Faculty coordinators supervise the course of the internship. They have the right to observe students' lessons and to perform assessment of lessons conducted by a student.
4. The duties of internship coordinators include:
 - a) organisation of internships and their documentation,
 - b) transfer of appropriate internship documentation to the dean's office,
 - c) maintaining systematic contact with schools and facilities in which students embark on internships,
 - d) preparation of internship instructions on the basis of the Internship Regulations.
5. At semester meetings concerning the internship, the Faculty's coordinator conducts discussions with students on the course of their internship, on the effects of observations, cooperation with the supervising teachers, on the role of teacher, self-assessment of lessons and the experienced situations and didactic events.

§ 11

Academic teachers conducting classes on subject-specific didactics

Academic teachers conducting classes on subject-specific didactics are obliged to provide students with information and guidelines enabling independent preparation of lesson plans or lesson scenarios and discussions with students about their internship, the effects of observations, cooperation with the supervising teacher, teacher's role, self-assessment of the conducted lessons and experienced didactic situations and events³.

§ 12

Final Provisions

Should some provisions not be stipulated in these Regulations, internal legal acts of the University of Zielona Góra will apply.

Attachments:

- a detailed internship plan (internship log) - attachment 1,
- an opinion on the course of the internship - attachment 2,
- a report on the course of the internship, presented in case of non-completion of the whole internship procedures or/and a negative opinion on the course of the internship - attachment 3,
- an opinion of the head teacher issued in order to give credit for the placement on the basis of an employment contract - appendix 4,
- a referral to the teaching internship - appendix 5.

³ See. Regulation of the Minister of Science and Higher Education of January 17, 2012 on the standards of teacher-training (Journal of Laws of February 6, 2012, item 131).