



NATIONAL OPEN UNIVERSITY OF NIGERIA

SCHOOL OF EDUCATION

COURSE CODE: EDA712

**COURSE TITLE: PRACTICUM IN EDUCATION
MANAGEMENT**

**COURSE
GUIDE****EDA712
PRACTICUM IN EDUCATION MANAGEMENT**

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CONTENTS	PAGE
Introduction	iv
What You will Learn in this Course	v
Course Aims.....	v
Course Objectives.....	v
Working through this Course	vi
Course Materials	vi
Study Units	vi
The Assignment File	vii
The Presentation Schedule	vii
Assessment	viii
Tutor-Marked Assignment.....	viii
Final Examination and Grading	viii
Course Marking Scheme	ix
How to Get the Most from this Course	ix
Facilitators/Tutors and Tutorials	x
Summary.....	xi

Introduction

EDA712: Practicum in Education Management is a first semester, two-credit practical course. It is a compulsory course for students in Educational Administration and Planning Programme.

It will also be suitable as a “one-off” course for anyone who does not intend to complete the National Open University of Nigeria (NOUN) M.Ed. (Educational Administration and Planning) programme but wants to experience the practice of Educational Management.

The course consists of two modules. The first one which is the theoretical module involves an introduction, statement of objectives, guidelines for the practicum, procedure for commencement of practicum, writing the practicum report, winding up the practicum and end of practicum exercise. The second module consists of practical information that has to do with specific evaluation forms, introduction letter to an establishment, a sample of the log book, and other relevant information.

This course guide tells you briefly what the course is about, what course materials you will be using, and how you can work your way through these materials. It suggests some general guidelines for the amount of time you are likely to spend in order to complete it successfully. It also gives you some guidance on assessment procedure.

What You will Learn in this Course

The overall aim of EDA712, Practicum in Education Management, is to expose the student to the experience and practical appreciation of the knowledge, principles and theories of management. During the period of the practicum you will be faced with the realities of what obtains in the field for practising education managers. You will have the opportunity to put theory into practice, and be able to evaluate your performance based on the report that you write. By the end of the course (Practicum), you will understand and appreciate more the relevance of the various theories, concepts, and principles of management that you have studied.

Course Aims

This course aims to give you an opportunity to put to practice, experience, and applying your knowledge and ideas of management principles.

This will be achieved by aiming to:

- (a) Introduce you to the world of practice
- (b) Demonstrate how management theories can be applied to organizations
- (c) Explain to you the differences in theories and the real world of practice
- (d) Give you an appreciation of possible future development in the field of management.

Course Objectives

To achieve the aims set above, the course sets overall objectives. In addition, each module has specific objectives which are always included at the beginning; you should read them before you start working through. You may want to refer to them during your practice to check on your progress. You should always look at the objectives before and towards the end of the practicum. In this way, you can be sure that you have done what was required of you in the modules.

Set out below are the wider objectives of the course as a whole. By meeting these objectives you should have achieved the holistic aims of the course.

On successful completion of the course, you should be able to:

- 1.0 Explain the meaning of practicum and the purposes for which it is introduced.
- 2.0 Read and list the guidelines on practicum.
- 3.0 Describe the procedure for the commencement of practicum.
- 4.0 Identify the various functions expected of you during the period of practicum.
- 5.0 Demonstrate an acquisition of basic management principles and practices.
- 6.0 Illustrate how the management principles were practicalized and subsequently reported.
- 7.0 Discuss management principles and practices intelligently with Chief Executive Officers (CEOs), Principals, Heads of departments and Supervisors.

Working through this Course

To complete this course you are required to read the study modules, and other materials provided by National Open University of Nigeria (NOUN). You will also need to undertake a practicum for which you need to identify an establishment relevant to the needs of your programme. At some point in the course, you are to expect your supervisors on assessment visits.

At the end of the course, you will need to submit a practicum report, and a letter to certify your presence at the institution where you practised. The course should take you about 17 weeks in total to complete. Below you will find listed all the components of the course, what you have to do and how you should allocate your time to each module in order to complete the course successfully on time.

Course Materials

Major components of the course are:

- 1 Course Guide
- 2 Study modules
- 3 Introduction letter to an establishment
- 4 Assignment File
- 5 Presentation schedule

Study Units

Module 1 Theoretical Information on the Following

The meaning and purposes of practicum in Educational Management
Guidelines on the practicum exercise
Planning for the commencement of practicum
The first week of the practicum
Keeping a log book
Participant's contribution to institutional management
Procedure for supervision
Report writing
The final days of practicum
Institutional response in practicum

Module 2 Practical Aspects Involving Documents Needed for the Practicum

The first module is an indepth explanation of the meaning and purposes or relevance of the practicum exercise. The detail guidelines and instructions to be strictly adhered to are also enumerated, the plans that could be put in place for the actual commencement of the practicum and the detail of the essential things to do in the first week of the practicum.

The next aspect concerns the actual performance of the participant and the function of the supervisor in the success of the practicum. The second module is a vital one that gives a comprehensive feedback of the

two exercises (practicum) in the form of report writing, and gives an institutional evaluation of the performance of the participants.

Each of the modules consists of specific objectives, direction for study, reading materials and other sources. All these will help you to have an understanding of what is expected of you during the practicum period.

The Assignment File

In this file you will find all the details of the work you must submit to your tutor for marking. The mark you obtain for these exercises will count towards the final work you obtain for this course.

Further information on assignment will be found in the Assignment File itself and later in this course Guide in the section on assessment.

The Presentation Schedule

The presentation schedule included in your course materials gives you the important dates for the semester for the completion of tutor-marked assignments, and for attending tutorials. Remember to submit all your assignments by the due date. You should guard against falling behind in your work.

Assessment

There are three aspects to the assessment of the course. First, there is full attendance at the practical venue, second, an evaluation (supervision) of the practicum exercise and lastly, the submission of a written report on the practicum, by the student.

