



MACHAKOS UNIVERSITY

TEACHING PRACTICUM POLICY

SEPTEMBER, 2023

APPROVAL

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Approved by the University Council:

Sign: Date:

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Sign:  Date: 15/09/2023

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FOREWORD

The overall aim of this policy is to provide a framework for effective, efficient and quality Teaching Practicum (TP) experience for the development of professional teachers. Teaching Practicum is a mandatory requirement for all students undertaking programmes in Teacher Education at MksU. The Centre for Teaching Practicum coordinates the TP exercise. Teaching Practicum is supervised by University lecturers with background training in Teacher Education drawn from various departments. The Teaching Practicum Centre under the Coordinator provides mentorship to ensure that Student-Teachers are adequately supervised. The centre ensures that high standards are maintained in the training of professional teachers by making sure that all students proceeding for Teaching Practicum meets all the requirements before going to the field and are adequately supervised.

This policy provides guidelines within which MksU shall ensure quality in the management of Teaching Practicum through the TP Committee and Coordination Centre. It provides information on what is expected of supervisors and Student-Teachers. The University Management is committed to supporting the implementation of the policy through the provision of the necessary support and resources.

This policy should be read and applied in conjunction with the MksU Statutes, Staff Disciplinary Policy, and Student Discipline Policy and Procedures. It is expected that all stakeholders will join hands in upholding the standards and quality of Teaching Practicum in order to produce highly qualified graduate teachers who will be able to address learners with diverse social, psychological and academic needs.

PROF. JOYCE AGALO, PhD

VICE-CHANCELLOR & SECRETARY TO THE COUNCIL

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UNIVERSITY FUNDAMENTAL STATEMENTS

VISION

Excellence in transformative scholarship and community service.

MISSION

To provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation.

QUALITY POLICY STATEMENT

Machakos University is ISO 9001:2015 certified. The University Management shall ensure continuous review of quality objectives at all levels for continual improvement.

CORE VALUES

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| i. | Creativity: | Using imagination and original ideas to create value for our customers. |
| ii. | Agility: | Embracing urgency and flexibility in responding to customer demands. |
| iii. | Meritocracy: | Promoting of merit-based services. |
| iv. | Professionalism: | Commitment to high standards of training, research and service delivery. |
| v. | Integrity: | Upholding honesty and high moral standards. |
| vi. | Inclusivity: | Offering equitable access to opportunities and resources. |

ABBREVIATIONS & ACRONYMS

AGED: Agricultural Education

B.Ed: Bachelor of Education

CoD: Chairman of Department

DVC (ASA): Deputy Vice-Chancellor (Academic and Student Affairs)

MksU: Machakos University

TPC: Teaching Practicum Committee

TSC: Teachers' Service Commission

TP: Teaching Practicum

VC: Vice-Chancellor

UBE: University Board of Examiners

DEFINITIONS OF TERMS

Student-Teacher: refers to a student who is undertaking teaching practicum

Teaching Practicum: is the exploration of the actual practice of teaching under the supervision of a mentor, involving actual teaching as well as duties related to the profession.

Teaching Practicum zones: These are the geographical areas where Student-Teachers carry out their teaching practicum exercise.

Teaching Practicum Assessor: a member of academic staff who evaluates the quality of teaching of Student-Teachers.

Teaching Practicum Supervision: all efforts made by designated faculty staff towards providing leadership to student-teachers to enable them demonstrate their developing teaching skills and competencies.

Teaching Practicum Project: an approach designed to give students experience in actively engaging in a real-world activity in a particular objective or area in learning.

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1.0 INTRODUCTION

1.1 Preamble

Teachers are charged with the responsibility of nurturing the growth of the whole child through integrated development of social, physical, intellectual, moral and spiritual attributes and abilities. The teacher is a key person in imparting knowledge, skills and attitudes that are necessary for the development of children. Therefore, Teaching is a noble profession which demands sacrifice, selflessness and observation of high-level standards. It is within this context that this Machakos University Teaching Practicum Policy has been developed.

The purpose of the policy is to define the principles by which Machakos University shall effectively and efficiently manage Teaching Practicum. The intention is to outline the procedures to be followed in the preparation of students, planning and implementation of Teaching Practicum in Machakos University.

