

SCHOOL INTERNSHIP PROGRAMME

FOR TWO-YEAR B.Ed. COURSE
UNDER
GAUHATI UNIVERSITY



B-Report on Internship Experiences

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INTRODUCTION:

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

Internships are supervised; structured learning experiences in a professional setting that allow one to gain valuable work experience in a student's chosen field of study.

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to medical graduates, internship is used for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. Employers benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run.

A Quality internship:

- A. Provides a clear job/project description for the work experience.
- B. Orients the student to the organization, its culture and proposed work assignment(s).
- C. Helps the student develop and achieve learning goals.
- D. Offers regular feedback to the student intern.

As per National Council for Teacher's Education (NCTE), B. Ed students have to do four (4) month internship in the schools. Accordingly I have chosen **Abdul Hasib H.S School**, Hojai as my internship school and my college also allowed pursuing my internship in the same. I have completed my internship tenure in the same school successfully.

Internship programme in Teacher Education is of great significance because it ensures the professional preparation of prospective teacher. It provides us a practical opportunity to develop true understanding of the teaching profession and future prospects of working conditions in that profession. It will help the prospective teacher to learn about different skills, methods of teaching, time management, discipline, class management and others activities related to schools.

An Internship is one of the job training for many professionals, similar to an apprenticeship more often taken by college and university students during his/her undergraduate or master degree in their free time to supplement their formal education and expose them to world of work.

During B.Ed internship period, a teacher trainee has to practice lesson, conduct co-curricular activities, and follow the instruction of the school administration. In short the Teacher Trainees during this internship period of 4 months have to serve the school as real employee of that school.

During the internship period, we have gathered various experiences. We have attended the school at time from 9 AM to 2.00 PM and have completed and adjusted our duty within this period.

We have done minimum two classes daily except Saturday. We have guided the students in different purpose, activities, games, etc. Moreover we have followed our college guidelines and we have done ten internship works and observed in the school. These are stated as follows:

- 1) Prayer and Assembly
- 2) School Management and Development Committee (SMDC)
- 3) Time Table Preparation
- 4) Observation of Students' Union Activities

- 5) Role of Teachers in Organization of Co-Curricular Activities (CCA)
- 6) Organization of Community Service/ Educational Field Trip/ NCC/Scout & Guide
- 7) Community Festival
- 8) Observation of Peer Teachers' Teaching
- 9) Role of the Principal

OBJECTIVES OF INTERNSHIP

The objective of internship in teaching can be highlighted as below

1. To bring about a real integration of theory and practice in the education and training of the student teacher
2. To develop in a student teacher the ability to recall principles, relate them to practice and study them in operation and apply them and enrich them with meaning and develop them further to suit the needs of the conditions of changing situations
3. To develop interest, right attitudes and dispositions including confidence in student teacher which are so important for effective teaching, professional growth and success
4. To develop in student teacher all the desirable competencies of a good and successful teacher
5. To develop the ability to define clearly the general and specific objectives of teaching the subject, the different units and the individual lessons
6. To develop the ability to plan the lesson effectively with the understanding of the principles of learning and organized the subject matter suitably indicating appropriate techniques and aids to be used at each stages in each purpose
7. To develop ability to motivate pupils sufficiently and sustain their interest as well as maintain discipline in the class.
8. To develop ability to adjust programs to the varying needs, interest and ability of the pupils

9. To develop ability to develop and apply different techniques and tools for the continuous evaluation of the achievement and progress of the pupils taken as individuals and groups
10. To develop effectiveness of teaching and the success of each program in relation to the goals from the participation and performance of the pupils
11. To develop the ability to diagnose the strengths and weakness and the achievement and failure of individual pupil in relation to the objectives and decide plan and organize reinforcement of the remedial assistance needed by each.

OBSERVATION OF SUPERVISION AND MONITORING SYSTEM OF THE SCHOOL:

1. PRAYER AND ASSEMBLY:

In any good school, morning assemblies are a must thing to begin the day with. A school assembly is a gathering of all or part of a school in order to communicate information. Important announcements may be made and routine attendance checks are typically done in such gatherings. Here I present my one and half month of internship report on prayer and assembly in the school.

Morning Assembly in Abdul Hasib H.S School:

The day in the school starts with Morning Prayer and Assembly at 9:00 AM. All teachers and students gathered on the school playground in rows, then command is given by selected students for prayer, exercise and The State Anthem (Jatiya Sangeet) was sung by all students and teachers. Some other activities that are performed in the school are given –

- Thoughts of Great Men
- Reading of important headlines from the Newspaper
- General knowledge questions
- Give a speech on importance cleanness and health related good habits

The above mentioned activities are performed very well in the school. Often in the school teachers are asked to deliver valuable speeches on different topics. Even the students were also given the opportunity to give speeches in the assembly.

