



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR TEACHING PRACTICE
DOC. NO : JOOUST/AA/OP 32
AUTHORIZED BY : DEPUTY VICE-CHANCELLOR

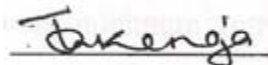
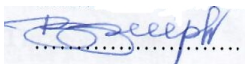
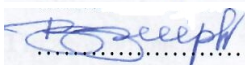
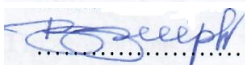
ACADEMIC AFFAIRS SIGNATURE: 

ISSUED BY : DEAN, SIGNATURE: 
SCHOOL OF EDUCATION

0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
i.	Original	QMR
ii.	Copy	DVC, AA
iii.	Copy	R AA
v.	Copy	Deans/CoDs
vi.	Soft Copy	JOOUST Website by password

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/4/12	Timelines added method 6.1, 6.2, 6.3, 6.6	
29/4/2013	Procedure reviewed to reflect change of status from BUC to JOOUST	 
30/4/2015	Procedure reviewed for adequacy	

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1.0 Purpose: This procedure ensures the effective conduct of teaching practice.

2.0 Scope: This procedure covers all aspects of Teaching Practice in the University

3.0 References:

- 3.1 ISO 9001:2008
- 3.2 JOOUST Quality manual and Quality policy
- 3.3 JOOUST Statutes
- 3.4 JOOUST Work procedures
- 3.5 JOOUST Rules and Regulations
- 3.6 JOOUST Strategic Plan
- 3.7 Teaching Practice Manual

4.0 Terms and Definitions:

- 4.1 **BUC:** Bondo University College
- 4.2 **SEDU:** School of Education
- 4.3 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.4 **QMR:** Quality Management Representative
- 4.5 **DVC,AA:** Deputy Vice-Chancellor, Academic Affairs
- 4.6 **RAA:** Registrar, Academic Affairs

5.0 Principal Responsibility:

The Dean, School of Education shall be responsible for the implementation of this procedure

5.1 Other Responsibilities

Chairpersons of Departments shall be responsible for the efficient and effective implementation and supervision of this procedure.

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6.0 Method

- 6.1 The Dean/CoD of the concerned School/Department shall appoint a coordinator/team to coordinate the teaching practice.
- 6.2 The coordinator/team shall prepare a list of relevant institutions for teaching practice and circulate to students for application
- 6.3 The prospective student teachers shall choose the appropriate schools by filing in and submitting an application form within weeks of the advertising.
- 6.4 The applications shall be classified into different zones.
- 6.5 Posting officers shall visit the identified schools to post students.
- 6.6 The Dean shall post the final list for the students to note where they have been posted at least two weeks before commencement of the teaching practice
- 6.7 The Dean shall brief the students prior to teaching practice.
- 6.8 The Zone Coordinators and Subject Methods Lecturers shall visit students in Schools during the first two weeks of teaching practice to mark schemes of work and collect timetables.
- 6.9 The students shall begin lessons during the third week of assessment.
- 6.10 Each student shall be supervised a minimum of three times in each teaching subject during the entire period.
- 6.11 Students shall be issued with clearance forms during the last two weeks of teaching practice.
- 6.12 Head teachers of various schools shall be issued with confidential report forms to write a confidential report on the performance of the students during the last two weeks of teaching practice.
- 6.13 Zone Coordinators shall collect confidential reports from Schools and observation records forms at the end of teaching practice and forward them to the Teaching Practice Coordinator.
- 6.14 Teaching Practice Coordinator shall compile scores for all students.

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