



ARTEVELDE UNIVERSITY OF APPLIED SCIENCES

BACHELOR IN EDUCATION: PRIMARY EDUCATION
INTERNATIONAL INTERNSHIP
GUIDE TEACHING PRACTICE

Author: Sebastiaan Leenaert

ACADEMIC YEAR: 2019-2020

Bachelor of Education: Primary Education

Brusselsepoortstraat 93 • 9000 GENT

Tel.: 09 234 81 00 • Fax: 09 234 90 03

Table of contents

1	TOWARDS A MEANINGFUL MOBILITY	3
2	FRAMEWORK	3
3	INTERNSHIP	4
3.1	Teaching	4
3.1.1	Minimum of teaching hours: 220 hours	4
3.1.2	Minimum of <i>required subjects</i> : 35 hours	4
3.2	Tasks	5
3.2.1	Task 1, 2, 3: Observe and participate	5
3.2.2	Task 4: Reflections	5
3.2.3	Task 5: Video material	6
3.2.4	Task 6: Teacher's workshop	6
3.2.5	Task 7: Extra-curricular activities	6
3.2.6	Task 9: Support widening activity	7
3.3	Coaching and evaluation	7
3.3.1	Headmaster in the host organisation	7
3.3.2	Mentor in the host organisation	7
3.3.3	OLO Internship-coach	7
4	THESIS	8
4.1	General	8
4.2	Process	8
4.3	Coaching and evaluation	9
6	WHAT TO DO?	9
6.1	Before leaving	9
6.2	Upon arrival in host country	10
6.3	Before departure from host country	10
6.4	Back in Belgium	11
7	SOURCES	11

1 Towards a meaningful mobility

Your international internship will be an incredible learning experience. You will grow as a person, student and teacher. You will get to know another culture, and the educational system will differ in many ways from what you are used to.

The reality you encounter as an international intern might differ from what is outlined in this document however. Although we take into account this possibility, we count on you to fulfil your teaching assignment and tasks as well as possible. You are also expected to keep the international coordinator and your Internship-coach/ Thesis-promotor of every change or obstacle you meet.

UCOS, het Universitair Centrum voor Ontwikkelingssamenwerking, has written out a valuable **vision on 'Meaningful North-South Student mobility'**, aiming to 'guideline aims to clarify the added value for host-country partners and host communities'¹. You are expected to read this text [online!](#) (Dutch version also available) The text illustrates the shift in vision from a persistent classical focus on bringing 'development' and knowledge to host communities, towards a focus on respectful connections, networking, awareness, equal knowledge, exchange and capacity building.'

If you want to report on personal experiences, you can do this on a platform of your choice. Although Artevelde University of Applied Sciences take no responsibility when it comes to your reporting on social media, make sure you **respect the culture, and the privacy** of the pupils, the teachers and your fellow students!

The **International relations coordinator** is your point of contact, before, during and after your internship for overall emergencies, questions, concerns, problems concerning your health, safety, well-being, your host organization, accommodation, professional relationship with your Internship-coach.

Sebastiaan Leenaert - Sebastiaan.leenaert@arteveldehs.be - (0032) 0496202095

2 Framework

Your international internship starts January 15th and ends April 15th, unless you chose to leave a week earlier, which you have to communicate with the international coordinator and your Internship-coach before leaving for your host country.

Subject in host country	Studypoints	Subjects Arteveldehogeschool	Studypoints
Thesis	6	Thesis	6
Internship	10	DT7	3
		SES	3
		DT6	4
	16		16

¹ www.ucos.be/wp-content/uploads/2019/03/ENG-Meaningful-North-South-mobility.pdf, consulted April 3, 2019

3 Internship

3.1 Teaching

3.1.1 Minimum of teaching hours: 220 hours

	10 study points = 300 hours workload			
Task	Observation & Participation + start preparations	Lesson Preparations	Teaching	Holiday
Weeks	1	11		1
Workload in hours	30	110	220	/
Hours/week	30	10	20	/

3.1.2 Minimum of *required subjects*: 35 hours

Included in the 220 teaching hours mentioned above, there is a *minimum of required subjects* you have to teach. (In consultation with the headmaster of your host school and with the international coordinator/ Internship-coach).

