

# Postgraduate TESOL Program

**PROFESSIONAL EXPERIENCE HANDBOOK 2019**



# Contact Details

Professional Experience Unit (PEX Unit)	Tel: 02 4239 2380 Fax: 02 4221 3891 Email: <a href="mailto:pex-enquiries@uow.edu.au">pex-enquiries@uow.edu.au</a>
TESOL Professional Experience Subject Coordinator Dr Mark Fraser	Tel: 02 4221 3996 Email: <a href="mailto:mfraser@uow.edu.au">mfraser@uow.edu.au</a>

## Sonia


### WHAT IS SONIA ONLINE?

The School of Education uses the online student placement system Sonia Online (Sonia) to manage professional experience placements. Primarily Sonia is used to:

- Maintain a database of university students, placement venues (e.g. schools) and contacts within the venues
- Provide Sonia Online access to students, placement venues and contacts
- Communicate with students, placement venues and contacts via email
- Administer professional experience placements

Sonia Online is where Students, Supervising Teachers and Subject Tutors log in to access professional experience placement details, documents and resources and complete administrative tasks such as submitting reports and forms.


The Professional Experience Unit will set individuals up with Sonia Online accounts as required. If you believe your Sonia Online access has been overlooked or you have difficulty with access please contact the Professional Experience Unit.



**Sonia Online**

Role: Student Username: Password: Sign In Forgot your password? English (Australia)

**HELP DESK**  
Professional Experience Unit  
Email: [pex-enquiries@uow.edu.au](mailto:pex-enquiries@uow.edu.au)  
Phone: 02 4239 2380



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**Hours of Operation: Monday to Friday, 8.00am to 4.00pm**

#### Information for In-School and Centre Coordinators

**How to accept placements for 2018 (Primary Education)** <https://youtu.be/-Js7eCp1U4E>  
**How to accept placements for 2018 (Secondary Education)** <https://youtu.be/i978gbH2dk>  
**How to accept placements for 2018 (Early Childhood Education)** <https://youtu.be/ZC6y0gy2KI>

#### Information for Supervising Teachers and Supervisors

**Sonia Instructions: How to approve student timesheets** - <https://youtu.be/DYrALKF7vBI>  
**Sonia Instructions: How to complete online reports** - <https://youtu.be/-vKh1popCe0>

#### Information for UOW Students

**2017 Australian Professional Standards for Teachers Professional Experience Reports**

The 2017 Australian Professional Standards for Teachers Professional Experience Report is no longer accessible in Sonia.

If you have not kept a digital or hard copy of this report and require a copy please email [pex-enquiries@uow.edu.au](mailto:pex-enquiries@uow.edu.au). Include in the Subject field - Name, Student Number, Program. Your 2017 report will be emailed to your UOW email account within three working days from date of request.



# Overview of Professional Experience in TESOL

## Subject Description

The aim of this subject is to provide a **guided introduction** to the classroom application of second language teaching methodology and to provide **an assessed practicum** which meets the teaching practice requirements of **20 hours supervised whole class teaching**, with additional hours of observation and analysis. Students will undertake observations and teaching in primary, secondary or adult contexts, develop portfolios of work and evaluate aspects of the teaching and learning of English language learners.

## Professional Experience

The Professional Experience (PEX) provides a context to which TESOL studies can be related and an opportunity to experience what is involved in face-to-face teaching. The PEX option is particularly important for those who need to provide evidence to future or current employers of having successfully participated in an appropriate TESOL teaching situation under the supervision of a qualified TESOL teacher.

### Professional Experience commitment

You are responsible for **finding your own placement**. For on-campus students, assistance is available. Preference will be given to students enrolled in the graduate Certificate in TESOL or Graduate Diploma in TESOL. Please carefully read this **Handbook**. <https://socialsciences.uow.edu.au/education/proExperience/handbooks/index.html> for further details

**Please note:** You will need to have your placement confirmed by your supervising teacher and the PEX Unit by the **UOW Census date**. We suggest that you document your attempts to contact placement locations and relevant personnel (include name of institution, details of dates, method of contact, and any responses received) until you have your placement confirmed. If your placement is **not confirmed** by this date, continuing in the subject may affect your final grade, or you may wish to consider withdrawing from the subject and retaking it in another session. Please contact the Subject Coordinator for further assistance.

