

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION AND VOCATIONAL TRAINING



Field Support Programme for Diploma in Secondary Education

SELF STUDY MODULE
CIVICS

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Introduction

This self study module is written to help you as a student teacher to make integration between the theories which you learnt in your first year at the college and the practice in real actual teaching in the field. In the field work you will be required to practice teaching so as to transform the theoretical aspect learned into practice, carry out an Independent study at the same time to prepare yourself for your final examination covering college-based learning and field work.

The module was organized into five (5) topics. Each topic consists of a number of sub-topics as shown in the table of contents. The subtopic tries to improve knowledge, skills, competence in both academic and pedagogical aspects to you as a student teacher.

For each sub-topic there are competences to be developed, activities to meet the competence and self assessment.

Competences to be developed

In the course of learning this module you will develop the following competences:

- Ability to create and construct knowledge through a variety of methods in Civics subject.
- Demonstrating professional competency, ethics and commitment to work.
- Ability of selecting and organizing learning resources for effecting student's activities in Civics lesson.
- Ability to apply effective transaction of curriculum for learners including learners with special needs.
- Ability to use media and appropriate instructional technologies.
- Conduct research and demonstrating innovativeness,

HOW TO USE THE MODULE

As a student teacher you will need to consider the following aspects when using this self study module.

- (a) Revise on all aspect learnt in the college that is main topic and sub-topic in the Civics teaching methods so that you revitalize the knowledge and skills needed to each topic and sub-topic, also to develop the techniques of teaching civics.
- (b) Observe all the competences needed in order to develop the shown competences under each sub-topic.
- (c) Perform all the activities provided and arrange them in a logical order in the main-topic and tie them in order to keep into the portfolio for further check-up by tutor/mentor.
- (d) Write a reflective report on all the duties performed during the field course and submit it to the college before sitting for the final examination of the civics lesson.

Note: Not all information you need for your study is found in this self study module. You need to find other sources in order to gain a depth understanding of civics teaching methods.

TOPIC ONE:
PRINCIPLES OF TEACHING CIVICS

Dear student teacher, welcome to the first topics of this module. The topic deals with principles of teaching civics. The topic is divided into four sub-topics. First sub-topic discusses the teaching of Citizenship competences; the second sub-topic focuses on analysis of Government Policies and politics when teaching civics. The third sub-topic deal specifically with how to link civics topics to the constitution of Tanzania. The last sub-topic deals with how to relate abstract concepts to learner's experience.

1.1 Teaching of Citizenship competences

There is eight citizenship competences you have learnt in your first year at the college. In your teaching you should try to facilitate the achievement of those competences.

Competences

In this sub-topic we expect you to have ability of applying Citizenship competences and higher thinking skills in Civics lessons.

Activities

- (1) Brainstorm and write all skills Involved in the development of Citizenship competences.
- (2) Observe the demonstrated citizenship in your school and write in short what you have observed.
- (3) Mention the challenges you encountered in teaching citizenship competences and explain how you managed to solve the problem.

Self Assessment

- (1) Identify new things you have learnt concerning the teaching of Citizenship competences.
- (2) Think of ways you can address them to improve learning among your students.

1.2 Emphasizing on the issues related to Government policies and politics

The sub topic is about the importance of emphasizing on both policies and politics issues of Government when teaching Civics.

Competences:

In this sub-topic you are expected to develop ability to emphasize the issues of the Government policies and politics in the process of teaching and learning Civics.

Activities

- (1) Plan a lesson on our nation and conduct it in the appropriate class. Then using the experiences from the lesson write down the skills involved in the analysis of policies and politics issues of the Government.
- (2) Mention the challenges occurred through teaching lesson and explain how you overcame the challenges.

Self Assessment

Write in short what have you learnt about the topic.

1.3 Link Civics topics to the Tanzanian constitution.

The Sub-topic deals with the Importance of linking Civics topics with the constitution of Tanzania. As you are aware of the constitution is the most important document of the state because it establishes organs of state officials, power and their limits. Also is the basic law of the country. Civics syllabuses are so much allied to the National Constitution.

Competences

In this sub-topic we expect you to develop ability of linking civics topics to the Tanzanian constitution.

Activities

- (1) Read and write skills needed to link civics topics to the Tanzanian Constitution.
- (2) Use appropriate skills of linking Civics lessons to the Tanzanian Constitution in the process of teaching Civics lesson. Write down the strategies used to link the lesson to Tanzanian constitution.
- (3) Write down challenges occurred when linking Civics lessons to Tanzanian constitution.
- (4) Write down how did you over come the challenges.