In tackling the assessment, you are expected to apply information, knowledge, experiences and techniques gathered during the course. Your final report on the practicum must be submitted to your tutor for formal assessment in accordance with the deadline stated in the **Presentation Schedule** and the **Assignment File**. Your internal/in-house supervisor will account for 20% of your course mark. The external supervision from NOUN will evaluate you for 30% and the final report submitted after the practicum period will be 50% of your total course mark.

Tutor-Marked Assignment

Supervision will be carried out in two phases, one by the internal supervisor, that is, the head of your establishment and the other by the external supervisor who is from NOUN.

Supervision involves an observation of your activities and performance, and the basic information in your log book. The external supervision will come up at least two times before the expiration of the six weeks practicum.

If for any reason you will not be available for supervision, contact your supervisor or the Study Centre before the time so that the possibility of an extension will be worked out.

Final Grading

For the purpose of the practicum, a written report will be submitted not later than a week after the exercise will be fixed, and it will have a value of 50% of the total course grade. The report will be expected to follow the format that has been laid down for the course. The final grading covers information on all that happened during the practicum.

Course Marking Scheme

The following table lays out how the actual course marking is broken down.

Table 1: Course Marking Scheme

Assessment	Marks
Internal Supervision	To account for 20% of course mark
External Supervision	To account for 30% of overall course mark
Final Grading (Practicum Report)	50% of overall course mark
Total	100% of course marks

How to Get the Most from this Course

In distance learning, the study module replaces the university lecturer. This is one of the improved aspects of distance learning; you can read and work through specially designed study materials at your own pace, and at a time and place that suits you best. Think of it as reading the lecture instead of listening to a lecturer. In the same way that a lecturer might set you some readings to do, the study module guides you on how to undertake the practical work (Practicum). Just as a lecturer might give you an in-class exercise/orientation.

Just as a lecturer might give you in-class exercise, your study units follow a common format. The first item is an introduction to the subject matter of the unit and how a particular unit is integrated with the other units and the course as a whole. Next is a set of learning objectives.

These objectives inform you about what you should be able to do by the time you have completed the unit. You should use these objectives to guide your study. When you have finished the unit; you must go back and check whether you have achieved the objectives. If you make a habit of doing this, you will significantly improve your chances of passing the course.

The following is a practical strategy for working through the course. If you run into any trouble, telephone your tutor. Remember that your tutors' job is to help you when you need help, don't hesitate to call and ask your tutor to provide it.

1. Read this **Course Guide** thoroughly
2. Organize a practicum schedule. Refer to the 'course overview' for more details. Note the time you are expected to spend each day and week and the assignment related to the practicum. Important information, e.g. details on your supervision, and the date of the first day of the semester is available. You need to gather together all this information in one place, such as your diary or on a wall calendar. Whatever method you choose to use you should decide on and write in your own dates for working through the course.
3. Once you have created your own practicum schedule, do everything you can to stick to it. The major reason that students fail is that they get behind with their course work, if you get into difficulties with your schedule, please let your tutor know before it is too late for help.
4. Turn to module 1 and read the introduction and the objectives for the module.
5. Work through the module. The content of the module itself has been arranged to provide a sequence for you to follow. As you work through it, you will be instructed to read sections from other sources. Use the module to guide your understanding.
6. Keep an eye on the discussion board, up-to-date information will be continuously posted there.
7. Keep in mind that you will learn a lot by participating in the practicum, more so that it is a compulsory one, submit your report no later than the due date.

8. Review the objectives for each study module to confirm that you have achieved them. If you feel unsure about any of the objectives, review the study materials or consult your tutor.
9. When you are confident that you have achieved module's objectives you can then start on the new module.
10. When you have been supervised pay particular attention to your supervisor's comments, they will assist you to forge ahead. Keep to your schedule. Consult your tutor as soon as possible if you have any questions or problems.
11. By the end of the practicum period, be prepared for your (final grading) which centres on the comprehensive report of the practicum activities.

Facilitators/Tutors and Tutorials

There are 8 hours of tutorials (Four-2-hour sessions) provided in support of this course. You will be notified of the dates, times and location of these tutorials, together with the name and phone number of your tutor, as soon as you are allocated a tutorial group.

Your tutor will mark and comment on your assignment, keep a close watch on your progress and on any difficulties you might encounter and provide assistance to you during the course.

Do not hesitate to contact your tutor by telephone, e-mail, or discussion board if you need help. The following might be circumstances in which you would find help necessary. Contact your tutor if:

1. You do not understand any part of the study module
2. You have difficulty with the establishment or your supervision
3. You have a question or problem with your tutors comment on an assignment or with the grading of an assignment.

You should try your best to attend the tutorials. This is the only chance to have face to face contact with your tutor and ask questions which are answered instantly. You can raise any problem encountered in the course of your study. To gain the maximum benefit from course tutorials, prepare a question list before attending them, you will learn a lot from participating in discussion actively.

Summary

EDA712 intends to acquaint you with the knowledge and practice of educational management. Upon completing this course, you will be equipped with the practical application and experience of management

principles and theories. You will be able to answer these kind of questions:

- (1) What does practicum mean?
- (2) What are the purposes for practicum in management?
- (3) What are the major guidelines for any practicum experience?
- (4) How would you plan for a practicum exercise?
- (5) What will happen during your first week of practicum?
- (6) How can you keep a log book?
- (7) What can you contribute to institutional management?
- (8) How and why do you need supervision during a practicum session?
- (9) What do you do during the final days of your practicum?
- (10) What impact does institutional response have on your practicum period?

Of course, the list of questions that you can answer is not limited to the above. To gain the most from this course, you should try to apply the principles and adopt the guidelines that you have been taught on management and on worthy reports.

We wish you success with the course and hope that you will find it both interesting and useful. In the longer term, we hope it has been a memorable experience for you. We hope you enjoy your acquaintance with the National Open University of Nigeria (NOUN) and we wish you every success in the future.

