



UNIVERSITI **POLY-TECH MALAYSIA**

**PRACTICUM HANDBOOK FOR
TEACHING ENGLISH AS SECOND
LANGUAGE (TESL)**

UPTM.PHEA.ITP.02 – 1ST EDITION

Writers:

- Dr. Sangeeth A/P Ramalingam
- Dr. Mohd Erfino bin Johari
- Dr. Nathasya binti Mohd Kamal
- Dr. Fatimah Bibi binti Hamzah
- Nabira binti Mansor
- Nur Ilyani binti Hadzir
- Jamilah binti Ahmad

TABLE OF CONTENT

LIST OF CONTENT				
No.	Content		Page	
	Abbreviations		5	
	Background		6	
A.	GUIDELINES TO PRACTICUM FOR TEACHING AS SECOND LANGUAGE (TESL)			
1.0	Introduction		8	
2.0	Definition		8	
3.0	Aim		8	
4.0	Objectives		8	
5.0	Learning Outcomes		8	
6.0	Scope of Practicum		9	
7.0	Duration of Practicum		9	
8.0	Credit Hours		9	
9.0	Practicum Requirements		9	
10.0	Practicum Placement		9	
11.0	Change of Practicum Placement		9	
12.0	Practicum Implementation and Management			
	12.1	Responsibilities	10	
		12.1.1	Practicum Coordinator	10
		12.1.2	Academic Supervisor	10

		12.1.3	School Mentor	10
		12.1.4	Students	11
	12.2	Implementing Supervision		12
	12.3	Procedures of Practicum Processes		12
13.0	Insurance			12
14.0	Discipline and Ethics			13
15.0	Attendance and Leaves			13
16.0	Common DOs and DON'Ts during Practicum			14
17.0	Assessments			15

Abbreviations

UPTM	: Universiti Poly-Tech Malaysia
AAS	: Academic Affairs Sector
AS	: Academic Supervisor
BE101	: Diploma in Teaching English as a Second Language
BE203	: Bachelor of Education (Honours) in Teaching English as a Second Language (TESL)
FAC	: Faculty
HM	: Headmaster
HoP	: Head of Program
JKA	: Academic Committee
KSSM	: Kurikulum Standard Sekolah Menengah
KSSR	: Kurikulum Standard Sekolah Rendah
MDR	: Marks Distribution Report
MoE	: Ministry of Education Malaysia
MQA	: Malaysian Qualifications Agency
PCL	: Principal
PrC	: Practicum Coordinator
SADC	: Student Academic Disciplinary Committee
SC	: School
SED	: State of Education Department
SM	: School Mentor
STD	: Student

Background

Universiti Poly-Tech Malaysia (UPTM) formerly known as Kolej Universiti Poly-Tech MARA is an institution of higher learning has built itself upon years of continuous improvements and change leading to a wealth of experience and wisdom.

At UPTM, the focus is on providing a comprehensive education that goes beyond theoretical knowledge; to include the development of essential human attributes, attitude and aptitude. The university's committed educators work tirelessly to ensure that every student receives personalised attention and support that enables them to realise their full potential.

UPTM's curriculum is anchored in contemporary technologies and business education, offering students a wide range of innovative courses that challenge and stimulate their skills and expertise essential for them to thrive in the fast-paced world of business. It is important to note that Poly-Tech, in this context, refers to the incorporation of cutting-edge technologies into business education, and should not be confused with technical or vocational education.

Vision

To become a university of choice in nurturing professionals impacting the nation.

Mission

- Develop ethical, holistic and balanced professional
- To utilize knowledge and innovative contemporary technologies to contribute towards the development of the nation.

Core Values

Trustworthy Caring Resilient Respected



**A. GUIDELINES TO PRACTICUM FOR TEACHING AS SECOND
LANGUAGE (TESL)**

1.0 INTRODUCTION

Teaching Practicum is to expose final year students to 14 weeks of practicum in primary schools, which implies Kurikulum Standard Sekolah Rendah (KSSR), and 16 weeks of practicum in secondary schools, which implies Kurikulum Standard Sekolah Menengah (KSSM). They are required to teach English subjects at any level found appropriate by the school and the syllabus they are attached to. Each practicum teacher will be assigned to an Academic Supervisor (AS) from the university, a School Mentor (SM) from the school and a Co-curricular Senior Assistant Teacher. The focus of this tenure is on the development of teaching experience for the practicum teachers. With this teaching practice and learning activity, they will gain confidence in teaching, enabling them to put theory into practice and make adaptations in preparation for joining the teaching profession.

