ECHP4240

Professional Experience 7

Session 2, Weekday attendance, North Ryde 2020

Macquarie School of Education

Contents

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Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff
Academic Co-ordinator
Dr Rebecca Andrews
rebecca.andrews@mq.edu.au
Contact via 9850 9781
269 29 Wallys Walk
Arrange via iLearn dialogue

Professional Experience Co-ordinator
A/P Fay Hadley
fay.hadley@mq.edu.au
Contact via 9850 9833
384 29 Wallys Walk
Arrange via iLearn dialogue

Credit points
10

Prerequisites
ECHP421 or ECHP425 or ECHP4250

Corequisites

Co-badged status

Unit description
This final professional experience unit prepares students for their professional career. 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. Students are required to complete the Teaching Performance Assessment.

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:

ULO1: Undertake candid self-assessment of progress towards both the unit learning outcomes and the Professional Teaching Standards

ULO2: Identify the importance of socially just practices associated with educational settings for children, families, and community

ULO3: Critically evaluate and utilise relevant theoretical and research literature to support teaching decisions

ULO4: Synthesise knowledge and skills development throughput the program in a teaching performance assessment

ULO5: Implement the requirements of the relevant statutory processes in relation to early childhood curriculum

ULO6: Communicate effectively as ethical, reflective and informed teachers when working with colleagues, children, families and other education and community stakeholders.

General Assessment Information

General Assessment Information

Assessment Presentation and 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

- It is the responsibility of the student to ensure that all assessments are successfully submitted through Turnitin.

- Faculty assignment cover sheets are NOT required.

  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.

Please note:

- Students should regularly save a copy of all assignments before submission

- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.

Assignment extensions and late penalties

- In general, there should be no need for extensions except through illness or misadventure that would be categorised as serious and unavoidable disruption according to the University definition of same, see: https://students.mq.edu.au/study/my-study-program/special-consideration

- Applications for extensions must be made via AskMQ according to the Special Consideration policy. Extensions can only be granted if they meet the Special Considerations policy and are submitted via https://ask.mq.edu.au/. This will ensure consistency in the consideration of such requests is maintained.

- Late submissions: Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests. Late penalties are applied by unit convenors or their delegates after tasks are assessed.

- If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.

- Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

Requesting a re-assessment of an assignment

If you have evidence that your task has been incorrectly assessed against the grade descriptors you can request a re-mark. To request a re-mark you need to contact the unit convenor within 7 days of the date of return of the assignment and provide a detailed assessment of your script against the task criteria. Evidence from your assignment must be provided to support your judgements.

Note: Failed assessments cannot be re-marked as they are all double-marked as a part of the moderation process.

Please note: The outcome of a re-mark may be a higher/lower or unchanged grade. Grades are standards referenced and effort is NOT a criterion.

University policy on grading

Criteria for awarding grades for assessment tasks

Assignments will be awarded grades ranging from HD to F according to guidelines set out in the University's Grading Policy. The following descriptive criteria are included for your information.

Descriptive Criteria for awarding grades in the unit

In order to meet the unit outcomes and successfully pass this unit, students must make a genuine attempt at all assessment tasks. Where any submitted assessment task is considered to be unsatisfactory in this regard, the highest possible final grade that can be awarded for the unit will be 45.

Students will be awarded grades ranging from HD to F according to guidelines set out in the policy: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment-in-effect-from-session-2-2016

The following generic grade descriptors provide university-wide standards for awarding final grades.

Grade	Descriptor
HD (High Distinction)	Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critical evaluation of problems, their solutions and their implications; creativity in application as appropriate to the discipline.
D (Distinction)	Provides evidence of integration and evaluation of critical ideas, principles and theories, distinctive insight and ability in applying relevant skills and concepts in relation to learning outcomes. There is demonstration of frequent originality in defining and analysing issues or problems and providing solutions; and the use of means of communication appropriate to the discipline and the audience.
Cr (Credit)	Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the discipline.
P (Pass).	Provides sufficient evidence of the achievement of learning outcomes. There is demonstration of understanding and application of fundamental concepts of the field of study; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the discipline. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes

	F (Fail)	Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing or lacking communication of ideas in ways that give little attention to the conventions of the discipline.

Note: If you fail a unit with a professional experience component the fail grade will be on your transcript irrespective of the timing of the placement.

Withdrawing from this UG Unit

If you are considering withdrawing from this unit, please seek academic advice via https://ask.mq.edu.au before doing so as this unit may be a co-requisite or prerequisite for units in the following sessions and may impact on your progression through the degree.

