

**SCHOOL INTERNSHIP PROGRAMME**

FOR TWO-YEAR B.Ed. COURSE  
UNDER  
GAUHATI UNIVERSITY



**B-Report on Internship Experiences**

**Months: February – May 2023**

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## **INTRODUCTION:**

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. Internships are supervised; structured learning experiences in a professional setting that allow one to gain valuable work experience in a student's chosen field of study.

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to medical graduates, internship is used for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. Employers benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

Internship programme in Teacher Education is of great significance as it ensures the professional preparation of an effective teacher. The internship programme of a student teacher is the most important part of B.Ed curriculum which includes full time engagement in real school situation for a prolonged period of four months duration. It provides us a practical opportunity to develop true understanding of the teaching profession and future prospects of working condition in that profession. It will help the prospective teacher to learn about different skills, methods of teaching, time management, discipline, class management and other activities related to schools.

The aim of internship programme is to incorporate teaching skills among the student teachers. Internship programme is an effective way to give training to the student teacher about the real world of work. It gives them to integrate theory and practical, plan and deliver lessons properly, critically analyzes their own and peers teaching styles and improve them in the light of feedback given by supervisors. Through this programme they understand the role and responsibilities of professional teachers. Internship programme also give them opportunity to understand different aspects of school programme and improve their skills and abilities in teaching profession. An effective and improved internship programme is required in developing student-teachers personalities as true professionals in the field.

## **DEFINITION OF INTERNSHIP:**

According to the University of Wisconsin-Madison, "*An internship is a work based learning experience that involves on-the-job training to prepare for a future career in a given field, with the emphasis being placed on the development of skills and knowledge pertaining to that particular field of work. A student-teacher is expected to gain experience and knowledge and develop vital teaching skills*"

## **TYPES OF INTERNSHIP:**

- i. **Work Experience Type-** During the 2<sup>nd</sup> year the student teachers need to transform the learnt things acquired from the teacher training institute into practice, which may vary from two months to one year. In doing so, to gain work experience.
- ii. **Dissertation Type-** the student teachers who are in the last year may opt for dissertation type of internship. Wherein, a student teacher shall perform research form of activity for an organization. The student teacher have to select a topic and conduct investigation and prepare a report which needs to be presented.

## **SIGNIFICANCE OF INTERNSHIP:**

The aim of an internship programme is to train teachers to educate and teach effectively in order to facilitate learning in the classroom. Internship experiences enhance students' self-confidence, values and attitudes and leads to an increase in student independence, social maturity and interpersonal skills. It ensures the professional preparation of prospective teachers and provides them a practical opportunity to derive true understanding of the teaching profession and future prospects working condition in that profession.

A carefully planned internship programme should fulfill the following aspects:

- a. Understanding the nature of working climate and status.
- b. Develop professional skills and attitudes.
- c. Offers fruitful exposure on the job.
- d. Securing purposeful relationships with the existing human resources.

## **OBJECTIVES OF SCHOOL INTERNSHIP PROGRAMME:**

There are various objectives of school internship programme. Some of which are mentioned below:

1. To make the student teacher well-adjusted with the school environment.
2. To gain practical knowledge about the school environment. To develop teaching skills in practical school environment.
3. To develop a trainee as a good teacher.
4. To improve the professional skill as a teacher.

5. To enable the student to develop the ability to identify, analyze and respond to critical classroom problem.

## **STUDENTS TEACHERS' TASKS DURING INTERNSHIP:**

During Internship, the student-teachers are required to undertake a variety of activities relating to classroom teaching, classroom management, and organization of school-based and community-based activities other than teaching. However, for undertaking the activities, the student-teachers are required to develop a repertoire of understandings, competencies, and skills. They have to undertake some activities in the first part of the internship and some other in the second part. A few such activities are suggested below (which have been elaborated in detail in the Internship Handbook):

1. Understanding the Internship School and the community around.
2. Analysis of school syllabus and textbooks.
3. Observing the classroom teaching of regular teachers.
4. Observation of classroom teaching of peer student-teachers.
5. Preparation of case study of the internship school and the innovative activities that the school undertakes.
6. Preparation of Lesson Plans and Unit Plans.
7. Teaching the units of the prescribed syllabus in two subjects currently being taught in the school.
8. Teaching as a substitute teacher.
9. Mobilization and development of teaching-learning resources.
10. Preparation of question papers and other assessment tools.
11. Preparation of a diagnostic tests and organization of remedial teaching.
12. Undertake case study of a child.
13. Undertake action research project on at least one problem area of schooling.
14. Community work, community survey
15. Maintenance of a reflective diary or journal to record day to day happenings and reflections thereon.
16. Writing a term paper on a selected theme.

