

TRAINEESHIP REGULATION

«Environmental health and communication in general and special education and training»

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Article 1: General

In the Program of Studies of the MSc "*Environmental health and communication in general and special education and training*" of the Department of Public and Community Health of the School of Public Health of the University of West Attica includes **mandatory practical training** in Special Education structures of 20 ECTS credits (at least 500 hours total workload), as provided for in the Ministerial Decision No. 52425/Z1/Issue B' 1152/05.04.2019δ and as amended by the decision of the Minister of Education No. 89938/Z1/Issue B' 3777/13.08.2021, on the determination of criteria for the relevance of doctoral and postgraduate degrees with the subjects of Special Education (EAE) and School Psychology.

According to the above Ministerial Decisions (52425/Z1/Issue B' 1152/05.04.2019δ & 89938/Z1/Issue B' 3777/13.08.2021) the following are provided: "*e) The compulsory Practical Training must correspond to at least 20 ECTS credits (at least 500 hours), of which at least 60% (at least 300 hours) must be implemented in Special Education School Units (S.M.E.A.E.) and/or in general and vocational education school units, where students with disabilities and/or special educational needs attend, in Centers for Diagnosis, Evaluation, Counseling and Support (K.E.D.A.S.Y.), in Medical and Pedagogical Service Centers of the Ministry of Health, in Counseling Stations of Municipalities, in Community Mental Health Centers, in schools operating within public hospitals and in Legal Entities of Public or Private Law (N.P.D.D. or N.P.I.D.) supervised by the Ministry of Labor, Social Security and Social Solidarity, which provide education, training and counseling support services to people over fifteen (15) years of age with disabilities. The practical training, the realization of which is certified by the supervising teacher of the Postgraduate Program and by a signed attendance list by the director of the school unit or the head of K.ED.A.S.Y. (a) Observation and planning of courses or educational interventions. Observation and planning may include participation in teaching or supervised autonomous teaching, subject to the necessary preparation under the responsibility of the supervising teacher and the presence of the responsible teachers. b) Supervision of internships to support students in the implementation of their work in the context of internships, specialized seminars on applied pedagogy, learning and teaching and/or case studies, for the education of students with disabilities and/or special educational needs.*

Article 2: Purpose

The purpose of the compulsory internship of the MSc "Environmental health and communication in general and special education and training" *is to train students, as future EAE teachers, to observe the school/educational environment as well as the behavior of students with disabilities and special educational needs, evaluate these students at a pedagogical level, design and implement educational interventions and teaching.*

Article 3: Implementation and workload

It is implemented in the first two semesters and the total of 20 ECTS credits are distributed as follows: 10 ECTS credits (250 hours workload) in the first semester, 10 ECTS credits (250 hours workload) in the second semester. The practical training is carried out by 60% with physical presence in the school units and / or bodies provided for in the Government Gazette 52425 / Z1 / Issue B ' 1152 / 05.04.2019d and by 40% with the implementation of supervised work. More specifically, the practice The first and second semesters include a workload of 250 teaching hours for each semester. Of the total 250 hours of each semester, 150 hours are carried out with physical presence within the school unit or institution that receives students, while the remaining 100 hours correspond to meetings with supervisors and workload to complete the protocols and the evaluation report of the internship. The completion of the traineeship is certified by the **supervising** teacher. The attendance of students is recorded in a diary/attendance register, which is signed by the head of the school unit or institution.

All documents of the Internship are posted on eclass under the responsibility of the students.

Article 4: Traineeship Structure

The Internship is structured as follows:

1. Observation using specific protocols available to students. - Pedagogical assessment of a student with specific tools proposed to students, after relevant training - (First semester),

2. Design of courses or educational interventions, participation in teaching and supervised autonomous teaching or educational intervention, after preparation under the responsibility of the supervising teacher (second semester).

Article 5: Coordination of traineeships

The practical training of each semester is coordinated by a specific instructor of the MSc. The Coordinator of the semester internship communicates with the supervising professors and informs them about their duties. It holds the initial meeting with the students and informs them on how to carry out the internship of the specific semester. It uploads on the eclass the educational material to be used, as well as the relevant instructions. He takes care of the settlement of problems and difficulties that may arise and answers the questions posed by supervisors and students.

