



# EDST3010

## Practice of Teaching: Classroom Management and Assessment in the Secondary School

Session 2, In person-scheduled-weekday, North Ryde 2024

*Macquarie School of Education*

### Contents

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<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	6
<a href="#"><u>Delivery and Resources</u></a>	8
<a href="#"><u>Unit Schedule</u></a>	9
<a href="#"><u>Policies and Procedures</u></a>	9
<a href="#"><u>Changes from Previous Offering</u></a>	11
<a href="#"><u>5Rs Framework</u></a>	11
<a href="#"><u>Acknowledgment of Country</u></a>	12
<a href="#"><u>Professional Experience Information</u></a>	12
<a href="#"><u>School of Education Procedures</u></a>	14

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#### **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

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Credit points

10

Prerequisites

130cp at 1000 level or above including EDST2999 and (EDST200 or EDST2000)

Corequisites

Co-badged status

Unit description

This unit is a Professional Experience unit for intending secondary school teachers. Students are required to work in a school for 10 days under the guidance of a Supervising Teacher implementing the strategies and techniques being developed concurrently in the unit. Lectures and tutorials focus on developing students' knowledge and skills for managing school students' behaviour and the principles of assessment and reporting.

## 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:** Plan for and implement effective teaching for the relevant teaching subject(s).

**ULO2:** Describe key components of classroom management for effective learning.

**ULO3:** Plan for classroom management, taking into account the theoretical bases of behaviour and knowledge approaches.

**ULO4:** Describe and explain key concepts of educational assessment.

**ULO5:** Apply understanding of educational assessment in a variety of ways that inform and enhance pedagogy.

## General Assessment Information

### Academic Integrity

- Students should be aware of and apply the University policy on academic honesty (see: <https://policies.mq.edu.au/document/view.php?id=3>)
- In accordance with the Academic Integrity Policy a student must take responsibility, be proactive, take ownership and hold oneself responsible for ensuring all information and content, including citations and references in their assessment, have been generated and communicated in an ethical, honest and responsible manner. Failure to show responsibility by checking the accuracy and integrity of your own content, citations and references, or the submission of falsified content, is a breach of the Academic Integrity Policy.

### Assessment Task Submission

- Unless a Special Consideration (see: <https://students.mq.edu.au/study/assessment-exams/special-consideration>) request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a mark of, 0 (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11:55pm. A 1-hour grace period is provided to students who experience a technical issue. This late penalty will apply to non-timed sensitive assessment (incl essays, reports, posters, portfolios, journals, recordings etc).
- Late submission of time sensitive tasks (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs etc) will only be addressed by the unit convenor in a Special consideration application. Special Consideration outcome may result in a new question or topic.
- Please format assessments using 12-point font and 1.5 spacing.
- All assessments are submitted electronically. Turnitin plagiarism detection software is

used to check all written assessments.

- Students can use Turnitin's Originality Report as a learning tool to improve their academic writing if this option is made available in the unit.
- Students should carefully check that they submit the correct file for an assessment as no re-submissions will be accepted after the due date and time, including instances where students upload an incorrect file in error.
- Word limits are strictly applied. Work above the word limit will not be marked.
- All assessments are marked using a clear marking scheme or a rubric.
- Marking of all assessments is moderated by the Unit Convenor.
- Applications for extensions must be made via AskMQ (<https://ask.mq.edu.au/>).
- It is **not the responsibility** of unit staff to contact students who have failed to submit assessments. If you have any missing items of assessment, it is your responsibility to make contact with the unit convenor.

### **Units with Exams**

- The [exam timetable](#) is not typically finalised until mid-semester. Once it is available, please take careful note of the date and time of the exam. No early examinations can be set for individuals. Do not plan leave until you have seen the exam timetable.
- The exam is an invigilated, on-campus exam. Students are expected to be available at the date and time designated in the exam timetable. If you experience serious and unavoidable difficulties at exam time, you can consider applying for [Special Consideration](#). For students who have experienced serious and unavoidable difficulties at exam time, a later supplementary exam will be held, and any such students must make themselves available for whenever that is scheduled.

### **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. For Professional Experience (PEX) units the PE Report is marked as satisfactory or unsatisfactory and the Teaching Performance Assessment (in final PE units) is marked as not meets, meets or exceeds.

#### **Descriptive Criteria for awarding grades in the unit**

To meet the unit outcomes and successfully pass this unit, students should attempt all assessment tasks.

Grade	Descriptor
<b>HD</b> (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.
<b>D</b> (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.
<b>Cr</b> (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.
<b>P</b> (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
<b>F</b> (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 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 your course progression.