Course Code

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Course Title

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CONTENTS	PAGE
Module 1 The Concept and Guidelines for the Practicum Exercise	1
Module 2 Understanding the Log Book and Practicum Evaluation Format.....	9

MODULE 1 THE CONCEPT AND GUIDELINES FOR THE PRACTICE OF PRACTICUM**CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 The Meaning and Purposes of Practicum
 - 3.1.1 Guidelines for the practice of Practicum
 - 3.1.2 Relationship with the Establishment
 - 3.1.3 Procedure for Commencement of the Practicum
 - 3.1.4 Commencement of the Practicum
 - 3.1.5 Participants' Contribution to the Practice of Management
 - 3.1.6 Supervision of Practicum
 - 3.1.7 Writing the Practicum Report
 - 3.1.8 Winding up the Practicum
 - 3.1.9 End of Practicum Formalities
 - 4.0 Conclusion
 - 5.0 Summary
 - 6.0 Tutor-Marked Assignment
 - 7.0 References/Further Reading

1.0 INTRODUCTION

Practicum in Educational Management is a practical course designed for students who wish to obtain the Masters degree in Educational Administration and Planning. It is designed to develop in the students the relevant skills that are required of them in the management of educational institutions in the executive capacity.

This course is one of the first semester courses for the 700 level programme of M.Ed Educational Administration and Planning, and it is a compulsory course. It is expected that students will be able to broaden their knowledge of educational management when they are exposed to the practice and realities of various institutions.

In this module, you will be given all the theoretical information about the practicum. Such information will include the following:

- The meaning and purposes of practicum
- Guidelines for the practicum exercise
- Procedures for the commencement of the practicum
- Commencement of practicum

- Participants' contribution to the practice of management
- Writing the practicum report
- Supervision
- Winding up the practicum
- End of practicum formalities

2.0 OBJECTIVES

At the end of this module, you should be able to:

- explain the meaning of practicum and the purposes for which it was introduced;
- read and list the guidelines on the practicum exercise;
- describe the procedure for the commencement of practicum;
- identify the various functions expected of them during the period of practicum;
- demonstrate an acquisition of basic management principles and practices;
- illustrate how the management principles were practicalized and subsequently reported;
- discuss management principles and practices intelligently with C.E.O, school principals, heads of departments and supervisors
- write a final report of their experiences during the practicum period.

3.0 MAIN CONTENT

3.1 The Meaning and Purposes of Practicum in Educational Management

Practicum is an activity that has to do with the practice of acquiring knowledge and skills in a particular field or discipline. In the case of Educational Management, the practicum is organised to assist the students to gain experience and also expose them to the actual practice of the numerous theories and concepts, skills and principles that might have been studied during the course work. It is, therefore, an experiential skill-building/perceptorship course in educational management.

Students shall be acquainted with all aspects of administration in educational institutions. It will be an enriching experience for the student in areas of leadership, decision – making, planning, organizing, staffing, coordination and possibly budgeting where the need arises. The practicum period will also assist the student to exhibit some personal characteristics and qualities expected of an

Administrator/Manager. Such qualities include maturity, tactfulness, intelligence, kindness, sympathy, honesty, being considerate, accommodating and impartial as the case may be. Students are, therefore, to observe, study and evaluate the educational administrators/managers in the establishments that they are undertaking the practicum in their activities and also to promote the quality of educational management in these establishments.

3.1.1 Guidelines for the Practicum Exercise in Educational Management

The practicum exercise will be carried out for a period of six weeks in the semester. During this time the student is expected to be in the organization 5 days of the week and for a minimum of 4 hours a day.

Type of Establishment or Organization: it is advisable that students should identify educational institutions such as:

Ministry of Education
Local Government Secretariat/Local Government Education Authority (LGEA)
State Universal Basic Education Board (SUBEB)
Zonal Schools Board/Education Districts
Secondary Schools
Primary Schools
Technical Schools
Universities
Colleges of Education
Polytechnics
Other Education Agencies such as WAEC, NECO, NERDC, NTI, NABTEB, NIEPA
and Private Schools with a population of not less than 1,000 students.

3.1.2 Relationship with the Establishment

By training, an administrator is expected to be receptive, polite, diligent, friendly, trustworthy, warm and tactful; this list of human relations practices is inexhaustible. Therefore, it is expected that all these will find expression with the relationship of the student and the establishment where the practicum will take place. Students are expected to establish good rapport with their host (organization) to make their stay or period of practicum a fruitful one. All laws and regulations governing the establishment are binding on such students.

3.1.3 Procedure for the Commencement of the Practicum

A formal letter of introduction will be made available to students from the National Open University of Nigeria. The student has a duty to identify an establishment among the recommended educational institutions. When a participant has secured a place in an establishment, he/she has to inform the Study Centre Manager of the name of the institution, the time/period he/she will be available and other relevant information.

The student should negotiate with the institution for a position that will enable him/her to practise effectively. These are temporary positions meant for the period of the practicum exercise.

Examples of such positions are:

Administrative Officer, Duty-Master, House Mistress/Master, Form Masters, Public Relations Officer, Vice-Principal, Guidance Counsellor, Acting Head of Department, School Inspector, Secretary at staff meetings, Examination Officer, Games Master/Mistress, and so on.

3.1.4 Commencement of the Practicum

The first week of the practicum is usually referred to as the week of orientation. The participant/student has to familiarize himself/herself with the establishment. It is expected that when the participant officially reports to the Chief Executive of the institution, he/she will be introduced to the top hierarchy of the establishment and to other important and relevant units or divisions. The trained administrator needs to go a step further by being friendly with the people in the establishment. By so doing, he gets to learn more of the environment and the different functions. This will assist the student to be able to identify an institutional need where he/she can be of use.

