



ECHP424

Professional Experience 7

S2 External 2017

Department of Educational Studies

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Disclaimer

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General Information

Unit convenor and teaching staff

Convenor Academic

Sandra Cheeseman

Convenor Academic

Susan Reade

susan.reade@mq.edu.au

Contact via 9850 9842

Professional Experience Convenor

Belinda Davis

belinda.davis@mq.edu.au

X5B 262

Sandra Cheeseman

sandra.cheeseman@mq.edu.au

Credit points

3

Prerequisites

ECHP421 or ECHP422 or ECHP425 or (ECHP222 and admission to GDipECTeach)

Corequisites

Co-badged status

Unit description

This final professional experience unit provides students with the opportunity to consolidate both their pedagogical practice and their professional inquiry skills. Students are placed in an early childhood setting relevant to their course requirements. In preparing students for their professional career this professional experience combines both day to day responsibility for a class or group of children along with a practitioner inquiry project based on a self-assessment of their teaching. The aim of the unit is to build the confidence and capacity of students with a focus on curriculum decision making that reflects the needs of the setting and the student's personal philosophy of teaching.

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:

- enhance your knowledge and skills for your future career.
- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- use practitioner inquiry as a strategy for improving your teaching and learning,
- identify personal strengths in performance and learning,
- undertake candid self-assessment of progress towards both the Macquarie University Graduate Capabilities and the professional goals for student teaching.
- consolidate your use of diverse communication skills,

General Assessment Information

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.
- Emails are not appropriate means of extension requests.
- 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.

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. 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)**.

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.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Reflection and Philosophy</u>	35%	No	Friday 18th August
<u>Professional Experience Viva 1</u>	15%	No	Week 3 & 4 and OCD 1
<u>Professional Experience</u>	0%	No	Week 5-7 + 3 Obs days
<u>Professional Experience Viva 2</u>	15%	No	Week 10 & 11 & OCD 2
<u>Practitioner Inquiry Project</u>	35%	No	Monday 30th October

Reflection and Philosophy

Due: **Friday 18th August**

Weighting: **35%**

Part A: Reflection

1000-1500 words

In this assignment you will focus on your progress towards the IEC translation of the Macquarie University Graduate Capabilities (Grad Caps).

You will reflect on your movement as a student teacher through your program of study and provide evidence of your growth as a professional in the Graduate Capabilities.

Part B: Teaching Philosophy

500 words MAXIMUM

Produce a succinct statement of your teaching philosophy that might appear at the front of your Professional Portfolio.

On successful completion you will be able to:

- enhance your knowledge and skills for your future career.
- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- identify personal strengths in performance and learning,
- undertake candid self-assessment of progress towards both the Macquarie University Graduate Capabilities and the professional goals for student teaching.
- consolidate your use of diverse communication skills,

Professional Experience Viva 1

Due: **Week 3 & 4 and OCD 1**

Weighting: **15%**

Prior to commencing your Professional Experience, each student will present a five minute Viva at the Tutorial in weeks 3 or 4 (for internal students) or at the On Campus Day 1 (for external students). A Viva is a showcase of thinking and progress to date.

On successful completion you will be able to:

- use practitioner inquiry as a strategy for improving your teaching and learning,
- identify personal strengths in performance and learning,
- consolidate your use of diverse communication skills,

Professional Experience

Due: **Week 5-7 + 3 Obs days**

Weighting: **0%**

3 Orientation Days and 15 days of Professional Experience. Evaluation requirements are detailed in the ECHP 424 Professional Experience Documents.

YOU MUST BRING YOUR PE FOLDER (WORK IN PROGRESS) TO THE WEEK 4 TUTORIAL OR THE FIRST ON-CAMPUS DAY. YOU WILL NOT BE ABLE TO START PE UNLESS YOUR FOLDER HAS BEEN PASSED BY UNIT STAFF.

On successful completion you will be able to:

- enhance your knowledge and skills for your future career.
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- identify personal strengths in performance and learning,
- undertake candid self-assessment of progress towards both the Macquarie University Graduate Capabilities and the professional goals for student teaching.
- consolidate your use of diverse communication skills,

Professional Experience Viva 2

Due: **Week 10 & 11 & OCD 2**

Weighting: **15%**

Following your Professional Experience, each student will present a five minute Viva at the Tutorials or On-Campus session following PE.

On successful completion you will be able to:

- use practitioner inquiry as a strategy for improving your teaching and learning,
- consolidate your use of diverse communication skills,

Practitioner Inquiry Project

Due: **Monday 30th October**

Weighting: **35%**

This assignment provides an opportunity for you to engage in the process of Teacher Research or Practitioner Inquiry whilst you are undertaking your Professional Experience. In this instance the project you choose will be based on a professional challenge for you as a teacher.

On successful completion you will be able to:

- enhance your knowledge and skills for your future career.
- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- use practitioner inquiry as a strategy for improving your teaching and learning,
- consolidate your use of diverse communication skills,

Delivery and Resources

Relevant Documents

The information in this *Unit Guide* must be read in conjunction with the following documents

available for download from iLearn:

- *Unit Readings, Assessments & Study Guide*
- *Professional Experience Handbook*
- *Professional Experience Guide*
- *Professional Field Visits Guide*

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.

Unit Coordinators for this unit are

- Susan Reade - For all academic issues - eg questions about content, readings, assignments
- Belinda Davis - For all Professional Experience inquiries - eg those related to your placement

Please use the dialogue function on iLearn to contact us in the first instance.