- SDG: gender equity: 5 hours
- SDG: health & wellbeing: 5 hours
- SDG: responsible consumption & production: 5 hours
- Free choice of SDG (in function of thesis): 5 hours
- Sexual education: 5 hours
- World orientation: 5 hours
- Art Class: 5 hours

For these required classes you upload your lesson plans in your OneDrive Folder/ Administration.

- You use the **Artevelde-format** to write out your lessons.
- As for **objectives**, you use the national curriculum of the host country (if possible) or the objectives outlined by your host organisation (if possible). Otherwise you make use of the goals of ZILL ...
- Obviously, you **upload** your lesson plan **before you teach the according lesson**. If this proves difficult: inform your Internship-coach.
- **Upload your weekly roster** in your OneDrive-folder/ administration, using the appropriate format.
- **Mark the required classes** in your weekly roster in yellow.

Apart from these required classes, your headmaster/ mentor (local teacher) decides which lessons you teach, and towards which goals you will have to work with the children.

3.2 Tasks

Apart from teaching, you have to fulfil the following tasks. (Click the link to find the document on Canvas.)

- [Task 1: Observation of the school](#)
- [Task 2: Observation of the classroom, group and teaching practice](#)
- [Task 3: Observation of the individual pupils](#)

- [Task 4: Reflections](#)
- [Task 5: Video-material](#)
- [Task 6: Teacher's workshop on didactics](#)
- [Task 7: Extra-curricular activities](#)
- [Task 8: Support widening activity](#)

3.2.1 Task 1, 2, 3: Observe and participate

In order to get a clear view of your host country's educational system, and the teaching practice in the school, you will **observe actively and participate during your first week at the school**. This means you don't 'just sit' in the back of the classroom to observe, but you help your mentor handing out materials, help your mentor supervise at the playground, guiding children to the/another classroom or to the gym, support a small group of children in the classroom ... Your mentor might ask you to do some things like this, but please, take the initiative!

- Task 1: Observation of the school
- Task 2: Observation of the classroom, group and teaching practice
- Task 3: Observation of the individual pupils

Use the appropriate document for these observations.

Upload these documents in your OneDrive-folder/ tasks.

Update these documents whenever you noticed something new and relevant.

3.2.2 Task 4: Reflections

At the end of every passed month of your internship, you will upload a monthly reflection in your Smart OneDrive folder. Thus, you will write a total of three reflections, using the given format.

You reflect on your classes, the interaction with the pupils, inside and outside the classroom, the cooperation with the staff, the involvement of the community in the school and vice versa ... Again, make sure you **respect the culture, an the privacy** of the pupils, the teachers and your fellow students! You might encounter some practices we are not used to in our western society. Always try to understand these within the socio-cultural framework of your host country! Be sensible to/ about cultural differences!

Your reflections will be read by your Internship-coach. Your internship-coach will give feedback within the document. He will use this material as a basis for a video-conference and your final grade.

3.2.3 Task 5: Video material

- Ask your headmaster if it is allowed to film and in what way.
- Ask a fellow student to film your following teaching activities.
 - 1 instruction
 - 1 creative class start
 - 1 groupwork
 - 1 team teach moment: Team teach at least 10 hours with a fellow student and/ or local teacher. Prepare and reflect on these lessons together. Mark these team teaching classes in orange on your roster.
 - Your self-made didactical material
- Upload the videos to YouTube or a platform of your choice and inform your Internship-coach of the uploads.
- Write the URLs in a document which you post in your OneDrive folder/ videos.
- Your Internship-coach will use these videos as a source to quote you.

3.2.4 Task 6: Teacher's workshop

If the school (headmaster/ teachers) is up for this, you will give, together with a fellow student, a pedagogic- didactical workshop (three hours, for example in two sessions of 1.5 hour) for the teaching staff. You can choose a topic, taking in mind the needs of the school. This can e.g. be a workshop on ...