### **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 <https://ask.mq.edu.au>

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">ASSET Survey</a>	5%	No	Final Survey due: 4/10/2024
<a href="#">Analysis of a classroom incident</a>	45%	No	23:55, 13/09/2024
<a href="#">Assessment for learning</a>	50%	No	Exam Period
<a href="#">Supervising Teacher Report and Register of Visits</a>	0%	Yes	23:55, 1/11/2024

### ASSET Survey

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 3 hours

Due: **Final Survey due: 4/10/2024**

Weighting: **5%**

The survey is in 5 parts and students receive 1% for each part submitted.

On successful completion you will be able to:

- Apply understanding of educational assessment in a variety of ways that inform and enhance pedagogy.

### Analysis of a classroom incident

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

Indicative Time on Task <sup>2</sup>: 17 hours

Due: **23:55, 13/09/2024**

Weighting: **45%**

Students analyse a classroom management incident and critique it through analysis of relevant literature

On successful completion you will be able to:

- Describe key components of classroom management for effective learning.

- Plan for classroom management, taking into account the theoretical bases of behaviour and knowledge approaches.

## Assessment for learning

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

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

Due: **Exam Period**

Weighting: **50%**

A final exam of 2 hours covering the 'assessment' component of the unit

On successful completion you will be able to:

- Describe key components of classroom management for effective learning.
- Describe and explain key concepts of educational assessment.
- Apply understanding of educational assessment in a variety of ways that inform and enhance pedagogy.

## Supervising Teacher Report and Register of Visits

Assessment Type <sup>1</sup>: Field work task

Indicative Time on Task <sup>2</sup>: 0 hours

Due: **23:55, 1/11/2024**

Weighting: **0%**

**This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)**

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

On successful completion you will be able to:

- Plan for and implement effective teaching for the relevant teaching subject(s).

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<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

### Structure

The unit structure can be found in the university timetable. In the tutorial students will discuss issues and questions arising from the lectures and prescribed readings. They are expected to base their arguments/discussions on evidence from published research and other relevant material. There will be a supporting iLearn site for the unit providing additional readings, links and materials. The weekly program for the course with the accompanying readings/ preparation is available in the unit iLearn site.

### Prescribed Texts

The following text books are prescribed for this unit. It is strongly recommended that you have personal copies of both texts. Do not rely on the library copies.

**1. De Nobile, J., Lyons, G. & Arthur-Kelly, M. (2021). *Positive Learning Environments: Creating and Maintaining Productive Classrooms (2e)*. Cengage.**

This book was also used in EDST2000, so you should already have a copy.

**2. Killen, R. (2005). *Programming and Assessment for Quality Teaching and Learning*. Cengage.**

This book (as well as De Nobile et al.) is available direct from Cengage for a special price to students of EDST3010.

### Recommended Text

The following text is strongly recommended as it is used in the weekly readings and will be useful for professional experience in EDST3010, EDST4010 and EDST4020:

**Cavanagh, M. & Prescott, A. (2022). *Your Professional Experience Handbook (2e)*. Pearson.**

### Web Presence

This unit has a full web presence through iLearn. 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 students enrolled in INFQ mode are especially encouraged to use this web component. Electronic links and suggested references will be included in the Resources section. Please



check the iLearn unit regularly. Weekly lectures are available on the web through the ECHO360 lecture component. You must listen to all lectures if you do not attend these 'live'. PowerPoint slides are available in iLearn in advance of the weekly lecture and/or are available in the Active Learning Tool.

**Access and technical assistance** Information for students about access to the online component of this unit is available at <https://ilearn.mq.edu.au/login/index.php>. 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: 9850 4357 or 1800 67 4357 Log a request: [help.mq.edu.au](http://help.mq.edu.au). On Campus: Ground floor at 18 Wally's Walk

## Unit Schedule

Please refer to the Schedule of Learning & Teaching in iLearn.

Please refer to the Schedule of Readings in iLearn.

## 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 [connect.mq.edu.au](https://connect.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](#).

## 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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), 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.

## Changes from Previous Offering

### Change to Professional Experience

From 2024 the Professional Experience (PEX) requirement changes in duration from 10 to 15 days.

## 5Rs Framework

At Macquarie University we aim to produce graduates who not only have relevant discipline knowledge and teaching know-how, but who also understand and strive for those capabilities that will make teaching a sustaining career for years to come. Embedded in all our teaching courses is the Macquarie's 5R's framework which helps develop our graduates to be:

1. *Resilient*
2. *Reflexive in their teaching practice*
3. *Responsive to children, colleagues, parents, professionals and communities*
4. *Ready to learn, and*
5. *Research engaged*

In this unit you will learn using the 5Rs framework in the following ways:

**RESILIENT** Students will need to balance a long PEx with their unit assessments as well as other life demands.

**REFLEXIVE** Students are required to reflect on practice and act on their insights during PEx and for AT2.

**RESPONSIVE** Students will respond to needs of students as well as the class in general during PEx.

**READY TO LEARN** Constant reflection in and on practice means that students must be ready to learn from what they experience and apply it.