Participating in various activities of prayer and assembly I can say that in **Abdul Hasib H.S School** every activity related to prayer and assembly performed well.

2. SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC):

The RMSA (Rastriya Madhyamik Siksha Abhiyan) assigns special importance to decentralized planning and implementation with active involvement of community members, teachers, local bodies and parents including Panchayati Raj institutions, municipal Bodies and other stakeholders in the management of secondary education through establishment of multi-members School Management and Development Committees.

The RMSA framework provides that every secondary school will constitute SMDC at the school level. This committee will be responsible for all the activities including- planning, collection of data under SEMIS, implementation, monitoring, evaluation, making annual works plans etc. The ultimate aim is to ensure wide participation of all stakeholders in the management of school. The meeting of SMDC is held minimum once in every month.

SMDC'S Activities in Abdul Hasib H.S School:

The members of SMDC of the school are very active; they participate in the meeting of SMDC and gave their view point for the academic and infrastructural improvements of the school. The president of SMDC conducts a meeting every month. In the meeting all the members discuss about the development of the school such as academic, curricular, co-curricular, infrastructure etc.

They participated in all the school activities and meetings and they always support the principal in every field of work to develop the school. They also take remedial actions, monitors and evaluate on all the components of the scheme- infrastructural as well as academic and others activities of the school. They maintain all relevant records for recurring as well as non-recurring expenditure. SMDC of the school monitors the attendance and punctuality of teachers.

The members of SMDC of **Abdul Hasib H.S School** included the following:

- President- Saddik Hussain
- Vice President- Abdul Hasib Rahman

- Member Secretary – Abdul Rob
- Senior Teacher Member- Khairul Islam
- Teacher Representative- Ranjan Bora
- ITC Member- Wahid Anuwar
- Commissioner of Hojai Municipality Board- Smt. Chaturthi Rani Biswas
- Parent Member – Abdul Subhan
- Parent Member- Agar Das Satnami
- Expert Member- Mahmudur Rahman

The members of SMDC of the school prepare plan for curricular, academic, infrastructural, co-curricular activities for overall improvements of the school. They maintain all the relevant records for recurring as well as non-recurring expenditure. They organize meeting to discuss for improvements of the school.

3. TIME TABLE PREPARATION:

Time table is a mirror that reflects the entire Educational programme followed in the school. It eliminates wastage of time and energy both of the teachers and students. Time table gives a clear vision and comprehensive picture of school activities i.e. what is being done during which period, where, by whom and where.

Time Table Preparation in Abdul Hasib H.S School:

In **Abdul Hasib H.S School** all the teachers, students, principal and other teaching staff follow a fixed time table. In preparation of time table of the school is given consideration in fulfilling physical, social, psychological needs of the students. The school time table is also well prepared in ensuring not allotment of too much or too less work to one teacher. All the activities are done as the set time table. Below are the schedules of class time: Morning assembly 9:00 am to 9:15 am

- 1st Period □ 9:15 am to 10:00 am
- 2nd Period - 10:00 am to 10:40 am
- 3rd Period - 10:50 am to 11:30 am
- 4th Period - 11:30 am to 12:10 pm
- Leisure - 12:10 pm to 12:45 pm

- 5th Period – 12:45 pm to 1:25 pm
- 6th Period – 1:25 pm to 2:05 pm

During internship period I have observed that each teacher is assigned subject they are qualified to teach. The time table of the school provides remedial periods to the teachers to increase students learning and to take extra care of the backward students to develop their learning.

There is a fixed time table in **Abdul Hasib H.S School** for every activity and accordingly activities are done as the set time table. The time table of the school is well prepared which ensures a balance distribution of work to each teacher and it also prepared in keeping in view to fulfill mental, social, physical needs of the students.

4. OBSERVATION OF STUDENTS' UNION ACTIVITIES:

A students' union is a student's organization present in many high schools, colleges, universities. Students Union and activities promotes students success by offering a variety of programs, activities, services and facilities that, when taken together, represent a well-considered plan for the development of community and school. The team Students Union mostly in schools acts as a medium between college authorities and Students. Students Union stands to solve the problems that are faced by students in schools.

Students Union Activities in Abdul Hasib H.S School:

During the internship period I have observed that all members of Students Union of the school are very active. They participated in all the school activities. They help the teaching staff in organization school meeting, functions, co-curricular activities, community festivals, morning assembly etc. Students' Union body tries to fulfill the needs of the students. They behave in a proper way so that they can handle different situations in school a better way. Beside the Students' union, in every class there was a class monitor/ representative who also help the Union Bodies in their works.

