



**INSTRUCTIONS ON THE ORGANISATION OF
CONTINUOUS 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 Schedule of Weekly Duties - daily, hourly and thematic schedule of internship
- Internship Evaluation Form - Internship supervisor's opinion on the course of the internship including the summary and evaluation together with a grade
- 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

Time of the Internship

- a) continuous didactic internship I – 2 weeks in September in the second semester of the studies; graded at the end of the make-up summer session
- b) continuous didactic internship II – 2 weeks in January/February – (internship time dependent upon the winter school holidays) in the third semester of the studies; graded at the end of the make-up winter session

Number of hours:

- a) continuous didactic internship 1 : 30 teaching hrs (45min)
- b) continuous didactic internship 1 : 30 teaching hrs (45min)

Types of schools for internship

- a) continuous didactic internship I: primary schools (educational level 2; grades 4-8)
- b) continuous didactic internship II: secondary schools

Aims

The continuous 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 get practice in teaching English to various age groups in the school context, and to become familiar with organizational processes, employees, learners, and school documentation. The leading skill to develop is fulfilling the role of a teacher. 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.

Student-teacher trainee's duties:

- Following the Internship Regulations and the instructions on internship for EPTTP
- Punctuality and diligence in performing the tasks entrusted to him or her, resulting from the nature of the internship programme.
- Strictly following the instructions of the teacher-supervisor and all other persons responsible for the organization of

the internship.

- Observing the teacher-supervisor during lessons.
- Cooperating with the teacher-supervisor in planning and carrying out lessons, work organization, preparation of didactic tools, using multimedia and IT, assessing and grading learners, teaching and supervising learners with special educational needs, including gifted pupils.
- Teaching English and fulfilling tasks related to performing that role, e.g. planning lessons, their objectives, methods, and didactic tools, adjusting teaching methods to the abilities of learners with special educational needs, providing individual didactic support for pupils (including those with special educational needs), carrying out educational supervision as well as class tutoring.
- Cooperating with other teachers, class tutors, the school pedagogue, the school psychologist and other specialists working with learners.
- Making records related to the internship and analysing the observed or experienced pedagogical situations, confronting theory with practice, self-reflecting (noticing own strong and weak points), assessing own conducted lessons and realized aims, consulting the conducted lessons with the teacher-supervisor.
- Obeying rules established by the school/institution in which the internship takes place.

Duties of the school/institution and teacher-supervisor:

- The Head of the school in which the internship takes place should nominate an English teacher who will be the teacher-supervisor. Such a teacher should have considerable teaching experience, knowledge and qualifications in the area of the taught subject.
- The teacher-supervisor enables the intern to realize aims and duties of the internship outlined in the *Instruction*, supervises the internship, plays the role of a mentor by supporting the student-teacher trainee's skills and knowledge development.
- The teacher-supervisor is obliged to complete the *Internship Evaluation Form* in two copies and approve lesson plans prepared by the student-teacher trainee.

Internship organization:

Before the continuous didactic internship

- A student should obtain a *Referral for an internship* from the Didactics and Student Affairs Office
- A student should return the completed by the destined school *Referral* to the Didactics and Student Affairs Office before the internship begins.
- A student is obliged to complete, sign, and return the *Declaration* of becoming acquainted with *the Regulations of the Department of Internships and Internship Organization*.
- On the basis of the completed *Referral* the the Didactics and Student Affairs Office issues a set of documents which should be delivered by a student to the school where the internship will take place.
- The institution where the internship takes place is obliged to sign the *Internship Contract* and send one copy to the Didactics and Student Affairs Office before the internship begins.

During the continuous didactic internship a student-teacher trainee s

- should appear on the first day of the internship at the designated place, at least half an hour before the specified starting time;
- together with the teacher-supervisor, outlines a plan for the internship realization;
- gets acquainted with the specifics of the school in which the internship takes place, in particular learning about the didactic tasks carried out by the school, methods of functioning, work organization, employees, participants of pedagogical processes and the documentation kept;
- complies with the above-mentioned duties;
- keeps records related to the internship throughout its duration, for example, complete the *Internship schedule of weekly duties* and prepares lesson plans approved by the teacher-supervisor.

After the continuous didactic internship

- the teacher-supervisor is obliged to prepare the *Internship Evaluation Form* in two copies.
- A student-teacher trainee or the teacher-supervisor should return personally or by post: the *Employment Contract for the teacher-supervisor* – 2 copies, the *Bill for the Employment Contract* – 2 copies, and the *Internship Evaluation Form* – 2 copies (one copy is kept for 3 years in the Department of Internships, the other copy should be taken by the student-teacher trainee and submitted to the internship coordinator at UO)
- Other records related to the internship (including lesson plans, *Internship schedule of weekly duties*) should be submitted by the student-teacher trainee to the internship coordinator in order for them to pass the internship.

