






MASENO UNIVERSITY

 MASENO UNIVERSITY			
DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO.	2
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	1
AUTHOR:	DEANS OF SCHOOLS		
AUTHORIZED BY:	DEPUTY VICE-CHANCELLOR, ACADEMIC & STUDENTS AFFAIRS	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE	

DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1

0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-6	Rearrangement of clauses as a result of omission of title that was previously clause 1.0	DVC ASA
5.	08/06/2018	2	1.0 omission of title.	DVC ASA
6.	08/06/2018	2	Omission of title hence purpose becomes clause 1	DVC ASA
7.	08/06/2018	3	3.1 and 3.6 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01 respectively.	DVC ASA
8.	08/06/2018	4	7.1 Omitted	DVC ASA
9.	08/06/2018	4	Addition of 4.21 - Arrival Note	DVC ASA
10.	08/06/2018	5,6 and 7	6.1 to 6.2.11 restructuring and incorporation of timelines	DVC ASA

DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1

11.	08/06/2018	ALL	Change of font type and size	DVC ASA
-----	------------	-----	------------------------------	---------

0.2 DOCUMENT DISTRIBUTION

This procedure shall be available in the Maseno University website for authorized users.

1. PURPOSE:

The purpose of this procedure is to ensure effectiveness, efficiency, timelines and consistency in undertaking attachments and teaching practice.

2. SCOPE:

This procedure covers all conduct of attachment/teaching practice in all Schools whose curricula requires attachment and teaching practice lessons.

3.0 REFERENCES

- 3.1 ISO 9001-2015: Quality Management System Requirements
- 3.2 Maseno University Quality Manual
- 3.3 University Statutes 2013 (Revised 2018)
- 3.4 Academic Calendar (Almanac)
- 3.5 University rules and regulations for examination
- 3.6 MSU/VC/MR/OP/01

4.0 DEFINITIONS OF TERMS/ABBREVIATIONS

- 4.1 **DOS** – Dean of School
- 4.2 **Orientation**- Point of reference
- 4.3 **Placement Site**-Appointed position
- 4.4 **Attachment Centre**- based agency dedicated to providing support, education and training

DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1

4.5 **Industrial Attachment-** includes Field attachment /Community health Attachment and refers to Placement of students in relevant institutions for practical exposure for a period not exceeding three months.

4.6 **Tutor-** Lecturer or trainer

4.7 **Assessor** –A member of academic staff charged with evaluating student during practical exposure

4.8 **Mentors-** are supervisors for students from the field

4.9 **Teaching Practice Manual** – A booklet that gives guidelines on schemes of work

4.10 **Teaching Practice assessment guideline** – A booklet that gives field assessors

4.11 **Placement/Field Course** – A course in which part is conducted away from the university for a specified period

4.12 **Field Assessor** – A member of the academic staff charged with evaluating student in the field

4.13 **Zone** – A defined geographical area for purposes of field attachment

4.14 **Zonal Supervisor** – A member of the academic staff charged with the responsibility of coordinating students and assessors in a given zone.

4.15 **Logbook** – A student’s document containing instructions that students use for recording daily activities while on attachment, and lesson plans for students on teaching practice guidelines on assessment of schemes and lesson plans.

4.16 **CP** – Counselling Practicum

4.17 **TP** – Teaching Practice

4.18 **FA** – Field Attachment

4.19 **CHA-** Community Health

4.20 **IA** – Industrial Attachment

DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1

4.21 **Arrival Note:** A note indicating place and time of reporting to an attachment organization by the student.

5.0 RESPONSIBILITIES

The Deans of respective Schools shall be responsible for the effective implementation of this procedure.

6.0 METHOD

6.1 Attachment

- 6.1.1 Attachment Coordinators shall identify the list of students due for attachment at least four weeks before the commencement of the exercise.
- 6.1.2 Attachment Coordinators shall organize orientation for the students due and eligible for attachment where the students shall be advised on potential zones for placement in consultation with the HODs as guided by:–
- a) Accessibility
 - b) Number of Assessors/Supervisors
 - c) Distance from the University
 - d) Current approved budget
 - e) Security
- 6.1.3 Attachment Coordinator shall issue guidelines, logbooks, lesson preparation booklets and introductory letters to the Institutions where applicable.
- 6.1.4 The students shall proceed for attachment at their identified organizations.
- 6.1.5 Upon arrival at the attachment organizations, the students shall submit attachment arrival note to the Attachment Coordinator.

DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1

6.1.6 Upon receiving the arrival notes, the Attachment Coordinator shall compile a list of attachees and their places of attachment and forward to Deans.

6.1.7 The Deans in consultation with HODs shall prepare a list of attachment supervisors.

6.1.8 The Attachment Coordinator shall hold an induction workshop for supervisors/assessors a week before the commencement of exercise.

6.1.9 Upon completion of assessment, the assessors shall submit duly graded assessment to the Attachment Coordinator for further processing.

6.1.10 Upon completion of the attachment period, the Attachment Coordinator shall receive attachment reports from students and confidential reports from the stations/sites where necessary.

6.1.11 Upon compilation of the final attachment grades, the Attachment Coordinator shall submit the same to the HODs to relevant department for further processing.

6.2 Teaching Practice

6.2.1 The TP Coordinator shall notify all B.Ed. students to register at least three months before Teaching Practice begins by filing an official Registration form and must fully participate.

6.2.2 TP Management Committee shall brief all applicants for Teaching Practice on teaching practice zoning and application procedures.

6.2.3 Upon completion of posting all student teachers are briefed by Teaching Practice Management Committee on professional expectations and requirements of a teacher.

6.2.4 At least one month to commencement of TP, Teaching Practice Management Committee shall appoint prospective supervisors with educational background who shall take part in Teaching Practice workshops, seminars and symposia.

6.2.5 All student teachers shall acquire Teaching practice materials at least one week before the commencement of the teaching practice.

6.2.6 A student – teacher shall take at least 12 and at most 16 lessons per week during the entire duration of Teaching Practice.

6.2.7 During the first two weeks of reporting to school, student teachers shall prepare schemes of work and timetables that are approved by the zone-coordinators.

DOCUMENT TITLE:	PROCEDURE FOR ATTACHMENT/TEACHING PRACTICE		
DOC. NO:	MSU/ASA/ACA/OP/05	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1

6.2.8 A student teacher shall be supervised at least twice in each of the teaching subjects.

6.2.9 Teaching Practice Supervisors shall submit assessment reports to the zone Coordinators every two weeks after assessment.

6.2.10 The Zone Coordinators shall submit the assessment reports to the Teaching Practice Co-ordinator at least one week after the end of teaching practice.

6.2.11 The Teaching Practice Co-ordinator shall compile final Teaching Practice grades and submit the same to the Dean, School of Education through the relevant Head of Department.