In Abdul Hasib H.S School, the union Body comprising members holding the positions are –

- President- Tamiz Uddin
- Vice President-Sazid Ahmed

- General Secretary-Asif Abdullah
- Assistant General Secretary- Firoz Ali
- Sports Secretary- Amanullah Ahmed
- Cultural Secretary- Arfid Hussain Bhuyan
- Environment and Health Secretary- Ranjan Bora
- Wall Magazine Secretary- Sabina Sultana

During the internship period I observed that the Union body of **Abdul Hasib H.S School** participated in all school activities. These are:

- The members of students' union works as a interacting medium for all students and teachers.
- In the morning assembly, the class representative and members of union body arrange all students in a disciplined way.
- Assisting or leading the students in cleaning activities of the school campus, classroom in special events.
- Helping the teacher in organizing, celebrating events.
- They also share their view point to different school, classroom and student related issues.

The students' union of the school plays a vital role in school management. All the members of students union of the school work co-operatively. They perform the role very well and work for maintaining school discipline.

5. ROLE OF THE TEACHER IN ORGANISING OF CO-CURRICULAR ACTIVITIES (CCA):

Co-curricular activities are those activities which are organized outside the classroom situation. These activities help to develop all round development of personality of students. As the modern educational theory and practice give priority on all round development of the child so in order to fulfill the modern aim of education of all round development the co-curricular activities of the child cant not be separated from curriculum.

Role of the Teachers in Organizing of CCA:

The teachers have to perform multi-dimensional functions in organizing and executing co-curricular activities. The teachers of **Abdul Hasib H.S School** very sincerely take the responsibility to organize co-curricular activities. All the teachers of **Abdul Hasib H.S School** are very co-operative and interested to organize different innovative co-curricular activities in school. Sometimes the teachers get some difficulties while organizing and executing such activities. But due to all the teachers are very co-operative and also with the help of the school Principal and school authority they solve such kind of problems and beautifully organize the co-curricular activities in School.

In **Abdul Hasib H.S School**, we teacher trainees with other teaching staff organize some co-curricular activities like games and sports, drawing, quiz competition, extempore speech, debate and discussion etc. are organize by the teachers very beautifully. The teacher of **Abdul Hasib H.S School** have very good planner so different co-curricular activities are carried out systemically in school. In organizing CCA teachers try to give more and more opportunity to participate in the activities.

From the observation I can say that all the teachers of the school have played significant role in organizing CCA. In the school, there is a proper play ground where students can play freely.

MEMBERS OF CO-CURRICULAR COMMITTEE

- **Debajani Patar**
- **Kainat Almasa**
- **Babul Saha**

6. OBSERVATION OF NCC/SCOUT GUIDE/COMMUNITY SERVICE/ EDUCATIONAL FIELD TRIP:

NCC/Scout & Guide/Community Service/Educational Field Trip is an important part of every Institution. A trip by students to gain firsthand knowledge away from the classroom, as to a museum, factory, geological area, or environment of certain plants and animals and it also

develop the students' interaction process. These activities help the students in their all around development.

NCC/Scout Guide/ Community Service/ Educational Field Trip in Abdul Hasib H.S School:

In **Abdul Hasib H.S School**, during Internship period, I can't observe any field trips, NCC/Scout Guide/Community Services. Moreover Community services are not conducted during our internship period.

7. COMMUNITY FESTIVAL:

School is a part of community. The school thrives because of the community. The various events at the school are designed to foster connections amongst school community members. Through the celebration of community festival in school students learn the qualities of sensitivity, simplicity and creativity. Some festivals also help the students to get in touch with discipline and control.

Community Festivals Celebrated in Abdul Hasib H.S School:

- ❖ Though there are number of community festivals celebrated in **Abdul Hasib H.S School** throughout the academic year.
- ❖ Different Festivals celebrated in school, mainly schools celebrate World Health Day, National Science Day, World Earth Day, and World No Tobacco Day, Rastriya Ekta Divas.
- ❖ Extracurricular activities offer all students the opportunity to excel in an area that does not directly involve academics. These activities can boost a student's confidence and help diminish any anxious feelings caused by possible academic demands.
- ❖ **Plantation Programme** during the Intership days was being initiated that in order to make the students aware about the importance of Plantation of trees.

8. OBSERVATION OF PEERS TEACHERS' TEACHING:

The observation of peer teacher teaching provides the opportunity to the teachers to reflect on and improve teaching. The peer observation of teaching process provides both the observe and observer with the opportunity to mutually enhance the quality of their teaching practice. A teacher or other observers closely observe a lesson or part of a lesson in order to gain an understanding of some aspects of teaching learning or classroom interaction.

