



PRACTICUM GUIDE

School stage: Grades 1 to 3

ECTS credit: 9 EAP (234 academic hours = 72 contact lessons + 162 hours individual work)

AIMS

- thorough understanding of the activities of first school stage pupils and their teacher;
- perception and knowledge of the learning and developmental processes of the first school stage as a coherent system;
- development of subject didactic skills, perception of their variability;
- recognising, analysing and relating to children's developmental and learning problems, i.e. the development of synthesis skills;
- valuing pupils' extracurricular activities;
- getting to know the dynamics between pupils and the teacher and between the teacher and the parent;
- formation of the student's pedagogical self-definition and regulation: receiving/giving feedback on one's own activities, analysing and evaluating one's activities.

LEARNING OUTCOMES

- be able to take into account the goals of education, the state and the school curriculum when planning the learning and pedagogical processes of the first school stage in cooperation with the school supervisor;
- to integrate different subjects and subject areas in teaching and learning;
- to use subject-specific knowledge, vocabulary and methods in the course of the study and pedagogical processes that correspond to the skill level and age of the learners;
- be familiar with the peculiarities of primary teacher's work;
- in cooperation with the supervisor(s) to analyse the learning and educational processes, one's own activities, achievement of aims and to be able to plan further activities based on this;
- to take into account the substantive requirements of the teacher's professional standard when analysing the practicum;
- follow courtesy rules and school practicum rules and be guided by teacher ethics;
- co-operate with supervisors and other people involved in the practicum.



	Student	Practicum mentor at the school	School supervisor	University supervisor
Before practicum	<ul style="list-style-type: none"> * visits practicum school; * gets acquainted with practicum materials and participates in an introductory seminar with supervisor via zoom; 			<ul style="list-style-type: none"> * introduces the organisation, materials and requirements of the practicum;
First day of practicum	<ul style="list-style-type: none"> * creates a timetable with the practicum leader for the time of practicum; * introduces the practicum guide to their supervisors in the school; 	<ul style="list-style-type: none"> * introduces the supervising teachers to the trainee, the organisation of the school's teaching methods, the necessary documentation, the requirements of the school's internal procedures, etc. 	<ul style="list-style-type: none"> * introduces the student to their syllabi, * gets acquainted with the practicum guide; * introduces the student to pupils of the class 	
1st-2nd week of practicum	<ul style="list-style-type: none"> * observes and analyses the lessons of their practicum class (see ANNEX 1) * gets acquainted with the activities and work of a primary teacher (see ANNEX 2); * gets to know the practicum class; * starts to fill out the activity report (see ANNEX 3); 	<ul style="list-style-type: none"> * organises lesson observation for the student; 	<ul style="list-style-type: none"> * draws the student's attention to the most important aspects of teaching, and the context of the class * introduces the student to the work and activities of a class teacher 	



3rd to 8th week of practicum	<ul style="list-style-type: none"> * Conducts approximately 12 lessons each week; * plans, prepares activities for the following days in cooperation with the supervising teacher; * puts together a lesson summary for each lesson (see ANNEX 4) * teaches and analyses what happens, with supervising teacher; * videotapes two lessons and presents these to the university's lector; * perform the duties of a class teacher in a practicum class; * Prepares and carries out one out of classroom activity or event (see ANNEX 2); * Fills in the activity report (see ANNEX 3). 	<ul style="list-style-type: none"> * if possible, visits some of the trainee's lessons; 	<ul style="list-style-type: none"> * helps the student in planning and preparing the lessons; * approves the lesson summary before the lesson (see ANNEX 4); * observes and gives feedback to 2/3 of given lessons (see ANNEX 5) * writes down recommendations and observations into student's lesson summary; * supervises performance of the tasks and preparation of out of classroom event 	<ul style="list-style-type: none"> * gives the student advice about questions that rose during practicum; * observes and gives feedback to the student about two videotaped lessons.
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<p>After practicum Preparing and presenting works to university lecturer</p>	<p>Prepares and presents</p> <ul style="list-style-type: none"> * summary of observation lessons (see ANNEX); * Analysing summary of the work as class teacher and preparation and carrying out the out of classroom event. (see ANNEX 2). * detailed lesson summaries for each subject: Mathematics, English, Science, Humanities + selected subjects, including links to all supplementary materials (<i>there must be written feedback from the supervising teacher on the summaries submitted to the teacher for assessment</i>); * self-analysis (see ANNEX 7), including examples of lesson summaries, study materials; * an activity report (see ANNEX 3) with the grades of the supervising teachers and the signature of the school head of the internship; <p>submits</p> <ul style="list-style-type: none"> *a summary assessment of the practicum prepared by supervising lecturer (see ANNEX 6); * participates in a feedback seminar with a university lecturer in Zoom. 	<p>* approves the activity report as a representative of the school at the end of the internship.</p>	<p>* at the end of the internship prepares a summary assessment(see ANNEX 6) of the student's internship;</p> <p>* gives a grade to the student's activity report (see ANNEX 3).</p>	<p>* gives feedback on the practicum tasks submitted by the student;</p> <p>* assigns an overall grade to the practicum;</p> <p>* prepares a feedback seminar for the student</p>