In the absence of any immediate need, the student should be thinking of any new innovation that could be introduced to help improve the establishment. Sometimes, the head of the establishment could assign a problematic task to the student. This should be seen as a challenge and an opportunity to gain experience and put into practice the many concepts, skills, principles and theories of management that have been studied. It is also expected that the student will establish good rapport with the institution and the staff to assist him obtain on the spot information clarification of problems and expectedly by being involved in solving such problems.

Where it is possible, the student could share the period of six weeks among as many units as he/she desires to assist in having a broader experience and exposure. During the period of orientation, the student has the opportunity to under-study the officers and get to know their style of administration.

Keeping a Log Book: This is a very important activity and it commences immediately the practicum takes off. The student is expected to keep this Log book in order to be able to record his/her daily activities in the institution, whether favourable or otherwise for the six weeks of practicum.

3.1.5 Participants' Contribution to the Practice of Management

Apart from introducing new innovation, participants should watch out for these areas as a guide in writing or compiling their reports and experiences.

1. Students/pupils' administration
2. Staffing
3. Curriculum management
4. Management of school facilities
5. Decision making process
6. Planning procedure
7. Human relations approach
8. Motivation practices
9. Leadership style and behaviour
10. Supervision method
11. Routine works/duties
12. Records' keeping
13. Staff evaluation
14. Student evaluation/examination
15. Institutional evaluation
16. Control and discipline method
17. Counselling services
18. Communication practices
19. Co-curricular activities
20. Security and safety measures

3.1.6 Supervision of Practicum

This is an important aspect of the practicum exercise. In order that the institution, the student and the organizers of the programme benefit from the practicum, it is imperative that an evaluation exercise is carried out. In this context, the tutor from the National Open University will visit the

student on practicum at least twice. It is suggested that this visit should come within the space of three weeks from the commencement of the exercise when it is expected that the student would have stabilized himself/herself. The second supervision could take place during the 5th or 6th week of the practicum exercise. The supervisor is expected to inspect the log book and based on report of daily activities, advise the student in areas where there is need for improvement. The supervisor is also expected to oversee the activities carried out by the student on the day of the visit so as to practically assess the student on the spot. All such comments are meant to improve the activities throughout the period. The student should make it a duty to see the supervisor at least twice before the end of the practicum period. First in the early weeks of commencement and second in the latter weeks of the exercise. This is to assist in solving any problem that the student may confront. There is also an internal assessment to be conducted by the head of the institution, so that the student can have a fair assessment, altogether. There are two different forms designed specifically for the supervision; forms A and B, for the external and internal supervisors respectively.

3.1.7 Writing the Practicum Report (Format)

This report is to be written by the student. It is expected to be a build-up of all the events that took place during the six weeks of the practicum and to come up under the following sub-headings:

1. Introduction
2. Profile of the Organisation including instrument of establishment and its organisation of administration
3. Operational functions of the Organisation
4. Schedules on Attachment to reflect the major divisions under which the student worked
5. Observations
6. Conclusion
7. Recommendation.

The report should be submitted in triplicate not later than one week after the end of the practicum period. The complete report should be processed and neatly bound.

3.1.8 Winding up the Practicum

Just as a familiarization/orientation process was undertaken at the beginning of the practicum exercise, it is also imperative to wind up the practicum by going to the sections, or departments to inform the staff members about the completion of the practicum.

There should be an organised formal meeting with the head of the establishment, the heads of department and other personnel where need be. The student should be able to write an official report to formally end the practicum exercise.

3.1.9 End of Practicum Formalities

At the end of the practicum period of six weeks, the university will appreciate a letter of certification from the establishment where the student had the practicum.

Such a letter would be used as an official evidence of the student's participation and attendance at the institution.

Also, at the end of the Practicum and its evaluation, the Study Centre Director is to forward the underlisted to the Dean, School of Education, National Open University of Nigeria, Headquarters, Victoria Island, Lagos:

1. Log Book
2. Supervisors' Report (Internal and External)
3. Student's Report.

4.0 CONCLUSION

Management has become the central activity of any enterprise. It determines the rate and quality of progress of the enterprise as well as its effectiveness.

In more specific terms, and from the point of view of what is usually referred to as administrative process or management function, it implies directing, planning, programming, personnel and equipment management, output and time control, the conduct of meetings and communication in all feasible directions.

Educational administration is important both as a human activity and as an intellectual discipline. Therefore, practicum in educational management is to provide prospective practitioners with some basic tools in the field of administration.

Finally, it is necessary to state that educational management and educational administration are terms used interchangeably, because the processes of administration and management are identically defined by their functional elements.

5.0 SUMMARY

In this module, we have been able to discuss the various aspects of the theoretical background to the course on practicum in educational management. We examined its meaning and purposes, the guidelines, procedure, commencement, participation and contribution of the student, the place of supervision, and the writing of the practicum report.

6.0 TUTOR-MARKED ASSIGNMENT

1. Give a comprehensive definition of practicum in educational management.
2. Why is practicum a necessity in educational management?
3. Highlight the procedure involved in carrying out a successful practicum exercise.

7.0 REFERENCES/FURTHER READING

Adesina Segun (1981). Some Aspects of School Management. Lagos: Educational Industries Nigeria Ltd.

MODULE 2 UNDERSTANDING THE LOG BOOK AND PRACTICUM EVALUATION FORMAT

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Sample of a Log Book
 - 3.1.1 Letter of Introduction to the Establishment
 - 3.1.2 Evaluation form (A)
 - 3.1.3 Evaluation form (B)
 - 4.0 Conclusion
 - 5.0 Summary
 - 6.0 Tutor-Marked Assignment
 - 7.0 References/Further Reading

1.0 INTRODUCTION

This is the second module for the course on Practicum in Educational Management. In this module there is information on the many documents needed for the practicum exercise. Below is a list of some of the documents:

- 3.1 Sample of a Log Book
- 3.2 Letter of introduction to an establishment
- 3.3 Evaluation form (A) for the course tutors
- 3.4 Evaluation form (B) for the Head of establishment

2.0 OBJECTIVES

At the end of this module, you should be able to:

- read and understand the Log Book
- use the Log Book appropriately during the practicum period.