One of the main components of the TESOL Professional Experience is the required **20 hours of supervised teaching**. These hours refer to the total teaching time and not necessarily to the number of lessons you will teach. Institutions organise lessons of different duration. You are expected to plan your teaching schedule with your supervising teacher.

You are required to **observe** at least **10 hours of teaching** conducted by experienced teachers. You should observe a number of separate lessons (for example, 4 separate lessons, conducted over several days). The focus of each observation should be on a different area of teaching (for example, teacher talk, lesson organisation, student interaction etc.). Before commencing, you will need to decide on the focus of each observation.

### Organising your Professional Experience

The following forms need to be completed and received by the Professional Experience Unit (PEX Unit) before you commence your professional experience. Administration of your professional experience will be managed through our online system, **Sonia Online**.

### Placement Acknowledgement Form

Students must complete the Placement Acknowledgement Form and return it to the Professional Experience Unit (PEX Unit) before organising their placement. The Placement Acknowledgement Form is a legal document that acknowledges students have read and understood the contents of the [TESOL Professional Experience Handbook](#) and



complied with the respective requirements. The Placement Acknowledgement Form is to be completed via [Sonia Online](#).

### **Professional Experience Placement – Nomination and Confirmation Details Form**

Organising a placement involves contacting an institution that teaches English language learners, ideally in the sector in which the student proposes to teach, and requesting an opportunity to teach with an TESOL qualified teacher in that institution. Begin the process by approaching the school or institution you wish to undertake your professional experience. Please use the *TESOL PEx Placement - Letter of introduction* as part of your introduction. This letter is available via [Sonia Online](#) and the subject's Moodle site. Once a location for placement has been found, students complete the Placement Nomination form on Sonia Online.

Supervising teachers **must be** TESOL accredited teachers with a specific TESOL qualification at post-graduate level eg. Graduate Certificate in TESOL; Graduate Diploma in TESOL, or higher, awarded from an accredited institution.

When Practicum placement arrangements have been finalised, supervising teachers **must** complete the *Professional Experience Placement – Confirmation Details* form online at Sonia Online. The PEx Unit will then contact the school to confirm details. You will be notified by the PEx Unit once the details have been confirmed.

**Please Note:** Employer bodies have different Practicum requirements. The Practicum hours in this subject are designed to provide teaching and professional experience in the context of the course studied. It is the student's responsibility to check with prospective employer bodies as to specific requirements related to the TESOL Professional Experience. **Please ensure the supervising teacher is fully aware of their role and responsibilities. If they have any questions or concerns, please direct them to the Subject Coordinator.**

Where a student desires to increase the number of Practicum hours, the matter should be raised with the Subject Coordinator. Any costs associated with the provision of additional hours will be the responsibility of the student.



# Information for Students

## PROFESSIONAL CONDUCT

- **The University of Wollongong Code of Practice - Student Professional Experience** sets out what is expected from Students, the University and Placement Providers:  
<http://www.uow.edu.au/about/policy/UOW058662.html>
- You are also required to comply with the code of conduct relevant to the institution you are placed in. It is your responsibility to locate and familiarise yourself with these codes and/or policies prior to your professional experience
- As a result of extenuating circumstances or professional misconduct you may be asked by the institution or the University of Wollongong to leave the institution, terminating the professional experience

### HELP DESK

**Professional Experience Unit (PEX Unit)**

**Email:** [pex-enquiries@uow.edu.au](mailto:pex-enquiries@uow.edu.au)

**Phone:** 02 4239 2380

## ENROLMENT AND PLACEMENT OPTIONS

**Enrol** in your professional experience subjects as early as possible. Placement information will be emailed to you via Sonia and you must be enrolled to be included on the mailing list.

