

# University of Otago College of Education Te Kura Akau Taitoka

## GRADUATE DIPLOMA IN TEACHING - SECONDARY EDUCATION

### PROFESSIONAL EXPERIENCE TWO 2014

**Secondary Education – Final Professional Experience (7 weeks) 11 August – 26 September 2014**

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Enclosed is the information for the student teachers we wish to place at your school for the above period. They will report to your school office at 8.15 am on Monday, 11 August 2014.

We are most grateful for your participation in this aspect of our programme. This is the final professional experience in this course. Student teachers place a high value on this teaching opportunity.

#### PRIOR TO THE STUDENT TEACHER ARRIVING

If possible timetable **two** different levels AND **two** different curriculum areas. Subjects are listed in priority order in the previous Memo.

Timetable each student teacher with a 0.8 teacher workload (approximately 15 hours per week). Please also assign them to a tutor/form group.

A maximum of 3 Associate Teachers allows students to build relationships and observe a variety of teaching styles.

Please email/post the timetable to the student and [secondarypracadmin@otago.ac.nz](mailto:secondarypracadmin@otago.ac.nz) by Friday 1 August.

Please ensure that the attached Final Professional Experience Return Form has been completed for all Mentor Teachers and returned to [secondarypracadmin@otago.ac.nz](mailto:secondarypracadmin@otago.ac.nz) by Friday 1 August to allow students to prepare effectively and to begin to establish a relationship with their Mentor Teachers.

#### MENTOR TEACHERS REGISTRATION STATUS

Mentor Teachers must be **fully registered teachers** who hold a current practising certificate.

NOTE          Student teachers are not permitted to act as relief teachers.

#### REPORTS

Copies of the Professional Experience Report and the Indicators Report forms are enclosed for Mentor Teachers to complete. Also available on: <http://www.otago.ac.nz/education/associateteachers.html#secondary> **Please distribute to the Mentor Teachers at the beginning of the professional experience.** We would be grateful if the Mentor Teacher would **discuss** the overall reports with the student teacher **before the professional experience ends.**

## WHEN THE STUDENT TEACHER ARRIVES AT SCHOOL

Familiarise student teachers with:

- The referral system regarding student management and disciplinary procedures.
- School philosophy, dress standard etc
- The school's Health and Safety Policy, including procedures for the recording and notification of incidents necessitating First Aid.
- Internet access (individual laptop or access to staff workroom computer)
- Photocopier access
- Appropriate area for preparation

We would appreciate the opportunity for them to:

- be assigned to a **FORM/GROUP teacher** to observe and help with administration, activities, etc
- assist (but not be given sole responsibility) with **supervision duties** out of the classroom
- assist (but not be given sole responsibility) with the running of **co-curricular activities**
- assist (but not be given sole responsibility) with **examination/test/assessment supervision**

Mentor Teachers should be reminded that the:

Student teacher's programme should incorporate the planning and teaching of linked lessons or a topic, including the setting and marking of an assessment activity on the block of lessons or topic.

Student teachers have identified **specific goals** for this professional experience with their supervising lecturers. Please encourage students to share these with their **Mentor Teachers** so that they can support their ongoing development as teachers.

Student teachers discuss their **plan** for the block of work or topic **before** teaching begins. After the teaching programme has started, student teachers will seek **lesson comments** (some of which will be written) from Mentor Teachers.

## PROFESSIONAL EXPERIENCE OUTCOMES

After an **initial observation time** with each class, we would like the student teachers to:

- Plan initially with Mentor Teacher support, then with full responsibility
- Teach a series of linked lessons
- Teach units of work
- **Take full responsibility for each timetabled class for at least 2 weeks of the 7 week professional experience.**

## PROFESSIONAL EXPERIENCE EXPECTATIONS

Student teachers will:

- Develop planning with mentor teacher support and advice
- Have all planning checked and approved by Mentor Teacher **before** they teach
- Be involved in at least **one** co-curricular activity – managing, coaching or assisting
- Be involved with a form or group and their teacher
- Attend:
  - Staff briefings
  - Staff meetings
  - Departmental meetings
- Do duty with a member of staff
- Assist (but not be given sole responsibility) with **examination/test/assessment supervision**

## ATTENDANCE

Completion of all professional experiences is a requirement for provisional registration as a teacher. Student Teachers must meet the full requirements in terms of hours in the class and in school. Of course unexpected events can occur. If student teachers are unable to go to their professional experience school, they need to communicate with their school and the University of Otago College of Education.

- Ring Mentor Teacher/school before 8:00 am.
- Ring or email the Practicum Administrator
- If due to be visited by Visiting Lecturer, student teacher must also contact that person.

## LECTURERS' VISITS

Lecturers will contact schools regarding their visits, by email.

## SCHOOL CAMPS/FIELD TRIPS

If you have a camp or field trip scheduled for the period 11 August – 26 September, you might appreciate the student teacher/s participation. While student teachers are unable to take sole responsibility for students, the experience would be beneficial for all concerned. Please contact Practicum Administrator if you wish to include them.

## CONTACT DETAILS

If you need to contact us, you can phone or email:

Rosemary Flanagan, Practicum Coordinator 03 470 3478, [secondarypracadmin@otago.ac.nz](mailto:secondarypracadmin@otago.ac.nz)

Gail Morris, Practicum Administrator 03 479 4942, [secondarypracadmin@otago.ac.nz](mailto:secondarypracadmin@otago.ac.nz)

Or for matters concerning student teacher welfare or performance Karyn Fielding, Sector Coordinator 03 479 5754 [karyn.fielding@otago.ac.nz](mailto:karyn.fielding@otago.ac.nz)

## PAYMENT

As from 29 June 2011 all payments from the University of Otago College of Education to Mentor Teachers will be paid through Ministry of Education Payroll Services.

### What this means for your school

- 1 Mentor Teacher – Teaching Practice Report – needs to be completed by each Mentor Teacher in order for them to be paid. Please ensure that they have recorded their MOE number (not their Registration number) and the number of periods on the front page then signed page 4.
- 2 Liaison Teacher - Complete the Summary page attached – MOE will not pay if the Mentor's MOE number is not provided. (You may email this in to [secondarypracadmin@otago.ac.nz](mailto:secondarypracadmin@otago.ac.nz) if it is easier.)
- 3 Liaison Teacher - Complete the Coordination and Administration Allowance form and provide an **invoice from the school**. (This can be done at any stage during the professional experience – you do not have to wait until Mentor Teachers reports are completed.)

All the reports and the course outline can now be accessed from the University website (<http://www.otago.ac.nz/education/associateteachers.html>) if you prefer to work on them electronically.

Many thanks for all your help.