The TEIs and Internship Schools may devise additional activities on the basis of local specific needs. While selecting the units of the syllabus, the student-teachers shall follow the annual instructional plan drawn by the host school.

## **REPORT ON FOUR MONTHS INTERNSHIP PROGRAMME AT CONCEPT SENIOR SECONDARY SCHOOL, NAGAON:**

I Deepkrishna Bora, roll no. 92 and I am a B.Ed 2<sup>nd</sup> year student of College of Education, Nagaon under Gauhati University. Gauhati University in its two year B.Ed course forwards various practical work along with the theoretical paper. In 2<sup>nd</sup> year, the university enshrined 4 months of internship programme for the student-teachers. As a student of 2<sup>nd</sup> year I was deputed in Concept Senior Secondary School, Nagaon for the completion of 4 months of internship programme along with other 11 students of our college. Our internship period started from 1<sup>st</sup> February to 31<sup>st</sup> May 2023. I have worked energetically during this period in this school. During my internship period various observations and experiences are made by me in this school. My daily activities and experiences have been written down clearly. I had made some reports through this observations.

### **THE EXPERIENCE AND SUPERVISION OF VARIOUS ACTIVITIES AND SCHOOL MONITORING SYSTEM AT CONCEPT SENIOR SECONDARY SCHOOL, NAGAON DURING THE FOUR MONTHS INTERNSHIP PERIOD ARE MENTIONED BELOW:**

- The morning prayer.
- Time table
- Classroom of the school
- Grievance Redressal
- Computer laboratory of the school
- Provision of cycle/car/bike stand facilities

- Observation of Student Union Activities
- Role of teachers in organization of Co-curricular Activities
- Community Festival
- Observation of peer teacher's teaching
- Role of Principal
- SMDC

## The Morning Prayer

The morning assembly and prayer is a compulsory part of the curriculum in any school. The tradition of beginning of school activities in the morning is quiet old and is of an integral part since a long time.

The morning prayer starts at 8:50am at Concept Senior Secondary School, Nagaon. The students gathers in their respective classes when the bell rings at 8:50am. They sing their daily prayers and sing the State Anthem "O Mur Apunar Dekh". It is followed by some light meditation which they can do while sitting in the classroom for about 5minutes to improve their concentration. They close their eyes and recites "Om" for a long interval. It helps them to start the day with a fresh mindset. After that the morning prayer session ends



Picture of Morning Prayer



Picture of students during meditation

## Time Table

The time table is a form of planning which is an essential component of an educational or any other kind of institution. It is an instrument that determines the efficient working of an individual or a group of persons or an institution. The time table is methodical and pre-arranged scheme on studies and activities. Time table is a mirror that reflects the entire educational programme of the school. The time table is the key element of a school to run properly.

In Concept Secondary School all the teachers, students, principal and other teaching staff follow a fixed time table. In preparation of time table of the school is given consideration in fulfilling physical, social, psychological needs of the students. The school time table is also well prepared in ensuring not allotment of too much or too less work to one teacher. All the activities are done as the set time table. Below are the schedules of class time:

Morning assembly 8:45am to 9:00am

- 1<sup>st</sup> Period- 9:00am to 9:45am
- 2<sup>nd</sup> Period – 9:45am to 10:30am
- 3<sup>rd</sup> Period- 10:30am to 11:15am
- 4<sup>th</sup> Period – 11:15am to 12:00am
- Leisure– 12:00am to 12:30pm
- 5<sup>th</sup> period- 12:30-pm to 1:15pm
- 6<sup>th</sup> Period– 1:15pm to 2:00pm

During the internship period I have observed that each teacher is assigned subject they are qualified to teach. The time table of the school provide remedial periods to the teachers to increase students learning and to take extra care of the backward students to develop their learning.

