Professional Experience Mentor and Supervisor Forms

Guidelines for Selection of Mentor Teachers and Supervisors

- Mentor Teachers and Supervisors must not be related to the pre-service teacher and must not have previously acted in this capacity for the pre-service teacher.

- Mentor Teachers must be a fully qualified classroom teacher and have had at least three years full-time teaching experience. They must be registered with the appropriate state or federal teacher registration body of college of teaching.

- Supervisors must also hold an appropriate teaching qualification recognised by Curtin University and can be one of the following:
  - Principal, Acting Principal, Assistant Principal, Deputy Principal, or Senior Teacher (or equivalent) employed at the school where the Professional Experience is to be completed.
  - A recently-retired person of an equivalent status/rank to the above.

Why a Mentor and Supervisor?

- Two different people are responsible for assessing and reporting on every student’s placement. All universities require students to be assessed by two people – this is a standard expectation that ensures fairness and equity to all students.

- The School-based Supervisor essentially takes the role of the University representative. In our online program we do not provide university representatives to take this role, as our students are so numerous and located across such a wide range of locations.

Can I do a practicum in the School where I work?

No

- Students are not permitted to undertake professional experience in schools where family members are on staff or attending as pupils.

- Students are not permitted to undertake professional experience in their place of work.

- Students are not permitted to be paid for professional experience.

- Students must undertake professional experience at different locations.

- Students must undertake professional experience in different year levels, e.g. 1-3, ELC and K/PP.

- Special considerations for professional experience must be directed to the Course Coordinator.
Mentor Teacher Details

Pre-service Teacher: _____________________________ ID ____________

Unit: EDE310 Study Period: SP1 or SP3 (please circle)

Teacher Details

Name: ___________________________________________________________________

Staff E-mail Address: ___________________________________________________________________

Contact Number: ___________________________________________________________________

Teaching Qualifications: ___________________________________________________________________
Minimum 3 Years Teaching Experience ☐

Teacher Registration Details: ___________________________________________________________________

Department of Education Number (if applicable): _________________

Completed AITSL modules Yes/No

School Details

School Name: ___________________________________________________________________

Address: ___________________________________________________________________
___________________________________ Post Code_____________

School Phone: _____________________ Fax: _____________________

School ABN: ___________________________________________________________________

Placement Co-ordinator/Contact: _______________________ Signed: _______________________

Contact Email address: __________________________

I agree to act as Mentor Teacher for _________________ who will teach in my Year ________ class
during the period of ____________________________ (Dates). I have read the Guidelines for
Professional Experience provided to me by the Pre-Service Educator and consent to them.

Mentor Teacher: ____________________________ Signed: _______________________

Pre-service Teacher Signed: ____________________________ Date: _________________
School-based Supervisor Details

Pre-service Teacher: ______________________  ID __________________

Unit: EDE310  Study Period: SP1 or SP3 (please circle)

Supervisor Details

Name: ___________________________________________________________________
Staff E-mail Address: ___________________________________________________________________
Contact Number: ___________________________________________________________________
Teaching Qualifications: ___________________________________________________________________
Minimum 3 Years Teaching Experience  □
Teacher Registration Details: ___________________________________________________________________
Department of Education Staff Number (if applicable): _________________
Completed AITSL modules Yes/No

School Details

School Name: ___________________________________________________________________
Address: ___________________________________________________________________
___________________________________  Post Code_____________
School Phone: _____________________ Fax: _____________________
School ABN: ___________________________________________________________________
Placement Co-ordinator/Contact: _____________________ Signed: _____________________
Contact Email Address: ___________________________________________________________________

I agree to act as School-based Supervisor for _________________________________
I have read the Guidelines for Professional Experience provided to me by the Pre-service Teacher
and consent to them.

Supervisor: ________________________________ Signed: __________________

Pre-service Teacher Signed: ____________________________  Date: _________________