Self Assessment

How does the linking of the topic of Civics with Tanzanian constitution helps your student understand about Government and Politics?

1.4 Relating abstract Concepts to learners experiences

In what you have already studied when you was in the college, you have to relate abstract concepts to what the learners see and experienced in their communities they live or in the larger communities.

Competences

In this sub-topic we expect you to develop ability of relating abstract concepts to learners experiences.

Activities:

- (1) Read and write down skills needed to relate abstract concepts to learners experience
- (2) Write in shot how did you relate abstract concepts of learners experiences in the process of teaching and learning Civics subject.
- (3) Write down challenges occurred
- (4) Explain how you will overcome the challenges.

Self Assessment

Teaching has to start form known to unknown” Relate the statement to your lessons.

**TOPIC TWO:
CIVICS TEACHING/LEARNING MATERIALS**

Dear student welcome to topic two of this Civics self study module. This topic will guide you to develop the knowledge and skills to identify, analyze and apply civics teaching and learning materials. It also help you to develop the skills needed in preparing teaching/learning materials and criteria for selecting, relevant Civics teaching/learning materials.

2.1 The concept of civics teaching/learning materials.

This sub-topic tries to introduce you to the concept of civics teaching/learning materials. As you prepare to teach you need to use teaching/learning materials without which no effective teaching and learning can take place.

Competences:

In this sub-topic you will develop an ability of demonstrating an understanding of the meaning and importance of civics teaching/learning materials.

Activities

- (1) List down civics teaching/learning materials
- (2) Explain the importance of teaching/learning materials.
- (3) Write down the criteria of choosing teaching and learning materials in civics subject.

Self Assessment

“Without teaching and learning materials no effective teaching can be done.”
Discuss.

2.2 Types and Features of Civics Teaching and Learning materials

You are now introduced to another sub-topic of types and features of Civics teaching and learning materials. You must have realised how easy your students followed your lessons when you used proper teaching/learning materials effectively.

Competences:

In this sub topic you should have an ability of Demonstrating an understanding of types and features of teaching and learning materials.

Activities:

- (1) Read and list down types of teaching and learning materials.
- (2) Identify features of each Teaching/learning material in civics.

Self Assessment

- 1 Write down things have you learnt about teaching and learning materials?
- 2 Write in brief what more would you like to know about teaching and learning materials?

2.3 Analysis of Civics teaching/learning materials – syllabus, text books, teachers guide

Welcome to another sub-topic of the analysis of Civics teaching/learning materials. Teaching involves communication between the teacher learner and the materials in order to make teaching more effective.

Competences:

This sub-topic will develop your ability of analysing and draw conclusions on the teaching and learning materials for effective teaching.

Activities

- (1) Compare and contrast the relationship between syllabus, text books and modules.

- (2) Choose one topic, prepare a lesson of 40 minutes and list down the materials you would use when teaching.

Self Assessment

- 1 Did you use teaching/learning materials effectively? Give reasons to your answer.
- 2 Discuss how the blackboard as one of materials helped you to teach an assigned sub-topic.

2.4 Analysis of O-level Civics syllabus

It is another time we look to another sub-topic of the analysis of ‘O’ Level civics syllabus. When you get assigned a class to teach in a school the first teaching tool you need to have is a syllabus for the civics subject. Therefore the syllabus of civics is the most important tool, without which no teacher can do his/her job.

Competences:

In this sub-topic you will develop an ability of analysing the syllabus for effective process of teaching and learning.

Activities

- 1 Look at the civics syllabus, define and identify the main parts of the civics syllabus.
- 2 Explain the importance of each part of syllabus.
- 3 Identify the class competences in the Civics syllabus and relate them to the specific objective.
- 4 Study the civics syllabus and identify the reasons why it is said to be the most important teaching tool.
- 5 Look at the assessment column of any class and find out if assessment meets the requirement of the specific objective. Suggest for improvement according to your environment.

Self Assessment

- (1) What have you liked about the structure of each column of syllabus in the matrix?
- (2) If you were given a chance to prepare civics syllabus:-
 - (i) Which part could you leave? Why?
 - (ii) Which part could you omit, why?

**TOPIC THREE:
PREPARATION FOR TEACHING CIVICS**

We are now entering into the topic three of the module. The topic consists of four sub-topics. Sub-topics one is about the preparation of Civics Scheme of work, sub-topic two look at the preparation of lesson plan, subtopic three talks about preparation and use of lesson notes and the last sub-topic is about preparation and the use of teaching aids.

This topic intends to guide you to apply the skills you have into the class room settings.