There is a fixed time table in Concept Secondary School for every activity and accordingly activities are done as the set time table. The time table of the school is well prepared which ensures a balance distribution of work to each teacher and it is also prepared, keeping in view to fulfil mental, social, physical needs of the students.



## **Classroom of the School**

The classrooms of Concept Senior Secondary School is well-equipped and well-furnished. The school has enough classroom and sufficient desks and benches. Blackboards of each class is on right place and sufficiently large so that each and every student can see it clearly even from the last bench. The classes possess sufficient number of desks and benches. All the classes are provided with appropriate number of fans and lights at appropriate positions. The classes have sufficient space according to the capacity of the students. Appropriate number of windows are provided in all the classes so that there is no case of suffocation.

The overall condition of the classes are very good.



Picture showing Classrooms of the School

## **Grievance Redressal System**

Grievance Redressal system is part and parcel of the machinery of any administration. It is used to establish a fair, independent and consistent system for redressal of various issues faced by the stakeholders in private or public institutions and to develop a responsive attitude among all the constituents, thereby maintaining harmonious atmosphere in the campus. It also ensures that the grievances are resolved promptly and impartially with complete confidentiality.

Grievance is a part of a good school management in Concept Senior Secondary School. In the Parents-teacher meeting often this grievances are raised and suitable solutions come into play their active part in the system and solve the problems. The members of the grievance committee are-

- **Mrinal Jyoti Bezbaruah**
- **Panchali Bezbaruah**
- **Bhabananda Bora**
- **Dr. Ananta Kumar Bora**
- **Deep Kumar Bora**

## **Computer Lab of the school**

A computer lab is a set up or space where an entire class can be taught important concepts like how to use computers, or how to do coding etc. The students are usually trained by a trained computer teacher. Teachers can also use the lab to conduct research or create technology-based projects. The students enhance their technological skills within the school. The students as well as the teacher can be benefitted from the computer lab in the school.

There is a well-equipped computer lab in Concept Senior Secondary School. It has sufficient amount of computers so each and every student can have the opportunity to learn computer properly. There are two ICT teachers in the school who maintains the lab properly. The computer lab is well-furnished with tables, chairs, fans and lights.

Overall the condition of the computer lab is very good.



Picture showing Computer Lab in the School

### **Provision of cycle/car/bike stand facilities**

The Concept Senior Secondary School also provides a vehicle stand for parking cycles and bikes. The stand has enough room for all the cycles and bikes of the students and staff. But there is no any standardized room for parking cars.

### **Observation of Student Union Activities**

A student's union is a student's organization present in many high schools, colleges, universities. Students Union and activities promotes students success by offering a variety of programs, activities, services and facilities that, when taken together, represent a well-considered plan for the development of community and school.

Concept Senior Secondary School being a private school does not have students union. Private schools and colleges in the state do not have the provision to hold students union election on their campuses.

### **Role of teachers in organization of Co-curricular Activities**

Co-curricular activities, earlier known as Extra-curricular activities are the components of non-academic curriculum that helps to develop various features of the personality of the students. These are defined as the activities that enables to supplement and compliment the curricular or

the main syllabi activities for all round development of the child. These are out of class activities that affect all domain of life such as cognitive, emotional, social, moral, cultural and aesthetic.

Co-curricular activities in Concept Senior Secondary School are acknowledged as integral and essential part of the curriculum. The students are provided a platform by the school where they are able to display and recognize their potential and thus developing multiple skills.

In Concept Senior Secondary School, we teacher trainees with other teaching staff organised some co-curricular activities like drawing competition, quiz competition, science exhibition etc. The teacher of Concept Secondary School have very good planners, so different co-curricular activities are carried out systemically in school. In organising CCA teachers try to give more and more opportunity to participate in the activities.

From the observation I can say that all the teachers of the school have played significant role in organising CCA.

## **Community Festival**

Community festivals are an expressive way to celebrate glorious heritage, culture and traditions. They plan an important role to add structure to our social lives and connect us with our families and backgrounds. Community festivals were started to pass the legacy, knowledge and traditions onto the next generation. They serve the purpose of bringing happiness to our lives and strengthen our sense of community.

