

SCHOOL ORIENTATION PLAN

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Abstract: *This paper discusses the School Orientation Plan (SOP) as the initial exposure of trainee teachers to the school environment from a teacher's perspective. This program aims to provide an opportunity for trainee teachers to understand the school as an educational institution and the role of teachers in the classroom. Researchers used narrative literature review to describe the current states of both art and science in focused areas of inquiry. The process of teaching, learning and facilitation is an important element in the development of education. The development of progress in the ICT age has brought far to the world of education with sophisticated software. The old rules are getting far behind in the past. Researchers used narrative literature reviews to build a scientific knowledge base. Researchers collected all the important points of discussion, and put them here with reference to the specific field where this paper is originally based on. Through observation, reflection and interaction with teachers and the school community, trainee teachers can understand student behavior, school management and classroom management to integrate theory and practice in the context of teaching, learning and facilitation. The findings show ultimately produce a theory or method in the acquisition of knowledge. This School Orientation Plan (SOP) platform will always be relevant for the initial exposure of trainee teachers. Trainee teachers can use SOP to build personal digital portfolios, gain knowledge and experience as educators.*

Key Words: *School Orientation Plan (SOP), knowledge and experience gain, personal digital portfolios.*

1. INTRODUCTION:

The School Orientation Plan (SOP) program aims to provide an opportunity for trainee teachers to understand the school as an educational institution and the role of teachers in the classroom. However we are still bound by teaching models and related theories in educational psychology. Psychology is a branch of human behavior investigation in a learning environment. Scientific studies of individual behavior are closely related to the principles and methods of teaching and learning used to solve problems [12]. The School Orientation Plan (SOP) program is formed based on the development approach in line with the National Education Philosophy to produce excellent teachers. The School Orientation Plan (SOP) is the initial exposure of trainee teachers about the school environment from a teacher's perspective. Trainee teachers are expected to understand student behavior, school management, classroom management, the process of integrating theory and practice in the context of teaching learning through observation, interaction and reflection. Theory helps teachers to understand the basics of learning problems especially in the context of special education. Theory can provide effective and appropriate guidance or methods to solve student problems. Among the theoretical functions to teachers are; Theory helps for a teacher to make assessments, review materials, techniques, learning methods that can be applied to students. Theory provides a systematic guide of knowledge and the concept of working to enable the modification of a new knowledge and it is very important because it gives a guide to explain in a more organized structure of thought and this forms the desired response occurs. Theory is the formation of a process. Each discipline is built on the concepts and ideas developed by previous theories. Theory is a challenge, a strength, for researchers and academics to practice and make assessments to prove the theory issued by this group is appropriate and useful and successful.

2. LITERATURE RESEARCH:

A theory is said to be good when it has features such as being able to explain facts clearly, easily understood, useful for making predictions of the future and clarifying things of the past, can be applied practically, is consistent and not based on many belief assumptions- unproven beliefs [13]. In the teaching and learning of life skills a lot of practical work needs to be done by students so that they can really understand a skill. This is closely related to the reality of their lives outside. So, to ensure that these teaching and learning objectives are achieved and mastered by special students, teachers should think about how to maximize these students' mastery by using appropriate and effective theories in their teaching. There are several theories of teaching and learning discussed so as to help teachers practice it and make assessments during teaching.

Behaviorism theory focuses on environmental factors as factors that influence behavior. Behaviorists look at the relationship between the environment and behavior and then use the concepts of reinforcement and fines to explain why some behaviors exist or do not exist. They argue that behavioral tendencies including traits, talents, values, beliefs, aspirations and others are learned. Among the assumptions of behaviorists is that behavior can be measured, observed and analyzed by looking at individual responses. The response depends on reinforcement and fines. The goal of behaviorists is to see the relationship of stimuli to responses and to see how these responses can be controlled through rewards and penalties. Behaviorists use the concepts of classical conditioning and operant conditioning when explaining the learning process [6]. Cognitive learning theory focuses on the fact that every human being has the mental ability to organize, organize, store and reproduce all experiences to enable them to observe the relationship between stored experiences and problems encountered. Cognitive psychologists argue that learning is easy and that it does not always happen through successful endeavors as suggested by the school of behaviorism. According to this psychologist, in learning, students form cognitive structures in their memory. Each time a student learns, he will organize all the experiences and keep them in the 'memory'. This ability is known as wisdom literacy. Thus, it is clear that an individual rarely uses the means of success to learn something.