Therefore, this guideline is provided for the management of Practicum Coordinators, AS, SM, Co-curricular Senior Assistant Teachers, and students to facilitate the implementation of the practicum.

2.0 DEFINITION

Practicum is a practical, hands-on process where students apply all the theories and methods they have learned during their studies in the field of education.

3.0 AIM

The purpose of the practicum is to carry out teaching and learning practicum activities in primary/secondary schools in real-life settings, which is in line with the mission and vision of the Ministry of Education Malaysia. It also allows students to approach and learn about authentic teaching and learning situations before becoming novice educators/teachers in primary/secondary schools.

4.0 OBJECTIVES

These are the objectives of practicum:

- 4.1 Building competency, attitudes, personality, self-confidence, and resilience in practising professional teaching values.
- 4.2 Providing practicum and guidance to students in a primary/secondary school environment.
- 4.3 Practising skills in lesson planning and implementing teaching in a primary/secondary school setting.
- 4.4 Applying various approaches, methods, strategies, and techniques in teaching and learning in a primary/secondary school.

5.0 LEARNING OUTCOMES

At the end of the practicum, student should be able to:

- 5.1 Evaluate the professional work values required by the profession.
- 5.2 Apply knowledge and skills acquired for teaching purposes.
- 5.3 Organize appropriate teaching aids for the required lesson.
- 5.4 Construct a reflection on daily teaching practice.

6.0 SCOPE OF PRACTICUM

The scope of the practicum is related to their areas of study such as:

- 6.1 Identifying specific tasks during the practicum.
- 6.2 Providing opportunities for students to apply their learned knowledge and skills.
- 6.3 Gaining exposure on valuable work practices in primary/secondary school education.

7.0 DURATION OF PRACTICUM

The duration of practicum is:

- 7.1 The duration of the practicum is 14 weeks in a primary school for Diploma in Teaching English as a Second Language (BE101) and 16 weeks in a secondary school for Bachelor of Education (Honours) in Teaching English as a Second Language (TESL) (BE203).
- 7.2 Students are required to attend school for 8 hours per day, 5 working days a week, and perform tasks as assigned by the primary/secondary school.
- 7.3 Any changes to the duration are subjected to the program structure determined by the Academic Committee of the University and Senate.

8.0 CREDIT HOUR

Seven (7) credit hours based on the Malaysian Qualifications Agency (MQA) program standard, the minimum credit is 6-15 credit hours for Diploma in Teaching English as a Second Language (BE101) and eight (8) credit hours based on the MQA program standard, which the minimum credit is 8-14 credit hours for Bachelor of Education (Honours) in Teaching English as a Second Language (TESL) (BE203).

9.0 PRACTICUM REQUIREMENT

Students have to meet the minimum requirement as stated in program structure.

10.0 PRACTICUM PLACEMENT

Refers to primary/ secondary schools and any educational institution that implements Kurikulum Standard Sekolah Rendah (KSSR)/Kurikulum Standard Sekolah Menengah (KSSM) and are registered with the Ministry of Education Malaysia (MoE).

11.0 CHANGE OF PRACTICUM PLACEMENT

- 11.1 Changing the practicum placement is **NOT ALLOWED** after the students have confirmed their practicum placements.
- 11.2 However, change of placement can be considered due to certain circumstances by the faculty.

12.0 PRACTICUM IMPLEMENTATION AND MANAGEMENT

12.1 Responsibilities

12.1.1 Practicum Coordinator

- i. Organise the selection of schools for students' placement according to their academic requirements.
- ii. Prepare a memo of appointment for AS.
- iii. Conduct practicum briefings with AS and students.
- iv. Publish the confirmed name list of eligible students for practicum.
- v. Organize the supervision process and practicum appraisal.

12.1.2 Academic Supervisor

- i. Attending practicum briefings conducted by the Practicum Coordinator.
- ii. Guiding students regarding matters related to the preparation and implementation of the practicum.
- iii. Monitoring the performance and discipline of students throughout the practicum period.
- iv. Organizing visits to primary/secondary schools to meet the Headmaster/Principal and SM regarding practicum students.
- v. Supervising practicum students according to the established supervision schedule.
- vi. Providing feedbacks when commenting on students undergoing practicum.
- vii. Maintaining good communication with the SM and monitoring students' progress reports.
- viii. Collecting assessment reports (Teaching Evaluation Form and Co-curricular/Sports Involvement Form) from the SM and Co-curricular Senior Assistant Teacher.
- ix. Reviewing and discussing assessment documents (reflection journals, lesson preparation books, co-curricular reports, and attendance records) with students.
- x. Evaluating students' performance based on all submitted assessment documents upon completion of the practicum.
- xi. Submitting the overall assessment marks for the practicum to the Practicum Coordinator.