**RESEARCH ENGAGED** Students will use current research to inform decisions and practice relating to student behaviour and learning.

## Acknowledgment of Country

The Macquarie School of Education recognizes the Darug people as the traditional custodians of the land upon which we learn and teach. In particular, we would like to acknowledge the Wallamattagal clan of the Darug Nation, the traditional custodians of the land on which Macquarie University lies, whose customs have nurtured and continue to nurture the land on which we are meeting and learning. The totem of the Wallamattagal clan is Wallumai, a black snapper fish that has been described this as a “shy but clever fish who uses the shadows and patterns created by the mangroves to protect the younger fish. The mangroves are their nursery, their school and their home. The mangroves represent life – the obstacles and tangles that we need to navigate. Once we learn the right path to take, we are safe in that knowledge and in our lives.”<sup>1</sup>

<sup>1</sup> Walanga Maru. Accessed from <https://www.mq.edu.au/about/about-the-university/our-commitment-to-aboriginal-and-torres-strait-islander-peoples>

## Professional Experience Information

### Passing a Professional Experience Unit

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 several tasks prior to session census date (or as otherwise advised) in order to receive a placement for Professional Experience. Please check your email from the Work Integrated Learning

(WIL) Office. Requirements are outlined here as well: <https://education.nsw.gov.au/teaching-and-learning/professional-learning/pl-resources/pre-service-teacher-resources/induction-for-pre-service-teachers/mandatory-pre-requisites-for-pre-service-teachers-participating->

- Students must have submitted all written assessment tasks and/or associated unit component requirements prior to the commencement of the block.
- 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 as being **in need of additional support** for Professional Practice and/or Bookwork, the School of Education's '**Additional Support**' procedure will be activated.
- Students may not be able to commence their placement until all alleged academic honesty breaches have been investigated and concluded.
- 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>

### **Fail Rule**

This unit is a part of a professional course listed on Schedules 2 and 3 of the Academic Progression Policy. This course has additional requirements that are applicable for the full duration of the course, including course-specific inherent requirements, Fitness to Practice requirements and other compulsory course requirements. It also has rigorous academic progression standards. Inability to meet these requirements may result in a withdrawal of offer of admission and/or permanent exclusion from the course in accordance with the General Coursework Rules.

## **LANTITE**

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

In order to enrol in your EDST3000/EDST3010 PE Unit you must have met the standard for both the Literacy and Numeracy test prior to commencing the professional experience placement unit. Enrolling in EDST3000/EDST3010 unit while waiting for your results will not be accepted.

## **School of Education Procedures**

**In addition, the following policies and procedures of the School of Education are applicable in this unit.**

### **Attendance for undergraduate units**

See the university timetable for information about when classes begin in this unit. [Creating your timetable - Enrolling | Macquarie University, Sydney \(mq.edu.au\)](#)

Activities completed during weekly tutorials (DAY or ONLINE DAY mode) or on campus days (INFQ mode) are essential for building the core knowledge and/or skills required to demonstrate the learning outcomes of this unit [and to meet the AITSL Graduate Teacher Standards and/or ACECQA requirements]. Attendance at all tutorials or on campus days is expected and the roll will be taken. Make up tasks may be given if attendance is missed to ensure all content is covered to meet accreditation requirements.

Students are required to attend the tutorial in which they are enrolled. Any changes to tutorial enrolments must be completed officially through e-student. Please do not contact the unit convenor requesting a change.

### **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

### **Infrequent Attendance Students**

Information about the dates of the on-campus sessions can be found in the university timetable. [Creating your timetable - Enrolling | Macquarie University, Sydney \(mq.edu.au\)](https://mq.edu.au/creating-your-timetable-enrolling)

- The on-campus sessions are essential to student engagement and learning and attendance is expected. Failure to attend or to have an approved Special Consideration may result in a Fail grade for the unit.
- Prior to the on-campus sessions, you should have read the prescribed readings and listened to the lectures. Summarise the main points and make a note of the key terms and definitions. Prepare any discussion questions of your own that you wish to share.
- Please make effective use of the online component of the unit and access iLearn regularly. Keep up to date with listening to the lectures on a weekly basis.
- Further specific details and any updates about times and locations will be posted on iLearn as an Announcement during first half of the semester.

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Unit information based on version 2024.02 of the [Handbook](#)