



Student Policy & Guide for the Dadaab Secondary Teacher Education Program

GRADING:

The final grade for each of your courses will be based on a 70% final exam. The remaining 30% of the grade will be based on continuous assessments gathered from the assignments given to students by the instructors at any time prior to the final exam.

Students will be expected to achieve at least 40% on their course assignments in order to proceed to the final exam.

A passing grade for MOI courses is 40%. A passing grade for UBC courses is 50%.

We expect students to follow instructor deadlines for submission of assignments. Students should note the deadlines for each course and their assignments.

Note: The final deadline for December 2014 course assignments is March 15, 2015. The instructors will not grade submissions received after this date. Students should submit their assignments as soon as possible.

ATTENDANCE:

UBC will abide by Moi's attendance policy. Their policy states that should students fail to attend 20% or more of the scheduled contact hours, students will be deemed to *have not fulfilled* the course requirements and *will not be allowed* to sit the final exam. In regard to the special circumstances in Dadaab, instructors will use their professional judgement in determining if students have attended an appropriate amount of scheduled hours.

If students have not attended any classes they will not be allowed to sit the final exam, nor will they be allowed to complete any assignments given by instructors.

STUDY MATERIALS:

Instructors will share study materials with Windle Trust staff in Dadaab. Windle Trust will distribute these study materials, and they will also be available on the web for ease of use. Instructors will notify students as soon the materials are available.

PRACTICUM:

An additional document identifying expectations pertaining to practicum will be provided.

ACADEMIC HONESTY:

Although there will be times where students are encouraged to share ideas, work collaboratively on projects, *they will not be permitted to copy the work of others (including on-line sources, books, classmates,*



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and others) and present it as their own work. If you are unsure if an assignment is a shared project or an individual project, ask your instructor for clarification.

CELL PHONE USE in class time:

Cell phones are **not** to be used during class time.

STUDENT CARDS & UBC Campus-Wide Login (CWL):

Students will need their photo taken in order to receive a UBC student card. This needs to be completed at application.

- Being able to log into UBC is an important part of the student studies. You will have access to the online courses (when applicable) to the library on-line references, and other UBC services.
- To be able to connect with UBC and instructors, students should their own email address consistently, and it should be the same one they provide when applying to the program.
- Personal information: make a note of your email, your own password, and the birthdate used when applying and creating your CWL (Campus-Wide Login).

Need help with setting up your CWL? Ask for assistance at the BHER learning Centre, and Misoy or Khailf will be able to assist you.



Practicum Guidelines

Goals of Practicum

- For incentive teachers, practicum offers individuals an opportunity to systematically plan and reflect on their teaching while receiving formal feedback.
- For those without prior teaching experience, practicum offers individuals an opportunity to practice teaching, to systematically plan and reflect on their teaching, and to receive regular feedback on their teaching.

Practicum Sites

- For incentive teachers (Dadaab Camp school teachers), practicum will take place in their regular Dadaab Camp classrooms.
- For those without prior teaching experience:
 - Dadaab Camp students will be placed with qualified Kenyan national teachers in Dadaab Camp classrooms.
 - Students from the host community will be placed in local schools.

Practicum Duration and Supervision

First Year: May - July (EDUC 179) (pass/fail)

- **Incentive teachers practicum:** Emphasis will be placed on incentive teachers meeting monthly to share their classroom experiences of planning and implementing instruction. A practicum coordinator will facilitate these meetings. We anticipate these meetings being organized by camp or school (with the ideal size of 20 students per meeting group).
- **For those students without prior teaching experience:** Between May to July, these students need to spend a total of two weeks in a host community classroom. Emphasis is placed on observation as well as assisting the host teacher. One or two meetings will be planned for these student teachers to share their experiences.

Second Year: May - July (EDUC 279) (pass/fail)

All students will be visited and assessed at least twice, once in each of their two teaching subjects. Monthly meetings will be organized by camp or school: thus allowing student teachers to share their classroom experiences of planning and implementing instruction.



Expectations while on Practicum

For both years, all students on practicum are required to do the following:

- Maintain class register
- Up-to-date scheme of work/unit plans and lesson plans
- Undertake all responsibilities of a classroom teacher during the time of instruction
- Teach a minimum of four classes per day with a maximum of six a day over 10 weeks
- Student teachers must be present for all of their teaching days. Only in exceptional circumstances may the student teacher seek prior permission from the program coordinator to be absent for a day.

Year 1 Practicum Expectations:

Students will adhere to the above expectations, and assessment of their performance will be *generally formative*.

Year 2 Practicum Expectations:

Students will adhere to the above expectations, and assessment of their performance will be *generally summative*.

Practicum Placement

Non-incentive teachers will be placed in local schools in consultation with a practicum coordinator. Student teachers can recommend possible schools for their practicum.

All local students will receive a letter they can present to their school heads. The practicum coordinator will facilitate this process. If local students are employed, they need to make their own arrangements with their employer for their absence during practicum.

Supplemental Practicum

For those students who fail practicum they may be given an opportunity to repeat their practicum, ideally in a different school. Students will only be given one opportunity to repeat an EDUC 179 practicum and one opportunity to repeat an EDUC 279 practicum.