12.1.3 School Mentor

- i. Receiving a confirmation letter from School Principal provided by UPTM.
- ii. Providing a briefing to UPTM students who will undergo practicum regarding the following matters:
 - Primary/secondary school policies
 - Primary/secondary school curriculum
 - Number of students and existing staff
 - Annual school programs

- Primary/secondary school regulations
 - Primary/secondary school timetable
- iii. Monitoring all practicum students.
 - iv. Assigning suitable tasks or projects to practicum students.
 - v. Ensuring students are exposed to practical experiences.
 - vi. Reviewing and monitoring Teaching Portfolios as well as Attendance Forms of students.
 - vii. Conducting supervision sessions twice for each student during the practicum session.
 - viii. Providing feedbacks on the strengths and weaknesses of practicum students and suggest improvements.
 - ix. Preparing assessment marks of practicum students and submitting it to the AS.
 - x. Informing the AS in case of any misconduct by students.

12.1.4 Students

12.1.4.1 Before Practicum

- i. Attending the initial briefing conducted by the Practicum Coordinator before practicum commencement.
- ii. Students are required to register for the practicum course.
- iii. Identifying suitable schools for students to undergo their practicum.
- iv. Preparing related documents and submitting them to Practicum Coordinator for teaching permits application.
- v. Students **ARE NOT ALLOWED** to undergo practicum at the same school with their family members or relatives which is defined as any person related to the student by blood, marriage or adoption, including parents, siblings, children, grandparents, aunts, uncles, cousins, nieces, nephews, and in-laws.
- vi. Signing the UPTM Non-Disclosure Agreement (NDA).

12.1.4.2 During Practicum

- i. Developing professional relationships with the headmaster/principal, SM, colleagues, parents, and students.
- ii. Adhering to and practising teaching ethics and complying with school regulations.
- iii. Being punctual at school during the designated hours throughout practicum.
- iv. Requesting school permission if involvement in university/agency/ministry activities is required.
- v. Making comprehensive lesson preparations before conducting teaching and learning sessions as scheduled.
- vi. Recording all activities in the Reflective Journal.

- vii. Signing the Practicum Attendance Form daily and submitting it to the AS/SM during practicum.
- viii. Staying in the school premises during practicum unless they have been granted permission by the headmaster/principal or SM.
- ix. Informing the school if they are unable to attend the practicum.
- x. Reporting any information or issues periodically to the AS.
- xi. Maintaining a positive image of UPTM at all times.
- xii. Seeking permission from the school for any use of facilities during the practicum.

12.1.4.3 After Practicum

- i. Completing the practicum assessment documents: Reflective Journal, Teaching Portfolio, and Co-curricular/Sports Involvement Form.
- ii. Submitting the assessment documents to the AS promptly upon completion of the practicum.

12.2 Implementing Supervision

12.2.1 Academic Supervisor

- i. Conducting supervision visits to the school throughout the practicum period.
- ii. Evaluating students' performance according to the assessment procedures established by UPTM.

12.2.2 School Mentor

- i. Conducting at least TWO (2) supervisions throughout the practicum period.
- ii. Supervising and assessing student co-curricular activities (subject to the requirements of the primary/secondary school).

12.3 Procedures of Practicum Processes

Refer to Section B.

13.0 INSURANCE

- 13.1 All practicum students are covered under the UPTM group Personal Accident insurance policy.
- 13.2 Should any suspicious incidents may lead to more serious injuries or permanent disabilities, a student must:
 - i. lodge a police report within 24 hours period;
 - ii. request a written report from the practicum placement;
 - iii. inform and send all related documents to the practicum coordinator for further action.