- didactical principles
- teaching methods
- curriculum
- class management
- ...

You use the **Artevelde-format for lesson preparations** to write out this workshop. As for **objectives**, you use the national curriculum of the host country (if possible) or the objectives outlined by your host organisation (if possible). Otherwise you make use of the goals of ZILL ... Obviously, you **upload** your lesson plan **before you give this workshop**.

3.2.5 Task 7: Extra-curricular activities

Take part in at least 10 hours of extra-curricular activities. Describe the extra-curricular activities in the provided document and upload to your folder.

E.g.

- Parent meeting
- Excursion
- School happening
- Fund raiser
- Training on site
- Staff meeting
- ...

3.2.6 Task 9: Support widening activity

Back in Belgium you develop and organise at least two internship related activities for the pupils/ teachers of your Smartschool. Make your to give dates and hour to your Internship-coach. You may give the same content twice, to a different audience.

Obviously, you **upload** the outline (+ PPT, didactic material) of your activity **before you give these activities**. Upload pictures/ video in your Smart-folder once the activities are completed.

3.3. Coaching and evaluation

3.3.1 Headmaster in the host organisation

The headmaster will inform you about the school, the children in the classroom, about the lesson subjects ... At the end of your internship your mentor/director/ headmaster will fill out your evaluation. You provide the headmaster with a digital copy of this evaluation form, to be uploaded in your SMART-folder of the Artevelde University of Applied Sciences before the 15th of May.

[Individual evaluation form](#)

3.3.2 Mentor in the host organisation

Your mentor gives feedback on your lesson preparations and on your teaching practice. In reality this might work both ways: you will be a team helping and advising each other. These tasks might also be performed by the **headmaster** of the school. If possible, give your mentor access to your SMART-folder/ preparation/ lesson plans.

3.3.3 OLO Internship-coach

Your OLO Internship-coach will be appointed to you.

- Your **Internship-coach** will check whether your administration is in order, and will read your lesson-preparations, reflections, blog, teacher's workshop outline ... He will watch your uploaded filmed classes and other videomaterial ...
- Your **Internship-coach** has at least one meeting with you before you leave for your host country. (*You* make an appointment.)
- Your **Internship-coach** has at least two video calls with you. (*You* make an appointment.)
- Your **Internship-coach** reads the **end evaluation provided by the headmaster** of your host organisation.
- Your **Internship-coach** writes **your final end evaluation**
- Your **Internship-coach** consults with the OLO- **International relations coordinator**.
- Your **Internship-coach** and the OLO- **International relations coordinator** score you.

4 Thesis

4.1 General

Outgoing international students write a thesis for 6 study points. The general guidelines are the same as those for students not going abroad and can be found on [Canvas](#).

4.2 Process

- During the internship in his SMART-school, the student observes which [Sustainable Development Goal](#) is still lacking in practice, or in which SDG the SMART-school excels or shows examples of good practice.



Figure 1 www.sustainabledevelopment.un.org, May 2020

- The student chooses an SDG as a base for his thesis, based upon the political and socio-cultural situation in the host country, and of course on the specific needs of his international internship school. He discusses his choice with his thesis-promotor.
- The student translates his analysis of the situation in the host country/ internship school into an individual research question.
- The student informs the headmaster of his school abroad as soon as he has chosen an SDG, and has formulated a research question. He asks the opinion of the headmaster. He puts the thesis-coach in cc.
- The student examines examples of good practice concerning the chosen SDG in his Smart-school, other primary schools and other organisations (both national and international).
- In the international internship school, the student further analyses the implementation of the chosen SDG and the relevance of the research question.
- The student chooses a method to better the implementation of the chosen SDG in the international internship school. (e.g. workshops for the pupils, teacher training, designing didactic materials.)
- The student interviews the headmaster of the international internship school concerning the impact of the thesis and provides the thesis-coach with this interview.
- Back in Flanders the student makes public in the SMART-school what he learned (e.g. a presentation for the teachers). Cf. [Task 9: Support widening activity](#)
- The student might propose action points to further develop the implementation of the SDG in the Smart-School.

