

CoEP 8

TEACHING AND LEARNING POLICY

PREAMBLE:

One of the core values that ground and enliven St. Louis College of Education is learning for life. This value encourages members of the College community to pursue knowledge and truth throughout our lives in ways that improve our communities and us, and that strengthen our understanding of each other. The community therefore displays a strong commitment to education as a means of liberating people to live meaningful lives as well as earn a decent living. In view of this, the college believes that teaching is not only a job but is a way of life. It is a sublime task one can be ever entrusted with. Teachers educate generations of learners and in their hands lie the fate of any nation. It is against this background that the College imbues the value of life-long learning in the students during their training.

The College will therefore ensure that: the academic review system regularly reviews the effectiveness of our teaching and learning and makes recommendations for improvements: trainees on teaching practice are provided with clear guidelines, are mentored by both the lead mentors and mentors in their schools and are monitored regularly by link tutors: tutors and students have access to a variety of resources-library, internet, teaching aids etc. The construct of teaching and learning in the College therefore aims to be transformative, educating the hearts, the heads and the hands of students, and preparing them to be responsible and active citizens in a rapidly changing world in which they live. St. Louis College of Education shall ensure that positive behaviours that support optimal learning are explicitly taught, clearly expected and affirmed in all learning contexts.

1. PURPOSE/OBJECTIVES

The College aims at training teachers who regard teaching as a noble profession, as a vocation which they will follow devotedly, teachers whose professional standard will be as high as the extent to which the mental capacity of each allows, teachers with the requisite knowhow who are capable of playing their part in the country's spiritual, material, moral and social development. The College has this policy which provides a framework for creating excellent teaching and learning in every aspect of curriculum support and delivery. It establishes general

principles that are applied in more specific policies such as the college's key priorities for excellence in teaching and learning. It reflects the values and strategic objectives of the college.

The College takes a serious stand in providing holistic education for the students. The College's teaching and learning philosophy is founded in the Catholic Church's vision of human formation and the transmission of Christian values for living. The College's teaching and learning philosophy is also shaped by research on best practices in effective pedagogy and national educational philosophy that serve to achieve improved outcomes for all students.

The purpose of the teaching and learning policy is to ensure that all the members of St. Louis College Community help to:

- Provide a safe and stimulating teaching and learning environment for all students and tutors.
- Enable students to achieve their full potential by learning in a variety of ways and through challenging learning experiences.
- Provide a broad balanced and relevant curriculum in line with the national curriculum that will motivate, engage and challenge students as well as equipping them with the skills and competencies required on completion of their programme.
- Set high expectations for all students in order to raise their aspirations.
- Raise standards of both teaching and learning.
- Encourage a passion for life-long learning and a quest for excellence in both tutors and students.

2. SCOPE/APPLICATION

This policy shall apply to all the members of the College Community, including tutors, non-teaching staff, students, children of staff members, spouses of staff members, mentors, lead mentors and all persons acting in various capacities on behalf of the College.

3. THE POLICY STATEMENT

The Teaching and Learning Policy is to ensure that students of all abilities at St. Louis College of Education are given equal opportunities to learn in order to achieve their full potential. Also, the policy calls for an environment that encourages expression by students, and requires a pedagogy that is

transformative, educating the heads, hearts and hands of students, and preparing them to be competent teachers and responsible citizens.

The College will ensure that:

- i. Students are supported in their learning by providing them with;
 - a) Effective lecture hall management that creates an environment that is conducive for learning.
 - b) Quality learning resources like syllabi, course books, course outlines, etc. that are delivered on time.
 - c) Assessment that is fair, transparent, consistent and aligned with learning outcomes.
 - d) Guidance and counselling services.
 - e) Spiritual and religious programmes to promote students' moral development.
- ii. Courses are of high quality by providing its students with;
 - a) A curriculum that is intended to have a clear purpose,
 - b) A curriculum that has clear statement of course aims
 - c) A curriculum that has a coherent programme of subjects that is consistent of its aims
 - d) A curriculum that is focused on career development

The college shall therefore encourage all registered students to:

- Be prepared for lectures.
- Be punctual and regular for lessons.
- Do their own private studies without disturbing other students.
- Complete all assignments and submit the assignments on time to enhance their learning.
- Make effective use of the Library, the Science Laboratory, the I.C.T Centre and the Resource Centre for research.
- Do both on-campus teaching practice and off- campus teaching practice (STS)
- Follow the college's code of conduct
- Make positive contributions in class discussions
- Take responsibility in planning their own learning

- Register by paying all the approved fees and follow the approved courses as a regular student, and take part in all quizzes and assignments in order to have continuous assessment scores in the relevant subject areas.
- Register for the end of semester examinations in the relevant subject areas within the stipulated time given by Institute of Education, University of Cape Coast.
- Participate in co-curricula activities and be regular at social gatherings.

