**REPUBLIC OF UZBEKISTAN**

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATIONS**

**UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY**

«APPROVED»

Vice Rector for Academic Affairs

\_\_\_\_\_\_\_\_\_\_\_\_ M. Chutpulatov

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2023

**INTERNSHIP PROGRAM**

**(72 hours)**

**(3rd year)**

**Field of knowledge: 100 000- Humanities**

Field of education: 110 000 - Pedagogy

Specialization: 60111800 - Foreign Language and Literature (by languages)

(For full-time and part-time students)

**Tashkent – 2023**

The internship program was developed in accordance with the curriculum agreed upon by the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan by order No. 744 dated August 25, 2018.

The subject program was approved by the Council of the Uzbekistan State World Languages University on August 28, 2023, by protocol No. 1.

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**(signature)**

**1. General Provisions**

The 60111800 – Foreign Language and Literature specialization internship encompasses state and non-state institutions of general secondary, secondary specialized vocational education, museums, historical sites, and pilgrimage complex assemblies.

The students' internship is a continuation conducted under direct production conditions necessary to consolidate the theoretical part of the subjects in undergraduate programs.

The internship is organized in the form provided in the state education standards (SES) for undergraduate programs. The internship aims to strengthen students' acquisition of professional skills.

**2. Objectives and Tasks of the Internship**

The objectives of the internship are as follows:

* To teach students to effectively apply the knowledge they have acquired in foreign languages (4 competencies of language learning) in daily and professional activities;
* To develop, consolidate, and form skills from the general professional and specialized subjects they have learned;
* To familiarize with the regulatory documents related to the educational process in educational institutions:
  + - SES
    - Curriculum
    - Lesson plan
    - Calendar-thematic plan
    - Used literature
    - Assessment system
* To familiarize with the methods of conducting practical lessons, to acquire and refine skills in foreign language teaching methods;
* To acquire initial practical skills necessary for future professional activities.

**Tasks of the Internship**

* To form pedagogical abilities in students (organizational, communicative, exploratory, constructive design, developmental);
* To develop professional characteristics inherent to the personality of a teacher;
* To teach the necessity of continuous self-improvement in pedagogical activities and to increase interest in their future profession;
* To consolidate the knowledge acquired from general professional and specialized subjects and to teach them to use it in solving pedagogical problems;
* To form and develop professional competencies;
* To closely acquaint with the current state of educational and upbringing activities of educational institutions;

**Organization and Management of the Internship**

The general organization and control of the internship are carried out by the Department of Foreign Language and Literature.

The department manages the practical bases and controls the organization and practice to ensure its compliance with conditions and content. Student practice is organized in various state institutions related to the translation process. An experienced teacher from the department is appointed as the practice leader. The practice objects oversee the organization, conduct, and adherence to the duration and content of the practice.

**Direct leaders appointed by the department:**

- maintain constant contact with the institutions where students undergo practice;

- supervise the tasks outlined in the department's assignments for students;

- ensure that students' working and living conditions at the practice objects are adequately provided;

- monitor students' adherence to internal labor rules and regulations;

- review students' practice reports and recommendations given by the practice objects to students who have completed the practice;

- present a written report to the department head on the students' practice, highlighting deficiencies in their practical training and suggesting improvements;

- appoint teachers with experience in teaching foreign language and literature subjects.

**Before starting the practice, the department-designated practice leader:**

- introduces students to the practice objects;

- provides instructions for undergoing the practice;

- conducts consultations to ensure timely completion of practical tasks before and during practical sessions.

***During the practice, the student adheres to the following:***

- fully complete the assignments outlined in the practice program;

- comply with the internal labor rules of the practice object;

- take responsibility, along with the institution and organization staff, for the work performed and its results;

- maintain a daily log;

- submit a written report to the practice leader on the completion of all assignments.

**4. Duration and Objects of Practice**

According to the academic schedule, the qualification practice for third-year students in the 60111800 - Foreign Language and Literature educational direction lasts 4 weeks (72 hours) and is organized within the timeframes specified in the academic schedule. The university's information-resource center, specialty departments, relevant general education schools, the academic lyceum under UzSWLU, and state and non-state schools specializing in languages are considered practice objects. The practice is carried out in the following order:

- Introduction to important educational programs and materials for practice in the university's specialty departments (first week of practice)

- Providing instructions for lesson observations conducted in relevant general education school institutions;

- Collecting documents for the portfolio, discussing knowledge, skills, and impressions:

- Preparing a portfolio based on lesson observations in relevant general education schools, language-specialized schools, and professional education institutions (during weeks 2 and 4)

