



# EDTE3020

## Introduction to Professional Experience in the Secondary School

Session 2, In person-scheduled-infrequent, North Ryde 2022

*Macquarie School of Education*

### Contents

---

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Unit Schedule</u>	4
<u>Policies and Procedures</u>	5

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Dr Kerry-Ann O'Sullivan

[kerryann.osullivan@mq.edu.au](mailto:kerryann.osullivan@mq.edu.au)

Contact via email

29WW356

Credit points

10

Prerequisites

Admission to BEd(Sec) or ((130cp at 1000 level or above) including (EDUC105 or EDUC1050) and (EDUC106 or EDUC1060) and (EDUC267 or EDUC2670))

Corequisites

EDTE3870 or TEP387

Co-badged status

Unit description

This unit is offered on a pass/fail basis. The initial Professional Experience unit for intending secondary school teachers. Students are required to work in a school for at least 20 days under the guidance of a Supervising Teacher implementing the strategies and techniques developed in the secondary methodology units.

## 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:** Understand the professional role of the teacher (AITSL: 6 1, 6 2, 6 3, 6 4, 7 1, 7 2, 7 4).

**ULO2:** Demonstrate knowledge of the relevant teaching subject(s) (AITSL: 2 1, 2 2, 2 3, 2 4, 2 5, 2 6).

**ULO3:** Gain knowledge of students and how they learn (AITSL: 1 1, 1 2, 1 3, 1 4, 1 5, 1 6, 4 4, 5 1, 5 2).

**ULO4:** Understand the processes of learning, teaching and assessing (AITSL: 3 1, 3 2, 3 3, 3 4, 3 5, 3 6, 3 7, 4 1, 4 2).

**ULO5:** Identify and gather evidence of practice aligned to AITSL graduate teacher standards (6 1, 6 2).

## General Assessment Information

### Professional Experience Units

this unit is graded as PASS (SATISFACTORY) or FAIL.

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.

#### Students

- Must meet the participation requirements for the unit : **COMPLETE 20 days of Professional Experience:**

**3 week block during Weeks 5 to 7 of the teaching session (22nd August to Friday 9th September) and then 5 additional days by Friday 4th November.**

**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 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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Supervising Teacher Report and Register of Visits</a>	100%	No	by Friday 4th November

### Supervising Teacher Report and Register of Visits

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **by Friday 4th November**

Weighting: **100%**

The final professional experience report form completed by the supervising teacher and the register which shows the dates attended at school and activities undertaken by the TES.

On successful completion you will be able to:

- Understand the professional role of the teacher (AITSL: 6 1, 6 2, 6 3, 6 4, 7 1, 7 2, 7 4).
- Demonstrate knowledge of the relevant teaching subject(s) (AITSL: 2 1, 2 2, 2 3, 2 4, 2 5, 2 6).
- Gain knowledge of students and how they learn (AITSL: 1 1, 1 2, 1 3, 1 4, 1 5, 1 6, 4 4, 5 1, 5 2).
- Understand the processes of learning, teaching and assessing (AITSL: 3 1, 3 2, 3 3, 3 4, 3 5, 3 6, 3 7, 4 1, 4 2).
- Identify and gather evidence of practice aligned to AITSL graduate teacher standards (6 1, 6 2).

---

<sup>1</sup> 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.

<sup>2</sup> 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

EDTE3020 is a Professional Experience Placement Unit.

There will be an Information session for all students - please refer to the iLearn site for details. It will be recorded for those students who cannot attend.

The EDTE3020 iLearn site provides a range of resources to support the inschool placement.

**Please refer carefully to the Professional Experience home page:**

<https://www.mq.edu.au/faculty-of-arts/departments-and-schools/macquarie-school-of-education/professional-experience>

## Unit Schedule

There are no scheduled requirements for this unit; it is a professional placement only.

