GHENT UNIVERSITY

Course Specifications

Valid as from the academic year 2024-2025

Internship A: Dutch as a Foreign Language (H002258)

Course size *(nominal values; actual values may depend on programme)*

Credits 3.0 **Study time 81 h**

Course offerings and teaching methods in academic year 2027-2028

A (Year)	Dutch	Gent	work placement
			seminar
			lecture

Lecturers in academic year 2027-2028

Lybaert, Chloé	LW22	lecturer-in-charge
De Schepper, Sylvianne	LW22	staff member
Montero Perez, Maribel	LW06	co-lecturer
Seynhaeve, Shauny		co-lecturer
Strybol, Jan	LW22	staff member

Offered in the following programmes in 2027-2028 **crdts** **offering**

Teaching languages

Dutch

Keywords

educational settings, pre-service training

Position of the course

This course unit contributes to the realization of the basic competences for teachers and the educational competences of the educational master's programme at UGent, as included in the programme description and concretised in the competence matrix, to be consulted on www.ugent.be/educatievemaster
The internship is in line with the subject matter and the related teaching competence. The learning content of the internship is in line with the professional development of the students in the master program. There is a gradual build up from observing to independently realizing and supervising educational activities, from (relatively) simple to more complex educational situations. Reflection on one's own actions is central to the internship concept.
Over the entire internship, each student must complete at least 40 hours of work placement aimed at independently designing and supervising learning processes for a group of learners:
A minimum of 30h is done in a formal educational setting with a maximum of 8h of parallel classes.

- At least 10 hours of internship is taken in the relevant subject area for each subject didactic course taken.
- At least 12 hours of the total internship is completed in the 2nd and/or 3rd grade of secondary education. Only in certain justified cases where no or limited competencies are linked to the subject didactics in secondary education, will deviations from this principle be allowed..
- Students who acquire the required competence in more than one form of education are expected to teach in 2 forms of education of the secondary level whereby a proportional distribution over the 2 is aimed for.

Depending on the specifics of the degree program, there is the possibility of an internship not only in secondary education, but also in an educational or professional Bachelor's programme, DKO (Deeltijds Kunstonderwijs), adult

education, basic education, HBO5 and Se-n-Se.

- A maximum of 10 hours of the total internship, depending on the major, can be done in a broader educational setting (company training courses, youth work, museums, socio-cultural training work, educational internship abroad, etc) linked to the student's own professional expertise.

When determining the specific internships, attention is paid to the diversity of the internship setting in order to acquire the necessary competences to adequately respond to the challenges.

Each Teaching Methodology can, in addition to the above minimum expectations, impose additional requirements on the interpretation/distribution of the internship hours. The content of the internship may also differ depending on the number of internship subjects that a student takes up in relation to a Teaching Methodology.

Contents

This part of the internship is linked to the subject didactics and the teaching competence linked to it and comprises 1/4 of the obligatory 12 credits in the programme line internship.

Specifically, internship A consists of 4h of observation, 10h of independently designing and supervising of learning processes for a group of learners and participation in 2 so-called meso activities.

Students who take up an interim assignment during the academic year can get an internship reduction if the following conditions are met:

- it concerns a teaching assignment in the 2nd - 3rd grade of secondary education;
- reduction is only granted on the basis of teaching hours in a subject for which the candidate has acquired the required skills within the framework of the teaching methods followed and the internship linked to it;
- a (preferably professional) colleague within the school acts as mentor who attends and evaluates at least 2 lessons (at the start and at the end of the assignment).
- Internship reduction is granted in proportion to the size, duration and content of the teaching assignment according to a fixed schedule in the internship manual.

Within this internship part, attention is also paid to voice hygiene, and first aid and language policy (mandatory seminars).

Students who take up this internship within the framework of an Educational Master's programme in languages following a bachelor's programme, plan the internship in three phases:

1. In the period between the beginning of the academic year and the Christmas break, you plan 2 observation lessons and 2 active lessons.
2. In the period provided for this purpose (after the shortened examination period and before the beginning of the second semester), you complete your shadow internship; this internship includes 4 class hours of observation in your own subject, 6 class hours of observation in other subjects, 6 participation lessons, and 5 active lessons. Ideally, you also complete the two meso-activities and the reflection assignments during this period.
3. During the period between the Easter break and the end of the academic year, you plan the remaining 3 active lessons.

In case of unforeseen circumstances, an alternative scenario is agreed upon with the didactic team.

Students who take this internship in the framework of a shortened Educational Master programme in languages, plan the internship in consultation with the didactic team.

Please note: students can only start this internship after they have completed their orientation internship for this language (either in the third bachelor or earlier in the academic year).

Initial competences

You can download the list of prerequisites on oasis.ugent.be?cursuscode=H002258&taal=en.

This course unit can only be taken up in the curriculum if a credit has been obtained beforehand for the corresponding subject didactics or if this subject didactics is taken simultaneously.