Cognitive theory holds to the question of how we know, acquire, process and use information. So, in educating special students, teachers need to adapt all the theories they want to use. Sometimes important behaviorism theory is used as well as cognitive theory. All theories can be applied in the teaching and learning process [10]. Albert Bandura introduced the theory of social learning that learning occurs through the process of imitation. Bandura [1] argues, we learn through observation and imitation of others as well as by looking at the consequences of other people's behavior. Bandura argues that;

- Human learning and behavior depends on one individual's observations of other individuals or symbolic models such as television and so on.
- Imitation is often reinforced.
- Observational learning can also be explained through the principle of classical habituation. Thus, Bandura's social learning theory emphasizes the role of cognitive as well as environmental influences in development

Humanist learning theory focuses on what happens to a person such as his feelings or emotions. The humanist approach emphasizes the thoughts, observations and interpretations of students about an event or occurrence. The principle of this humanist theory is, a student is responsible for his actions. For example, if a student wants to succeed, then he needs to strive to achieve it in that direction. Every student also has a need to develop their potential to the maximum level [8]. Humanist theory emphasizes the following objectives;

- increase student self-direction and independence.
- help students to be more responsible in determining what they want to learn.
- increase student creativity.
- develop interest in the arts.
- increase students' curiosity instincts.

The basis of this theory is the belief that a student has a need for self-achievement. Teachers need to help students achieve their goals. This is because in humanist teaching, self-directed learning is highly emphasized.

The principles of humanist learning are as follows;

- Students will learn what they want and want to know.
- The desire to learn and learn how to learn is more important than the acquisition of facts.
- Assessment made by the student himself is more meaningful to himself.
- Student feelings are just as important as facts.
- Learning how to feel is just as important as learning to think.
- Learning only happens if students do not feel threatened.

3. METHODOLOGY:

Researcher used narrative literature reviews to build a scientific knowledge base. Researchers collected all the important points of discussion, and put them here with reference to the specific field where this paper is originally based on.

4. FINDINGS:

The teaching model contains important elements that can give an idea of the teaching process. In the past, teaching was considered as a simple process that is teaching as a delivery of knowledge from teachers to students. This situation is called the one-way teaching process that the teacher as the instructor conveys his knowledge to the students who receive everything, as shown in the diagram below.

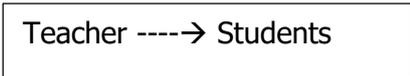


Figure 1 One-Way Teaching Process
 Source: Mok Soon Sang, 2003

When such teaching occurs, the teacher is an active individual while the student receives passively. There is no interaction between the teacher and his students. Without interaction between the teacher and his students, it is difficult to determine whether the learning process has taken place or not. Pupils are not given an active role as individuals who can determine their learning. But the current situation has changed a lot from such a situation. Teaching is more of a process that is deliberately planned with specially selected objectives and content to suit the needs of students. To determine the effective teaching and learning process, teachers should take various considerations such as choosing teaching models that can have a positive impact on their teaching in addition to the selection of methods, techniques and approaches. Here are some teaching and learning models for teachers' consideration. Each of the proposed models has its own strengths in assisting teachers in the teaching process [9].

Basic Teaching Model This model was presented by Robert Glaser. This model is considered as a basic model that can describe the teaching and learning process [5]. The Glaser model divides the teaching process into four parts as in the following diagram;

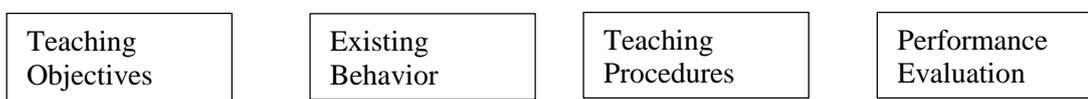


Figure 2 Glaser Basic Teaching Model
 Source: Glaser, 2019

According to the model Figure 2 the teaching process begins with the teacher determining his objectives.

