



ECHP421

Professional Experience 6

S1 Day 2016

Institute of Early Childhood

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Disclaimer

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General Information

Unit convenor and teaching staff

Academic Coordinator

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X5B 366

Professional Experience Coordinator

Doranna Wong

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Credit points

3

Prerequisites

ECHP324 or ECHP325 or admission to GDipAdvStEc

Corequisites

Co-badged status

Unit description

This unit incorporates theoretical and practical aspects of teaching and includes a compulsory professional experience field component in a prior-to-school setting. The professional experience includes a series of observation days and a 15 day teaching block. This unit builds on earlier reflective practice units, particularly in the areas of curriculum decision making, refinement of teaching strategies, and documentation of children's learning. One component of this unit is study of the work of educators in Reggio Emilia, which is analysed in terms of implications for Australian early childhood contexts. Another focus is an extension of earlier studies of ways to counter bias and a consideration of socially just educational contexts.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

- refine your teaching practices through the influence of the work of educators in Reggio Emilia and the current debates on early childhood curriculum and pedagogy
- recognise the importance of socially just practices in educational settings, by actively

seeking ways to recognise and connect with children's families, valuing community and cultural contexts

develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature

take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

General Assessment Information

IEC Assessment Presentation & Submission Guidelines

Please follow these guidelines when you submit each assignment:

- Allow a left and right-hand margin of at least 2cm in all assignments.
- Please type all assignments using 12-point font and 1.5 spacing.
- All assessments must be submitted through turnitin in .doc or .pdf format for submission.
- It is the onus of the student to ensure that all assessments are successfully submitted through turnitin.
- Faculty assignment cover sheets are NOT required for this unit.

Draft Submissions & Turnitin Originality Reports

- Students may use Turnitin's Originality Report as a learning tool to improve their academic writing if this option is made available in the unit.
- Students are strongly encouraged to upload a draft copy of each assessment to Turnitin at least one week prior to the due date to obtain an Originality Report.
- The Originality Report provides students with a similarity index that may indicate if plagiarism has occurred. Students will be able to make amendments to their drafts prior to their final submission on the due date.
- Generally, one Originality Report is generated every 24 hours up to the due date.

When preparing your assignments, it is essential that:

- Students must retain a copy of all assignments before submission, and retain the copy until your final grade for the subject has been received;
- Marks will be deducted if you submit your assessment late (refer to the 'late assessments' section below for more details);
- Unless there are exceptional circumstances, no assessment will be accepted after the

date that the assessment has been returned to other students.

- If an assessment is considered to be below passing standard, another staff member on the unit will provide a second opinion. No failed assessment may be re-submitted.

Final Submissions

- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.
- Late submissions due to last minute technical difficulties will incur a lateness penalty.

Late Assessments:

A deduction of 5% of the total possible mark allocated for that assessment would be made for each day or part day that assessment is late, weekends counting as two days. For example, if an assessment is worth 20 marks and you submit it 2 days late, you will have 2 marks (2 x 5% of 20 marks) subtracted from your awarded mark.

Extensions:

In extenuating circumstances, students may apply to the unit coordinator for an extension to the assessment due date. Reasons for the extension need to be documented through the Disruption to Studies form accessible through ask.mq.edu.au under "Disruption" and supported (e.g., a Professional Authority Form must be used in the case of illness). Note that:

- Students **MUST** speak with the unit coordinator **prior to submitting their request** through <https://ask.mq.edu.au>
- Extensions will only be granted in receipt of the completed form submitted through ask.mq.edu.au plus documentation.
- It is essential that you plan ahead and organise your study time effectively. Poor time management is not grounds for an extension.
- In the case of computer malfunction, a draft of your assignment may be requested. Please ensure that you print out a draft regularly, so that it is available for submission on request.
- Extensions are usually not granted on the due date.

IEC Academic Honesty Guidelines:

All assignments should cite and provide full bibliographical details of all material that you have used to inform or support your ideas. At the Institute of Early Childhood, students are required to use the American Psychological Association (APA) referencing procedures. Full details about

how to cite and reference correctly can be found in **Perrin (2015)** and in the **IEC Academic Honesty Handbook**.

The following guide can be purchased from the Co-op Bookshop. This is a required text: *

Perrin, R. (2015). Pocket guide to APA style (5th ed.). Stamford, CT: Cengage Learning.