Article 6: Supervision of traineeships

Each supervising professor is responsible for a small group of students whom he supervises and guides by organizing regular meetings with them of a seminar nature. He is responsible for communication and cooperation with the school unit or institution where students carry out the internship. Monitors on a regular basis the progress of students' activities and work as well as their consistent presence in the field of internships. He explains to the students how to complete the Protocols and answers their questions. Also, during the internship he can intervene and advise students whenever he deems it appropriate. At the end of each semester, it collects the completed Protocols, the attendance lists of students signed by the heads of school units and institutions, the Evaluation Report of the internship and certifies its realization. He also keeps attendance records with the group of students he supervises.

Article 7: Obligations of students

At the beginning of each semester, each student chooses the school unit and/or institution that will implement his/her internship and undertakes specific student(s). For the purpose of the internship, students are provided with special forms-protocols in which they record their observations on the behavior of students and on the school/educational environment in which they attend, The evaluation of the students

they have undertaken, the design of their interventions or the course, the results of these interventions as well as their overall experience from their internship. Students take care on their own responsibility to be informed about announcements regarding internships. They are obliged to consistently observe the hours of attendance at the school unit or institution where they carry out their internship. They have the right to absences up to 10% of the estimated time of the internship each semester. During the internship, students have an obligation to apply the principles of educational ethics and professional behavior. They must cooperate harmoniously with their supervisor and with the staff of the school unit or institution that has received them and follow the instructions of those responsible. Their activities must be strictly limited within the scope of the tasks assigned to them. Otherwise, the institution may decide to terminate a student's internship at its premises. For their part, students must inform their supervisor in time if serious difficulties or problems arise in the implementation of their internship. Each student is responsible for the distribution, completion and submission to his/her supervisor of all his/her internship documents. Students are also required to attend regular meetings with their supervisor. The time of the meetings with the supervisors of the Internship is counted in the total workload as teaching time and receives the corresponding ECTS credits, so the presence of students is mandatory. Since working teachers are likely to attend the MSc, it has been provided that there will be some flexibility in the implementation of the internship in terms of the following: a) it may also take place in the afternoon hours in all-day schools and b) it may take place throughout the working days and hours of K.E.D.A.S.Y. or those bodies provided for by Ministerial Decision 52425/Z1/Issue B' 1152/05.04.2019d.

Article 8: School units and traineeships

School units and internship bodies cooperate with the MSc with the consent of the teachers' association or the managers and employees. They welcome students and undertake to ensure the conditions that will allow them to carry out their internship under the guidance of the supervising professor, without hindering their operation. They do not pay any form of financial or other compensation nor are they charged with insurance coverage or other benefits to students. In addition, no form of employment relationship is created between students and collaborating institutions. The program of activities and the obligations of students in the place where they carry out the internship

are determined by their supervisor, in consultation with the Head of the school unit, the responsible teacher of the class or the administrative head of the institution.

Article 9: Evaluation of traineeships

The evaluation of the Internship is done by meeting the following criteria:

First Semester

- a) Submission of attendance with certified attendance, through physical presence, in a school unit and/or institution with a total duration of 150 hours.
 - b) Completed School/Educational Context Observation Protocol.
 - c) Completed Protocol of personalized observation of a student with SEN.
 - d) Completed Questionnaire for behavior problems of a student with SEN
(For students of all levels)
 - e) Completed Protocol of Basic Skills of a student with SEN
(For students attending primary school and A and B Gymnasium)
- or
- Completed Protocol for the informal assessment of language or mathematics of a student with SEN
(For students attending the third grade of Gymnasium and Lyceum)
- or
- Completed developmental key of observation of a student with SEN
(For students attending Kindergarten)
- g) Report on the overall evaluation of the first semester internship

Semester B

- a) Submission of attendance with certified attendance, through physical presence, in a school unit and/or institution with a total duration of 150 hours.
- b) Completed Protocol of educational intervention of 1 student with SEN (general data)
- c) Completed Protocol for the educational intervention of 2 students with SEN (EEP)
- d) Report on the overall evaluation of the second semester traineeship

All protocols are posted on the e-class in the courses Internship A Semester and Practical B Semester under the responsibility of the students.