Machakos University aims at becoming a leading Centre of academic excellence in Teacher Education in Kenya, in the region, and beyond. This shall be attained through ensuring customer satisfaction, integrity and professionalism in carrying out the Teaching Practicum exercise as guided by this policy.

1.3 Justification of the Policy

The Teaching Practicum Policy is anchored on the realization that teaching is a sensitive profession dealing with learners who need to be guarded against all forms of abuse. Dealing with children requires one to observe high standards of ethics.

1.4 Purpose

The purpose of this policy is to provide a framework to guide Teaching Practicum as required by curriculum and other set standards.

1.5 Objectives of the Policy

The objectives of the Machakos University Teaching Practicum Policy are to:

- a) Provide guidelines to ensure production of highly qualified and competitive graduate teachers for national and international Markets;
- b) Provide a framework to ensure Student-Teachers gain the confidence and poise necessary for the successful beginning of a professional career in education;
- c) Assist in developing a holistic teacher equipped with the necessary skills, knowledge and attitude to enable the transfer of teaching practice theory into practice;
- d) Ensure effective and efficient management of Teaching Practicum and
- e) Initiate, promote and sustain Student-Teachers to the ethos and standard practices of the teaching profession.

1.6 Scope of the TP Policy

The MksU TP Policy shall be applicable to all:

- a) students pursuing Teacher Education programmes in MksU including Diploma in Education, Bachelor of Education and Postgraduate Diploma in Education,
- b) students pursuing Bachelor of Science in Agricultural Education and Extension programme in MksU and
- c) members of staff involved in the supervision of Teaching Practicum

1.7 Guiding Principles

The following principles underlie this policy and should guide its application and interpretation:

- a) Observance of high levels of integrity.
- b) Impartiality and objectivity.

- c) Mutual Trust and Goodwill.
- d) Transparency and accountability.

2.0 LEGAL AND REGULATORY FRAMEWORK

This policy shall be implemented in compliance with the relevant legal documents and policy frameworks including but not limited to the following:

- i. Alcoholics Drinks Control Act 2010;
- ii. Code of Ethics for Teachers, 2015;
- iii. Commission for University Education Standards and Guidelines, 2014;
- iv. Employment Act, 2007;
- v. Leadership and Integrity Act 2012;
- vi. Machakos University Statutes, 2019;
- vii. MksU Staff Welfare Policy, 2018;
- viii. Persons with Disability Act, 2003;
- ix. Sexual Offences Act. 2006;
- x. The Children's Act, 2001;
- xi. The Constitution of Kenya, 2010;
- xii. The Evidence Act, 2006;
- xiii. The Occupational Safety and Health Act 2007;
- xiv. The Public Officer Ethics Act, 2003;
- xv. The Universities Act, No. 42, 2012;
- xvi. United Nations Convention on the Right of the Child, 1989;
- xvii. Work Injury and Health Act, 2007 and
- xviii. Workplace policy on Disability and Mainstreaming, 2021.

3.0 ADMINISTRATION OF THE POLICY

- a) DVC (ASA) will ensure that the guidelines outlined in this policy are fully adhered to.
- b) The Dean School of Education and Dean School of Agriculture, Environment and Health Sciences will ensure that the guidelines are fully adhered to at the school level.
- c) The Teaching Practicum Committee will ensure that supervisors have the required minimum qualification before being allowed to participate in the exercise.

3.1 Teaching Practicum Committee

This committee shall be the key oversight and decision-making organ of the Teaching Practicum Coordination Centre chaired by the Dean, School of Education. It shall give the strategic direction with advice and approval from the DVC (ASA). The following shall constitute the TP Committee:

- a) Dean School of Education – Chair,
- b) Deans of schools offering programmes in teacher education or their representatives who are grounded in pedagogy,
- c) CODs of departments involved in teaching and preparation of student teachers and
- d) Coordinator TP - Secretariat

3.2 Teaching Practicum Zones

These are geographical areas where Student-Teachers carry out their Teaching Practicum exercise. Currently, there are six (6) approved zones as outlined below:

- a) Nairobi.
- b) Kajiado,
- c) Machakos-Kangundo,

- d) Mwala,
- e) Makueni-Kibwezi and
- f) Kitui.

