



EDTE403

Professional Experience in the Primary School 2

S1 Day 2018

Department of Educational Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	2
<u>Delivery and Resources</u>	3
<u>Learning and Teaching Activities</u>	4
<u>Policies and Procedures</u>	4
<u>Graduate Capabilities</u>	6

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 Convener Dr Iain Hay iaian.hay@mq.edu.au Contact via via email by appointment on Thursdays
Credit points 3
Prerequisites EDTE354 or (TEP319 and TEP320) or (admission to BEd(Prim) and EDTE301(S))
Corequisites 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:

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

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

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

Develop a comprehensive grasp of the professional role of the teacher

Assessment Tasks

Name	Weighting	Hurdle	Due
Formal observation(s)	100%	No	Friday 8th June

Formal observation(s)

Due: **Friday 8th June**

Weighting: **100%**

Assessment for EDTE403 is based on:

1. Reports and feedback from the pre-service teacher's Supervising Teacher, and
2. Formal observation(s) from a University Supervisor,
3. The return of all following reports and papers to the Professional Experience Office at Macquarie University, including your Supervising Teacher's Report, student self-evaluations and register of visits. You will not receive a final grade until these papers are submitted to the Professional Experience office.

A grade of Satisfactory or Fail is awarded at the end of semester. There are no additional assignments for this unit

On successful completion you will be able to:

- Develop a sound knowledge of the K-6 curriculum across six Key Learning Areas
- Demonstrate an in-depth knowledge of students and how they learn
- Demonstrate a deep understanding of the processes of learning, teaching and assessing
- Develop a comprehensive grasp of the professional role of the teacher

Delivery and Resources

PRACTICUM REQUIREMENTS

30 day placement:

15 day block (30 April – 17 May)

plus 15 additional days between (12 March – 8 June)

Students are required to teach 30 days between April and June, 2018 including:

- 15-day block period from 30 April to 17 May, 2018 and
- 15 additional days, starting 12 March - 8 June (not before, unless permission has been granted)
- Specific days for the 15 individual days are flexible, and are to be scheduled in consultation with the Supervising Teacher, but it is expected that two days per week will be completed before the block teaching period.
- Note that the block period must be undertaken

Day 1: Orientation, observation, planning, and small group assistance,

Days 2-30: Whole lessons. Plan, teach and evaluate **whole lessons** across the 6 KLAs. The

focus should be on literacy and mathematics.

LESSON PLANS (see sample at back of unit guide)

A lesson plan must be written prior to the presentation of each and every lesson taught over the 30 days. 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.

EXPECTATIONS: FACE-TO-FACE TEACHING TIME

There is no specified number of lessons to be taught. 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.

As a guide, by the fourth or fifth day of the placement, Teacher Education students should be teaching for about one-third of the day, gradually increasing the number of lessons so that they are teaching up to half the typical daily teaching load by the end of the 30 days period.

Learning and Teaching Activities

Delivery of multiple lessons over 29 days

student should be teaching 50% of the day at conclusion of 30 days

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) (<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.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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 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.

For this Unit, students must also be aware of the following specific requirements: -

Students must meet the mandatory requirements to undertake placements as specified in this/ the Unit Guide. These may include both University requirements and mandatory requirements specified by the accrediting authority such as the Working with Children check.

- Macquarie University operates under a 'Fit to Sit' model as specified in the University's [Special Consideration Policy](#). For this Unit, this means that, when undertaking a placement, a student is declaring that they are fit to do so. 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. - If a Student is identified by the Unit Convenor as being 'At Risk', the [Department's 'At Risk' 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.

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 outcome

- Demonstrate a deep understanding of the processes of learning, teaching and assessing

Assessment task

- Formal observation(s)

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

- Develop a sound knowledge of the K-6 curriculum across six Key Learning Areas
- Develop a comprehensive grasp of the professional role of the teacher

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

- Develop a sound knowledge of the K-6 curriculum across six Key Learning Areas
- Demonstrate an in-depth knowledge of students and how they learn
- Develop a comprehensive grasp of the professional role of the teacher

Assessment task

- Formal observation(s)

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 outcome

- Demonstrate a deep understanding of the processes of learning, teaching and assessing

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

- Develop a sound knowledge of the K-6 curriculum across six Key Learning Areas
- Demonstrate an in-depth knowledge of students and how they learn
- Demonstrate a deep understanding of the processes of learning, teaching and assessing
- Develop a comprehensive grasp of the professional role of the teacher

Assessment task

- Formal observation(s)