Teaching Objectives

The objective of teaching is the behavior that students want to achieve after following a lesson. It is a statement of student behavior that can be observed and can be measured after the teaching steps are carried out. A clear statement of the student's behavior to be achieved allows the teacher to plan the teaching steps and make an assessment of the effectiveness of the teaching.

Ready Behavior:

Student ready behavior refers to the knowledge, skills or attitudes that a student already has. Determining students' ready behavior allows teachers to assess whether the planned objectives are appropriate or not. A new learning will be more meaningful if it is associated with students' existing experiences, abilities and interests.

Teaching Procedures:

This section describes the teaching process. Teaching procedures differ according to the teaching objectives to be achieved. Teaching materials and teaching aids are selected to suit the teaching objectives. Appropriate teaching methods should be planned so that the content of the lesson can be delivered effectively. Teaching activities such as testifying, questioning, stimulating, attracting attention are implemented at this stage. Pupils are also involved in learning activities such as observing, concentrating, discussing and solving problems.

Performance Evaluation:

At this stage, observations and tests are conducted to check the extent to which the student has achieved the teaching objectives. With the assessment, the teacher gets feedback on the results of his teaching. If the assessment shows that the student did not reach a satisfactory level, then the teacher should review each component in the above teaching module. If necessary, components that are found to be less accurate and suitable need to be studied or modified. For example, the method of teaching lectures in learning is not understood by students, so teachers need to change it to discussion methods or others that make it easier for students to master the content of the lesson. The strength of this Glaser model can be used as a basic guide for teachers in their teaching tasks. However, this model can be more meaningful if added to the elements of teacher-student interaction and remedial measures if necessary for certain students.

Sim Model (Strategic Instruction Model):

Sim model has four important elements in teaching, namely teachers, students, content and teaching objectives. These elements can interact with each other as in the following figure:

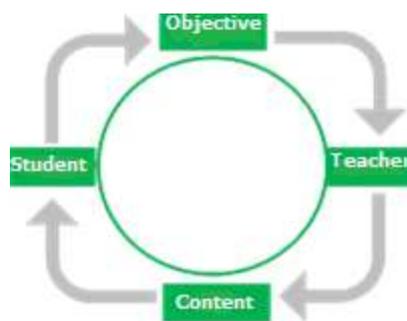


Figure 3 Sim Model

Source: Kohler, 2019

In preparation for teaching, the sim model contains elements of teachers, objectives and content of the lesson. It should be emphasized by taking into account the objectives to be achieved and the appropriate content of the lesson as shown in the diagram below:

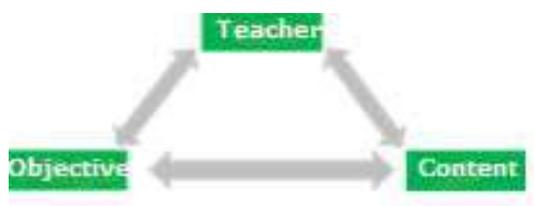


Figure 4 Preparation for Teacher Teaching

Source: Kohler, 2019

Students become focused in achieving learning objectives. In determining the objectives and content of the lesson, student facts such as students' existing abilities and knowledge should be taken into account. The content of the lesson including the media and techniques used for the delivery of the content of the lesson. The content of the lesson is determined by the teacher after taking into account the student's abilities. In each lesson, objectives are assessed in terms of their achievement by students and teachers use them to improve their teaching. The Sim model is beneficial to teachers because it helps teachers plan their lessons by taking into account important elements such as determining materials, teaching methods and assessment [7].

