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**INSTRUCTIONS ON TEACHER TRAINING INTERNSHIP  
English Philology – Teacher Training Programme,  
Full/Part time English MA Programme,  
academic profile  
(since 2019)**

**Definitions**

- Didactics and Student Affairs Office <http://bdss.uni.opole.pl/en/> - the University unit responsible for the implementation of internships in the formal and organizational scope;
- Internship coordinator - an academic teacher of the University, appointed by the dean at the Faculty of Philology, who supervises the course of the internship from the substantive side;
- Internship supervisor - a representative of the school/institution in the field of education, a person supervising the substantive and organizational course of the internship; has the competence to take care of the apprentice;
- Internship Schedule of Weekly Duties - daily, hourly and thematic schedule of internship;
- Internship Report – list of tasks and duties performed by the student during the internship, student's evaluation of the internship process;
- Internship Evaluation Form - Internship supervisor's opinion on the course of the internship including the summary and evaluation of the student together with a grade;
- Portfolio of teaching materials - e.g. lesson observation cards, collected in accordance with the guidelines of the teacher trainer, coordinating the mid-term didactic internship on part of the university
- Lesson plan for a conducted lesson - approved by the school teacher-supervisor of continuous didactic internship.
- Internship Regulations - ZR 15/2021 - available on the EPTTP website

**1. Introductory remarks**

Students of English Philology - Teacher Training Programme (full time and part time English MA Programme, academic profile with teaching qualifications) at the University of Opole are obliged to undergo 150 hours of professional teacher training internship (hereafter referred to as 'the internship'). The internship is divided as follows:

- a) psychological-pedagogical internship (mid-term) (30 hours), including:
  - a. **15 hours** supervised by a school counsellor/pedagogue (first semester)
  - b. **15 hours** supervised by a psychologist (first semester)
- b) didactic internship (120 hours), including:
  - a. **30 hours** of mid-term (group) internship I, supervised by an English teacher in a primary school (second semester);
  - b. **30 hours** of continuous (individual) internship I supervised by an English teacher in a primary school (second semester);
  - c. **30 hours** of mid-term (group) internship II supervised by an English teacher in a secondary school (third semester);
  - d. **30 hours** of continuous (individual) internship II supervised by an English teacher in a secondary school (third semester);

Detailed instructions for particular internships can be found in separate documents together with attachments.

Students are not entitled to remuneration from the University for internship, however, the school admitting students for internship may set a remuneration for the activities performed by them (cf. Internship Regulations, para. 4). Students are required to have appropriate insurance, certificates and other documents required by the school/institution accepting them for the internship (see Internship Regulations para. 5).

According to the Internship Regulations, the student CANNOT complete the internship on the basis of the current professional work or volunteering.

## 2. Institutions / schools where the internship can be carried out

Depending on the semester, students carry out internships:

- at a school or other educational institution where a pedagogue / psychologist works (mid-term psychological and pedagogical internship);
- in primary school, the 2nd educational level, incl. English language lessons (didactic mid-term and continuous internships);
- in secondary school, incl. English language lessons (didactic mid-term and continuous internships).

The institution/school implements the core curriculum of the Ministry of Education for a given educational level and a given subject, in this case English. The student may indicate the place of their internship or may use the places proposed by the internship coordinator.

## 3. Objectives of the internship

The internship aims to prepare the student-teacher trainee for the teaching profession, in particular for the realization of didactic, educational and caring tasks, resulting from the role of an English teacher. The internship obliges the student to become acquainted with the specificity of the school or institution, to act as a tutor and a teacher, to realize specific goals of particular internship parts and to be ready to cooperate with the coordinator and the supervisor nominated by the Head of the school/institution in which the internship takes place. The acquired skills and abilities should enable the graduate to work in the profession of English teacher in Polish schools on the appointed in their qualifications educational levels as well as in other educational institutions (language schools, private schools, adult education) with learners in various age groups and various proficiency groups. The detailed objectives, duties and procedures of the internship parts are included in separate documents.

## 4. Duties of the student-teacher trainee

The student-teacher trainee is obliged to

- follow the Internship Regulations and the instructions on internship for EPTTP
- read the internship documentation (see section 5);
- download the relevant documents;
- present himself or herself at the place where the internship is to be held;
- cooperate with Internship school supervisors, namely a psychologist, a pedagogue, English teachers, and teacher trainers at UO who coordinate the internships in particular semesters;
- perform the tasks entrusted to him or her, resulting from the nature of the internship program;
- strictly follow the instructions of the supervisors of the internship and all other persons responsible for the organization of the internship at school/institution;
- keep records related to the internship throughout its duration;
- submit records related to the internship to the persons coordinating the internship on part of the University of Opole in order for them to accept the internship for grading.

It is allowed to achieve learning outcomes assigned to internship in a given field, level and profile of studies with the use of distance learning methods and techniques. Decisions in this matter are made by the Dean of the Faculty. The Internship is credited by the Internship coordinator at UO at the end of the semester, including the make-up session.

## 5. Internship documentation

5.1. Instructions on teacher training internship (this document)

5.2 Documentation of the **mid-term psychological-pedagogical internship** includes:

- 1) Instructions on the mid-term psychological-pedagogical internship
- 2) Student Report on the psychological-pedagogical internship coordinated by a psychologist
- 3) Student Report on the psychological-pedagogical internship coordinated by a pedagogue
- 4) Opinion of the school psychologist supervising the psychological-pedagogical internship
- 5) Opinion of the school pedagogue supervising the psychological-pedagogical internship

5.3 Documentation of the **mid-term didactic internship I and II** includes:

- 1) Instructions on the mid-term didactic internship
- 2) Opinion of the teacher-supervisor of the mid-term didactic internship I
- 3) Opinion of the teacher-supervisor of the mid-term didactic internship II
- 4) Portfolio of teaching materials

5.4 Documentation of the **continuous didactic internship I and II** includes:

- 1) Instructions on the continuous didactic internship
- 2) Schedule of weekly duties - continuous didactic internship I

- 3) Schedule of weekly duties - continuous didactic internship II
- 4) Opinion of the teacher-supervisor of the continuous didactic internship I
- 5) Opinion of the teacher-supervisor of the continuous didactic internship II
- 6) Three lesson plans for conducted lessons approved by the school teacher-supervisor of continuous didactic internship I.
- 7) Three lesson plans for conducted lessons approved by the school teacher-supervisor of continuous didactic internship II.

## **6. Forms of evaluation**

The Internship is credited on the basis of the achieved learning outcomes confirmed by a positive opinion of the internship supervisor in the institution/school and a positive grade along with other documents specified for each particular internship. Detailed instructions can be found in separate documents together with attachments.

According to the Internship Regulations, the student CANNOT complete the internship on the basis of the current professional work or volunteering.

## **7. Final remarks**

Any issues not covered in this manual will be dealt with on an ongoing basis by the authorities of the Faculty of Philology in the University of Opole, the study programme coordinator, a designated internship coordinator or other appointed persons at the UO. The authorities of the Faculty of Philology reserve the right to change these instructions during the academic year if unforeseen circumstances arise.