The teaching practicum zones will be manned by zonal coordinators. The zones shall be adjusted from time to time as per the growing student numbers.

4.0 REGISTRATION OF STUDENT–TEACHERS FOR TP

- a) The TP Centre shall register students from the Schools offering Teacher Education in 3rd and 4th year who meet the minimum criteria for Teaching Practicum. Notice to register for Teaching Practicum shall be sent out to all students by the 5th week of the semester preceding the school term in which they will be going for TP.
- b) Student-Teachers will choose a school from the recommended and approved institutions.

4.1 Requirements for Registration of TP Student-Teachers

A Student-Teacher should:

- a) Have registered, sat for examinations and passed all the prerequisite units prescribed in the relevant curriculum.
- b) Have a student's University and National Identity cards
- c) Have paid the required Teaching Practicum fees to facilitate the exercise.

4.2 Teaching Practicum AGED Project AEE 349

All students undertaking BSc or Diploma in Agricultural Education and Extension are required to initiate an Agriculture Project whose funding may be assisted by the TP School in which they develop a proposal, initiate, and implement the project. The TP Project remains as a resource for learning in the TP school.

The project will be assessed during the last assessment schedule of Teaching. The assessment will include:

- a) Project Proposal
- b) Actual Project and
- c) Project Report

5.0 POSTING OF STUDENT–TEACHERS

- a) Zonal coordinators will post Student-Teachers with consideration of their preferred choices. These schools shall be clustered into zones depending on proximity and access.
- b) Students shall not be allowed to post themselves to any institution for Teaching Practicum.

5.1 Orientation of Student–Teachers

- a) This exercise shall take place before the end of the semester preceding the school term in which students registered for teaching practicum will be going to the field.
- b) During orientation, Student-Teachers will be guided by qualified academic staff on what is expected of them during the TP exercise. Additionally, students will be introduced to their zone coordinators and issued TP materials. The zone coordinators at this point will also inform students of their TP schools.

6.0 STUDENT-TEACHER SUPERVISION

Supervision of student–teachers on TP shall take place for one school term after the third year of study or as it may be appropriate and in line with the prescribed curriculum.

6.1 University Supervisors

- a) The TP supervisor shall assess the allocated students within a stipulated time and they will be required to:
 - i. Be in relevant area of specialization and with a background in pedagogy
 - ii. Make at least six (6) class observations in a day.
 - iii. Award marks to students on TP and forward the same to the TP Coordinator.
 - iv. Submit Class observation forms and copies of students' lesson plans to TP Coordinator.
 - v. Submit a copy of the original assessment report to the Student-Teacher, one copy to the TPC and remain with a copy.
- b) Those Supervisors who do not make the supervisions stipulated in the assessment schedule shall reimburse to the University the balance of the money equivalent to the number of students who are not assessed.

6.2 Zonal Coordinators

These are academic members of staff charged with the responsibility of overseeing TP zones. They are competitively selected and recommended by TP committee after applications are made for a vacant position. The Zonal Coordinator is entrusted with administrative duties in their respective zones during the TP exercise.

Their specific responsibilities include:

- a) Recommending/recruiting schools that will partner with the MksU during the TP exercise.
- b) Posting students to identified TP schools.
- c) Liaising and offering guidance to students in various schools under their jurisdiction.

- d) Coordinating TP assessment in their Zones.

6.3 Coordination of TP

- a) The TP Committee and the TP Coordinator shall put in place measures to ensure that the exercise is conducted professionally.
- b) The Department of Educational Communication and Technology:
 - i. Shall coordinate the teaching of subject methods and other related units. The Chairman of Department shall ensure that all the programme related requirements are met.
 - ii. The academic members of staff of the Department shall take part in the Teaching Practicum.
- c) The CoD Agricultural Sciences shall assist in coordinating the Teaching Practicum and Project in the School of Agriculture, Environment and Health Sciences.