13.3 Any matters relating to insurance shall be referred to the Student Affairs and Alumni.

14.0 DISCIPLINE AND ETHICS

- 14.1 Practicum students shall uphold the image of the university as well as schools.
- 14.2 Practicum students must be committed to all tasks given during the practicum.
- 14.3 Practicum students must adhere to the rules and regulations of the school at all times.
- 14.4 Practicum students shall always be well-groomed and dress according to the school dress code.
- 14.5 Practicum students must obey the school's working hours during the practicum period. However, in case of medical reasons, students must apply for medical leave from government clinics/hospitals **ONLY** and inform the School Principal, SM, and AS on the same day. The medical leave must not exceed three (3) days throughout the practicum. If the number of medical leaves taken exceeds three (3) days, students must replace the number of medical leaves taken.
- 14.6 Practicum students should not reveal any confidential information about the school during or after the practicum period without the school's approval.
- 14.7 Practicum students should be fully responsible for any damage(s) done to the school during the practicum period.
- 14.8 Disciplinary action will be taken against students who do not comply with the rules and regulations of the practicum.
- 14.9 The rules and regulations will take effect upon reporting for practicum sessions.
- 14.10 If a student discontinues before the actual completion of the practicum, or terminated by the school due to misconducts (e.g., poor attendance or violation of organization's regulations), the student shall not be allowed to continue the practicum at other schools except with the permission from Students Academic Disciplinary Committee (SADC). Student may refer to the Academic Regulations of University Poly-Tech Malaysia (UPTM) (2023 Amendment) for following action.
- 14.11 If a student has breaches any of the Academic Rules and Regulations, neglects duties, or found guilty of any misconduct in the course of the practicum (e.g., plagiarism, fake Medical Certificate), then the student shall be liable for such action and brought before the Student's Academic Disciplinary Committee (SADC) for disciplinary action(s).
- 14.12 UPTM reserves the right to terminate any student who fails to comply with the rules and regulations stated by UPTM and the school involved.
- 14.13 Students **ARE NOT ALLOWED** to sign any agreement proposed by the school without approval from UPTM.

15.0 ATTENDANCE AND LEAVES

15.1 Attendance

- 15.1.1 Students are required to be at school every working day and carry out all the responsibilities that have been set.
- 15.1.2 Students must sign their attendance in the Attendance Record (prepared by UPTM in Teaching Portfolio) every day and must be signed by the Headmaster/Principal or SM as confirmation of attendance.
- 15.1.3 Students may not leave work in primary/secondary school unless:
 - i. Having a health problem confirmed by a registered medical officer.
 - ii. Representing the University or the State in sports events or activities directed by UPTM or the State.

- iii. Facing the death of a close family member (parents/siblings/grandparents).

16.0 COMMON DOs AND DON'Ts DURING PRACTICUM

Students **MUST** be aware of the following aspects during practicum:

DOs	DON'Ts
<ul style="list-style-type: none"> i. Do uphold the image of all stakeholders as well as practicum school. ii. Do adhere to the rules and regulation of the organisation and UPTM at all time. iii. Do abide by the working hours of the practicum school. iv. Do follow a good appearance. v. Do record daily activities and tasks in the reflective journal. vi. Do verify the portfolio with the AS upon completion. vii. Do involve in frequent meetings with industrial supervisor or school mentor. viii. Do follow punctuality all the time. 	<ul style="list-style-type: none"> i. Do not get involved in indiscipline or political party activities. ii. Do not use mobile phone excessively during working hours and avoid taking personal calls during office hours. iii. Do not get involved in informal conversations or rumour-mongering in the office environment. iv. Do not commit with any agreement proposed by the school without the approval from UPTM. v. Do not take leave unless for valid reasons, such as illness, accident, and other unavoidable circumstances. vi. Do not smoke/vape at the school compound. vii. Do not change practicum placement without reasonable justification. viii. Do not engage in affairs with staff or students of the school. ix. Do not over accessorise and refrain from body piercings. x. Do not colour hair using fancy colours. xi. Do not upload and post unnecessary content related to school/students on social media. xii. Do not get involve with sexual harassment.

17.0 ASSESSMENTS

17.1 Practicum Evaluation Criteria

The assessment components of the practicum are as follows:

ITEM	COMPONENT	PERCENTAGE
1.	Academic Supervisor Evaluation <ul style="list-style-type: none">• Teaching and Learning	40 %
2.	School Mentor Evaluation (2 times) <ul style="list-style-type: none">• Teaching and Learning	40 %
3.	Reflective Journal <ul style="list-style-type: none">• Practicum teacher's daily activities record	10 %
4	Co-curriculum/Sports Involvement <ul style="list-style-type: none">• Involvement in club/society/sports/uniform body activities	10 %
TOTAL		100 %

17.2 Requirement for Evaluation and Grading

Refer to the Academic Regulations of University Poly-Tech Malaysia (UPTM) (2023 Amendment).