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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Teaching Performance Assessment	50%	No	October 6th 2020
Professional Experience Evaluation Report (Supervising Teacher Report)	45%	Yes	One week after completion of PE
ASSET Survey	5%	Yes	See dates in iLearn

Teaching Performance Assessment

Assessment Type [1]: Teacher performance assessment
Indicative Time on Task [2]: 65 hours
Due: **October 6th 2020**
Weighting: **50%**

Teacher Education Student will complete the Teaching Performance Assessment in the final Professional Experience unit in their program. The Teacher Education Student needs to also refer to their Professional Experience Requirements for the unit as this will support the evidence s/he collects whilst on placement. Please review these documents to understand what you are required to do to meet the TPA requirement.

On successful completion you will be able to:

- Undertake candid self-assessment of progress towards both the unit learning outcomes and the Professional Teaching Standards

- Identify the importance of socially just practices associated with educational settings for children, families, and community

- Critically evaluate and utilise relevant theoretical and research literature to support teaching decisions

- Synthesise knowledge and skills development throughput the program in a teaching performance assessment

- Implement the requirements of the relevant statutory processes in relation to early childhood curriculum

- Communicate effectively as ethical, reflective and informed teachers when working with colleagues, children, families and other education and community stakeholders.

Professional Experience Evaluation Report (Supervising Teacher Report)

Assessment Type [1]: Field work task
Indicative Time on Task [2]: 1 hours
Due: **One week after completion of PE**
Weighting: **45%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

The student attends Professional Experience and this report is submitted by the supervising teacher as an assessment of the student when on placement.

On successful completion you will be able to:

- Undertake candid self-assessment of progress towards both the unit learning outcomes and the Professional Teaching Standards

- Identify the importance of socially just practices associated with educational settings for children, families, and community

- Critically evaluate and utilise relevant theoretical and research literature to support teaching decisions

- Synthesise knowledge and skills development throughput the program in a teaching

performance assessment

- Implement the requirements of the relevant statutory processes in relation to early childhood curriculum

- Communicate effectively as ethical, reflective and informed teachers when working with colleagues, children, families and other education and community stakeholders.

ASSET Survey

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 1 hours
Due: **See dates in iLearn**
Weighting: **5%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

A survey related to university experience.

On successful completion you will be able to:

- Undertake candid self-assessment of progress towards both the unit learning outcomes and the Professional Teaching Standards

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment

- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Lectures scheduled in timetable:

- in week 1 there is a welcome to the unit and orientation in the tutorials

- In weeks 2 and 4 the lecture will operate as a flipped learning classroom. The lecture will have a zoom link. Dr Rebecca Andrews and A/P Fay Hadley will be present to respond to live questions about the MQTPA. Students can post questions on iLearn in the General Discussion forum by the Wednesday prior to the lecture. These will be recorded.

The MQTPA content is largely delivered through EDSTCOMM – see the section titled Teaching

Performance Assessment. The MQTPA lectures, podcasts and AITSL resources are all available from the beginning of the semester. Please listen to and view these as soon as you are able and before the week 2 Drop-in Session. The content on EDSTCOMM includes but is not limited to:

- **Online MQTPA Lectures:** a series of mini lectures available on EDSTCOMM in the Section titled Teaching Performance Assessment Dr Rebecca Andrews, A/P Michael Cavanagh**,** A/P Hadley, Dr Iain Hay

- **MQTPA Podcasts**: a series of podcasts available on EDSTCOMM in the Section titled Teaching Performance Assessment Dr Rebecca Andrews, A/P Michael Cavanagh**,** A/P Hadley, Dr Iain Hay

- **MQTPA AITSL Resource Series**: a series of powerpoint slides available on EDSTCOMM in the Section titled Teaching Performance Assessment AITSL resource compiled by Dr Rebecca Andrews

Tutorials and former On Campus Days – via online tasks and zoom links. Internal students: tutorials will be a combination of online preparatory tasks and zoom sessions on Thursdays in weeks 1- 4. In week 8, on Thursday October 1st students will present their MQTPA Viva Voce presentation via zoom. Links to the zoom sessions will be provided in iLearn.

External students: tutorials will be a combination of online preparatory tasks and zoom sessions on Thursday evenings in weeks 1 – 4. In the last week of the recess on September 25th students will present their MQTPA Viva Voce via zoom. This format is to ensure that all TES have equal preparation for Professional Experience and the MQTPA. Links to the zoom sessions will be provided in iLearn.

Readings

This PE unit is the culmination of your learning in the degree, therefore, in addition to the readings provided on iLearn, you will need to source your own readings as you consider the TPA requirements and what literature you need to support your TPA. Complete the set readings over weeks 1 - 4.

Unit Web Presence

This unit has a full web presence through *iLearn and zoom*.

Students will need regular access to a computer and the Internet to complete this unit.

Weekly access to *iLearn* is **compulsory** for all students**.** Important assessment information will be posted here, as will other relevant unit notices and materials, including a reading template and guide to lecture note taking to assist your studies.