**Contact your Subject Coordinator** to discuss your placement options **before** approaching any institutions.

**Finding a Placement** – Once the Subject Coordinator has approved your choice, you need to begin introductions and make contact with the school or institution of your placement. Your Supervising Teacher **must** hold **a tertiary qualification in TESOL and have at least 1 year full-time (or equivalent) of recent TESOL-related teaching experience.**

1. Use the *Letter of Introduction- Postgraduate Program in TESOL* to officially approach an institution requesting a placement
2. Complete the *TESOL – Notification of Professional Experience Placement* form in Sonia. Your supervising teacher will continue the process by completing the *TESOL – Confirmation of Professional Experience Placement* form in Sonia

## CONFIRMATION OF PLACEMENT

Within **three** business days of completing the *TESOL – Notification of Professional Experience* form, the Professional Experience Unit will email your Supervising Teacher to request they complete the online *TESOL – Confirmation of Professional Experience Placement* form.

Your Supervising Teacher will be provided with Sonia Online login password and details so they can access your placement details, resources and reports. Your Supervising Teacher will need to complete the *TESOL – Confirmation of Professional Experience Placement* form within **five** days of notification otherwise access to Sonia will be removed.

You will not be officially allocated to your placement until your Supervising Teacher completes the *TESOL – Confirmation of Professional Experience Placement* form in Sonia and you have met **all** mandatory checks.

## MANDATORY STUDENT CHECKS

You must complete all mandatory checks to be eligible to undertake your professional experience. The following is required to be completed before commencing your professional experience placement:

- TESOL Professional Experience Placement Acknowledgement Form
- Professional Experience (PEX) Online Briefing Module

If your professional experience is in a primary or secondary school setting:

- NSW Working With Children Check or equivalent for other states and territories (or its state/territory equivalent)
- NSW Department of Education and Communities Child Protection Awareness Module (or its state/territory equivalent)
- Anaphylaxis online training module

Please ensure you have met all statutory requirements before commencing your placement. It is best to check with the school or institution where you wish to undertake your placement for any additional checks that may need to be met, and notify the PEX Unit of these additional checks.

Instructions for completing these mandatory checks and the frequency at which they must be updated can be found in Sonia. Mandatory check requirements may be subject to change and additional mandatory checks may be introduced by the School of Education.

## RESOURCES & SUPPORT

**Resources** and forms for the placement can be accessed by you and your Supervising Teacher by logging in to Sonia. You must access and use the available resources to fulfil your obligations for the professional experience.

The following documentation can be accessed by logging in to Sonia:

- **TESOL Professional Experience Handbook**
- **Supervising Teacher Lesson Observation Templates** - Your Supervising Teacher should complete this template for at least the last three lessons you teach, in addition to other oral and written feedback. Discuss the feedback with your Supervising Teacher
- **Lesson Plan Samples** – use these as a guide. They are not prescriptive.



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**Support** is provided to you by the following people:

- **Supervising Teacher** - your primary support person
- **Subject Coordinator** - They will liaise with you and your Supervising Teacher. The subject and will maintain contact either by phone, school/institution visits, email or video conference, if available. Please check the Moodle site regularly for any changes and updates throughout the semester.

**The Unsatisfactory Progress Remediation Procedure** will be implemented if you are not meeting teaching and/or professional conduct expectations.

Your Supervising Teacher and Subject Coordinator/Tutor will explain the program procedures and policies. It is important that you make yourself familiar with the *Additional Support Program Procedure*. If you have any questions do not hesitate to contact your designated support people.

## ATTENDANCE & TIMESHEETS

You must meet the attendance requirements of your professional experience to pass the subject. You are required to:

### Timesheets

- Record your participation using the Timesheet function in Sonia. Log in to Sonia for detailed instructions
- Complete timesheet details for classroom observations, supervised teaching, and meetings with your supervising teacher. Your Supervising Teacher will log in to Sonia to approve all of your timesheets
- Have the required number of hours entered and approved in Sonia for your Professional Experience Report to be valid
- Use the timesheets to record:
  - Hours spent observing whole classroom teaching
  - Hours spent teaching whole classes
  - Hours spent meeting with your Supervising Teacher to discuss feedback, lesson planning, and any other related areas

### Illness/Misadventure/Special Leave Procedure

1. Telephone and/or email your Supervising Teacher as soon as possible. Please confirm your Supervising Teacher's preferred procedure.
2. Negotiate with your Supervising Teacher to make up absences (this cannot be during study weeks or when lectures or tutorials are scheduled)
3. Complete and submit an *Illness/Misadventure/Special Leave Form* (found under Forms in Sonia) ASAP. Ask your Supervising Teacher to complete their designated section of the form when the make-up days have been completed.