3.0 MAIN CONTENT

- 3.1 Sample of a Log Book
- 3.2 Letter of Introduction to the Establishment
- 3.3 Evaluation form (A)
- 3.4 Evaluation form (B)

4.0 CONCLUSION

This second module is used as an information module to acquaint the student with all the needed items for a successful engagement in the practicum exercise. It is advisable that students obtain the introduction letters to be presented to the establishment of their choice, and possibly get a response. It is also important that a student should possess a log book obtainable from the university. All these efforts are meant to assist the student and the institution to fulfill its obligations to the course.

5.0 SUMMARY

We have been able to provide you with all the relevant items necessary for the commencement of the practicum in Educational Management, as specified in module II.

6.0 TUTOR-MARKED ASSIGNMENT

1. Distinguish between practicum log book and evaluation form.
2. What are the nexus between weekly progress chart and evaluation form.

7.0 REFERENCES/FURTHER READING

Adesina, S. (1981). Some Aspects of School Management. Lagos: Educational Industries Nigeria Ltd.



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STUDENTS PRACTICUM IN EDUCATIONAL MANAGEMENT

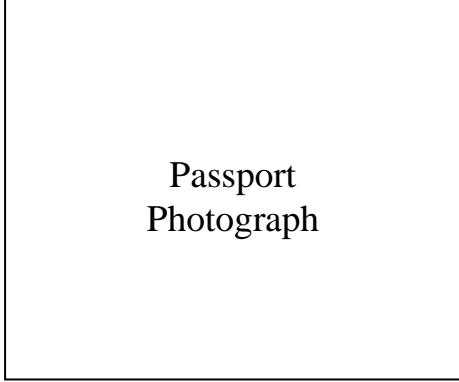
PRACTICUM LOG BOOK

PRACTICUM LOG BOOK

- a. This book is to assist the student to keep records of the practicum. It will show the institution and departments or units which the student has worked and the period of time spent and other details of the student.
- b. The daily administrative/managerial activities carried out during the practicum period are to be recorded and kept up-to-date.
- c. The student is expected to present the log-book to the organisation-based internal supervisor/administrator and the University (external) supervisor for assessment of contents and progress.
- d. Both the organisation-based internal supervisor/administrator and the University supervisor are expected to make comments in relevant sections of the log-book.
- e. The student is expected to submit the log-book to his/her Study Centre Coordinator, together with his/her final report, not later than a week after the end of the Practicum Exercise.

STUDENT'S DETAILS

1. NAME OF STUDENT
2. MATRICULATION NUMBER
3. PROGRAMME/COURSE OF STUDY.....
.....
4. ACADEMIC YEAR OF PRACTICUM
5. PLACE OF ATTACHMENT FOR PRACTICUM
6. NAME OF INTERNAL SUPERVISOR.....
.....
7. NAME OF EXTERNAL SUPERVISOR.....
.....



Passport
Photograph

(ID. NUMBER)

OR

MATRICULATION NUMBER

WEEKLY PROGRESS CHART: **WEEK NO**

1

DATE	ADMINISTRATIVE / MANAGERIAL ACTIVITIES OBSERVED	ADMINISTRATIVE / MANAGERIAL ACTIVITIES UNDERTAKEN
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SUMMARY		

General Comment by Student

.....

.....

Student's Signature

Comment by the organisation-based supervisor/administrator

.....

.....

Name:

Signature and Date:

**SCHOOL OF EDUCATION
NATIONAL OPEN UNIVERSITY OF NIGERIA, LAGOS**

**PRACTICUM EVALUATION FORM (B) FOR ORGANISATION-
BASED INTERNAL SUPERVISOR**

1. Name of Student:.....

2. Matriculation No.....

3. Programme/Course of Study

.....

4. Academic Year (of Practicum).....

5. Place of Attachment for Practicum

.....

ASSESSMENT

S/N	Evaluation Criteria	Scores				
		1	2	3	4	Remarks
1.	Attendance/Punctuality					
2.	Mastery of Administrative Skills					
3.	Cognitive Skills					
4.	Human Relations					
5.	Innovative Contributions					
	Total					

General Comment:

.....

.....

Name of Internal Supervisor

Signature and Date.....

**SCHOOL OF EDUCATION
NATIONAL OPEN UNIVERSITY OF NIGERIA LAGOS**

**PRACTICUM EVALUATION FORM (A) FOR COURSE
TUTORS/EXTERNAL SUPERVISOR**

1. Name of Student:.....

2. Matriculation No.

3. Programme/Course of Study

.....

4. Academic Year (of Practicum).....

5. Place of Attachment for Practicum

.....

ASSESSMENT

S/N	Evaluation Criteria	Scores			Remarks
		1	2	3	
1.	Attendance/Punctuality				
2.	Personality: Composure, Neatness / Dressing				
3.	Participation: Level of Commitment				
4.	Human Relations: Friendly, warm, considerate, polite and cooperative				
5.	Emotional Stability				
6.	Mental Alertness				
7.	Mastery of Administrative Skills				
8.	Effective Use of Log Book				
9.	Major Contribution				
10.	Any New Innovation				
	Total				

General Comment:

.....

.....

Name of External Supervisor

Signature and Date.....

School of Education
National Open University of
Nigeria
14/16 Ahmadu Bello Way
Victoria Island
Lagos

.....

Dear Sir/Madam

LETTER OF INTRODUCTION TO YOUR ESTABLISHMENT

The bearer of this letter Mr./Mrs. is a post-graduate student in the School of Education of the National Open University of Nigeria. As part of the requirements for the award of M.Ed Educational Administration and Planning, the student is expected to attend a practicum period of six weeks to expose him/her to the practice of educational management.

