

Practice Teaching Policies

Beirut Orthodox Schools



I- WELCOME NOTE

Dear Interns,

In the cadre of the “Memorandum of Understanding” cosigned by BOS and the University, we look forward to cooperating and helping you with your internship. This cooperation is set within the frame of our rules and regulations, which would be important for you, as future teachers, to adhere to and embrace as part of an ongoing learning process that stresses on discipline in a healthy and educational environment.

On behalf of BOS staff, we welcome you and hope your experience with us will be as fruitful and educational as it will be to us.

INDEX

I- Introduction to Beirut Orthodox Schools

- Mission
- Educational Philosophy

II- The Intern's Duties

- General Guidelines
- Communication & Dealing with Learners
- Standard Tasks and Behaviors
- Undesirable Tasks and Behaviors

III- The Mentor's Duties

IV- The Cooperating School

V- The Intern's University

I- Introduction to Beirut Orthodox Schools (BOS)

Under the governance of His Eminence Metropolitan Elias (Audi), Beirut Orthodox Schools are constituted of 3 active schools:

- Saint Mary's Orthodox College
- Beirut Annunciation Orthodox College
- École des Trois Docteurs

Mission:

Beirut Orthodox Schools are Christian Orthodox Schools affiliated to the Greek Orthodox Archdiocese of Beirut.

BOS mission is to serve the members of the surrounding communities in particular, and the nation in general, to whichever social stratum they belong and without discrimination, in the fields of Education and Teaching, and to build the personality of a human being who believes in God, who belongs to the Nation, who is active (is a catalyst) in Society, and who is qualified to attain university academic level.

Accordingly, BOS constitute a space for knowledge acquisition in a climate of freedom that allows teacher and learner to explore their potential, their relationship with God, and each other's dynamics. BOS mission is not limited to the simple "transmission of knowledge"; it rather aims at achieving transformations within the inner self of the person and through that, within the community in the future.

Educational Philosophy:

At the basis of the planning, teaching and assessing practices and methods adopted at BOS lies an Educational Philosophy which stems from the Uniqueness of each learner as a human being.

We believe, at Beirut Orthodox Schools, that education should be tackled with a Holistic Approach where the learning process:

- 1- Integrates the body, the mind and the spirit
- 2- Helps learners to relate information to their acquired knowledge and lived experiences.

Thus, adopting a learner-centered approach allows the persons to become responsible for their own learning and, as a result, construct their own understanding of the world and its components.

Education, and consequently all the adopted methods of planning, teaching and assessing, are to assist learners in the process of continuous development and transformation. Thus, they will become:

- Self-disciplined
- Creative problem solvers

- Analytical critical thinkers
- Active and responsible participants in their community

Education, from BOS perspective, is therefore a Transformational Process and not just simple Transmission of Information. It is a process where teachers play the most vital role, mentoring the learner through:

- Leading by example
- Creating positive interaction
- Cooperating efforts and responsibilities
- Correcting and acquiring good conduct

II- INTERN'S DUTIES

1- General Guidelines

**The teacher promotes educational principles through his/her presence, image, and professionalism and inspires confidence and security.*

- Be punctual with respect to arriving to class, attending meetings, and other duties (proctoring, substituting...)
- Give prior notice of or justify delays and absences to the Mentor
- Display reactions in line with the schools' Spirit and Mission
- Refrain from eating and drinking in the classrooms or chewing gum on school premises
- Turn off one's mobile during class hours
- Maintain a decent and formal attire and appearance:
 - Jeans, sleeveless and revealing tops, open-toe shoes or ones open from the back are to be ruled out.

2- Communication & Dealing with Learners:

**The teacher should know the learners by their names and what characterizes and affects each one of them in order to preserve objectivity and equitability while dealing with them.*

- Treat all learners fairly and with respect
- Refrain from corrective measures targeted to the learner's person-which might entail physical - emotional harm
- Refrain from talking with learners during observation, unless asked by the mentor
- Refrain from suggesting corrective measures which are impossible to carry out
- Report school incidents to the Mentor for proper measures to be taken
- Check with the Mentor for allowing a late comer into class
- Refrain from allowing learners to leave the classroom except for emergencies- the same holds true with respect to sending the learner to the HOD
- Avoid sending learners out of the classroom to get needed material
- Have the approval of the HOD through the Mentor before distributing any non- academic written documents

- Help the Mentor in Supervising and interacting with learners during recess duty if asked - as it represents an opportunity to instill meaningful real-life learning in them
- Accompany learners on trips and recreational activities if asked
- Make sure learners are properly using the school's facilities and equipment

3- Standard Tasks and Behaviors:

**The purpose of the internship program is to help student teachers familiarize themselves with the practical context of teaching.*

- Correct learners' practice books and homework assignments
- Help the Mentor in checking for parents' signature on tests and quizzes
- Correct quizzes in the school premises
- Re-teach a concept
- Give mini and whole lessons (based on prior approval)
- Prepare bulletin boards
- Coordinate any activity with the Mentor
- Arrange for use of audiovisual aids ahead of time
- Attend coordination sessions (based on prior approval)
- Prepare extra work/quizzes (to be checked by the HOD if to be used in class)
- Conduct microteaching (if taped by AV Dept. upon prior approval)
- Participate in Activity Days and Outings (based on prior approval)
- Submit a copy of the observation reports to be checked by the school's authority before submission to university.

4- Undesirable Tasks and Behaviors

- Give classes unattended (unless approved by HOD and UTD)
- Use tape recorder while observing
- Take pictures of learners
- Make copies of the schools' manuals or publications
- Mention learners' names in reports
- Use Cam recorder unless it's microteaching (Prior written approval is needed)
- Carry on certain activities with learners unless approved by HOD and UTD
- Leave the class before the session ends

- Absent oneself unless reported (if repeated, the UTD should be informed)
- Befriend learners as sharing phone numbers and personal emails

III- THE MENTOR'S DUTIES:

** Being an experienced and a veteran teacher, the mentor is entrusted to uphold our educational philosophy and to carry out our Vision.*

The mentor is expected to:

- Introduce the intern to the school's rules and policies
- Introduce the intern to the class, encouraging learners to welcome him/her
- Familiarize oneself with AUB Practice Teaching rules and procedures (As detailed in the "Interns Professional Field Experience Handbook")
- Help the intern integrate smoothly in the school's Education System
- Share knowledge and experience with the intern
- Include intern in the school's life, encouraging him/her to participate in different school activities
- Hold regular meetings with the intern to discuss teaching plans and review the preparation of lessons and materials
- Observe and give regular feedback on the intern's performance
- Keep regular record on the intern's attendance

IV- THE COOPERATING SCHOOL:

As stipulated in the Memorandum of Understanding:

- The Unit of Training and Development (UTD) in the Human Resources Department is the Official link between the University and BOS.
- The UTD organizes, at the beginning of the scholastic year, an orientation session to the interns that aims to introduce them to the BOS mission, philosophy, and internal rules and policies.
- The acceptance of the intern remains valid during the scholastic year unless a disrespect of the school's rules and regulations is observed repeatedly.
- The BOS aim at an optimal benefit for both the intern and the mentor; therefore, two interns will not be accepted to attend and participate in the same cooperating teacher's class.

V- THE INTERN'S UNIVERSITY:

- PTC coordinator arranges for a group meeting between methods course instructors and mentors at the beginning of fall and spring semesters.
- The methods course instructors are requested to give prior notice to the cooperating school to agree on the day/date for observing his/her student.
- The methods course instructor and the cooperating school are expected to cooperate regularly and closely during the practicum.
- PTC is expected to hold meetings with the school representative to follow-up on the interns' practices