### **Community Festivals Celebrated in Concept Secondary School**

Concept Senior Secondary School organizes two community festival in the school campus and they are-

- **Saraswati Puja**

As Goddess Saraswati is considered the epitome of knowledge, the craze of Saraswati Puja in educational institutes is beyond comprehension. Saraswati Puja is celebrated in Concept Senior Secondary School every year.

- **Bihu**

Bihu is celebrated in Concept Secondary School every year. This year also Bihu was celebrated at Concept Senior Secondary School. All the students of the school including the students of 11<sup>th</sup> and 12<sup>th</sup> also participated in the festival.



Picture showing some moments of Bihu Celebration in Concept Senior Secondary School

### **Observation of Peer Teachers' Teaching**

The observation of peer teacher teaching provides the opportunity to the teachers to reflect on and improve teaching. The peer observation of teaching process provides both the observed and observer with the opportunity to mutually enhance the quality of their teaching practice. A teacher or other observers closely observe a lesson or part of a lesson in order to gain an understanding of some aspects of teaching learning or classroom interaction.

### **Observation of Peer Teachers Teaching in Concept Senior Secondary School**

To improve my teaching style and learn from other teachers I observed the teaching process of all the peer' teachers and other teaching staff of the Concept Senior Secondary School. As an observer, I learnt new ideas and techniques and how to manage a classroom situation. Not only the internship trainees but also other teaching staff is very co-operative. They allow us to observe

their teaching. From peer teacher teaching I observed that some teachers are very innovative and creative who uses different creative teaching aids. They introduce a lesson very interestingly. They ask significant questions during the lesson.

My observation of peers teaching includes three steps. In the first step I took the permission from Pritijyoti Gaonkhowa who is my fellow intern, and from whom I will observe the class. In the second step i.e. observation I observed the whole class and collected data. In the third step i.e. post observation, I discussed with student teachers about the data collected from the classroom to improve my teaching and enhance students learning. I observed that Pritijyoti Gaonkhowa introduces a chapter very interestingly. She uses teaching learning materials wherever those are necessary. After finishing the chapters she also asks chapter related questions to the students. The observed teacher also got benefited from the discussion. Thus, observation of peer teacher's teaching benefits both the observers and observed teachers.

From the observation of peer teacher teaching I observed that my fellow intern Pritijyoti Gaonkhowa is very efficient in teaching. She follows all the steps of lesson plan.

### **Role of Principal**

The role of Principal covers many different areas including leadership, teacher evaluation, and student discipline. Being an effective principal is hard work and is also time consuming. A good principal is balanced within all the roles and works hard to ensure that he/she does what feels the best for all constituents involved. Time is a major limiting factor for every principal. A principal must become efficient at practices such as prioritizing, scheduling and organization.

The efficiency of the school depends on the ability of skilled personality, professional experience of the principal. A Principal is the Educational Supreme authority that holds the key position in a school. The Principal has to play a number of roles for smooth functioning of a school.

## **Role of the Principal in Concept Secondary School**

The name of the honourable Principal of Concept Secondary School is Mr Mrinal Jyoti Bezbaruah. The Principal of the school is a very active and strict person. The principal of the school observes the everyday maintenances of the school. The principal observes students discipline, teachers activities and even observes us (i.e. teacher trainee) also. The principal not only guides the students and teachers of the school in their activities but also guided us in our activities during our internship period.

Brief outlines of some major roles played by the Principal of the school are discussed below that I have observed during our internship period. These are:

- A. Academic
- B. Supervision
- C. Administration

### **A. Academic:**

1. Guiding teachers of their own subjects in particular and others are in general.
2. Set the work allotment to the teachers.
3. Preparation of school time table.
4. Announced prescribed textbook.
5. See the various registers needed for different purposes in the school.
6. Undertake action research programme.
7. Formulate minimum academic programme and institutional plan with the help of his assistant and implement it.

### **B. Supervision:**

1. Observation of classroom teaching of teachers during working day and provide suggestions.
2. Supervise the activities going on in the practical labs, hall, meetings and workshop both inside and outside classroom activity.
3. Supervise the proper use and maintenance of school materials.
4. Supervise the behaviour of the students. Provide facilities for them to maintain cleanliness in the campus.

