



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

DOCUMENT : PROCEDURE FOR TEACHING PRACTICE

DOC. NO : JOOUST/AA/OP 17

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR

ACADEMICAFFAIRS SIGN: 

ISSUED BY : DEAN,

SIGN: 

SCHOOL OF EDUCATION

0.1 DOCUMENT DISTRIBUTION

| S. NO | TYPE | OFFICE |
|--------------|------------------|---------------------------------------|
| i. | Original | QMR |
| ii. | Copy | DVC(AA) |
| iii. | Copy | R (AA) |
| v. | Copy | Principals/Deans/Directors/CoD |
| vi. | Soft Copy | JOOUST Website by password |

0.2 DOCUMENT CHANGES

| DATE | CHANGES | AUTHORIZED BY |
|-------------|----------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|-------------------------|---------------------------|--|
| ISSUE NO: 002 | REVISION NO: 00 | DATE OF ISSUE: 15 TH JANUARY 2018 |
|-------------------------|---------------------------|--|

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:

- i. ISO 9001:215 Standard
- ii. JOOUST Quality manual and Quality policy
- iii. JOOUST Rules and Regulations
- iv. JOOUST Statutes
- v. JOOUST Strategic Plan
- vi. JOOUST Work procedures
- vii. Teaching Practice Manual

4.0 Abbreviations /Acronyms and Definition of terms:

- i. **DVC(AA):** Deputy Vice-Chancellor (Academic Affairs)
- ii. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- iii. **QMR:** Quality Management Representative
- iv. **R(AA):** Registrar, Academic Affairs
- v. **SEDU:** School of Education

5.0 Responsibility:

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

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 schools/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 two weeks of the advertising.

| | | |
|-------------------------|---------------------------|--|
| ISSUE NO: 002 | REVISION NO: 00 | DATE OF ISSUE: 15 TH JANUARY 2018 |
|-------------------------|---------------------------|--|

- 6.4 The applications shall be classified into different zones.
- 6.5 Posting officers shall visit the identified schools/institutions 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/institutions during the first two weeks of teaching practice to check and approve 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 Principals/Head teachers of various schools/institutions 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/institutions 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.

| | | |
|-------------------------|---------------------------|--|
| ISSUE NO: 002 | REVISION NO: 00 | DATE OF ISSUE: 15 TH JANUARY 2018 |
|-------------------------|---------------------------|--|