EDTE4030

Professional Experience in the Primary School 2

Session 1, Infrequent attendance, North Ryde 2020

Macquarie School of Education

Contents

General Information

Unit convenor and teaching staff
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Credit points
10

Prerequisites
Admission to BEd(Prim) and EDTE3010 or EDTE301 or EDTE3540 or EDTE354

Corequisites
EDTE4550 or EDTE455

Co-badged status

Unit description
Students are required to work in a school for at least 20 days under the guidance of a supervising teacher implementing strategies and techniques being studied concurrently in the 400-level professional units in which they are enrolled.

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: Develop a sound knowledge of the K-6 curriculum across six Key Learning Areas.

ULO2: Demonstrate an in-depth knowledge of students and how they learn.

ULO3: Demonstrate a deep understanding of the processes of learning, teaching and assessing.

ULO4: Develop a comprehensive grasp of the professional role of the teacher.

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the

Coronavirus (COVID-19) pandemic.

Students should consult iLearn for revised unit information.

Find out more about the Coronavirus (COVID-19) and potential impacts on staff and students

General Assessment Information

The Professional Experience Folder

Much of the Teacher Education Student's development during Professional Experience will be readily observable. As the Teacher Education Student makes curriculum decisions, acts upon and adapts them, he/she should be able to justify and critique their decision making and practice. The Teacher Education Student's actions, records and critiques become the major indicator for evaluating progress. It is expected, therefore, that observation followed by the discussion will be a significant component of the evaluation of Professional Experience.

It is essential, however, that the Teacher Education Student maintains written records to document evidence of development. Relevant documentation should be kept in their portfolio collection. This documentation can also be used by the Supervising Teacher when evaluating the student's progress against the PE Evaluation Report.

The portfolio collection will include the following sections based on the Professional Experience expectations:

• Standard 1: Know students and how they learn

• Standard 2: Know the content and how to teach it

• Standard 3: Plan for and implement effective teaching and learning

• Standard 4: Create and maintain supportive and safe learning environments

• Standard 5: Assess, provide feedback and report on student learning

• Standard 6: Engage in professional learning

• Standard 7: Engage professionally with colleagues, parents/carers and the community.

The student will also include the following documents in their portfolio collection:

- The Department of Educational Studies Code of Conduct;
- WWCC;
- Anaphylaxis Certificate
- Child Protection Training Certificate

Important information - TPA preparation activities

EDTE4030 placement is a good opportunity to prepare for the Teaching Performance Assessment (TPA) in your last placement. There are a number of tasks designed to support your development for the TPA in semester 2, please refer to the Professional Experience

Requirements of EDTE4030 and related information on the unit iLearn site.

Detailed Expectations

1. Lesson Plans

1.1. Use the DoES lesson plan template

1.2. Consult ST and the teaching program before planning lessons

1.3. Present lesson plans to ST the day before lessons are to be taught

1.4. Lesson plans must be based upon learning outcomes from the syllabus used to design the teaching program

1.5. T&L activities should indicate differentiations (according to need or circumstance where appropriate) and TLAs that are assessment tasks should also be flagged as such

1.6. Every taught lesson should be evaluated.

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

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

Access to iLearn is compulsory for all students. Important unit notices and materials will be posted here.

Various activities and materials for discussion and critical reflection are included and external students especially are encouraged to use this web component. Electronic links and suggested references will be included in the Resources section. Please check the iLearn unit regularly.

Lectures

There are a total of THREE online lectures in this unit located in iLearn.

PowerPoint slides are available in iLearn.

Access and technical assistance

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

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.

Structure

The unit comprises of only THREE lectures in total. These lectures are available ONLINE in iLearn (you do not need to attend any face-to-face classes).

PRACTICUM REQUIREMENTS (for Under Graduates)

30 day placement:

15 day block (18th May-5th June)

plus 15 additional days (to commence after the 9th March and complete before the commencement of the block i.e. the 18th May)

PRACTICUM REQUIREMENTS (for Post Graduates)

20 day placement:

15 day block (18th May-5th June)

plus 5 additional days (to commence after the 9th March and complete before the commencement of the block i.e. the 18th May)

The expected pattern will normally be:

Days	Activity
1-2	Observation > small group teaching > assisting the ST with lessons
3-15	1 lesson per day > 2/3 lessons per day by day 15
15-30	Teaching load from ½ day to full day teaching by the last 2-3 days

LESSON PLANS (see sample on the Professional Experience website)

A lesson plan must be written prior to the presentation of each and every lesson taught over the practicum period. The plan must be written well before delivery so that your supervising teacher has sufficient time to review it and provide appropriate feedback. Please DO NOT present a lesson plan to your teacher just prior to teaching your lesson. Ensure your teachers have adequate time to review and provide feedback or advice.

Supervising teachers are encouraged to use their professional judgement in making decisions about the number and frequency of whole-class lessons taught by the Teacher Education Students.

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

Professional Experience Unit Placement Expectations

- Students must be able to present evidence of completion of the following prior to session census date (or as otherwise advised) in order to receive a placement for Professional Experience:
- A Working with Children Check or State/ Territory equivalent
- Anaphylaxis training (practical and online training) (school placements only). Please note that Anaphylaxis training is only current for 2 years so students will need to update this, most probably at the start of their final year
- Child Protection online training (school placements only)

Students are responsible for ensuring that their evidence is current. Please be aware that you may need to update your training or credential during your program of study.

- 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 who are completing a unit offered by another department are expected to inform and negotiate with that unit convenor 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 any assessments or bookwork prior to submission.

- If a Student is identified being **in need of additional support** for Professional Practice and/or Bookwork, the Department's '**Additional Support**' procedure will be activated and they will not be able to withdraw themselves from this Unit.

- The timing of placements can vary. For placements early in the Session, Fail grades may be approved by the University prior to the end of Session for students who do not meet the placement expectations of the Unit.

Fitness to practice requirements:

- Macquarie University operates under a 'Fitness to Practice' model as specified in the University's Academic Progression Policy. For this Unit, this means that, when undertaking a placement, a student is declaring that they are able to demonstrate professional competence, acceptable professional behaviour, freedom from impairment, and compliance with program specific requirements needed for a student to practice properly and safely throughout their Practical, Clinical or Professional program or unit. It is the responsibility of the student to determine whether they are fit to undertake a placement. Therefore, if a student is feeling unfit to undertake a placement, they should not do so. For more information https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-progression

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

Other important policies

Twice Fail Rule for Professional Experience Units

General Coursework Rule 10(7) stipulates that if a student fails a required unit twice in an undergraduate professional program listed on Schedule 2, they may be permanently excluded from further enrolment in that program.

Students completing a double degree will be able to continue with their other degree program provided they meet the academic progression requirements of the Academic Progression Policy.

Students completing a single Education degree (such as the BEd) are advised to seek academic advice.

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.

Changes since First Published

Date	Description
17/ 02/ 2020	The unit guide for EDTE4030 that was first published had incorrect assessment tasks (wrongly taken from another unit). The second published version of EDTE4030 unit guide reflects the correct assessment for this unit.