## PROFESSIONAL EXPERIENCE FEEDBACK AND REPORTS

**Feedback** - your Supervising Teacher will provide regular oral and written feedback throughout the professional experience. The TESOL Supervising Teacher Lesson Observation form will be used by your Supervising Teacher at least three times for the last three lessons.

**A progress report** will need to be completed by you mid-way in the professional experience. You need to:

1. Log in to Sonia to access and complete your progress report online
2. Keep a digital or hard copy of your all Professional Experience Reports

**A final report** will need to be completed by your Supervising Teacher at the end of your professional experience. You need to:

1. Help your Supervising Teacher to access Sonia and locate the report template
2. Log in to Sonia to view your report once it is written and submitted by your Supervising Teacher
3. Complete and submit your designated section of the reports, which states that you have read and understood the feedback
4. Make sure all your Timesheet entries are submitted and approved by your Supervising Teacher
5. Keep a digital or hard copy of your Professional Experience Reports for later use (including accreditation purposes)



# Information for Supervising Teachers

## SONIA ONLINE ACCESS

- To access placement information and resources you will need Sonia Online access
- You will receive an email shortly before commencement or on the first day of the placement with instructions and a *Quick Start Guide for Supervising Teachers* explaining how to log in to Sonia
- We will 'link' you to your student so that you can see their placement details and resources when you log in
- If you have an existing Sonia account please use those log in details
- You will need to complete the *TESOL – Confirmation of Professional Experience Placement* form within **5 days** of notification otherwise access to Sonia will be removed
- Our student will not be officially allocated to a placement until you have completed the *TESOL – Confirmation of Professional Experience Placement* form in Sonia and the student has met **all** mandatory checks



## THE PLACEMENT

- Details of the Professional Experience subject and TESOL course are available at <https://socialsciences.uow.edu.au/education/current-students/experience/handbooks/index.html>
- **Students are responsible** for finding their own placement, and ensuring that both the institution and the supervising teacher are informed of the professional experience requirements and expectations, details of which are set out in the TESOL Professional Experience Handbook
- The aim of our professional experience is for our Students **to experience, but not become experts in**, teaching in a TESOL learning environment. Hence, Students begin the experience by completing **at least 10 hours of observing whole classroom teaching**. During this time, it is expected that Students employ initiative and hold discussions with the classroom teacher about various aspects of teaching. Once the student feels confident enough to teach, they commence **the 20 hours of supervised teaching**. Once again, it is expected that the student demonstrates initiative and seeks constant feedback on teaching performance. Supervising teachers are required to provide feedback on supervised teaching being supervised
- It is a requirement of the professional experience that Students prepare their own lessons, in consultation with the supervising teacher, and send them through to the supervising teacher for checking before delivering the lessons. This should occur at least 24 hours before each lesson is scheduled to be taught. If a student is not meeting this requirement, then this may be cause for commencing formal procedures for an unsatisfactory progress report, as per page 3 of the Handbook
- **The University of Wollongong Code of Practice-Student Professional Experience** sets out what is expected from Students, the University and Placement Providers: <http://www.uow.edu.au/about/policy/UOW058662.html>. Students are also required to comply with any code of conduct relevant to your institution
- As a result of extenuating circumstances or professional misconduct the student may be asked by your institution or the University of Wollongong to leave the institution, terminating the professional experience

## RESOURCES AND SUPPORT

**Resources** and forms for the placement can be accessed by you and the student by logging in to Sonia. You must access and use the following available resources to fulfil your obligations for the professional experience:

- **TESOL Professional Experience Handbook**
- **Supervising Teacher Lesson Observation Templates** - you should complete this template for at least the last three lessons taught in addition to providing other oral and written feedback. Discuss the feedback and provide copies to your student
- **Lesson Plan Samples** - student requirements for lesson plans are outlined in the TESOL: Summary of Requirements section of the handbook

**Support** is provided to you by the following people:

- **Subject Tutor** - you can find their details by logging in to Sonia
- **TESOL Professional Experience Subject Coordinator** - details are found under *Contact Details* (pg. 2)

**The Unsatisfactory Progress Remediation Procedure** is a support program for Students who are not meeting teaching and/or professional conduct expectations. **To identify unsatisfactory progress** refer to the following:

- The relevant Code of Conduct/s
- Program requirements - outlined in the Professional Experience Handbook
- Lesson plans submitted by the student
- Completed Supervising Teacher Lesson Observation Templates
- TESOL Progress Report





**It is vital** that the Unsatisfactory Progress Remediation Procedure is used in a timely manner so please refer to the *Unsatisfactory Progress Remediation Procedure* pages 9-11 (available on Sonia by entering the Placement Group and following the 'Documents & Links' tab or contact the PEX Unit) if you have identified unsatisfactory progress. Implementing the procedure is the best way to support your Student.

## ATTENDANCE AND TIMESHEETS

- Please refer to Information for Students (pg. 4) for details on the requirements of your student
- You will need to approve all of your student's timesheet entries in Sonia. Please refer to the *Quick Start Guide for Supervising Teachers* for detailed instructions

## PROFESSIONAL EXPERIENCE FEEDBACK, REPORTS & ELECTRONIC FORMS

**Lesson Feedback Reports** – The *TESOL Supervising Teacher Lesson Observation Form* should be used at least three times for the last three lessons and discussed with the student.

Regular oral and written feedback should be provided throughout the professional experience.

**Reports** – A final report will need to be completed at the end of the professional experience. Refer to the *Quick Start Guide for Supervising Teachers* to:

1. Log in to Sonia to access the *TESOL - Professional Experience Supervising Teacher's Report*
2. Complete and submit the report electronically
3. Inform the student that the report has been submitted so they may log in to their own Sonia account to read the contents and submit their section

**Electronic Forms** - You may need to complete additional electronic forms in Sonia (Illness/Misadventure/Special Leave or Additional Support Program forms). Please refer to the *Quick Start Guide for Supervising Teachers* for instructions.

## PAYMENT

- **Supervising Teacher: \$450.00** (Payment is for supervised teaching (20 hours) **plus** feedback **plus** reporting, **not** the observations of whole classroom teaching (10 hours))
- **Documentation and claiming procedures** will be provided via Sonia





# Unsatisfactory Progress Remediation Procedure

This procedure is to be implemented by the Supervising Teacher in consultation with the University of Wollongong Subject Coordinator and PEX Liaison and Relationship Manager when a Student is making unsatisfactory progress and is at risk of not meeting the requirements of the professional experience and/or professional conduct expectations.

**It is vital that these notifications are used a timely manner if there are concerns about a Student.** Implementing the procedure is the best way to support the school and the Student.

## Forms

Part of the Unsatisfactory Progress Remediation Procedure will involve filling out electronic forms in Sonia. These forms must be completed by the Supervising Teacher, the Subject Coordinator and the Student via Sonia login.

## IDENTIFYING UNSATISFACTORY PROGRESS

The following documentation will assist to determine if a Student is not making satisfactory progress:

- The University of Wollongong Code of Practice - Student Professional Experience
- Other relevant Code of Conduct/s
- The placement requirements outlined in the Professional Experience Handbook
- Australian Professional Standards for Teachers
- Lesson Plans/documentation submitted by the Student
- Feedback Templates; Supervising Teacher feedback

## PROCESS FOR IMPLEMENTING NOTIFICATION 1

Early notification is critical so as to:

- Clearly articulate the areas of concern and provide additional support
- Give the Student sufficient opportunity to improve and respond to feedback

The Supervising Teacher will initiate the Notification:

1. **Gather documentation** to support the implementation of the Notification 1
2. **Inform** the University, the Centre Director/Coordinator and the Student
3. **Arrange** a meeting attended by the Supervising Teacher, Student and the Subject Coordinator or centre Director/Coordinator

**At the meeting:**

- **Discuss** areas of concern with specific reference to the supporting documentation
- **Remind** the Student of the various types of support available to them
- **Complete** the Notification 1 form in Sonia online, recording **specific criteria** that the Student will need to meet to be deemed as making satisfactory progress. Professional conduct criteria should be met immediately and maintained. Teaching concerns must be met within a negotiated timeframe
- 4. **Following notification** continue to monitor the Student's progress

## INFORMATION FOR STUDENTS

- **Know the areas of concern** and the expectations required of you to meet and maintain the criteria in the designated timeframe
- **Action** the Notification 1 form in your Sonia account
- **Liaise with your Supervising Teacher** to address the areas of concern
- **Seek additional support and advice**



## INFORMATION FOR SUBJECT COORDINATOR

- Ensure procedures are followed and appropriately documented
- Ensure the Notification 1 Form is actioned through Sonia by all parties
- Notify the PEX Unit and relevant Academic Program Director of the Notification 1 implementation
- Follow up with the Supervising Teacher and Student and if necessary, assist with the implementation of Notification 2 or Final Notification

## OUTCOMES FROM NOTIFICATION 1

The table below outlines the action required if the criteria outlined in Notification 1 are not met and maintained in the specified timeframe:

Scenario	Action
Scheduled hours complete	Unsatisfactory report issued
Scheduled hours incomplete	Notification 2 issued
Placement terminated under Code of Practice (see note)	Final Notification issued

Note: University of Wollongong Code of Practice - Student Professional Experience states: "There may be circumstances in which the Faculty or the Host Organisation, in consultation with the Faculty, determines that it is unable to continue a student professional experience owing to the student's performance." This will result in an early termination and an unsuccessful professional experience.

## PROCESS FOR IMPLEMENTING NOTIFICATION 2

The Supervising Teacher will initiate the Notification 2 by:

1. **Gathering supporting documentation** as per the Notification 1 procedure
2. **Inform the University, the Centre Director/Coordinator and the Student**
3. **Contact the PEX Unit and request a Notification 2 and Final Notification form be provided in Sonia**
4. **Arrange a meeting** attended by the Supervising Teacher, Student and Subject coordinator/Professional Experience Liaison and Relationship Manager. Follow the same procedures that were undertaken in the Notification 1 meeting, including the completion of the Notification 2 form.
5. **Following notification** continue to monitor the Student's progress

## INFORMATION FOR STUDENTS

- **Know the areas of concern** and the expectations required of you to meet and maintain the criteria in the designated timeframe
- **Action** the Notification 2 form in your Sonia account
- **Liaise with your Supervising Teacher** to address the areas of concern
- **Seek additional support and advice**

## INFORMATION FOR UNIVERSITY ADVISORS

- Ensure the above procedures are followed and appropriately documented
- Ensure the Notification 2 Form is actioned through Sonia by all parties
- Notify the PEX Unit, Professional Experience Liaison and Relationship Manager and the Academic Program Director of the Notification 2 implementation
- Follow up with the Supervising Teacher and Student
- If necessary assist to implement a Final Notification



## OUTCOMES FROM NOTIFICATION 2

The table below outlines the action required if the criteria outlined in Notification 2 **are not met and maintained** in the specified timeframe

Scenario	Action
Scheduled hours completed	Unsatisfactory report issued
Scheduled hours incomplete	Final notification issued and placement terminated

## PROCESS FOR IMPLEMENTING A FINAL NOTIFICATION

Final Notification should be implemented when:

- The Student has not fulfilled the Notification 2 criteria within the specified timeframe or
- The Student's conduct or teaching performance is detrimental to student welfare and/or their learning
- The Student who is placed on a Final Notification **has not satisfied** (failed) the requirements of the professional experience.

## INFORMATION FOR SUPERVISING TEACHERS AND SUBJECT COORDINATOR

The Final Notification should be initiated by the Centre Director/Coordinator in conjunction with the Professional Experience Liaison and Relationship Manager or university appointed Academic. Ensure that all parties are aware of the Final Notification implementation, including the Student.