5. EDUCATION TECHNOLOGY:

Educational technology is an inclusive term for both material and theoretical tools to support learning and teaching. Educational technology is not limited to high technology but is something that enhances classroom learning through the use of mixed, face-to-face, or online learning. 2020 is seen as a year where all digital technologies for education will meet maturity in line with the sophistication of software and hardware technology. Teachers are active in the world of educational technology, a lot of love and sorrow has to be experienced. The experience of associating with the community of educators provides a very valuable experience. Teachers need to feel the soul and spirit of teachers in their efforts to remain relevant over time. The phenomenon of application of digital technology in education for 2020 in Malaysia is; e-Lesson Plan, 'Cikgu Youtuber', Digital Classroom, Implementation of BYOD (Bring Your Own Device) method, Development of educator community, 'Blogging', 'google meet', 'Cisco webex' and so on [11]. In the future, Home Teaching and Learning (HTL) courses should be included in the curriculum of teaching courses at the Institute of Teacher Education (ITE) and also the Institute of Higher Education (IHE). The Ministry of Education Malaysia (MOE) also needs to improve and further strengthen skills improvement courses for educators, especially after the school environment returns to normal and can run as usual. The training aspect for teachers in the field of HTL is indeed a necessity after the COVID-19 pandemic hit all over the world. Although schools are opened as usual after the Movement Control Order (MCO), HTL will later be an important medium of support for face-to-face schooling. Most teachers this year are actually ready to teach through HTL as they have faced the situation by 2020, but not all students have the readiness to learn that way. The year 2021 is the second year that teachers use HTL as a teaching medium in 2020, because it comes suddenly and without the planning of the MOE, it is acknowledged that teachers have no experience and skills, so how to manage and manage HTL. But for the year 2021, MOE, the school and teachers already know that the school session is in the era of COVID-19, so various initial preparations have been made. What is the problem now is that students have various categories and levels in terms of readiness to learn through HTL, so that is the cause of the problem. Each party must agree that the impact of HTL will not be the same as teaching and learning in the classroom as HTL is a support to the face-to-face learning process that cannot be implemented because schools are closed due to COVID-19. At the same time, we need to realize that there

are various categories of students, some have devices and internet access, some have only devices without internet access, some have devices and internet access but have to take turns with other siblings or wait for the father to return from work because he wants to borrow his father's phone and some are nothing [2].

6. SOP OBJECTIVE:

The SOP program provides an opportunity for trainee teachers to: Adapt to the school community and culture; Review the school and classroom environment; Gather information on management, curriculum and infrastructure; Make observations of the application of teaching and learning theory in the classroom; Record experience through portfolio.

7. IMPLEMENTATION STRATEGY:

The SOP period is conducted for (2) two weeks. The implementation procedure is that trainee teachers need to fill in the Teaching Training placement form to be submitted to the Teaching Training Unit, Faculty of Psychology and Education (FPE), Universiti Malaysia Sabah (UMS) [4]. The Teaching Training Unit informs the school about the placement of trainee teachers at least one month before the SOP date. The Teaching Training Unit provides SOP confirmation letters and Trainee Teacher Teaching Training to be submitted to the principal while reporting to the school. The Teaching Training Unit provides SOP implementation guidelines for guidance lecturers and the school. The Teaching Training Unit provides SOP guidelines for trainee teachers. The Teaching Training Unit provides relevant forms and documents for the principal's action [4]. SOP assignment focus areas, trainee teachers are required to create assignments that focus on the following components: Teaching and learning environment; Teaching and management skills; Physical facilities and equipment.

Why is there a need for a Teacher Orientation Program in Schools?

- Teacher Orientation is important to lay the foundation for new teachers, especially to give them accurate and precise information on 'how something is done here' to make them more comfortable in their field of work.
- Orientation encourages teachers' confidence and helps them adapt to the teaching environment.
- It contributes to more effective and productive teaching practices.
- This encourages communication between new teachers and experienced teachers.

Challenges faced by teachers and related solutions that can be complied with:

- The biggest challenges that teachers can face can be categorized into three main areas: Support, Discipline and Classroom Management [3].

Support:

- Does your school have written school policies and procedures for new teachers?
- It is good if the policies & procedures are in written format.
- Have new teachers been assigned as mentoring teachers?
- Mentors will be the right guide for new teachers to better provide school facilities and functions.
- Do colleagues plan together or do they have weekly team or class meetings?
- It is very important for teachers to discuss the curriculum and assessment process periodically, to provide a detailed picture to new teachers.