We shall be grateful if your institution will oblige to engage the student for this period of time.

Thank you in anticipation of your cooperation.

.....
Study Centre Director

Course Code

EDA712

Course Title

Practicum in Education Management

Course Developer:

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Nassarawa State University
Keffi

Review Team:

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CONTENTS	PAGE
Module 1 The Concept and Guidelines for the Practicum Exercise	1
Module 2 Understanding the Log Book and Practicum Evaluation Format.....	9

MODULE 1 THE CONCEPT AND GUIDELINES FOR THE PRACTICE OF PRACTICUM

CONTENTS

- 8.0 Introduction
- 9.0 Objectives
- 10.0 Main Content
 - 10.1 The Meaning and Purposes of Practicum
 - 10.1.1 Guidelines for the practice of Practicum
 - 10.1.2 Relationship with the Establishment
 - 10.1.3 Procedure for Commencement of the Practicum
 - 10.1.4 Commencement of the Practicum
 - 10.1.5 Participants' Contribution to the Practice of Management
 - 10.1.6 Supervision of Practicum
 - 10.1.7 Writing the Practicum Report
 - 10.1.8 Winding up the Practicum
 - 10.1.9 End of Practicum Formalities
 - 11.0 Conclusion
 - 12.0 Summary
 - 13.0 Tutor-Marked Assignment
 - 14.0 References/Further Reading

8.0 INTRODUCTION

Practicum in Educational Management is a practical course designed for students who wish to obtain the Masters degree in Educational Administration and Planning. It is designed to develop in the students the relevant skills that are required of them in the management of educational institutions in the executive capacity.

This course is one of the first semester courses for the 700 level programme of M.Ed Educational Administration and Planning, and it is a compulsory course. It is expected that students will be able to broaden their knowledge of educational management when they are exposed to the practice and realities of various institutions.

In this module, you will be given all the theoretical information about the practicum. Such information will include the following:

- The meaning and purposes of practicum
- Guidelines for the practicum exercise
- Procedures for the commencement of the practicum
- Commencement of practicum

- Participants' contribution to the practice of management
- Writing the practicum report
- Supervision
- Winding up the practicum
- End of practicum formalities

9.0 OBJECTIVES

At the end of this module, you should be able to:

- explain the meaning of practicum and the purposes for which it was introduced;
- read and list the guidelines on the practicum exercise;
- describe the procedure for the commencement of practicum;
- identify the various functions expected of them during the period of practicum;
- demonstrate an acquisition of basic management principles and practices;
- illustrate how the management principles were practicalized and subsequently reported;
- discuss management principles and practices intelligently with C.E.O, school principals, heads of departments and supervisors
- write a final report of their experiences during the practicum period.

10.0 MAIN CONTENT

10.1 The Meaning and Purposes of Practicum in Educational Management

Practicum is an activity that has to do with the practice of acquiring knowledge and skills in a particular field or discipline. In the case of Educational Management, the practicum is organised to assist the students to gain experience and also expose them to the actual practice of the numerous theories and concepts, skills and principles that might have been studied during the course work. It is, therefore, an experiential skill-building/perceptorship course in educational management.

Students shall be acquainted with all aspects of administration in educational institutions. It will be an enriching experience for the student in areas of leadership, decision – making, planning, organizing, staffing, coordination and possibly budgeting where the need arises. The practicum period will also assist the student to exhibit some personal characteristics and qualities expected of an

Administrator/Manager. Such qualities include maturity, tactfulness, intelligence, kindness, sympathy, honesty, being considerate, accommodating and impartial as the case may be. Students are, therefore, to observe, study and evaluate the educational administrators/managers in the establishments that they are undertaking the practicum in their activities and also to promote the quality of educational management in these establishments.

10.1.1 Guidelines for the Practicum Exercise in Educational Management

The practicum exercise will be carried out for a period of six weeks in the semester. During this time the student is expected to be in the organization 5 days of the week and for a minimum of 4 hours a day.

Type of Establishment or Organization: it is advisable that students should identify educational institutions such as:

Ministry of Education
Local Government Secretariat/Local Government Education Authority (LGEA)
State Universal Basic Education Board (SUBEB)
Zonal Schools Board/Education Districts
Secondary Schools
Primary Schools
Technical Schools
Universities
Colleges of Education
Polytechnics
Other Education Agencies such as WAEC, NECO, NERDC, NTI, NABTEB, NIEPA
and Private Schools with a population of not less than 1,000 students.

10.1.2 Relationship with the Establishment

By training, an administrator is expected to be receptive, polite, diligent, friendly, trustworthy, warm and tactful; this list of human relations practices is inexhaustible. Therefore, it is expected that all these will find expression with the relationship of the student and the establishment where the practicum will take place. Students are expected to establish good rapport with their host (organization) to make their stay or period of practicum a fruitful one. All laws and regulations governing the establishment are binding on such students.

3.1.3 Procedure for the Commencement of the Practicum

A formal letter of introduction will be made available to students from the National Open University of Nigeria. The student has a duty to identify an establishment among the recommended educational institutions. When a participant has secured a place in an establishment, he/she has to inform the Study Centre Manager of the name of the institution, the time/period he/she will be available and other relevant information.

The student should negotiate with the institution for a position that will enable him/her to practise effectively. These are temporary positions meant for the period of the practicum exercise.

Examples of such positions are:

Administrative Officer, Duty-Master, House Mistress/Master, Form Masters, Public Relations Officer, Vice-Principal, Guidance Counsellor, Acting Head of Department, School Inspector, Secretary at staff meetings, Examination Officer, Games Master/Mistress, and so on.

3.1.6 Commencement of the Practicum

The first week of the practicum is usually referred to as the week of orientation. The participant/student has to familiarize himself/herself with the establishment. It is expected that when the participant officially reports to the Chief Executive of the institution, he/she will be introduced to the top hierarchy of the establishment and to other important and relevant units or divisions. The trained administrator needs to go a step further by being friendly with the people in the establishment. By so doing, he gets to learn more of the environment and the different functions. This will assist the student to be able to identify an institutional need where he/she can be of use.