The college shall encourage all tutors to;

- Use teaching strategies that allow the students to learn in their preferred styles
- Use teaching strategies which allow students to work both independently and collaboratively
- Employ teaching strategies that use positive behaviour management and encouragement for students to achieve set objectives.
- Assess students' work regularly according to the college's assessment policy.
- Use assessment data to ensure that, the students are working at their full potentials.
- Use the assessment data to inform students and appropriate authorities about the quality of academic work.
- Continuously update their subject knowledge and teaching practice in line with their current objectives.
- Desist from any act that would make students lose contact hours.
- Submit their assessment plans, schemes of work, quizzes and examination questions as well as marking schemes to the appropriate unit on time.
- Mark students' assignments, quizzes/mid-semester examination papers and discuss students' performance with them.
- Invigilate quizzes and mid-semester examinations.
- Provide professional supervision to students writing project work.
- Supervise teacher trainees who are on teaching practice.
- Supervise teacher trainees during On-Campus Teaching Practice.
- In-service training to newly recruited tutors by their respective departments for a period of six (6) months in the areas of teaching of Methodology, Teaching Practice and Project Work Supervision.

4. SUPPORTING PROCEDURES:

- Any student who absents herself for more than the equivalent of three (3) week contact hours for the approved courses that she had registered shall be recommended to the college's Academic Board by the Head of Department.
- The Head of Department of the offending student is encouraged not to ignore but report to the Disciplinary Committee which will charge the student concerned with the cases of misconduct or breaches levelled against her.
- Any person who creates unnecessary noise during instructional hours shall be reported to the Vice Principal by the students or tutors who are being disturbed.
- All defective furniture in the lecture hall must be repaired immediately.

Sanctions

A. Students

- A student who absents herself from lectures for more than three (3) weeks shall not be allowed to write End of Semester Examination.
- A Student who refuses to write quizzes and assignments shall not be allowed to write End of Semester Examination.
- A student who refuses to do Teaching Practice shall be given verbal warning in the first instance, reprimanded by way of a query letter in the second instance and be dismissed if she persists.

B. Tutors

- A tutor who refuses to attend lectures for ten (10) consecutive days without any justifiable explanation will be given verbal caution for the first instance, query letter in the second instance and recommended for release.
- Tutors who refuse to mark quizzes and assignments will not be recommended for promotion by the Principal.
- Tutors who refuse to invigilate will not be recommended for promotion by the principal.

5. RESPONSIBILITY FOR IMPLEMENTATION

- Academic Board

- Quality Assurance Unit
- Assessment & Examination Unit
- Guidance & Counselling Unit
- Professional Development Committee
- Students' Representative Council

6. RESPONSIBILITY FOR MONITORING, IMPLEMENTATION AND COMPLIANCE

- Principal
- Vice Principal
- Disciplinary Committee
- Academic Board
- Students' Representative Council

7. STATUS

- Revisions approved by Governing Council- **to be provided**
- Minutes of last meeting revised on – **to be provided**
- The implementation of this latest version of this policy supersedes all previous versions of this policy.

8. KEY STAKE HOLDERS.

- Students
- Staff
- Children and spouses of staff members.
- Visitors to the college
- College contractors
- All persons working on behalf of the College.

9. APPROVAL BODY

- College Governing Council

10. INITIATING BODY

- Academic Board

11. DEFINITION OF TERMS

- ✓ Principal : The Executive Head of the College.
- ✓ Staff Members : All employees of the College.
- ✓ Children of Employee : The children of Employees who is/are not above the age of 21.
- ✓ Students : All persons registered for programmes in the College
- ✓ Students' Representative Council : The official representatives of the students of the College.

12. RELATED LEGISLATION

- Ministry of Education's Teaching and Learning Policy
- Harmonised Conditions of Service for Colleges of Education
- Harmonised Scheme of Service for Staff of Colleges of Education
- Harmonised Statutes for Colleges of Education
- Students' Handbook, St. Louis College of Education

13. RELATED POLICY AND OTHER DOCUMENTS

- Ministry of Educations Teaching and Learning Policy
- Harmonised Conditions of Service for Colleges of Education
- Harmonised Scheme of Service for Staff of Colleges of Education
- Harmonised Statutes for Colleges of Education
- Students' Handbook, St. Louis College of Education

14. EFFECTIVE DATE

to be provided

15. REVIEW DATE

to be provided

16. KEYWORDS

Quality teaching and learning

17. OWNER/SPONSOR

- College Principal
- Governing Council

18. AUTHOR

College Governing Council

19. FURTHER INFORMATION

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