Grades

The final grade a student receives signifies their overall performance in meeting the learning outcomes for the unit. The number assigned to a grade (Standard Numerical Grade or SNG) reflects the extent to which student attainment matches the grade descriptors.

Your raw mark for the unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. Results may be scaled to ensure there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results. The process of scaling does not change the order of marks among students. A student who receives a higher raw score mark than another will also receive a higher final scaled mark.

Family and Children's Records at IEC

Some assessment tasks require students to submit records about families and about children and their learning. It is expected that the records submitted are original, authentic, adheres to the ethical practices of the [Early Childhood Australia Code of Ethics \(2006\)](#) and is the work of the student. Issues with the authenticity of such records will be investigated for possible forgery (see *Fabrication* in the IEC Academic Honesty Handbook). Please note that submitted records can only be used once for assessment purposes.

Confidentiality

Students must respect the need for sensitivity and confidentiality and ensure that privacy obligations are met. There should be nothing in assessment submissions that identifies a centre or school. Use only the first name for children, families and staff. Do not record details that enable identification of the site, and of the adults or children.

Assessment Tasks

Name	Weighting	Due
Assignment 1	45%	March 29, 9am

Name	Weighting	Due
<u>Assignment 2</u>	0%	May 16-June 3
<u>Assignment 3</u>	15%	Week 13 or OCD (2)
<u>Assignment 4</u>	40%	June 14, 9am

Assignment 1

Due: **March 29, 9am**

Weighting: **45%**

Analysing the Disposition to Document - teaching techniques and child perspectives. Part A & Part B.

On successful completion you will be able to:

- refine your teaching practices through the influence of the work of educators in Reggio Emilia and the current debates on early childhood curriculum and pedagogy
- recognise the importance of socially just practices in educational settings, by actively seeking ways to recognise and connect with children's families, valuing community and cultural contexts
- develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature

Assignment 2

Due: **May 16-June 3**

Weighting: **0%**

Professional Experience

On successful completion you will be able to:

- refine your teaching practices through the influence of the work of educators in Reggio Emilia and the current debates on early childhood curriculum and pedagogy
- recognise the importance of socially just practices in educational settings, by actively seeking ways to recognise and connect with children's families, valuing community and cultural contexts
- develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature
- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Assignment 3

Due: **Week 13 or OCD (2)**

Weighting: **15%**

Oral Presentation to Peers

On successful completion you will be able to:

- refine your teaching practices through the influence of the work of educators in Reggio Emilia and the current debates on early childhood curriculum and pedagogy
- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Assignment 4

Due: **June 14, 9am**

Weighting: **40%**

Documenting Pedagogically

On successful completion you will be able to:

- refine your teaching practices through the influence of the work of educators in Reggio Emilia and the current debates on early childhood curriculum and pedagogy
- recognise the importance of socially just practices in educational settings, by actively seeking ways to recognise and connect with children's families, valuing community and cultural contexts
- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Delivery and Resources

The following are **REQUIRED TEXTS** for ECHP421. All students must have a copy of the required texts and bring them to class each week or to the On Campus. You may already have purchased some of these texts for previous units at IEC.

1. ECHP421 Custom etextbook. (2016). Custom etextbook including chapters from a range of publications. Sydney: Pademelon Press. (purchase from www.pademelonpress.com.au)
2. Australian Children's Education & Care Quality Authority. (2011). *Guide to the national quality standard*. Retrieved from <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF03-Guide-to-NQS-130902.pdf>
3. Australian Government Department of Education Employment and Workplace Relations. (2009). *Belonging, being & becoming: The early years learning framework for Australia*. Australia: Commonwealth of Australia. Retrieved from <http://docs.education.gov.au/system/files/>

[doc/other/belonging being and becoming the early years learning framework for australia.pdf](#)

4. Fleet, A., & Robertson, J. (Eds.). (2005). ***Exhibit-On 3 catalogue: Unpacking interpretation***. Sydney: Institute of Early Childhood, Macquarie University.
5. MacNaughton, G., & Williams, G. (2009). Techniques for teaching young children. Choices for theory and practice. Melbourne: Addison Wesley Longman

IN ADDITION TO THESE TEXTS A NUMBER OF REQUIRED READINGS WILL BE PROVIDED TO YOU VIA THE LIBRARY E-RESERVE. PLEASE SEE THE COMPLETE LIST OF READINGS FOR THE UNIT ON THE ILEARN PAGE.