Various activities and materials for discussion and critical reflection are included and external students especially are encouraged to use this web component. Please check the *iLearn* unit regularly.

Access and technical assistance

Information for students about access to the online component of this unit is available at ilearn.m

q.edu.au/login/MQ/. You will need to enter your student username and password.

Please do **NOT** contact the Unit Convenor regarding *iLearn* technical help.

No extensions will be given for any technical issues. Allow enough time for your submissions.

Assistance is available from IT Helpdesk ph: 1800 67 4357, or log a request at help.mq.edu.au. OneHelp is the online IT support service for both students and staff.

This unit requires students to use several ICT and software skills:

- **Internet access**: The iLearn site contains materials for this unit; it is also required for the online submission of all Assessment Tasks, and for the use of Turnitin submission for ALL tasks.
- **Word processing, visual representations, and document formatting**: You are required to use an appropriate form of software to present your assignments.
- **Uploading** of assessment tasks to **iLearn**.
- **Library databases**: You are required to use various research databases to locate sources for your assignment.

Using Turnitin

- *Turnitin* is used to assist students with appropriate referencing and paraphrasing, and to detect plagiarism (see Section 12. A link to *Turnitin* is embedded in *iLearn*. You must submit your work to *Turnitin.*

APA Style Central

This referencing guide is accessed through the Library's Multisearch function. It provides tools and templates to assist you to correct format citations in APA 7. See: https://libguides.mq.edu.au/referencing/APA7thEdition

Unit Schedule

Week 1

Welcome to the Unit session in each tutorial this week. Dr Rebecca Andrews and A/P Fay Hadley

Tutorial 1 Thursday July 30th.

- Students registered in tutorial 12pm – 2pm attend zoom class at 12pm for one hour.
- Students registered in tutorial 2pm – 4pm attend zoom class at 2pm for one hour.
- Students registered for oncampus days attend zoom class at 7pm for one hour.
- There will be online tasks to complete in preparation for the tutorial – see iLearn.

Week 2 Drop-In Session Thursday August 6th at 11am – 11.50am via zoom link. Tutorial 2 Thursday August 6th.

- Students registered in tutorial 12pm – 2pm attend zoom class at 12pm for one hour.
- Students registered in tutorial 2pm – 4pm attend zoom class at 2pm for one hour.
- Students registered in tutorial 7pm - attend zoom class at 7pm for one hour.
- There will be online tasks to complete in preparation for the tutorial – see iLearn.

Week 3 Tutorial 3 Thursday August 13th.

- Students registered in tutorial 12pm – 2pm attend zoom class at 12pm for one hour.
- Students registered in tutorial 2pm – 4pm attend zoom class at 2pm for one hour.
- Students registered in tutorial 7pm - attend zoom class at 7pm for one hour.
- There will be online tasks to complete in preparation for the tutorial – see iLearn.

Week 4

Drop-In Session Thursday August 20th at 11am – 11.50am via zoom link.

Tutorial 4 Thursday August 20th.

- Students registered in tutorial 12pm – 2pm attend zoom class at 12pm for one hour.
- Students registered in tutorial 2pm – 4pm attend zoom class at 2pm for one hour.
- Students registered in tutorial 7pm - attend zoom class at 7pm for one hour.
- There will be online tasks to complete in preparation for the tutorial – see iLearn.

Weeks 5 - 7   Professional Experience August 24th – September 11th

Recess

Recess

External Students Viva Voce Session on Friday September 25th via zoom link. All external students will enrol into a group. Group 1 attends the zoom session from 9am – 11am, Group 2 attends the zoom session from 11.30am – 1.30pm and Group 3 attends the zoom session from 2pm - 4pm. Please do not ask me to coordinate a swap between groups just attend the session you have selected.

Week 8

Internal Students Viva Voce Session on Thursday October 1st via zoom link. All internal students will enrol into a group. Group 1 attends the zoom session from 9am – 11am, Group 2 attends the zoom session from 11.30am – 1.30pm and Group 3 attends the zoom session from 2pm - 4pm. Please do not ask me to coordinate a swap between groups just attend the session you have selected.

Week 9   **Teaching Performance Assessment due Tuesday 6th October 11.59pm.**

Weeks 9-13 School of Education **Transition to the Profession** sessions will be held in September and October. We encourage you to participate in these. Exact dates and times to be advised.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy

- Academic Integrity Policy

- Academic Progression Policy

- Assessment Policy

- Fitness to Practice Procedure

- Grade Appeal Policy

- Complaint Management Procedure for Students and Members of the Public

- Special Consideration Policy *(Note: The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- Getting help with your assignment

- Workshops

- StudyWise

- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides

- Ask a Librarian

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

If you are a Global MBA student contact globalmba.support@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.