3.1 Preparation of Civics Scheme of work

If you remember well what you have learnt, you remember that any competent teacher uses a scheme of work as a tool to help him/her prepare his/her lesson plan.

Competences

In this sub-topic we expect you to have ability of designing and use a Civics Scheme of work effectively.

Activities:

- (1) According to your experiences write in short the important of Scheme of work.
- (2) Prepare Civics Scheme of work to your assigned class.
The scheme of work should show all the components.
- (3) Do you think it is important to include all the columns in the Scheme of work? If yes give reasons and if no give reasons.
- (4) Put your work in the portfolio.

Self Assessment

What challenges did you face when preparing scheme of work?

3.2 Preparation of Lesson Plan

Refers to what you have learnt at the college, brainstorm and write down your ideas on the following question. “What should a good teacher do before going to the classroom”? As a teacher you will be required to prepare a lesson plan for teaching your subject and include all components for effective teaching and learning civics subject.

Competencies

In this sub-topic we expect you to have ability to prepare and use lesson plans for effective teaching and learning civics in the classroom settings;

Activities

- (1) Choose one Civics topic in your assigned class and prepare a lesson plan. Make sure that you have included all stages of the lesson plan.
- (2) Ask your fellow student/mentor to observe your actual teaching in the classroom. Accept the feed back and write the short-coming of your teaching.
- (3) Write in short how are you going to overcome those short comings.

Self Assessment

What new knowledge have you learnt in this sub-topic?

3.3 Preparation of lesson notes:-

Welcome to the third sub-topic of the third topic. You are going to apply the knowledge and skills you have learnt last year at the college about preparation and usage of lesson notes into the classroom settings.

Competences

In this sub-topic we expect you to have ability of preparing and use lesson notes when teaching civics.

Activities

- (1) Write down how will you guide your student to search for information and prepare lesson notes.
- (2) Prepare lesson notes for one lesson of your choice and write in short things to consider when preparing lesson notes

Self Assessment

“It is advantageous to prepare lesson notes for student to copy”

Give comments on the statement

3.4 Preparation and use of teaching aids

This Sub-topic deals with the importance of using teaching aids in the process of teaching and learning. We all know that student learn and remember better when teachers uses teaching aids.

Competences:

In this sub-topic we expect you to have ability to select, prepare and use teaching and learning aids effectively.

Activities:

- (1) Read and explain the importance of using teaching learning aids.
- (2) Choose one topic and prepare teaching/learning aids appropriate to the topic.
- (3) Explain how you can improvise the learning and teaching aids.
- (4) Use teaching aids in the classroom setting and explain how the teaching aids were effective in your teaching.

Self Assessment

Reflect on what you have learnt in this topic and how you are going to apply the knowledge to enhance teaching of Civics subject.

TOPIC FOUR:
ASSESSMENT OF STUDENTS PERFORMANCE IN CIVICS

Welcome to the assessment of student performance in Civics topic. The topic consists of two subtopics. The first sub-topic explain about assessment instrument and the second sub-topic will deal with interpretation of assessment results and making judgement. You have to focus on assessing not only cognitive part of the objective and forgetting those objective of psychomotor and effective. In order to benefit fully from this topic you are advised to read again the module on Research, Measurement and evaluation the one which you read last year when you were at the college. The module will also refer you to reflect on the methods and tools which you would use to assess student performance and make judgment effectively.

4.1 Assessment Instrument for Civics

In this sub-top you are asked to reflect on the methods and tools used to assess student in Civics subject. Think back in your module on Research, Measurement and evaluation and remember what you have learnt about methods and tools used to assess students.

Competences:

In this sub-topic we expect you to have ability of designing assessment instrument. Construct examination questions and prepare marking scheme.

Activities:

- (1) Brainstorm and write down the methods and tools used to assess students.
- (2) What are the advantages and disadvantages of multiple choice questions.
- (3) Construct examination question (consider questions which care for all three domains.)
- (4) Prepare table of specification
- (5) Prepare marking scheme
- (6) Share your responses with your mentor/colleague

Self Assessment

Among the assessment methods and tools discussed which one do you think are the most suitable for assessing student performance in Civics. Give the reason for your answer.

4.2 Civics Assessment

The sub-topic wants you to reflect on how to assess civics results and understand which aspect your student need help and which aspect you as a teacher need to improve in order to be well understood by your students.

Competences:

In this sub-unit we expect you to have ability of interpreting assessment results and make effective judgment to individual student.

Activities:

- (1) Prepare a test to your students and provide chance to perform the test.
- (2) Mark, grade and assess each student performance.
- (3) Make evaluation of each student performance.