Final competences

1 Independently designing a teaching-learning environment
2 Realizing real educational contexts in accordance with the vision, knowledge and skills developed in the other course units of the educational master's programme
3 Adapting learning objectives, teaching methods and assessment methods to the initial situation of the target audience
4 Being able to reflect critically on one's own actions and learning process during and after the internship, either individually or in a group
5 Being able to report in a structured way on the work done and the underlying decision process
6 Communicating adequately and clearly with pupils/students, colleagues and parents and being able to adopt a professional and deontological attitude
7 Correct and adequate use of the Dutch language
8 The student is aware of possible voice problems so that these can be prevented or identified in time. The student has insight into the possibilities to improve the use of the voice
9 The student can deal appropriately with students with health problems
10 The student can carry out urgent care tasks, first aid and call for help if necessary
11 The student is aware that health and safety are important values
12 Being able to deal with feedback in a constructive way
13 Demonstrating appropriate attitudes
14 Knowing the range of tasks of a teacher within an educational context

Conditions for credit contract

This course unit cannot be taken via a credit contract

Conditions for exam contract

This course unit cannot be taken via an exam contract

Teaching methods

Seminar, Lecture, Work placement

Extra information on the teaching methods

There are intervision moments during which students exchange internship experiences. Presence is mandatory.
Within the framework of the cross-curricular seminars, students are obliged to participate in the learning path 'voice and speech', the practical session 'voice and speech', the lecture EHBO (alternatively offered via e-learning), the practical session EHBO.
Language policy: In Ufora, students complete an online learning path consisting of knowledge clips and exercises on language policy, multilingualism, and language-development teaching. For the student teachers in an LIO job (= inservice internship) the objectives and competences are realised via an alternative portfolio path. The assignments are elaborated in a manual. A number of contact moments, a number of obligatory lessons and/or seminars and moments of guidance are provided. In addition, LIO students and students with an internship reduction at LIO level are obliged to participate in 3 cross-curricular intervisions.
A candidate with a LIO job of less than 200 hours (this corresponds to a teaching assignment of less than 5 hours per week) is not admitted to the portfolio route, but may be eligible for a limited internship reduction on an individual basis.

This course assumes the responsible use of generative artificial intelligence (GAI). In 'Vakdidactiek A: Nederlands niet-thuistaal', what this means will be explained.

Study material

Type: Other

Name: Internship documents available on Ufora / STAR
Indicative price: Free or paid by faculty
Optional: no
Additional information: Printing costs possible

References

Course content-related study coaching

Supervision of the internship at school is done by the mentor and subject teacher (= the subject mentor) where the student teaches. The guidance relates to the preparation and the realisation of the lesson. This is the work supervision. The mentor and the subject mentor evaluate the internship according to predetermined criteria laid down in a lesson evaluation document. The mentor's guidance and evaluation of the student is laid down in an agreement in which the rights and obligations of the student towards the internship school are formulated. The mentor's guidance also concerns the familiarisation with the school and the realisation of the meso- activities. The internship supervisor (associated with the training, in this case the practice assistant and/or educational supervisor) is responsible for the contacts with the schools, the individual supervision, feedback and guidance (if possible during a visit to the internship school), the coordination, follow-up and guidance of the internship trajectory.

Assessment moments

continuous assessment

Examination methods in case of periodic assessment during the first examination period

Examination methods in case of periodic assessment during the second examination period

Examination methods in case of permanent assessment

Professional practice, Participation, Assignment

Possibilities of retake in case of permanent assessment

examination during the second examination period is possible in modified form

Extra information on the examination methods

The students create a portfolio containing observations, lesson preparations, learning materials, tests, etc.; evaluations by the mentor, the subject mentor and the internship supervisor; their own reflection reports; the interim learning objectives formulated by the student; a synthesis report with an assessment of their own learning progress. A concluding discussion on this takes place within the programme with the responsible teacher and/or internship supervisor.
Prior to the practical first aid exercises, a computer test is taken via UFORA/CURIOS to test the knowledge of the student. The test is mandatory for participation in the practical session. After completing the learning path 'voice and speech' and the self-evaluation, the students can download a certificate of participation. The students bring this along as an admission ticket to the practical session 'voice and speech'.
Language policy: after completing the learning path and all the exercises, students can obtain their certificate via Ufora.
For the student teachers in an LIO job, continuous evaluation is provided through the alternative assignment they work out in the portfolio trajectory.

Calculation of the examination mark

The student is assessed on the totality of the evaluations at the various internships, including the basic competences for teachers and the components language and attitudes. This gives a total score of 100 points.
-75% of the marks relate to the actual teaching in the process the student goes through as a teacher. The final score for the lesson realization component explicitly remains a score that reflects the achieved end point and result of a process.
-25% of the points relates to the quality of the internship portfolio and the participation in the intervision sessions.

Within both components, each subject pedagogy can put forward sub-competencies specific to its own field that are essential to succeed. The responsible lecturer remains ultimately responsible for determining the final mark, whereby the final score is not an arithmetic mean of the partial scores if the sum of the components does not sufficiently reflect the achieved end point in the internship process.Absence from a compulsory cross-curricular seminar is sanctioned by a reduction of the total score by 5 points. The responsible lecturer receives a certificate of the attended lectures and practical exercises and calculates this in the total score.

Internship lessons for which the time and location are not communicated to the subject didactics in time do not apply. LIO students also register for the first lesson.

The student who withdraws from (part of) the periodical and/or non-periodical evaluations will receive a final grade that cannot be deliberated

Students must be registered for the role for the educational master's program by 15 October at the latest. Since attendance in the exercises is mandatory, the student must be present from the first lesson of the corresponding course didactics.

Facilities for Working Students

Working students contact the teaching team to discuss the specific situation.