Please see all the information and the links provided on the iLearn site.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

### School of Education Procedures

#### Electronic Communication

It is the student's responsibility to check all electronic communication on a regular weekly basis. Communication may occur via:

- Official MQ Student Email Address
- The *Dialogue* function on iLearn
- Other iLearn communication functions

### LANTITE

#### **FOR UNDERGRAD PRIMARY AND SECONDARY EDST2xxx and EDST3xxx PE UNITS**

In order to enrol in your EDST3000/EDST3010 PE Unit you will need to have MET the standard for both the Literacy and Numeracy test in the semester before the unit is to be taken. Please note that to be eligible to enrol in EDST3000/EDST3010 you need to have SAT BOTH LANTITE TESTS AND HAVE MET BOTH STANDARDS. Enrolling in EDST3000/EDST3010 unit while waiting for your results will not be accepted

#### Passing a Professional Experience Unit

In order to pass a Professional Experience unit, students must achieve a satisfactory result for their professional experience placement AND achieve a satisfactory result overall for their academic assessment tasks (where applicable) in the unit.

#### 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. For school placements this must be verified by DoE before your first placement. Complete and email: The [practicum students declaration](#) and a copy of relevant ID documents to the department's [probity unit](#) at least two weeks prior to the start date of your first professional experience placement. You will also need to present photo ID on your first day of professional experience.
  - 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
  - Read and acknowledge agreement to abide by the [DoE Code of Conduct](#) (school placements only)
  - Child Protection Awareness Training (CPAT) ([school placements only](#)) (once only)
  - Mandatory Child Protection Training (school placements only) (annually)
  - Evidence of COVID-19 vaccination - see SONIA for where you must submit your immunization evidence.

For more details re school placement requirements see: <https://education.nsw.gov.au/teaching-and-learning/professional-learning/pre-service-teacher-resources/induction-for-pre-service-teachers/mandatory-pre-requisites-for-pre-service-teachers-participating->

This includes completing the pre-service teacher acknowledgement: [https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/professional-learning/pre-service-teacher-resources/Document2\\_Pre-service\\_teacher\\_Acknowledgement\\_October\\_2020.pdf](https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/professional-learning/pre-service-teacher-resources/Document2_Pre-service_teacher_Acknowledgement_October_2020.pdf)

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 2 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**

Academic Senate has approved the development of a Fitness to Practice (FTP) procedure to provide further clarity to students enrolled in practical, clinical and professional programs who have not met the requirements of the General Coursework Rules. It establishes how the University will manage the progression of students enrolled in practical, clinical or professional (PCP) programs or units listed on Schedule 3 of the Academic Progression Policy, with embedded placements and/or registration, accreditation or other mandated requirements.

The Procedure is governed by [General Coursework Rules](#), and the [Academic Progression Policy](#) and is supported by the [Inherent Requirements Framework](#). It provides the process to identify, notify, intervene, support, monitor and exclude when required, those students who are not meeting the FTP requirements of their program.

FTP is the demonstration of 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.

Students must ensure they meet Inherent Requirements before enrolling in their program; that they have the physical, cognitive, communication and behavioural capacity to complete the program. Students with a disability or chronic health condition may have reasonable adjustments made. Students must also demonstrate that they are fit to practice and demonstrate the capabilities and professional behaviours required of that profession.

### **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>

The relevant [General Coursework Rules](#) (#17-19) are as follows:

*(17) The following requirements apply where a student is enrolled in a practical, clinical or professional course with fitness to practice requirements:*

1. *the University and the provider of the clinical or professional experience opportunity may appoint a suitably qualified supervisor who is external to the University to supervise a student's practical professional experience;*
2. *if a student fails one practical, clinical or professional activity they may be permanently excluded from that course; or*
3. *if a student fails an essential unit twice or fails the equivalent of 20 credit points they may be permanently excluded from further enrolment in that course.*

*(18) Any determinations made under Rule 17 (a-c) will be made in accordance with the University's policies and procedures on placement and fitness to practice, in force from time to time.*

*(19) Notwithstanding the above, a student may be suspended from participation in a practical, clinical or professional activity, for any reason, until such time as any investigation or a process set out in a University policy or procedure, including an appeal process, is completed.*

- 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.

### **Professional Experience Unit Placement Expectations**

**For this unit, students**

- Must meet the participation requirements for the unit : **COMPLETE 20 days of Professional Experience:**

**3 week block during Weeks 5 to 7 of the teaching session (22nd August to Friday 9th September) and then 5 additional days by Friday 4th November.**

**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

## Student Support

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

### The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](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.