In the absence of any immediate need, the student should be thinking of any new innovation that could be introduced to help improve the establishment. Sometimes, the head of the establishment could assign a problematic task to the student. This should be seen as a challenge and an opportunity to gain experience and put into practice the many concepts, skills, principles and theories of management that have been studied. It is also expected that the student will establish good rapport with the institution and the staff to assist him obtain on the spot information clarification of problems and expectedly by being involved in solving such problems.

Where it is possible, the student could share the period of six weeks among as many units as he/she desires to assist in having a broader experience and exposure. During the period of orientation, the student has the opportunity to under-study the officers and get to know their style of administration.

Keeping a Log Book: This is a very important activity and it commences immediately the practicum takes off. The student is expected to keep this Log book in order to be able to record his/her daily activities in the institution, whether favourable or otherwise for the six weeks of practicum.

3.1.7 Participants' Contribution to the Practice of Management

Apart from introducing new innovation, participants should watch out for these areas as a guide in writing or compiling their reports and experiences.

21. Students/pupils' administration
22. Staffing
23. Curriculum management
24. Management of school facilities
25. Decision making process
26. Planning procedure
27. Human relations approach
28. Motivation practices
29. Leadership style and behaviour
30. Supervision method
31. Routine works/duties
32. Records' keeping
33. Staff evaluation
34. Student evaluation/examination
35. Institutional evaluation
36. Control and discipline method
37. Counselling services
38. Communication practices
39. Co-curricular activities
40. Security and safety measures

3.1.6 Supervision of Practicum

This is an important aspect of the practicum exercise. In order that the institution, the student and the organizers of the programme benefit from the practicum, it is imperative that an evaluation exercise is carried out. In this context, the tutor from the National Open University will visit the

student on practicum at least twice. It is suggested that this visit should come within the space of three weeks from the commencement of the exercise when it is expected that the student would have stabilized himself/herself. The second supervision could take place during the 5th or 6th week of the practicum exercise. The supervisor is expected to inspect the log book and based on report of daily activities, advise the student in areas where there is need for improvement. The supervisor is also expected to oversee the activities carried out by the student on the day of the visit so as to practically assess the student on the spot. All such comments are meant to improve the activities throughout the period. The student should make it a duty to see the supervisor at least twice before the end of the practicum period. First in the early weeks of commencement and second in the latter weeks of the exercise. This is to assist in solving any problem that the student may confront. There is also an internal assessment to be conducted by the head of the institution, so that the student can have a fair assessment, altogether. There are two different forms designed specifically for the supervision; forms A and B, for the external and internal supervisors respectively.

3.1.7 Writing the Practicum Report (Format)

This report is to be written by the student. It is expected to be a build-up of all the events that took place during the six weeks of the practicum and to come up under the following sub-headings:

1. Introduction
2. Profile of the Organisation including instrument of establishment and its organisation of administration
3. Operational functions of the Organisation
4. Schedules on Attachment to reflect the major divisions under which the student worked
5. Observations
6. Conclusion
7. Recommendation.

The report should be submitted in triplicate not later than one week after the end of the practicum period. The complete report should be processed and neatly bound.

3.1.8 Winding up the Practicum

Just as a familiarization/orientation process was undertaken at the beginning of the practicum exercise, it is also imperative to wind up the practicum by going to the sections, or departments to inform the staff members about the completion of the practicum.

There should be an organised formal meeting with the head of the establishment, the heads of department and other personnel where need be. The student should be able to write an official report to formally end the practicum exercise.

3.1.10 End of Practicum Formalities

At the end of the practicum period of six weeks, the university will appreciate a letter of certification from the establishment where the student had the practicum.

Such a letter would be used as an official evidence of the student's participation and attendance at the institution.

Also, at the end of the Practicum and its evaluation, the Study Centre Director is to forward the underlisted to the Dean, School of Education, National Open University of Nigeria, Headquarters, Victoria Island, Lagos:

1. Log Book
2. Supervisors' Report (Internal and External)
3. Student's Report.

11.0 CONCLUSION

Management has become the central activity of any enterprise. It determines the rate and quality of progress of the enterprise as well as its effectiveness.

In more specific terms, and from the point of view of what is usually referred to as administrative process or management function, it implies directing, planning, programming, personnel and equipment management, output and time control, the conduct of meetings and communication in all feasible directions.

Educational administration is important both as a human activity and as an intellectual discipline. Therefore, practicum in educational management is to provide prospective practitioners with some basic tools in the field of administration.

Finally, it is necessary to state that educational management and educational administration are terms used interchangeably, because the processes of administration and management are identically defined by their functional elements.

12.0 SUMMARY

In this module, we have been able to discuss the various aspects of the theoretical background to the course on practicum in educational management. We examined its meaning and purposes, the guidelines, procedure, commencement, participation and contribution of the student, the place of supervision, and the writing of the practicum report.

13.0 TUTOR-MARKED ASSIGNMENT

4. Give a comprehensive definition of practicum in educational management.
5. Why is practicum a necessity in educational management?
6. Highlight the procedure involved in carrying out a successful practicum exercise.

14.0 REFERENCES/FURTHER READING

Adesina Segun (1981). Some Aspects of School Management. Lagos: Educational Industries Nigeria Ltd.