Observation of Peer Teachers Teaching in Abdul Hasib H.S School:

To improve my teaching style and learn from other teachers I observed the teaching process of all the peers' teachers and other teaching staff of the school. As an observer, I learnt new ideas and techniques and how to manage a classroom situation. Not only the internship trainees but also other teaching staff is very cooperative they allow us to observe their teaching. From peer teacher teaching I observed that some teachers are very innovative and creative who uses different creative teaching aids. They introduce a lesson very interestingly. They ask significant questions during the lesson.

My observation of peers teaching includes three steps. In the first step I take the permission from the teachers from whom I will observe the class. In the second step i.e. observation I observe the whole class and collect data. In the third step i.e. post observation, I discussed with teaches with the data collected from the classroom to improve my teaching and enhance students learning. The observe teacher also benefited from the discussion. Thus, peer teacher teaching benefits both the observers and observed teachers.

From the observation of peer teacher teaching I observed that the teachers of the school are very efficient in teaching. They follow the some steps of lesson plan.

9. ROLE OF THE PRINCIPAL:

The efficiency of the school depends on the ability of skilled personality, professional experience of the principal. A Principal is the Educational Supreme authority holds the key position in a school. The Principal has to play a number of roles for smooth functioning of a school.

Role of the Principal in Abdul Hasib H.S School:

The Principal of the school is very active and strict person. The principal of the school observe every day everything for the maintenances of the school. The principal observed students discipline, teachers activities and even observe we teacher trainee also. The principal not guided only the students and teachers of the school in their activities but also guided us in our activities.

Brief outlines of some major roles played by the Principal of the school are discussed below that I have observed during our internship period. These are:

- A. Academic
- B. Supervision
- C. Administration

A. Academic:

- 1) Guiding teachers of their own subjects in particular and others are in general.
- 2) Set the work allotment to the teachers.
- 3) Preparation of school time table.
- 4) Announced prescribed textbook.
- 5) See the various registers needed for different purposes in the school.
- 6) Undertake action research programme.
- 7) Formulate minimum academic programme and institutional plan with the help of her assistant and implement it.

B. Supervision:

- 1) Observation of classroom teaching of teachers during working day and provide suggestions.
- 2) Supervise the activities going on in the playground, hall, meetings and workshop both inside and outside classroom activity.
- 3) Supervise the proper use and keep up of school materials.
- 4) Supervise the behaviour of the students; provide facilities for them to maintain cleanliness of the campus.

C. Administration:

- 1) Principal take the responsibility for all that is being done in or by the school.
- 2) Issue necessary orders and get their compliance.
- 3) See that the teachers and pupils attend their duties regularly.
- 4) Ensure human and materials resources of school.
- 5) Conduct test, examination of the school.
- 6) Organize Parents-teachers Association.
- 7) Conduct daily assembly and prescribe school uniforms.

To conclude I can say that the Principal performed her role in school very well so that the smooth functioning of the school is very well maintained Internship Experiences

I am grateful to the principal of College of Education, Nagaon for having made it possible for us to practice our internship in a reputed school namely **Abdul Hasib H.S School**. I would like to thank the Head teacher too **Abdul Hasib H.S School** for permitting me to do my internship in his school.

This four month was a great opportunity for me to self-evaluation of my teaching practices and to increase my teaching skills.

Head teacher of the school was very supportive. From the day of joining to her school as an internee, she assured us that she will do all kinds of help we need. Accordingly she has helped us in all the areas where her help was needed. The teaching staff of the school was very friendly and they helped us a lot in our internship tenure.

The school environment was pretty good and all the teachers and staff were very co-operative. The school gave us our own space to carry on with our work and also acknowledged us for our work. The non-teaching staff of the school responded us very nicely whenever we asked for any kind of help. As the school is very strict in its academic matters, Head teacher has arranged classes for us for the improvement of our teaching skills. The students of the school were very disciplined and attentive in the school. They have accepted us as their teacher too.

Although we could not take much classes in the school, but those few classes were very much helpful for assessing my teaching skills. I have tried to make students learn better from my part. Making teaching aids and lesson plan was very interesting. After using them in the class I realized that they are really very important for betterment of teachers teaching skill.

Drawing student's attention is really a tough part of teachings. I have developed great skill in this regards.

Attending morning assemblies and interacting with students was a great experience. We have helped students in their mid day meal. They were too disciplined in this regard.

I shall cherish these experiences forever and try to improve my professional qualities as a teacher.

Conclusion

During the internship period, the teacher trainee gets acquainted with the administrative set up and environment and gets pre-requisite qualities to become a teacher. I have learnt and gathered lots of knowledge and experience in the field of teaching.

This internship was a great opportunity for me to realize all the teaching objectives and follow domains of teaching.

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13.6.23

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