Hourly statement for continuous internship I and II		
Duties	Including	Hours
Tasks realized in direct contact with the teacher-supervisor	Outlining the plan of the internship, arranging duties/responsibilities , helping in preparation of didactic tools, reflecting and advising on teaching, supervising and assessing teaching performance.	8 hours (4 hours x 2 weeks)
Student's own work	Lesson observations	5 hours
	Hours of teaching	10 hours
	Preparing didactic tools/projects/lesson plans	5 hours
	Acquainting with school/institution and its documentation	1 hour
	Other tasks and duties done by the student-teacher trainee	1 hour
	Total	30 hours
<p>Forms of evaluation:</p> <p>The internship is credited on the basis of the achieved learning outcomes confirmed by a positive opinion of the internship supervisor at school and a positive grade, together with the internship Schedule of weekly duties, supplemented with a detailed list of all duties performed at school (including the date and time of performance and the type of entrusted duties) and <u>three lesson plans</u> approved by the teacher-supervisor.</p> <p>It is allowed to achieve learning outcomes assigned to internships 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.</p> <p>According to the Internship Regulations, the student CANNOT complete the internship on the basis of the current professional work or volunteering.</p> <p>The Internship is credited by the Internship coordinator at UO at the end of semester 2 and 3.</p>		



SCHEDULE OF WEEKLY DUTIES
CONTINUOUS DIDACTIC INTERNSHIP I – primary school level

Student's name and surname:	
Index number:	
Study Programme:	English Philology - Teacher Training Programme Faculty of Philology, University of Opole, Poland
Year of study: 1	Semester: 2
Place of the internship (name of the school/institution, address):	
Name and surname of the teacher-supervisor of the internship	
Number of hours covered/30
Dates of the internship	

Date	Hours	Student's duties (detailed description of tasks and duties realized by the intern)	Comments

(School/institution stamp)

(Signature of the supervisor)



**SCHEDULE OF WEEKLY DUTIES
CONTINUOUS DIDACTIC INTERNSHIP II – secondary school level**

Student's name and surname:	
Index number:	
Study Programme:	English Philology - Teacher Training Programme Faculty of Philology, University of Opole, Poland
Year of study: 2	Semester: 3
Place of the internship (name of the school/institution, address):	
Name and surname of the teacher-supervisor of the internship	
Number of hours covered/30
Dates of the internship	

Date	Hours	Student's duties (detailed description of tasks and duties realized by the intern)	Comments

(School/institution stamp)

(Signature of the supervisor)



Appendix 3

Academic year:	Date:
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**INTERNSHIP EVALUATION FORM
OPINION OF THE ENGLISH TEACHER – SUPERVISOR OF
THE CONTINUOUS DIDACTIC INTERNSHIP I**

1. Student's full name:	
2. Faculty, study programme, year and semester: Faculty of Philology, University of Opole, Poland English Philology - Teacher Training Programme, Year: 1 semester: 2	
3. Internship dates: from to	
4. School/institution:	
5. Teacher-supervisor's full name:	
6. Teacher-supervisor's years of teaching experience, degree (optional):	
7. Internship organization, including hourly statement of the student's duties:	
Statement of student's duties	
Duties	Number of hours
a) Number of hours spent in direct contact with the teacher-supervisor	
b) Lesson observations	
c) Hours of teaching	
d) Preparing didactic tools/projects/lesson plans	
e) Acquainting with school/institution and its documentation	
f) Other tasks and duties done by the intern	
Total:	30 hours
DETAILED OPINION ABOUT THE INTERN AND THEIR PREPARATION FOR THE TEACHING PROFESSION	
<p>The opinion should cover all phases of the teaching internship. It may also include the assessment of: student's theoretical and methodological knowledge, skills needed for the teaching profession, personal predispositions, self-discipline, sense of duty, level of creativity, pedagogical tact and good manners, the ability of self-assessment and making a good use of the supervisor's advice, the ability of organizing and planning educational-didactic work and/or tutoring, the ability to build relation with children/pupils, the ability to work in a team, to communicate politely, and other. The opinion should be prepared for each student individually.</p>	

OPINION

GRADE

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

The opinion was prepared in two copies.

(Place)

(Signature of the teacher-supervisor)

(School/institution stamp)

** For internal use ONLY*

Comments regarding passing of the continuous didactic internship I

(signature of the Internship coordinator for continuous didactic internship I)



Appendix 4

Academic year:	Date:
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**INTERNSHIP EVALUATION FORM
OPINION OF THE ENGLISH TEACHER - SUPERVISOR OF
THE CONTINUOUS DIDACTIC INTERNSHIP II**

1. Student's full name:	
2. Faculty, study programme, year and semester: Faculty of Philology, University of Opole, Poland English Philology - Teacher Training Programme, Year: 2 semester: 3	
3. Internship dates: from to	
4. School/institution:	
5. Teacher-supervisor's full name:	
6. Teacher-supervisor's years of teaching experience, degree (optional):	
7. Internship organization, including hourly statement of the student's duties:	
Statement of student's duties	
Duties	Number of hours
a) Number of hours spent in direct contact with the teacher-supervisor	
b) Lesson observations	
c) Hours of teaching	
d) Preparing didactic tools/projects/lesson plans	
e) Acquainting with school/institution and its documentation	
f) Other tasks and duties done by the intern	
Total:	30 hours
<p>DETAILED OPINION ABOUT THE INTERN AND THEIR PREPARATION FOR THE TEACHING PROFESSION</p> <p>The opinion should cover all phases of the teaching internship. It may also include the assessment of: student's theoretical and methodological knowledge, skills needed for the teaching profession, personal predispositions, self-discipline, sense of duty, level of creativity, pedagogical tact and good manners, the ability of self-assessment and making a good use of the supervisor's advice, the ability of organizing and planning educational-didactic work and/or tutoring, the ability to build relation with children/pupils, the ability to work in a team, to communicate politely, and other. The opinion should be prepared for each student individually.</p>	

OPINION

GRADE

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

The opinion was prepared in two copies.

(Place)

(Signature of the teacher-supervisor)

(School/institution stamp)

** For internal use ONLY*

Comments regarding passing of the continuous didactic internship II

(signature of the Internship coordinator for continuous didactic internship II)