MODULE 2 UNDERSTANDING THE LOG BOOK AND PRACTICUM EVALUATION FORMAT

CONTENTS

- 8.0 Introduction
- 9.0 Objectives
- 10.0 Main Content
 - 10.1 Sample of a Log Book
 - 10.1.1 Letter of Introduction to the Establishment
 - 10.1.2 Evaluation form (A)
 - 10.1.3 Evaluation form (B)
 - 11.0 Conclusion
 - 12.0 Summary
 - 13.0 Tutor-Marked Assignment
 - 14.0 References/Further Reading

2.0 INTRODUCTION

This is the second module for the course on Practicum in Educational Management. In this module there is information on the many documents needed for the practicum exercise. Below is a list of some of the documents:

- 3.5 Sample of a Log Book
- 3.6 Letter of introduction to an establishment
- 3.7 Evaluation form (A) for the course tutors
- 3.8 Evaluation form (B) for the Head of establishment

2.0 OBJECTIVES

At the end of this module, you should be able to:

- read and understand the Log Book
- use the Log Book appropriately during the practicum period.

8.0 MAIN CONTENT

- 8.1 Sample of a Log Book
- 3.2 Letter of Introduction to the Establishment
- 3.3 Evaluation form (A)
- 3.4 Evaluation form (B)

9.0 CONCLUSION

This second module is used as an information module to acquaint the student with all the needed items for a successful engagement in the practicum exercise. It is advisable that students obtain the introduction letters to be presented to the establishment of their choice, and possibly get a response. It is also important that a student should possess a log book obtainable from the university. All these efforts are meant to assist the student and the institution to fulfill its obligations to the course.

10.0 SUMMARY

We have been able to provide you with all the relevant items necessary for the commencement of the practicum in Educational Management, as specified in module II.

11.0 TUTOR-MARKED ASSIGNMENT

3. Distinguish between practicum log book and evaluation form.
4. What are the nexus between weekly progress chart and evaluation form.

12.0 REFERENCES/FURTHER READING

Adesina, S. (1981). Some Aspects of School Management. Lagos: Educational Industries Nigeria Ltd.



National Open University of Nigeria,
Lagos

STUDENTS PRACTICUM IN EDUCATIONAL MANAGEMENT

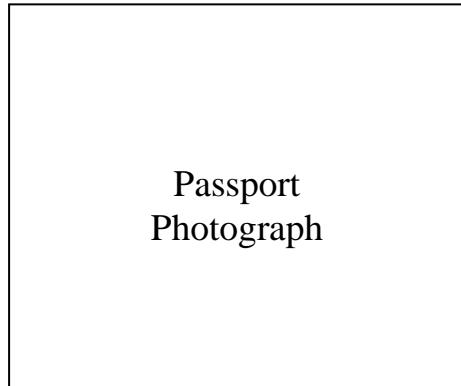
PRACTICUM LOG BOOK

PRACTICUM LOG BOOK

- f. This book is to assist the student to keep records of the practicum. It will show the institution and departments or units which the student has worked and the period of time spent and other details of the student.
- g. The daily administrative/managerial activities carried out during the practicum period are to be recorded and kept up-to-date.
- h. The student is expected to present the log-book to the organisation-based internal supervisor/administrator and the University (external) supervisor for assessment of contents and progress.
- i. Both the organisation-based internal supervisor/administrator and the University supervisor are expected to make comments in relevant sections of the log-book.
- j. The student is expected to submit the log-book to his/her Study Centre Coordinator, together with his/her final report, not later than a week after the end of the Practicum Exercise.

STUDENT'S DETAILS

1. NAME OF STUDENT
2. MATRICULATION NUMBER
3. PROGRAMME/COURSE OF STUDY.....
.....
4. ACADEMIC YEAR OF PRACTICUM
5. PLACE OF ATTACHMENT FOR PRACTICUM
6. NAME OF INTERNAL SUPERVISOR.....
.....
7. NAME OF EXTERNAL SUPERVISOR.....
.....



Passport
Photograph

(ID. NUMBER)

OR

MATRICULATION NUMBER

WEEKLY PROGRESS CHART: **WEEK NO**

1

DATE	ADMINISTRATIVE / MANAGERIAL ACTIVITIES OBSERVED	ADMINISTRATIVE / MANAGERIAL ACTIVITIES UNDERTAKEN
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SUMMARY		

General Comment by Student

.....

.....

Student's Signature

Comment by the organisation-based supervisor/administrator

.....

.....

Name:

Signature and Date:

**SCHOOL OF EDUCATION
NATIONAL OPEN UNIVERSITY OF NIGERIA, LAGOS**

**PRACTICUM EVALUATION FORM (B) FOR ORGANISATION-
BASED INTERNAL SUPERVISOR**

1. Name of Student:.....

2. Matriculation No.....

3. Programme/Course of Study

.....

4. Academic Year (of Practicum).....

5. Place of Attachment for Practicum

.....

ASSESSMENT

S/N	Evaluation Criteria	Scores				
		1	2	3	4	Remarks
1.	Attendance/Punctuality					
2.	Mastery of Administrative Skills					
3.	Cognitive Skills					
4.	Human Relations					
5.	Innovative Contributions					
	Total					

General Comment:

.....

.....

Name of Internal Supervisor

Signature and Date.....

**SCHOOL OF EDUCATION
NATIONAL OPEN UNIVERSITY OF NIGERIA LAGOS**

**PRACTICUM EVALUATION FORM (A) FOR COURSE
TUTORS/EXTERNAL SUPERVISOR**

1. Name of Student:.....

2. Matriculation No.

3. Programme/Course of Study

.....

4. Academic Year (of Practicum).....

5. Place of Attachment for Practicum

.....

ASSESSMENT

S/N	Evaluation Criteria	Scores			Remarks
		1	2	3	
1.	Attendance/Punctuality				
2.	Personality: Composure, Neatness / Dressing				
3.	Participation: Level of Commitment				
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5.	Emotional Stability				
6.	Mental Alertness				
7.	Mastery of Administrative Skills				
8.	Effective Use of Log Book				
9.	Major Contribution				
10.	Any New Innovation				
	Total				

General Comment:

.....

.....

Name of External Supervisor

Signature and Date.....

School of Education
National Open University of
Nigeria
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Lagos

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Dear Sir/Madam

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Study Centre Director