7.0 ANALYSIS AND MODERATION OF STUDENTS TP MARKS

- a) TP marks shall be submitted to the Examinations Coordinator in the TP Coordination Centre.
- b) The marks shall be discussed and moderated by External Examiners and forwarded to the respective School Boards of Examiners and then to the UBE for approval.

8.0 QUALITY ASSURANCE

The following shall participate in their supervisory roles in Teaching Practicum to ensure quality standards are maintained.

- a) Deputy Vice Chancellor (Academic and Students' Affairs)
- b) Registrar (Academic and Students' Affairs)
- c) Dean, School of Education

- d) External Examiner
- e) Coordinator, Teaching Practicum Centre
- f) Director Quality Assurance

9.0 TEACHING PRACTICUM REGULATIONS

This section outlines the expected conduct by supervisors and students during the Teaching Practicum exercise.

9.1 Misconduct by University Supervisors

- a) All University Supervisors shall be expected to adhere to and implement the recommended and set ethical and work standards and formal behavior.
- b) The TP Coordinator shall use the recommended MksU procedures and channels in all cases and matters involving disciplinary issues for University Supervisors and Student-Teachers.
- c) In case of misconduct of a TP Supervisor, the Zone coordinator shall report to the TP Centre Coordinator who will in turn write to the DVC (ASA) for further action, meanwhile, the supervisor shall remain blacklisted.

9.2 Misconduct by Student-Teachers

9.2.1 Failure to follow Regulations for Teaching Practicum

Any reported cases of neglect or misconduct which have prompted letters of warning, will lead to being subjected to disciplinary action and repeating the TP exercise.

9.2.2 Unauthorized Absence from Teaching Station

TP is a full-time (3 Months) activity and Student-Teachers are required to be in their posted schools all school days from beginning to end. TP should therefore not be taken with other units since absenteeism from the school without a valid cause is a serious offence. Being absent from duty seven days or more without permission from the Head Teacher or documented justification will result in immediate

suspension from the ongoing Teaching Practicum and repeating of the whole exercise.

9.2.3 Insubordination and Lack of Respect for Authority

Any misconduct contravening TP regulations or Teachers' Code of Ethics which results in dismissal from a school will lead to retaking of Teaching Practicum. Reported lack of respect for colleagues by for instance, publicly criticizing them within the hearing of students will result in a private warning by the supervisor or school head and if repeated, a warning and possible retaking of Teaching Practicum.

9.2.4 Failure to Live up to the Required Teaching Practicum Standards

Any such behavior like interfering with posting without prior consent from the area coordinators, failure to teach the required number of lessons, failure to record or hand in marks or inform the area coordinators of timetable changes may prompt a letter of warning and if repeated, a suspension from TP and retaking of Teaching Practicum. If towards the end of Teaching Practicum school examinations are not marked, results not handed in or school property not returned, Teaching Practicum results shall be withheld until the Student-Teacher has complied with the verdict of the Disciplinary Committee.

9.2.5 Unethical and Unprofessional Behavior

Any such behavior which brings the teaching profession into disrepute and which may range from refusing to participate in co-curricular activities, missing a class, failure to prepare a lesson to the more serious offences, such as flirting with students, being drunk while on duty, having sexual relations with students will result in disciplinary action proportionate to the nature of the misconduct. Such offences shall result in immediate suspension, which in the case of the Student-

Teacher having sexual relations with students, will be followed by discontinuation from studying at MksU.

9.2.6 Pregnancy

A student-Teacher who is pregnant at the time she is supposed to go for Teaching Practicum shall be allowed to undertake the Teaching Practicum but should produce a medical report from the University's health facility to confirm that she will be able to undertake the exercise to completion.

9.2.7 Dress Code

All Student-Teachers on Teaching Practicum shall dress decently and observe personal hygiene so as to be a role models to the learners. The general TSC Dress Code shall apply.

10.0 IMPLEMENTATION OF POLICY

- a) This policy shall be implemented in harmony with other MksU policies.
- b) The Registrar (ASA) shall put in place deliberate plans and efforts in building awareness of this policy to all the interested parties and stakeholders.

11.0 POLICY REVIEW

This policy shall be reviewed after every three years or as need may arise.