Discipline:

- Do new teachers have mutual respect with experienced teachers at the school?
- Respect is an important parameter in maintaining discipline among students and healthy teacher-student relationships.
- New teachers must comply with the rules of the field in the school.

Classroom management:

- New teachers must be organized and follow the school timetable in order to be used effectively. The rate must be appropriate for a particular class.
- Are new teachers sensitive to diverse students?
- All students must be treated fairly regardless of race, gender, socioeconomic status and so on.
- Are new teachers able to perform a variety of tasks?
- With the dramatic changes in the education system, teachers must continue to run when multitasking. Hopefully equipped with Computer Systems including fun and exciting practices in promoting effective learning.
- Orientation to Computer Systems each student logs in to the computer, email, and student information system and then trains how to use it.

• Fun and Interesting - teachers need to make learning fun and exciting. Teachers can create learning methods that make children want to come to school. It can be a fun game during class or a short storytelling that can help in learning values and morals.

To make teaching more effective, here are some key principles [3]:

- a) Learning Goals and Outcomes
- b) Course Content
- c) Teaching Resources and Methods
- d) Assessment
- e) Monitoring and Review

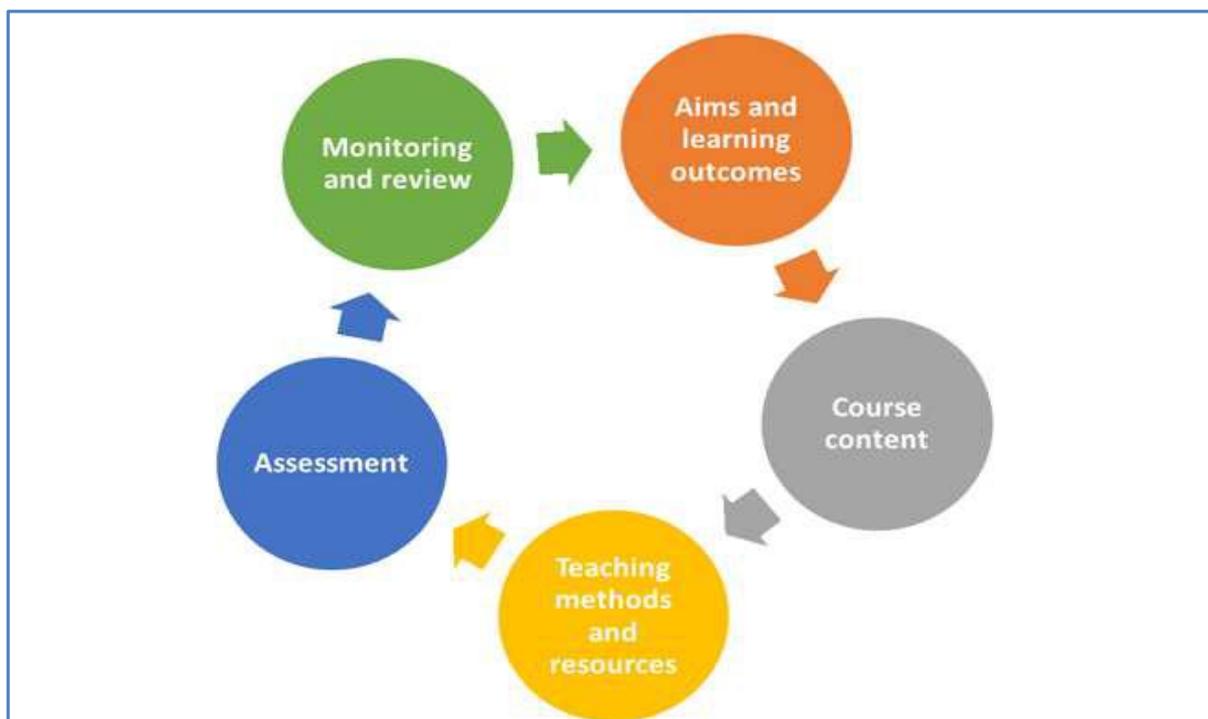


Figure 6 Key Principles of Teacher Orientation Program

Source: EduExcellence, 2017

Interests and Explanations

- Making it interesting arouses students' curiosity.
- By giving a clear explanation, the teacher can explain the reasons why certain facts or skills are so important to be fully understood.