### **C. Administration:**

1. Principal take the responsibility for all that is being done in or by the school.
2. Issue necessary orders and get their compliance.
3. See that the teachers and pupils attend their duties regularly.
4. Ensure human and materials resources of school.
5. Conduct test, examination of the school.
6. Organise Parents-teachers Association.
7. Conduct daily assembly and prescribe school uniforms.

To conclude I can say that the Principal performed his role in school very well so that the smooth functioning of the school is very well maintained.



Principal of Concept Senior Secondary School, Nagaon

Dr Mrinal Jyoti Bezbaruah

### **School Management and Development Committee (SMDC)**

The RMSA (Rastriya Madhyamik Siksha Abhiyan) assigns special importance to decentralized planning and implementation with active involvement of community members, teachers, local bodies and parents including Panchayati Raj institutions, municipal Bodies and



other stakeholders in the management of secondary education through establishment of multi-members School Management and Development Committees.

The RMSA framework provides that every secondary school will constitute SMDC at the school level. This committee will be responsible for all the activities including- planning, collection of data under SEMIS(Secondary Education Management Information System), implementation, monitoring, evaluation making annual work plans etc. The ultimate aim is to ensure wide participation of all stakeholders in the management of school. The meeting of SMDC is held minimum once in every three month.

### **SMDC'S Activities in Concept Senior Secondary School**

The member of SMDC of the school are very active, they participate in the meeting of SMDC and gave their view point for the academic and infrastructural improvements of the school. The president of SMDC conducts a meeting every month. In the meeting all the members discuss about the development of the school such as academic, curricular, co-curricular, infrastructure etc.

They participate in all the school activities and meetings and they always support the principal in every field of work to develop the school. They also take remedial actions, monitors and evaluate on all the components of the scheme- infrastructural as well as academic and other activities of the school. They maintain all relevant records for recurring as well as non-recurring expenditure. SMDC of the school monitors the attendance and punctuality of teachers.

The members of SMDC of Concept Senior Secondary School are as follows:

- President- Sri Nabajyoti Borah
- Secretary- Dr Mrinal Jyoti Bezbaruah
- School In charge- Panchali Bezbaruah
- Other Members- Bhabananda Bora, Dr Ananta Kumar Bora, Deep Kumar Bora, Kangkan Jyoti Bezbaruah, Manoj Kumar Saikia, Simpi Borah, Bhanu Rama Bora

The members of SMDC of the school prepare plan for curricular, academic, infrastructural, co-curricular activities for overall improvements of the school. They maintain all

the relevant records for recurring as well as non-recurring expenditure. They organise meeting to discuss for improvements of the school.

## **OTHER ACTIVITIES UNDERTAKEN BY STUDENT TEACHER DURING INTERNSHIP**

**Different activities and co-curriculum in the school:**

This is Concept Senior Secondary School, Nagaon where I passed the last four months for B.Ed. internship program from 1<sup>st</sup> Feb to 31<sup>st</sup> May. In this period I have done many co-curricular activities, which are as follows:

### **1. Distribution of Plants**

On 08/02/2023, a programme of distribution of plants were organized by Alumni Association, College of Education, Nagaon. For this purpose 150 numbers of saplings of Bakul Tree (Bullet Wood Tree) and Neem Plants are collected and distributed among the teacher trainees of College of Education. The trainees carried this plant sapling to those of their respected schools and the alumni cum teachers of those institutions along with students planted those plants beautifully. We the teacher trainees handed over the plant saplings to our respected Bhanu Rama Borah madam, Rector of Concept Senior Secondary School, Nagaon.





Pictures showing planting of the plant saplings in the school premises

## 2. Extempore Speech

On 06/05/2023, we, the teacher trainees, organized an Extempore Speech Competition in the school premises for class VIII(8<sup>th</sup>) students. Various topics were provided to the students based on their moral and intellectual level of understanding such as Global Warming, Ozone Layer depletion, Water Pollution, My School ect. The students beautifully participated in the competition. They performed the task provided to them properly and secured best of their position. And prize distribution was done thereafter.



