

Professional Experience Mentor and Supervisor Forms

Why do students need a Mentor and a 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.

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 can't I do a practicum in the school I'm currently working?

- 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. lower, middle and upper primary.
- Special considerations for professional experience must be directed to the Course Coordinator.

Mentor Teacher Details

Pre-service Teacher: _____ ID: _____

Unit: **EDP320** Study Period: **SP1** **SP3**

Teacher Details

Name: _____

Staff E-mail Address: _____

Contact Number: _____

Teaching Qualifications: _____

Minimum 3 Years Teaching Experience: _____

School Details

School Name: _____

Address: _____

_____ Post Code: _____

School Phone: _____ Fax: _____

Contact Email address: _____

Centre ABN: _____

Director/ Co-ordinator: _____ Signed: _____

Agreement

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 Name: _____ Signed: _____ Date: _____

Pre-service Teacher Name: _____ Signed: _____ Date: _____

School-based Supervisor Details

Pre-service Teacher: _____ ID: _____

Unit: **EDP320** Study Period: **SP1** **SP3**

Supervisor Details

Name: _____
Staff E-mail Address: _____
Contact Number: _____
Teaching Qualifications: _____
Minimum 3 Years Teaching Experience: _____

School Details

School Name: _____
Address: _____
_____ Post Code _____
Centre Phone: _____ Fax: _____
Contact Email Address: _____
Centre ABN: _____
Director/ Co-ordinator: _____ Signed: _____

Agreement

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 Name: _____ Signed: _____ Date: _____

Pre-service Teacher Name: _____ Signed: _____ Date: _____