The Following are HIGHLY RECOMMENDED TEXTS that we feel will support your thinking in this unit.

1. Chng, A. (2015). ***Documenting children's learning***. A research in practice series. Canberra: Early Childhood Australia
2. Fleet, A., & Patterson, C. (2011). ***Seeing assessment as a stepping stone: Thinking in the context of the EYLF***. Deakin West, ACT: Early Childhood Australia Inc.
3. Patterson, C., & Fleet, A. (2011). ***Planning in the context of the EYLF: Powerful, practical and pedagogically sound***. Deakin West, ACT: Early Childhood Australia Inc.

IEC Relevant Documents

The information in this *Unit Guide* must be read in conjunction with the following documents available for download from iLearn:

- *IEC Academic Honesty Handbook*
- *Unit Readings, Assessments & Study Guide*
- *IEC Professional Experience Handbook*
- *Professional Experience Guide*

IEC Electronic Communication

During semester time, staff may contact students using the following ways:

- *Dialogue* function on iLearn
- Official *MQ Student Email* Address

It is the student's responsibility to check all electronic communication on a regular weekly basis.

IEC Professional Experience Unit Academic Expectations

- In order to be eligible for a passing grade, students must meet the following attendance requirements:
 - Internal Students: Attend at least 80% of all tutorials – punctuality is expected. Consistent lateness or absence will jeopardise a passing grade
 - External Students: Attend all on-campus sessions – punctuality is expected. Please note that non-attendance will lead to exclusion from the unit. Students who are unable to attend due to illness or other unavoidable disruption will be supported in their application to withdraw without academic penalty.
- Students are required to contribute to all online and tutorials/workshops tasks
- Students are expected to read weekly readings before completing tasks and attending tutorials/workshops
- Students are expected to listen/attend weekly lectures before completing tasks and attending tutorials/workshops
- All assessment tasks must be submitted
- Feedback from Tertiary Supervisors and/or Supervising Teachers is of a general nature. It is incumbent on the student to check the requirements of assessments against the marking criteria and unit outcomes prior to submission.
- **In order to meet all expectations for this unit, students must:**
 - attain an overall minimum of a Pass grade for the written submission components, **AND**
 - attain a 'Satisfactory' grade for their Professional Experience Evaluation Report

IEC Professional Experience Unit Placement Expectations

- Students are required to complete 20 days of Professional Experience at an early childhood centre for children aged birth-5
- To be eligible to commence the block placement component of this unit, students
 - Must have submitted all written assessment tasks and/or associated unit component requirements prior to the commencement of the block
 - Must meet the attendance requirements for the unit
 - Students must be able to present evidence of completion of the following prior to semester census date in order to receive a placement for Professional Experience:
 - A Working with Children Check or State/ Territory equivalent
- Students may not be able to commence their placement until all alleged academic honesty breaches have been investigated and concluded.

- Students are expected to negotiate with the supervising teacher to complete five (5) observation days at times which do not impact on attendance at tutorials for this or other units.
- Students who are completing a unit offered by another department are expected to inform and negotiate with that unit convener about their professional experience block dates and to discuss how that unit's requirements can be met. For some situations, it may mean that you are enrolled externally for that unit so that your attendance for tutorials for that unit is not impacted.
- Feedback from Tertiary Supervisors and/or Supervising Teachers is of a general nature. It is incumbent on the student to check the requirements of assessments against the marking criteria and unit outcomes prior to submission.
- **In order to meet the Professional Experience placement expectations of this unit, students must:**
 - attain a 'Satisfactory' grade for their Professional Experience Practical Work in their Evaluation Report, **AND**
 - attain a 'Satisfactory' grade for their Professional Experience Folder in their Evaluation Report

Withdrawing from this UG Unit

If you are considering withdrawing from this unit, please seek academic advice by writing to ie.c@mq.edu.au before doing so as this unit may be a co-requisite or prerequisite for units in the following semesters and may impact on your progression through the degree.