4.3 Coaching and evaluation

The student's Internship-coach is also his **thesis-promotor**.

As said, the [general process and requirements](#) to write this thesis equals the standards the regular students have to follow.

6 What to do?

6.1 Before leaving

- **Read this teaching practice guide** and the instruction on the tasks carefully.
 - **In your OneDrive folder make a subfolder 'Internationalisation'**.
 - **Make a subfolder 'internship'** and share this folder with the International relations coordinator and your Internship-coach. Deadline to make and share this OneDrive folder: January 10th 2020.
 - Your **subfolder Internship** contains , again, the following subfolders.
 - **Administration**
 - Weekly roster: upload/adjust your week schedule every week: document on Canvas: [Roster](#)
 - Mark the required classes in your roster (yellow)
 - Mark your team-teaching classes in your roster (orange)
 - Extracurricular activities
 - **Preparation**
 - Observations (school – classroom – pupils – teacher's methods)
 - Lesson preparations for all required lessons
 - Preparation workshop for teaching staff
 - **Coaching**
 - Video: two filmed classes: a document with the URL's to your videos.
 - Reflections
 - Evaluation form
 - **Make a subfolder 'thesis'** and share this folder with the International relations coordinator and your thesis-coach (who is also your Smart-begeleider). Deadline to make and share this OneDrive folder: November 1st 2019.
In this folder you upload all documents concerning your thesis, including the final interview with the headmaster of your host organisation.
 - In this [video](#) you can see how to make and share this digital folder correctly.
- Send an **e-mail**, together with your fellow students going to the same school, to the principal of your host school and mentors to announce your arrival. Introduce yourself and thank the principal and staff. Inform about your choice of SDG and research question for your thesis as

soon as you have made a choice. Ask the opinion of the headmaster about your choice. Put the thesis-coach in cc.

- Send another mail before your departure to make an appointment to visit the school when you arrive. Put the International relations coordinator and your Internship-coach in cc!
 - Read the end [evaluation document](#) of teaching practice carefully.
 - Apply for your **visa**!
 - Get your **international passport**! Make sure your international passport is valid at least 6 months longer than your stay in the host country.
 - Get the proper je [insurance](#)!
 - Apply for a [VLIRUOS grant](#). (optional)
 - Apply for a [STUVO grant](#). (optional)
 - Get your **vaccinations! Which ones? Check on [this site](#).**
 - **Get informed!**
 - Read up on your host country (political-social-economical-educational situation, culture, do's and don'ts ... critically watch movies and documentaries...)
 - Read the [blogs](#) of your predecessors.
 - Make arrangements at your **accommodation**. Information can be found on internationalisation.weebly.com, on the pages of the host countries. Inform the international coordinator of your reserved accommodation. This is your responsibility.

6.2 Upon arrival in host country

- Get settled in your accommodation.
- Find your way from your accommodation to the school.
- Present yourself at the school.
- Ask the headmaster about etiquette.
 - You are expected to **be at the school on time** (15 minutes before lessons start).
 - If you will be late, you inform the school immediately.
 - If you are **sick** on the day of teaching practice, you immediately inform the school principal, your mentor and your supervisor.
 - Respect the **dress code** and etiquette of the school/ culture. Ask the staff!
 - ...
- Ask the headmaster about your schedule and upload it to your OneDrive.
- Inform the headmaster about your thesis.
- Ask the headmaster about extra-curricular activities.
- Give a copy of the evaluation form to the headmaster.
- Get acquainted with your mentor.
- Observe school, classroom, pupils.

6.3 Before departure from host country

- Thank the headmaster, teachers and other staff, show your appreciation for their help and hospitality.
- Ask the headmaster to fill in your evaluation form, preferably digitally and upload it to OneDrive before the 15th of May.

- Interview the headmaster about the impact of your thesis.

6.4 Back in Belgium

- Present your host country on the international fair to potential future internship students.
- Make sure all your tasks are finished and uploaded before the deadlines.
- Support widening activity
- Debriefing: you will be informed of content, place and date.

7 Sources

www.sustainabledevelopment.un.org

www.ucos

