

**Institute of Education and Research
University of the Punjab
Lahore**

Program	BS Education	
Course Title: School Observation & Microteaching		Course Type: Practice Teaching
Course Code: PT-401	Credit Hours: 3	Duration: 16 Weeks
Introduction	<p>This course is intended to develop understanding of the students regarding school system by covering all areas. This journey will start from studying best practices in Pakistani context and best one at international level. In order to have in-depth understanding, students will avail the opportunity to collect data in these areas by observation, interviews and document analysis. A detailed report will be produced as a product of this course.</p>	
Learning Objectives	<p>After completing this course students will be able to:</p> <ol style="list-style-type: none"> 1. Understand the school dynamics 2. practice the bench marking technique while exploring best local and international practices 3. explore different processes of school system 4. collect and analyse data regarding school processes in order to develop comprehension 5. Develop a detailed report covering all school areas including strengths and limitations 	
Course Content	<p>School as an Organization</p> <p>Review of best practices</p> <ul style="list-style-type: none"> • National Level Best Practices (Two Institutions) • International Level Best Practices (Two Institutions) <p>Process and System Approach</p> <p>Key Areas of School Observation (Key Processes)</p> <ul style="list-style-type: none"> • School Leadership and Management Practices • School Assembly • Time Tabling • Curriculum Development / Syllabus Breakup • School Record • School Routines • Co-curricular Activities • Community Links / Mobilization • Communication • Assessment and Evaluation System 	

	<ul style="list-style-type: none"> • School Budgeting • Complaint Handling • School Library / Laboratories • Monitoring System • Professional Development • Quality Management System • School Improvement Plan <p>Detailed Observation Report covering all above areas with evidences with opinion regarding strengths and limitations of the school in each area</p>						
Text Book(s)	Kochhar, S. K. (2011). School Administration and Management. Sterling Publishers Private Limited.						
Suggested Reading	Dimmock, C. (2013). School-Based Management and School Effectiveness. Routledge. Poster, C., Blandford, S., Welton, J. (2005). Restructuring: The Key to Effective School Management. Routledge.						
Teaching/Learning Strategies	Lecture Discussion Cooperative Learning Class activities Applied Projects						
Evaluation Criteria	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Assignment/Project/Presentation</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Mid Term</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Final Term</td> <td style="text-align: right;">40%</td> </tr> </table>	Assignment/Project/Presentation	25%	Mid Term	35%	Final Term	40%
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