

## 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: EDC450

Study Period: SP1 SP2 SP3 SP4

Course: ECE / Primary

## 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: \_\_\_\_\_



## 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: EDC450 Study Period: SP1 SP2 SP3 SP4

Course: ECE / Primary

### 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: _____

## 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 Educator and consent to them.

Supervisor Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-service Teacher Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_