



UNIVERSITY OF EMBU

OFFICE OF TEACHING PRACTICE & PRACTICUM SERVICE CHARTER

Office of teaching practice & practicum Services

S/N O	SERVICE OFFERED	PROCESS/REQUIREMENT	COST	TIMELINE	RESPONSIBLE OFFICER
1	Placement of students in their respective facilities.	Registration of students in their respective departments.	Nil	1 months before assessment	TP coordinator and Practicum
2.	Procurement of teaching practice materials	Procurement procedures	Budget according to the number of students	1 months before assessment	TP coordinator and Practicum
3.	Preparation of Documents	Approval of teaching practice documents.	Nil	1 months before assessment	Administrative assistant
4.	Induction of students	Invite guest speakers to speak to the students on effective teaching practices.	Nil	1 month before proceeding for Teaching practice	TP coordinator and Practicum



5.	Induction of assessors	Approved lecturers	Nil	1 week before assessment	TP coordinator and Practicum
6.	Successful assessment of students.	Adherence to the approved teaching practice procedures and guidelines.	Approved University Fees	Phase one-4 weeks Phase two-4 weeks	TP coordinator and Practicum
7.	Submission of marks to Department of Education	Complete list of marks	Nil	1 month after assessment	TP coordinator and Practicum

