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**Department of English**

**College of Basic Education**

**Salahaddin University-Erbil**

**Subject: *School Management and Observation***

**Course-guide: *Third Stage***

**Instructor: Rezhna Ibrahim Ali**

**Academic Year: *[2022-2023]***

**Course Guide**

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| **1. Course name** | School Management and Observation  |
| **2. Lecturer in charge** | Rezhna Ibrahim Ali |
| **3. Department/ College** | English Language  |
| **4. Contact** | Email: rezhna.ali@su.edu.krd Tel: (optional):  |
| **5. Time (in hours) per week**  | Theory: 3 |
| **6. Office hours** | **Availability of the lecturer to the student during the week** |
| **7. Course code** | / |
| **8. Teacher's academic profile**  | Degrees:Bachelor/ Enhglish language 2006-2007- Salahaddin UniversityMA/ Applied Linguistics/ Methods of Teaching- 2012-2013- Salahaddin University Teaching:* Measurement & Evaluation, Advancrd Reading skill, Applied Linguistics, Communication Skills, and Methods of teaching in Salahaddin University/ College of Basic Education- English department.
* Essay Writing and Methods of Research at Bayan University/ College of Languages/ English department.
* Methods of Teaching in Ayinda Private Institute.
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| **9. Course overview**The course is designed for students of third stage in English department. Assuming that the students have already learnt methods of teaching and teaching materials. and this course is meant to strengthen students’ basic knowledge about school management and teach them how to observe teachers in the classrooms |
| **10. Course objective**1. Teach in the target language. 2. Understand the different terms of management, objectives, roles of Educational and school management4. Develop classroom lessons for authentic contexts, in which individual student needs are addressed through the identification of learning goals, and the selection of relevant materials, activities, and assessments.  |
| **11. Student's obligation****Attendance** is obligatory. If a student skips a class, they have to inform the instructor in advance (at least two hours ahead of the class and NOT in the classroom). Students are expected to be seated in their positions before the instructor enters the class. Only for the classes which start on 8.30 a.m. students may enter the class up to 8.45 or else they will be deprived from the lecture. Students’ attendance and their etiquettes will be considered in scoring their overall performance in the course. The classes last for 90 minutes. Students should avoid hammering on the instructor to leave unless she chooses to dismiss the class earlier than the due time.**Please Note that due to the Corona Virus outbreak, all students are required to wear masks inside the class and should not remove them until the class is over. This is in the first place in the best interest of the students themselves and then of the instructor.****Preparation for class:** Students should prepare themselves for an active participation in each lecture according to the schedule that comes with this guide. They are expected to check the meaning of the required items for each session. They are also expected to bring with them neat and orderly copies of their homework (with their full names on them) to the class. They should also bring any other item that the instructor requires during the course. Constantly they need to take notes inside the class, as everything is not written on the whiteboard.  |
| **12. Forms of teaching**A student-centred environment and a workshop style class will be created where the students are responsible for learning. The role of the teacher is mainly that of a facilitator, communicator, moderator, prompter and an assessor. That means the teacher will spend a little time talking and the students will spend a lot of time speaking or working. Every expression in the classroom will be taught through brainstorming, critical thinking, discussion and real-life examples. A student-centred environment will be created where the students are responsible for learning. The lessons will start with easily comprehensible material and gradually the level of difficulty of the terms will be raised. Handouts containing the material for discussion and self-study will be given to students before the start of any lecture.  |
| **13. Assessment scheme**Grading Scheme:

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| Tool  | Marks |
| Mid-term exam  | 20 practical 20 Theoretical |
| Final exam | 30 Practical 30 Theatricals |

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| **15. Course list and References‌**A week before the new topic is studied in the class, the topic will be announced for the students. A handout containing the material will also be delivered to them. They have to follow Active Skills for reading textbook since it is selected by the teacher, whether soft copy or hard, to expand their knowledge with regard to the new topic.  |
| **16. The Topics** |
| Week 1: Management in general  |
| Week 2: Educational Management, its roles and objectives. |
| Week 3: Visiting schools and observing classrooms |
| Week 4: School Management, its roles and objectives |
| Week 5: **6 Tips to effectively manage teachers**  |
| Week 6: What is classroom observation?  |
| Week 7: Advantages of **Classroom observation** |
| Week 8: Visiting Schools |
| Week 9: **Types of observers:** |
| Week 10: **Advantages of observation-types:** |
| Week 11: **Observation process** |
| Week 12: **What to consider when observing a teacher** |

**17- Classroom Etiquettes and More:**

**Codes of attendance and behavior**

* **Attendance**

All students are required to attend all classes, all on time.

Please do not enter the class after the class has begun because you will not be allowed to get inside. If you are late for any reason bring a notice from the administration with department’s stamp on it.

* **Preparation**

Do the homework that is assigned to you in any lecture. Bring a neat and organized copy of your work to the class with your full name on it. Be prepared to discuss the homework and take quizzes related to the same homework.

* **Leaves**

Please do not ask me to grant you any kind of leaves. Discuss your issues with the department and notify me about their decision regarding your request.

Once you are in the class, no one is allowed to leave the class. Those who leave the class will be marked as absentees.

If you cut classes (internal truancy) what is set to be taught in the duration that you skip your classes will be included for the exam.

* **Mobile Phones**

Switch off your mobile phones before the class starts. If you toy with your phone or your mobile rings or vibrates, you will be asked to leave the class and will be marked as absentees. Never look at your phone during the lecture even if it is for checking a word or knowing the time.

* **Behavior**

Students should treat each other and the instructor respectfully. Harsh language should be avoided.

Trivial arguments or squabbles are not allowed in the class.

When the instructor asks you to do something, you have to obey not evade the instruction.

**Drinks**: only water, coffee or tea!