Unit Schedule

Unit Schedule

Week	Lecture Topic	Readings	Notes
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1. 29 Feb	The context of ECHP421 Philosophy to practice. Sandra Cheeseman	Custom text Conversations Chapter 1 Custom Text Documentation Chapter 1 Custom Text Unearthing - Reimagining EXT: see list	Students are required to read the Unit Outline and begin reading for Ass 1. There are no tutorials in Week 1 but there is considerable reading and a study task that must be submitted by Friday 4 March 9am. Please see the announcement.
2. 7 Mar	Seeking the child's perspective. Sandra Cheeseman	Custom Text Insights Chapter 3 Sommer et al (2010)	
3. 14 Mar	What is Pedagogical Documentation? Angela Chng	Custom Text Conversations Chapter 11 Custom Text Dancing Chapter 8 Exhibit-On 3 catalogue	
4. 21 Mar	A Focus on Infants and Toddlers. Sandra Cheeseman	Custom Text Insights Chapter 9 Page et al (2013) Degotardi et al (2014) Ext: see list	
5. 28 March	Recorded Lecture. Promoting higher order thinking. Sandra Cheeseman	Custom Text Conversations Chapter 5 Exhibit-On 3 Catalogue Siraj-Blatchford and Manni (2008) Ext: see list	No Internal Tutorials - Visit to Mia Mia 10.30am -12.30pm (Tuesday 29 March). Externals Welcome. Ass 1 Due 29 March 9am

6. April 4	Inclusion, social justice and family perspectives. Doranna Wong	MacNaughton (2003) Chapter 11&12 Custom Text Insights Chapter 13 Custom Text Insights Chapter 11 (I) Ext: see list	
April 11	Recess		
April 18	Recess		
7. April 25	Recorded Lecture Preparing for Professional Experience.	Custom Text Insights Chapter 4 Fleet et al (2011) PE Guidelines	
8. May 2	A focus on learning - Observation and Assessment in ECEC Sandra Cheeseman	Custom Text Conversations Chapter 9 Custom text Documentation Chapter 5 Exhibit-On 3 catalogue Ext: see list	
9. May 9	A focus on curriculum - what can children learn? Sandra Cheeseman	Custom Text Dancing Chapter 4 Kreig (2011)	On Campus Day 1 Saturday May 7 All students to bring PE Folder to class
10. 16 May			Professional Experience Block
11. 23 May	Monday 23 May - Live ilearn chat 8pm-9pm.		Professional Experience Block
12. 30 May			Professional Experience Block On Campus Day 2 Saturday June 4 Ass 3 Presentations for Externals

13.	No Lecture		Ass 3 presentations internals tutorials Week 13
1 June			Extended Tutorials for Presentation. Details TBA
			Ass 4 Due Tuesday 14 June 9am

Learning and Teaching Activities

Lectures

Compulsory content shared through lecture mode.

Tutorials

Required workshopping of unit content, assessments, readings, and student perspectives.

iLearn

On-line distribution of required information and unit vehicle for communication.

Assignments

Assessed components to scaffold student learning and provide opportunities to apply understandings.

Independent study

Professional commitment to understanding of unit material and further learning.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

New Assessment Policy in effect from Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be

imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Assessment tasks

- Assignment 2
- Assignment 3
- Assignment 4

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature
- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Assessment tasks

- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcome

- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Assessment tasks

- Assignment 2
- Assignment 3
- Assignment 4

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcome

- refine your teaching practices through the influence of the work of educators in Reggio Emilia and the current debates on early childhood curriculum and pedagogy

Assessment tasks

- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcome

- develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature

Assessment tasks

- Assignment 1
- Assignment 2

- Assignment 4

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature
- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Assessment tasks

- Assignment 1
- Assignment 2

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- recognise the importance of socially just practices in educational settings, by actively seeking ways to recognise and connect with children's families, valuing community and cultural contexts
- develop confidence in justifying professional decisions in programming effectively for individuals within group contexts in relation to current research-based literature
- take substantial responsibility for your own learning and deal with issues for decision-making in early childhood settings

Assessment tasks

- Assignment 1
- Assignment 2

- Assignment 3
- Assignment 4

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcome

- recognise the importance of socially just practices in educational settings, by actively seeking ways to recognise and connect with children's families, valuing community and cultural contexts

Assessment tasks

- Assignment 1
- Assignment 2
- Assignment 4

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Assessment task

- Assignment 2