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22 May 2017

Dear Colleagues

Thank you for mentoring our Year One Bachelor of Education (Teaching) student teachers during their first two-week non-assessed school placement, *Introduction to Practicum* (12-23 June). These students will be returning to your school, and hopefully to your classroom, to complete their four-week assessed practicum, *EDPRAC 101 – The Professional Teacher 1*, later in the year (25 - 29 Sept; 16 Oct – 3 Nov).

Some student teachers may need **leave from school to attend a university exam** during their two-week placement. We have asked student teachers to arrange this with you, the associate teacher, and school management by requesting leave in advance, showing their exam timetable as evidence. We appreciate your support in providing this leave as requested by your student teacher.

This first two-week school placement affords student teachers an **orientation to the school context** and **the role of the teacher**. While your student teacher has been assigned to you as their associate teacher, we hope that they may be able to **visit other classrooms** during their time at your school. This would enable a range of age levels to be experienced.

The accompanying **pamphlet** details guidelines and expectations for student teachers during their two-week placement. There is also a **Completion Form** that you need to fill out and discuss with the student teacher at the completion of the two-week placement. Please give this to the student teacher to submit to the Practicum Office.

As the *Introduction to Practicum* is a non-assessed school placement, student teachers will not be supervised by a Faculty of Education professional supervisor. However, should you have any concerns of a professional nature about your student teacher, please contact Sandra Chandler, Practicum Co-ordinator EDPRAC 101 - [s.chandler@auckland.ac.nz](mailto:s.chandler@auckland.ac.nz); or phone 623-8899 ext 48129.

For queries about school placement administration, including associate teacher payments, please contact Liz Jenkins, Practicum Placement Co-ordinator – [l.jenkins@auckland.ac.nz](mailto:l.jenkins@auckland.ac.nz); or phone 623-8899 ext 48452. Associate Teacher Claim Forms will be emailed to schools following the placement.

Thank you for your support of our student teachers' professional learning.

Yours sincerely



Sandra Chandler  
Practicum Co-ordinator EDPRAC 101  
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