

EDPRAC 305 PRACTICUM: Part B notes for professional supervisors

The practicum team is very grateful for **your support as a professional supervisor** for our student teachers during the final practicum of the B.Ed (Tchg) programme: EDPRAC 305 Part B. I met with the student teachers at on-campus day to review the Part B brief. The student teachers were sent a copy of the brief via their practicum schools, and were provided with a copy for their associate teacher at on campus day. The part B brief is also available for students on canvas.

You will be provided with:

- a 2017 EDPRAC305 Part B brief – this booklet now includes more information about your role and that of the associate teacher.
- a letter from Vivienne Mackisack outlining changes to the practicum learning outcome indicators.

EDPRAC 305 Professional Supervisor and Associate Teacher Assessment Reports are under revision and will be available in hard copy or pdf form. These forms will be sent to you via email prior to the final 5 weeks of Part B. Please note that there are elements on the PDF form that must still be completed in writing. Copies of these documents will also be available on the Primary Practicum Resources webpage.

Your assistance in guiding this practicum is invaluable, as your role involves:

- ensuring that requirements and expectations are clarified
- providing associate teacher guidance
- encouraging associate teachers to work in collaboration with their student teacher
- connecting with the leaders of the school particularly if you see a need for associate teacher support
- ensuring that any concerns on practicum are resolved appropriately (refer Practicum Handbook)

Please ensure that I am kept in touch with any significant concerns regarding your student teachers' progress on practicum.

- On rare occasions a student teacher may require an extension to the five weeks of this part of the practicum. The professional supervisor negotiates **any** extensions of time in consultation with the course co-ordinator.
- The maximum extension permitted in the Bachelor of Education (Teaching) Primary programme is 10 days.

Thorough documentation is necessary in all cases, including when a student does not complete a practicum.

Please note the course co-ordinator will support professional supervisors with final judgements for student teachers identified as 'at risk' prior to or during practicum.

If a student teacher asks you to provide a reference or to be a referee for an application, please decline. This is not part of your role.

Please contact me directly for all questions regarding the practicum brief or concerns/questions regarding individual student teachers so that I can best support you in your important work. The practicum team wish you a rewarding time working with your student teachers and we hope to see you at one of the professional supervisor meetings this year.

Many thanks and warm regards,



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