

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION AND VOCATIONAL TRAINING



Field Support Programme for Diploma in Secondary Education

STUDENT TEACHER'S STUDY GUIDE

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INTRODUCTION

Dear student teacher, welcome to this study guide. Be reminded that, your Diploma in Secondary Education Programme takes two years of study. You spent the first year in college-based learning where you were closely supervised and interacted with your subject tutors. This is your second year of study where you are expected to work and study independently. For that case you need to be highly self-disciplined on how you plan and organise your own learning and teaching so as to manage the implementation of your plan. You will work in the actual school context to put into practice what you theoretically learnt in the college during the first year; thus enhance your own learning through practice.

You are required to carry out Independent study and in the long run, prepare yourself for the final examination, which will cover both the college-based learning and the Fieldwork.

During your field work, this study guide will give you a frame work on how to:

- Teach the two subjects of specialization to secondary school students (i.e. form I to form IV)
- Revise all the subjects you learnt in the college in order to prepare yourself for the final examinations
- Integrate the knowledge on educational subjects, development studies and information, communication and technology (ICT) to the whole process of teaching and learning.
- Conduct the independent study as one of the major assignments
- Study and work out all the activities in your respective field support modules as outlined below and file them in your portfolio;
 - Educational Psychology and Counselling
 - Foundations of Education
 - Educational Research , Measurement and Evaluation
 - Curriculum and Teaching
 - Teaching subjects Option I
 - Teaching subjects Option II
 - Information, Communication and Technology
 - Development Studies
 - Communication Skills.

OBJECTIVES

This study guide is prepared to assist you to:

- (i) Interact more effectively with the subject modules (i.e. the ones used during your first year at the college and the field support modules) during your fieldwork in order to improve your professional competence as a teacher.
- (ii) Keep informed on the distance learning strategies, field study schedule, how you will be assessed and make you prepare well for your final examination, which you will sit for at the end of the course.

LEARNING STRATEGIES

Studying during your field work is a home study oriented programme (i.e. distance learning mode). Here are some hints, which can help you as a guide for studying during your fieldwork. However these are not exhaustive. You are free to use other techniques, which you think will facilitate your learning process.

Self – discipline and self motivation

During your field work studying, it is important to develop yourself the need of professional development and gaining self satisfaction by performing the activities provided in your field support subject modules. It is not enough for you to think only on the completion and pass of your final diploma examination and get the certificate.

Personal study time table

As a student teacher, you need to keep in consideration how to plan your own time table for study. Perhaps it is difficult for you to have a strict time planning to be balanced with your day to day teaching activities. But it is important for you to have a time plan for your studies. You are advised to skim through all your subject support modules and plan your personal time table and follow it.

Studying the modules

Within the $\frac{3}{4}$ year duration of your field work, you have to study thoroughly all your field support subject modules and do all the activities in it. You are advised however to begin your study by reading the notes in your first year modules. On studying process, please keep in mind on observing the competences to be demonstrated as presented to

each topic/theme. When you perform your activities make sure you read the questions carefully and then decide on what the activities/questions want you to do. You are reminded to keep returning to the question as you work on the answer to ensure that you are answering the asked question.

Notes taking

You are also being reminded to keep notes when you are reading, working out the activities, self assessment, tasks, writing reports, making observations and other additional readings in the portfolio. This can be of much use, not only for the revision purposes but also for assessments (i.e. portfolio assessment). You should have a habit of keeping important notes.

Working with colleagues

You are advised to utilise the participatory teaching and learning approaches you used in the college in your teaching as well as in your own learning. For example, while planning your teaching or doing self learning, it is always good habit to consult your colleagues/other teachers in the school and share ideas for enriching your learning. You might also decide to organised yourself in study groups that may easy your field programme.

MODE OF ASSESSMENT AND EVALUATION

Just as you were assessed in your first year, the continuous assessment for all subject modules will be done by your subject tutors using the portfolio you will develop in your field study. So, you are advised to ensure that, you file all the activities you will work on in your respective field support subject modules in the portfolio ready for assessment. For good organization of your portfolio, it is advised to partition your portfolio indicating areas for each subject.

Mode of assessment for the BTP

The total marks for your Block Teaching Practice (BTP) is 100%. This will be attained by assessing the items shown in the table below:

Place	Term	Year of study	Assessment items	Frequency	Total Marks (%)
College	II	First	BTP ₁ Classroom observations (2)	2	30
School	I	Second	BTP ₂ Classroom observations (3)	3	50
			Portfolio assessment (Reflections)	2 (for the teaching subjects)	20
Total Marks					100

WORKING PLAN

S/No	Objectives	Activities	Time Frame	Input	Outcome	Indi
1.	To familiarize with field work program	Orientation to tutors on BTP ₂ .	July	Modules & guides	Proper use of modules & guides	Mod guid
		Orientation to student teachers on BTP ₂ .	July	All modules and guide	Proper use of modules & students' guide	Mod stude guide
2.	Preparation for field work	Allocating schools for field work	July	List of student teachers and schools. All modules and students' guide	Completion of postings	Stud teach scho
3.	Supervision & Assessment	BTP ₂ .	July- Nov	Assessment forms & stationeries	Marks awarded for each teaching subject	Mark avail every teach
4.	Writing for submission	Carry out Independent study	Jan-Feb	Stationeries	Report at hand	Writ for e s/tea
5.	Compiling course work	Submission of Independent study report & Portfolios	End of Feb	Independent study reports, Portfolios, BTP marks (1 & 2)	Independent study reports, Portfolios, BTP marks (1 & 2) at hands	Com mark every s/tea
6.	Preparation for final examination	Back to college	Mar-Apr	Student teachers	Arrival from field work & availability of examination number for each qualified student	Stud teach colle prepa final
7.	Qualification	Final examination	May	Examinations & student teachers	Results out for each qualified student teacher	Sittin exan