Professional Experience Unit Academic Expectations

- In order to be eligible for a passing grade, students must meet the following attendance requirements:
 - Internal Students: Participate in all tutorials – punctuality is expected. Consistent lateness or absence will jeopardise a passing grade
 - External Students: Participate in all on-campus sessions – punctuality is expected. Please note that non-participation will lead to exclusion from the unit. Students who are unable to participate 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

Professional Experience Unit Placement Expectations

- Students are required to complete 18 days of Professional Experience at an early childhood centre for children aged birth-5 or a school
- 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 participation 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
 - Anaphylaxis training (practical and on line training)*
 - Child Protection online training*
- A Working with Children Check or State/Territory equivalent is required by the end of Week 3 to be eligible for a placement. Students may need to withdraw from this unit if this has not been obtained in time.
- 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 (3) 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 des.ug@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

	Lecture Content	Tutorials for Internals	Required reading or tasks for Tutorial / OCS
Week 1 July 31	Images of Early Childhood Teachers - Reflection and Philosophy - Introduction to the Unit. Sandra Cheeseman Additional Lectures available for Grad Dips in Echo <ul style="list-style-type: none"> • Planning for children's learning 0-3 • Planning for children's learning 3-5's • Assessing children's learning • Partnerships with families 	Yes	Unit Outline Hill, Stremmel and Fu (2005) - ilearn MQ Review White Paper - ilearn
Week 2 Aug 7	Professional Experience in ECHP424 Belinda Davis	Yes	Cook and Young (2004) ALL TO READ ilearn and Choose one from the readings in the options in the Week 2 Label on iLearn

Week 3 Aug 14	Practitioner Inquiry as a strategy for professional practice Sandra Cheeseman	Yes Viva 1	Fleet et al (2016). Chapter 2 Principles of inquiry-based practice. Begin finding literature related to your PI. Prepare your Viva ½ group present Viva (Internals)
Week 4 Aug 21	Undertaking and presenting a practitioner inquiry project. Sandra Cheeseman On Campus Session 1 Saturday 26th August	Yes Viva 1	Begin finding literature related to your PI ½ group presents Viva (internals) Bring your PE Folder to class or on-campus session Externals present Viva at OCS
Week 5 Aug 28	Professional Experience	No	Continue reading to support your Practitioner Inquiry Project
Week 6 Sept 4	Professional Experience	No	Continue reading to support your Practitioner Inquiry Project
Week 7 Sept 11	Professional Experience	No	Continue reading to support your Practitioner Inquiry Project
Recess Sept 18			Prepare Viva and Ass 5
Recess Sept 25	On Campus Session 2 Saturday 30th September		Externals Present Viva 2
Week 8 Oct 2	Public Holiday - No Lecture	NO	<ul style="list-style-type: none"> • Mahmood(2013)Reality Shock ilearn • Dobson (2010)Top Tips for beginning teachers ilearn
Week 9 Oct 9	Lecture - Guest Speaker	Yes - Prac De-brief	
Week 10 Oct 14	Lecture - Guest Speaker	Yes Viva 2	1/2 group present Viva
Week 11 Oct 23	Lecture - Guest Speaker	Yes Viva 2	1/2 group present Viva

Week 12 Oct 30	Lecture - Guest Speaker	No	Complete Ass 5
Week 13 Nov 6	No Lecture	No	
Exams	No Exam		

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

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.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 (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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:

Learning outcomes

- use practitioner inquiry as a strategy for improving your teaching and learning,
- consolidate your use of diverse communication skills,

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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

- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- use practitioner inquiry as a strategy for improving your teaching and learning,
- identify personal strengths in performance and learning,
- undertake candid self-assessment of progress towards both the Macquarie University Graduate Capabilities and the professional goals for student teaching.

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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 outcomes

- enhance your knowledge and skills for your future career.
- locate relevant theoretical and practical literature,
- use practitioner inquiry as a strategy for improving your teaching and learning,
- identify personal strengths in performance and learning,
- undertake candid self-assessment of progress towards both the Macquarie University

Graduate Capabilities and the professional goals for student teaching.

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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 outcomes

- enhance your knowledge and skills for your future career.
- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- consolidate your use of diverse communication skills,

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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 outcomes

- enhance your knowledge and skills for your future career.
- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- use practitioner inquiry as a strategy for improving your teaching and learning,
- identify personal strengths in performance and learning,
- undertake candid self-assessment of progress towards both the Macquarie University Graduate Capabilities and the professional goals for student teaching.

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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

- locate relevant theoretical and practical literature,
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- use practitioner inquiry as a strategy for improving your teaching and learning,

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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

- use practitioner inquiry as a strategy for improving your teaching and learning,
- identify personal strengths in performance and learning,
- consolidate your use of diverse communication skills,

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience
- Professional Experience Viva 2
- Practitioner Inquiry Project

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 outcomes

- enhance your knowledge and skills for your future career.
- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,
- identify personal strengths in performance and learning,

Assessment tasks

- Reflection and Philosophy
- Professional Experience Viva 1
- Professional Experience

- Practitioner Inquiry Project

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:

Learning outcome

- recognise the importance of socially just practices in educational settings, by recognising and connecting with children's families, valuing community and cultural contexts,

Assessment tasks

- Reflection and Philosophy
- Professional Experience
- Practitioner Inquiry Project