Picture taken during prize distribution

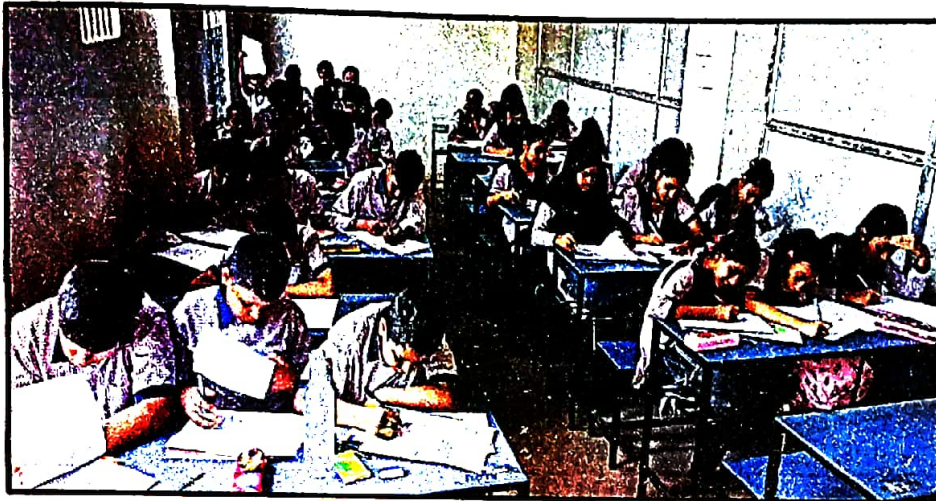


Picture taken with the position holders  
of the competition

### 3. Essay Writing Competition

We have organized an Essay Writing Competition for the students of Class VII (7<sup>th</sup>) on 9<sup>th</sup> May, 2023. The topic that has been provided to the students is 'My Hometown'. The students performed very well in the competition. All the students have given their best during the task.

The winners were announced and prize was distributed on 19/05/2023.



Picture showing students participating during the competition



Picture showing Prize Distribution of the Essay Writing Competition

#### 4. Quiz Competition

A quiz competition was organized for the students of the class VIII (8<sup>th</sup>) based on general knowledge and general science on 10<sup>th</sup> May, 2023. The students were observed to be very excited about the competition and all the students had active participation during the session. The winners were announced and prizes were distributed thereafter.



Picture showing teacher trainees and students during the Quiz Competition



Picture showing prize distribution of the Quiz Competition

#### 5. Observing National Technology Day

In 1999, the Prime Minister proposed to celebrate National Technology Day to honour those scientists, engineers and technologists who contributed to the success of the Pokhran Nuclear Test. Since then, the day has been celebrated annually on 11<sup>th</sup> May.

And to observe this auspicious day, we have organized a Debate Competition on 11<sup>th</sup> May, 2023 on the topic – ‘Technology: A blessing for the human society’ in class IX at Concept Senior Secondary School, Nagaon. The students were very cooperative during the competition.



Picture showing the visit of our Mentor, Tulika Saikia Madam during the Debate Competition

## 6. Art Competition

On 13<sup>th</sup> May 2023, we have organized an Art Competition for the students of class VI (6<sup>th</sup>). Quiet to our surprise the students were very much talented. All of the students performed very well in the competition. They were so interested and excited for the competition. The winners were announced and the prize distribution was done thereafter.



## CONCLUSION

During the internship period, the teacher trainee gets acquainted with the administrative set up and environment and gets pre-requisite qualities to become a teacher. I have learnt and gathered lots of knowledge and experience in the field of teaching. This internship was a great opportunity for me to realize all the teaching objectives and follow domains of teaching.

From the above discussion it is to be concluded that internship is very essential to a teacher in real sense. It gives practical knowledge about the student teacher relationship in a greater sense. Teacher trainee gets acquainted with the administrative set up an environment and provides pre requisite qualities to become a teacher. In this 4 months internship period I have learned and gathered lots of knowledge and experiences in the field of teaching .The things which we learnt in books and the philosophies of great educationists which we got to learn in these two years course have been able to make it practical. Thus internship program should be included in each and every professional field to increase efficiency of the trainees.

*Basuiah*  
*12/6/23*