



**INSTRUCTIONS ON  
MID TERM DIDACTIC 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 Evaluation Form - Internship supervisor's opinion (English teacher) on the course of the internship including the summary and evaluation together with a grade (Appendix 1 – part I; Appendix 2 – part II)
- 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
- Internship Regulations - ZR 15/2021 - available on the EPTTP website

**Time of the Internship:**

- mid-term (group) internship I supervised by an English teacher – realised in the second semester
- mid-term (group) internship II supervised by an English teacher – realised in the third semester;

**Number of hours:** the total of 60 hours (45min), including:

- **30 hours** of mid-term (group) internship I
- **30 hours** of mid-term (group) internship II

**Institutions / schools where the internship can be carried out**

- mid-term (group) internship I is realised in primary school - educational level 2
- mid-term (group) internship II is realised in secondary school

**Objectives of the internship**

The mid-term didactic internship aims to prepare the student-teacher trainee for the teaching profession, in particular for the realization of didactic tasks, resulting from the role of an English teacher. The internship obliges the student to become acquainted with the specificity of the school and didactic tasks of English teachers via observations and various activities excluding teaching, which are compatible with theoretical and practical classes in didactics of English.

**Duties of the student-teacher trainee**

- Follow the Internship Regulations and the instructions on internship for EPTTP
- Collect observations and experiences related to the work of an English teacher, confronting already acquired knowledge on educational methods and approaches,
- Learn about the specifics of the school in which the internship takes place, in particular learn about the didactic tasks carried out by English teachers, the way the school functions, how the work is organized, meet employees, and participants of pedagogical processes and get familiar with school documentation;
- observe activities undertaken by an English teacher in the course of lessons and students' activities, the methodological course of lessons, methods and forms of work and teaching aids used by the teacher;
- gain experience related to the methods of activating, disciplining and assessing students, taking into account students with special educational needs, including particularly gifted students.
- prepare the Portfolio of internship materials, which, together with the opinion of the internship supervisor, is delivered to the internship coordinator by the end of semester 2 and then semester 3, taking into account the

make-up session in justified cases.

During the internship, the student is subject to the work discipline applicable at the school / educational institution. Taking a mid-term internship does not justify the absence of students from classes at the university.

**Duties of the school/institution and the supervisor:**

- The school offering the internship for the students should appoint an internship supervisor (an English teacher) who is qualified and experienced to perform that role.
- The supervisor(s)' duty is to guide, cooperate, support and monitor student's duties.
- The supervisor provides an opinion in the Internship Evaluation Form and offers a grade.

**Forms of evaluation:**

The psychological-pedagogical Internship is credited on the basis of the achieved learning outcomes confirmed by a positive opinion of the internship supervisor and a positive grade, issued in the document Internship Evaluation Form, along with Student Portfolio.

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.

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

The Internship is credited by the Internship coordinator at UO at the end of semester 2 and 3, respectively.

.....  
(school stamp)

.....  
(place, date)

**INTERNSHIP EVALUATION FORM**  
**OPINION OF THE ENGLISH TEACHER-SUPERVISOR OF**  
**THE MID-TERM DIDACTIC INTERNSHIP I – primary school level**

|   |   |
|---|---|
| Student's name and surname:                               |   |
| Study Programme:  | English Philology - Teacher Training Programme<br>full time/part time*<br>Faculty of Philology, University of Opole, Poland |
| Year of study: 1  | Semester: 2   |
| Place of the internship<br>(name of the school, address): |   |
| Name and surname of the teacher-supervisor                |   |
| Number of hours   | ...../30  |

**Comments on the student's completed internship**  
(tasks and duties realized by the student in the school):

**Final grade**

(expressed in a grade: excellent/5,0; very good/4,5; good/4,0; satisfactory /3,5; sufficient /3,0; failed/2,0)

(Signature of the teacher-supervisor)

(Signature and stamp of the Director of the school)

*For internal use ONLY*

Comments on passing the mid-term didactic internship I:

(signature of the coordinator at the University)

\*- delete as appropriate

.....  
(school stamp)

.....  
(place, date)

**INTERNSHIP EVALUATION FORM**  
**OPINION OF THE ENGLISH TEACHER – SUPERVISOR OF**  
**THE MID-TERM DIDACTIC INTERNSHIP II – secondary school level**

|   |   |
|---|---|
| Student's name and surname:   |   |
| Study Programme:  | English Philology - Teacher Training Programme<br>full time/part time*<br>Faculty of Philology, University of Opole, Poland |
| Year of study: 1  | Semester: 2   |
| Place of the internship<br>(name of the school, address):                 |   |
| Name and surname of the teacher-<br>supervisor of the mid-term internship |   |
| Number of hours   | ...../30  |

**Comments on the student's completed internship**  
(tasks and duties realized by the student in the school):

**Final grade**

(expressed in a grade: excellent/5,0; very good/4,5; good/4,0; satisfactory /3,5; sufficient /3,0; failed/2,0)

(Signature of the teacher-supervisor)

(Signature and stamp of the Director of the school)

*For internal use ONLY*

Comments on passing mid-term didactic internship II:

(signature of the coordinator at the University)

\*- delete as appropriate