Self Assessment

Think of the proper judgement on the assessment of student Performance and write in short about your evaluation of the student's performance and give recommendations.

**TOPIC FIVE:
TEACHING OF CIVICS SUBJECT CONTENT**

You are welcome to topic five (5) of this Civics self study module. In this topic you are going to be guided about how to relate the knowledge you learnt in college base in real actual teaching of Civics subject content. This topic contain five (5) sub-topic, these are the concept of civics, Human right, Democracy, Life skills and culture. It is our hope that after completing all activities shown you will be in a position of teaching civics subject and meet the competences.

5.1 The concept of Civics

After learning this sub topic during the stay at the college, you can be in a position of applying the knowledge learnt in the concept of Civics in teaching this sub-topic to your students. A proper study of this sub-topic helps you and students to become aware of the Civics opportunities and relate to the society around the area.

Competences:

After going through this sub-topic you will develop ability to demonstrate the Knowledge on the concept of Civics and make you aware on the Civic opportunities.

Activities:

- (i) You have assigned to teach the concept Civics to your form one students. Prepare a lesson on all the issues related to the topic (search the information from various sources)
- (ii) Gather information from your students and write on how the concept of civics related to daily life activities performed in their society.

Self Assessment

- How far have I gone to help students develop into competent and reflective concerned citizenship?
- Think of the new thing you have learnt concerning the concept of Civics. List down how they will help you to teach civics in schools.

5.2 Human Rights

Welcome to this sub-topic of human right where you will learn human rights as well as to be in a position to teach the topic of Human right in the real actual classroom. It is upon you to read through other materials in order to become more competent in the analyzed topic.

Competencies

In this sub-topic you will develop ability to demonstrate knowledge and respect for the human rights including the right of child and right of special groups.

Activities:

- (i) Choose a topic on Human right from the O-Level syllabus and then:
 - State the specific and general objective.
 - List down the techniques and teaching aids you will use to teach the topic.
 - Develop the procedure for teaching the topic.
- (ii) Show how you will link human right topic to relevant issue in United Republic of Tanzania constitution.
- (iii) Find out and list down the information from the society on how human right relate to the activities around that society.

Self Assessment

Show how are you able to develop the citizenship skill after going through this sub-topic.

5.3 Democracy

Welcome to the subtopic of Democracy. During the college base you learnt this topic of democracy in theoretical manner. It is the time now you revise the topic and then make comparison between theory and actual classroom teaching”. It is our intention that after going through the activities shown you will be competent in both academic and pedagogical aspect in this topic of Democracy. Also you

will have ability to apply citizenship competences and higher level thinking skills in the process of teaching/learning democracy.

Activities:

- (1) Prepare a lesson on democracy and teach to Form II students.
- (2) Show how you managed to apply citizenship skills and higher level thinking skills in the process of teaching/learning democracy.
- (3) Prepare a role play to your students on how democracy is practiced in their society. Students should role-play on what you prepared.

Self Assessment

- Write down the challenges occurred when teaching the topic of democracy and show how you managed to improve the problem/challenges raised.

5.4 Life Skills

This topic needs you to reflect on the life skills. Life skills as a behavior change approach.

Competences:

In this topic we expect you to have ability of applying life skills in dealing with social, economic and political challenges including Cross cutting issues for example HIV/AIDS, Gender, Drug abuse and Corruption.

Activities

- (1) Write in short notes about the meaning of life-skills
- (2) List down skills needed in life.
- (3) Prepare scheme of work, choose two life skills and prepare lesson plan on how to teach one of the life skill.
- (4) Mention some of the Citizenship skills that will be developed through this lesson.

Self Assessment

“Teaching Life Skills is an art”. Give your comments.

5.5 Culture

This topic makes you to reflect on the meaning of culture and identify aspect of our culture, and how they affect our way of life.

Competences:

In this sub-topic we expect you to develop ability of demonstrating knowledge and respect to our culture and apply Civic principles when teaching Civics.

Activities:

- (1) Read and write in short about culture and different components of culture (refer to Development Studies module)
- (2) Prepare a lesson plan on Culture, lesson notes and Teaching Aids.
- (3) Write down teaching strategies you are going to use during the lesson and state why have you decided to use those strategies.
- (4) State clearly how are you going to assess your lesson?
- (5) Write in short why is it important to have knowledge and skills of what you are teaching.
- (6) Put everything into your portfolio for assessment.

Self Assessment

- (1) Write down what have you learnt about the topic.
- (2) What challenges did you face when doing the activities?