Concern and Respect for Students and Student Learning

- While interested in things that students know and do not know, be generous and give them doubts.
- Start by trying to make difficult parts easy so they can master ideas and facts and then challenge students.

Appropriate Assessment and Feedback

- Begin is to question students in a way that demands proof of their understanding and then set the correct assessment in a way that is appropriate to the material to be studied.
- By keeping feedback focused on what they still need to learn to get it right, students will know and feel comfortable by acknowledging that they have more to learn.

Clear Goals and Intellectual Challenges

- If you give a clear statement about the purpose of the course, student expectations, and the efforts, expectations and efforts of teachers, it will result in better student performance.

Learning from Students

- Evaluation of teaching practices highlights successes, challenges, and identifies modifications to create more effective teaching practices
- Therefore, recognize the relationship between teaching, learning, and content as problems, uncertain and relative

8. ROLES AND RESPONSIBILITIES:

Students

- Attend SOP briefings.

- Understand and appreciate the objectives of SOP.
- Report to school and build good relationships with the school community.
- Practicing the ethics of teacher professionalism.
- Discuss, observe and assist teachers in classroom tasks.
- Assist teachers in co-curricular activities.
- Observe and collect feedback on teacher teaching as a reflection material.
- Prepare SOP portfolio for continuous use.
- Use portfolio and school experience in reflection session at Faculty of Education (according to program requirements).
- All expenses related to SOP are the responsibility of the trainee teacher.

School authorities

- Collaborate with University in making the SOP program a success.
- Identify and appoint experienced trained teachers to guide students undergoing SOP.
- Help trainee teachers adapt to the school community.
- Assist trainee teachers to gather school information needed to complete SOP assignments.
- Provide opportunities for trainee teachers to make observations on the teaching / coaching activities of experienced trained teachers.
- Supervise student discipline and attendance throughout the SOP period and complete the SOP Attendance Form.
- Report in writing any disciplinary / health / accident cases of trainee teachers from time to time to Faculty of Education Teaching Practical Unit.
- Provide ongoing guidance and feedback to trainee teachers.
- Submit SOP Attendance Form and other relevant documents to Faculty of Education.

Counsellor

- Guide trainee teachers towards the development of Educator Personality, especially in terms of healthy association, improvement of identity and nurturing the professional values of teaching.
- Inform the school principal about the progress of trainee teachers from time to time.
- Conduct at least 1 (one) pre / post-discussion discussion / guidance made by the trainee teacher during the SOP period.
- Supervising Lecturer
- Explain to students about the concepts, objectives and tasks of SOP.
- Review the trainee teacher folio and other relevant documents.
- Make a summary of the trainee teacher's portfolio in the SOP Summary Form based on the evaluation criteria of SOP portfolio preparation.
- Make a visit if necessary.
- Keep SOP assessment records.

9. ATTENDANCE IN SOP:

Attendance in SOP is mandatory. During the SOP period trainee teachers are not allowed on leave. Any sick leave (approved by the government medical or recognized by the government), or sudden leave due to something that happened to yourself or your family, must be notified to the school and university. If the trainee teacher is not able to meet the 100% attendance requirement due to certain cases, the trainee teacher is required to complete the SOP period before undergoing Teaching Training [4].

10. CONCLUSION:

School Orientation Plan (SOP) or teacher orientation can empower prospective teachers. Teachers are the key to improving education. Teachers are our biggest asset in society. They have the ability to inspire, empower, and foster an environment of confidence, enthusiasm, and nurture student life. Through this paper, the importance of teacher orientation, the challenges faced by new teachers and related suggestions and tips to improve effective classroom teaching practices have been discussed. Teaching is the most demanding and challenging profession among all professions. As teachers, they are the 'holders of information facilitators ' and their role is to impart knowledge and skills to their students.

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