1. **Gather documentation** as per the Notification 1 procedure. There should be clear evidence supporting the determination of an unsuccessful professional experience.
2. **Arrange a meeting** attended by the Supervising Teacher, the university representative, the Student and if applicable the Centre Director/Coordinator.
3. **At the meeting**
  - The university representative will facilitate the proceedings
  - Discuss with specific reference to the supporting documentation how the Student has not met the requirements of the professional experience
  - University representative to inform the Student of the various types of support available to them after the completion of the professional experience
  - Complete the Final Notification

## INFORMATION FOR STUDENT

When your Professional Experience has been terminated or you have received an Unsatisfactory Australian Professional Standards for Teachers Professional Experience Report you are required to make an appointment with the Head of Students and/or the Academic Program Director to discuss the outcome of the PEX. This meeting will determine implications on course progression and strategies to prepare you for future PEX. You will be required to complete a support module prior to being placed in a school to repeat the failed PEX.

## PROFESSIONAL EXPERIENCE SUPPORT MODULE

In the unfortunate event that you are found to be unsatisfactory during the placement, you will be required to complete a *Professional Experience Support Module* before attending your next PEX placement. The module aims to address key components of PEX based on Australian Professional Standards for Teachers. This PEX Support Module is a priority if you wish to attend your next placement and it is your responsibility to ensure you are available to participate.



## ■ TESOL: SUMMARY OF REQUIREMENTS

Professional Experience Dates	Dependent on the dates negotiated by the student and the Supervising Teacher
Required Number of Professional Experience Hours	<ul style="list-style-type: none"> <li>• Total of 30 hours, comprised of:</li> <li>• 10 hours observing whole classroom teaching</li> <li>• 20 hours of supervised teaching</li> </ul>
Subject Number	EDGT838
Reporting Requirements	<b>TESOL Progress Report</b> - due mid-way through the placement <b>TESOL Supervising Teacher's Report</b> - due at the completion of the placement
Observation	<p>Students are to undertake at least 10 hours observation of whole classroom teaching. Students may wish to observe teaching practices in a variety of contexts, such as:</p> <ul style="list-style-type: none"> <li>• Teaching strategies</li> <li>• Student interactions</li> <li>• Classroom setting</li> <li>• Providing learning assistance in the classroom</li> <li>• Organisation and preparation of teaching aids</li> <li>• Assessment and evaluation</li> <li>• Additional duties</li> </ul> <p>During the observation stage, Students may wish to offer assistance to the Supervising Teacher delivering the lesson, but this is not a requirement of the observation stage.</p>
Lesson Preparation and Reflection	<p>Students must create and deliver their own lessons. Students must consult with their Supervising Teacher when planning their lessons. Students must:</p> <ul style="list-style-type: none"> <li>• Plan every lesson taught</li> <li>• Present completed lesson plans in written form to the Supervising Teacher before the lesson is taught with sufficient time (minimum 24 hours) to allow for discussion of comments and suggestions for implementation prior to teaching</li> <li>• Complete regular lesson self-reflections (the <i>Supervising Teacher Lesson Observation Form</i> would be beneficial to use)</li> <li>• Maintain copies of all lesson plans for later reflection and to assist in preparation for future teaching</li> </ul>
Outcomes	<p>At the conclusion of the Professional Experience Students will have:</p> <ul style="list-style-type: none"> <li>• Carefully observed and reflected on the teaching and learning practices of others</li> <li>• Collaboratively planned and implemented appropriate classroom activities involving individuals, small groups and the whole class</li> <li>• Created positive and inclusive learning environments to cater for the needs of ESL/EFL Students</li> <li>• Shown an understanding of learner/teacher roles, of organisation and management in the TESOL classroom</li> <li>• Demonstrated an understanding of a range of teaching strategies, assessment, programming and the development of materials and resources appropriate to TESOL</li> <li>• Demonstrated an ability to critically reflect on their teaching, professional development experiences, and growth as a TESOL educator</li> </ul>

