



The Manual of the Internship in Pedagogical Counselling

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1. Introduction

The internship in “Pedagogical Counselling” takes place in an educational setting. Its goal is to develop and consolidate the skills acquired from the strategic and operational management scope to better support teaching teams and help them develop their professional practices. This internship thus ensures a link between the university and the workplace.

This internship allows the intern to practice what has been learnt as alternative pedagogy. Thus, a balance takes place to strengthen the bond between theory and practice where academic courses and field training complement each other as an integral part of the study program. This approach fosters a profound interaction between theoretical and practical knowledge i.e. between action and reflection. It thus promotes the transformation of formally acquired knowledge into context embedded professional skills.

The internship course in Pedagogical Counselling takes place in one semester and corresponds to 6 ECTS credits, totaling almost 150 hours of work (Appendix 1). It has two stages:

- **Internship Seminar** (3 credits): interns share their observations, experiences, and educational practices in this workshop.
- **Innovation in Pedagogical Supervision** (3 credits): interns design innovative plans based on issues that have been observed¹ in the field in order to improve or remedy a certain focus area.

The intern has to consecrate time for the internship seminar, has to identify a contextual problem, and has to develop the integrative project.

Throughout the internship, the Faculty supports its students via the seminar and accompanies them as individuals too.

2. Internship Seminar

The internship seminar is meant to initiate reflection, to share practices, to share experiences, and to resolve the difficulties of the profession faced by trainees. Attendance at the internship seminar is compulsory.

The seminar further supports students in diagnosing and planning remediation actions in order to encourage interns to develop strategic thinking and mobilize their skills to better support teaching teams and develop their professional practices in planning, organizing, coordinating lessons and programs, and piloting interdisciplinary projects.

¹ In order to design an innovative educational plan, the intern relies on the teaching and educational practices that have been observed and recorded during the teaching internship.

3. Assessment

The internship is assessed via an integrative project which combines the learning outcomes of three courses: “Strategies of Pedagogical Supervision” (3 credits), “Seminar in Pedagogical Supervision” (3 credits), and “Innovation in Pedagogical Supervision” (3 credits) in addition to the learning outcomes of other courses included in the program of study.

The integrative project is divided into a written part and an oral one.

- **Phase one: the written document**

- Each participant identifies a focus area that has been detected to be problematic or in need of improvement during the observation phase that took place in the field.
- The intern analyzes the focus area in relation to the theories that were discussed in the course "Strategies of Pedagogical Supervision".
- The intern designs an innovative plan to improve the situation or remedy it. The written plan is around 5 to 6 pages (without the appendices). Throughout the plan, the intern:
 - relies on remediation strategies;
 - takes into account the specificities of educational actors and the institution;
 - anticipates the challenges to be faced in setting up the system;
 - draws up an assessment of the competencies that were deployed and those to be developed for the success of the system.
- The project will be graded according to the criteria found in Appendix 2.

- **Phase two: oral presentation in front of a jury**

- Each participant selects, from the documented file, a theme of their choice and presents it orally before a jury.
- Each participant has 5 minutes to present their oral presentation and another 5 minutes to answer the jury's questions.
- The assessment criteria are explained in Appendix 3.

Appendix 1
Student Workload
150 hours (6 credits)

Tasks	Number of hours
Internship Seminar	21 hrs.
Individual work	37 hrs.
Identification of focus area	26 hrs.
Support	10 hrs.
Developing and writing the plan	36 hrs.
Preparing the oral presentation	16 hrs.
Presenting in front of a jury	4 hrs.
TOTAL	150 hours

Appendix 2
The Internship Report in Pedagogical Counselling
Assessment Criteria

% of grade	Criteria	Indicators
20%	Situation analysis	<ul style="list-style-type: none"> - In depth analysis of current situation - Association between theories and practice - Work coherence and relevance of analysis
35%	Designing an innovative plan	<ul style="list-style-type: none"> - Creativity and practicality of designed plan - Development of assessment tools that are aligned with the pedagogical plan
15%	Foreseen challenges in the implementation of designed plan	<ul style="list-style-type: none"> - Relevance of plan in relation to the school's educational project - Work team competencies
20 %	Reflective analysis	<ul style="list-style-type: none"> - The applicability of the course in a professional setting - Professional competencies that need to be reinforced and developed
10 %	Formatting and language proficiency	<ul style="list-style-type: none"> - Formatting according to the APA recommendations - Syntax, vocabulary, etc...

Appendix 3
Oral Presentation
Assessment Criteria

% of grade	Criteria	Indicators
45%	Quality of content	<ul style="list-style-type: none"> - Relevance of focus area and the plan's rigor - Creativity of content - The applicability of the course in a professional setting
45%	Oral communication	<ul style="list-style-type: none"> - Speech rate and articulation - Body language including eye contact - Relevance of responses and reactions - Interaction with classmates - Time management
10%	Language proficiency	<ul style="list-style-type: none"> - Written presentation (Power Point slides) - Syntax, vocabulary, etc...