**5. Distribution of Work During Practice**

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| **Week** | **Content of the work to be performed** | **Hours** | **Day** | **Signature** |
| **Week 1** | 1. Participating in the pre-practice conference, getting acquainted with the goals and tasks of the practice, the work plan, and the documents to be submitted.  2. Getting acquainted with the educational institution and studying its infrastructure: learning about the director, teachers, and students' team, work schedule, and working with regulatory documents.  3. Learning to use the information resource center of the educational institution.  4. Observing practical lessons organized at the educational institution.  5. Observing educational hours under the leadership of the class (group) leader at the educational institution.  6. Assigning students to foreign language teachers and monitoring their lesson observations.  7. Studying the maintenance of electronic journals for classes (groups) and the evaluation system at the educational institution.  8. Getting acquainted with the educational work plan of the class (group) leader and obtaining a copy of it.  9. Getting acquainted with the subject clubs organized at the educational institution.  10. Discussion of the lessons observed by students with the university-assigned practice.  11. Familiarizing with the relevant DTS, qualification requirements, educational programs, and CEFR-based B1 requirements (for 10-11 grades and vocational education institution students) of the educational institution assigned for practice.  12. Familiarizing with the 9th-grade foreign language textbook, its structure, compliance with the educational plan, and content (Units and topics).  13. Familiarizing with the 10th-grade (1st year) foreign language textbook, its structure, compliance with the educational plan, and content (Units and topics).  14. Familiarizing with the 11th-grade (2nd year) foreign language textbook, its structure, compliance with the educational plan, and content (Units and topics).  15. Observing and analyzing the lessons conducted in the 9th grade together with the practice supervisor.  16. Observing and analyzing the lessons conducted in the 10th grade (1st year) together with the practice supervisor.  17.11-grade (2nd-year) observe and analyze the ongoing lessons together with the practice supervisor.  18. Organize and analyze students' practice lessons based on the 9th-grade textbook in seminar groups (Peer observation), evaluating trainee students as teachers.  19. Organize and analyze students' practice lessons based on the 10th-grade (1st-year) textbook in seminar groups (Peer observation), evaluating trainee students as teachers.  20. Organize and analyze students' practice lessons based on the 11th-grade (2nd-year) textbook in seminar groups (Peer observation), evaluating trainee students as teachers.  21. Discussion of students' mutual lesson analyses | 18 |  |  |
| **Week 2** | 1. Start active practice: observe and analyze lessons in foreign languages and other subjects.  2. Conduct practical lessons based on prepared lesson plans  3. Organize and prepare events based on the class (group) leader's spiritual-educational work plan  4. Observe and analyze practical lessons based on prepared lesson plans | 18 |  |  |
| **Week 3** | 1. Observe and analyze lessons in foreign languages and other subjects.  2. Conduct, visit, observe, and analyze mutual open lessons  3. Prepare handout materials for open lessons and conduct practical lessons  4. Organize documents based on assignments given for pedagogical practice | 18 |  |  |
| **Week 4** | 1. Conduct, visit, observe, and analyze mutual open lessons  2. Prepare handout materials for open lessons and conduct practical lessons  3. Actively participate in preparing group reports for the pedagogical practice report conference  4. Work with documents to be submitted at the end of the practice.  5. Reflective writing. | 18 |  |  |
|  | **Total** | **72** |  |  |

**6. Criteria for Evaluating and Controlling Students' Knowledge During Practice**

The evaluation of students' knowledge is carried out according to the "Regulations on the System of Monitoring and Evaluating Students' Knowledge in Higher Education Institutions" approved by the order of the Minister of Higher and Secondary Special Education of the Republic of Uzbekistan dated August 9, 2018, No. 19-2018, using a 5-point system.

Students are evaluated at the end of each week of practice (weeks 1-4). Students prepare a portfolio and a compilation of materials on the work performed during the practice. The practice leader organizes and evaluates its presentation. The final control is based on the grades received during weeks 1-4 and the portfolio grade.

**Concluding the Practice Results**

At the end of the practice, the student prepares a written report and submits it to the practice leader appointed by the department, along with the daily log signed by the leader appointed from the practice object.

The current evaluation of practice is carried out in the form of 5 (Excellent), 4 (Good), 3 (Satisfactory), and 2 (Unsatisfactory). A student who receives a grade of 2 for the qualification practice must retake the practice.

The final grade for the practice is taken into account when awarding the student a diploma with distinction.

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| **Score** | **Grade** | **Student's level of knowledge** |
| 5 | Excellent | If the student fully completes the assignments, prepares the report at the required level, and presents it |
| 4 | Good | If the student completes the assignments, prepares the report at the required level, and presents it |
| 3 | Satisfactory | If the student completes the assignments as much as possible, prepares the report, and presents it |
| 2 | Unsatisfactory | If the student does not complete the assignments, does not prepare the report at the required level, and does not present it |

**7. Requirements for the practice report**

1. Creating a schedule of practice tasks.

2. Submitting the students' report on the practice.

3. Obtaining the conclusion of the supervisor appointed by the department regarding the student's practice.

4. Appendix (Translating materials collected about practice objects, keeping a diary (date, location of the translation process) for the completed translation (original and translation), obtaining the supervisor's confirmation (signature).

**List of educational-methodical literature:**

1. Law of the Republic of Uzbekistan "On Education". Tashkent, Uzbekistan, 2020.
2. Resolution of the Cabinet of Ministers of the Republic of Uzbekistan "On approval of the state educational standard for foreign languages in the system of continuous education". Tashkent, Uzbekistan, 2013.
3. Development for Uzbekistan English Teachers (DUET) 1/2 British Council, Uzbekistan, 2009
4. Chiesa David L., Azizov U., Khan S., Nazmutdinova K., Tangirova K. Reconceptualizing Language Teaching: An In-Service Teacher Education Course in Uzbekistan. Baktria press. T:-2019
5. Alimova K, Mukhammedova N, Brewerton B. Becoming a teacher. Trainer’s book. T: -2016