



Bachelor of Primary Education

IN-SCHOOL IMMERSION PROGRAM HANDBOOK 2018



UNIVERSITY
OF WOLLONGONG
AUSTRALIA



Contact Details

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This Handbook is to be used in conjunction with the Professional Experience Handbook 2018.

In-school Immersion Program Overview

The purpose of the In-school Immersion Program is to immerse Pre-service Teachers in the culture of schools. Pre-service Teachers will benefit greatly from gaining first-hand knowledge of how schools and classrooms operate. Understanding the culture of schools, their purpose and their organisational structures will provide Pre-service Teachers with a solid foundation for their overall course and future careers. Immersion also provides Pre-service Teachers with greater opportunities to make the links between the theories and pedagogies of the Key Learning Areas that are studied at university. The In-school Immersion Program will allow Pre-service Teachers to observe appropriate school and classroom organisation and behaviour management strategies. This program acknowledges that practising teachers play an integral role in the overall education of future teachers.

During the immersion days Pre-service Teachers may support the school in tasks that the Principal or In-school Coordinator feels will provide Pre-service Teachers with opportunities to be 'immersed' across the whole school setting.

Tasks may include but are not limited to:

- Working one-on-one with a child
- Supervising small groups
- Reading to a group or the whole class
- Helping to prepare school plays/musical concerts
- Assisting in the library
- Support/assist teachers on field trips
- Help organise/develop reading materials/maths materials
- Help in outdoor activities
- Observe/assist children with computers
- Support teachers before and during creative arts/music/choir/drama activities
- Assist children during a writing workshop



Information for In-school Coordinators

HELP DESK

Professional Experience Unit (PEX Unit)

Email: pex-enquiries@uow.edu.au

Phone: 02 4239 2380

LINKING THE IMMERSION DAYS AND THE TWO WEEK PROFESSIONAL EXPERIENCE BLOCK

- Following the Immersion Program, the Pre-service Teachers will return to your school for a two week professional experience block. Please see the *Professional Experience Handbook* for details
- **In Week 1 of Term 2** - Please identify the staff member/s who will act as the Supervising Teacher/s for the two week professional experience block. 1st year Pre-service Teachers can be placed in pairs with one Supervising Teacher for this professional experience

DURING PLACEMENT

- **The University of Wollongong Code of Practice-Student Professional Experience** sets out what is expected from Pre-service Teachers, the University and Placement Providers: <http://www.uow.edu.au/about/policy/UOW058662.html>. Pre-service Teachers are also required to comply with any code of conduct relevant to your institution
- **Resources** and forms for the placement can be accessed by you and the Pre-service Teacher by logging in to the online placement system Sonia: <https://studentplacement.uow.edu.au/SoniaOnline/School.aspx>
- **Support** will be provided to the school and the Pre-service Teacher by a **University Advisor**. They will be in touch via phone or email but you can find their details by logging into Sonia
- **Unsatisfactory Progress Remediation Procedure** is for Pre-service Teachers who are not meeting teaching and/or professional conduct expectations. It is vital that it is used a timely manner so please refer to the *Unsatisfactory Progress Remediation Procedure* and make sure you and the Supervising Teacher are familiar with the process

TIMESHEET AND REPORTING REQUIREMENTS

- Please refer to Information for Pre-service Teachers for details on the requirements of the Pre-service Teacher
- You will need to approve the Pre-service Teacher's timesheet entries in Sonia. Please contact the Help Desk if you are unsure how to do this



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Information for Pre-service Teachers

HELP DESK

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Email: pex-enquiries@uow.edu.au

Phone: 02 4239 2380

ALLOCATION FOR TWO WEEK PROFESSIONAL EXPERIENCE BLOCK

- **In Week 1 of Term 2** – The In-school Coordinator will identify the staff member/s who will act as your Supervising Teacher for the two week professional experience block. You may be placed in a pair with another Pre-service Teacher for this professional experience.

SUBJECT REQUIREMENTS

As part of the subject Professional Development 1: The Learning Environment (EDPD201), from your first school visit you are required to keep a daily log and make one detailed observation for each Immersion day. These observations are designed to: capture what happens in an activity or event in any setting; the actions of participants: who did what, when; the key points in the observation setting (including names of speakers and selective, brief verbatim quotes); and the non-verbal expressions (e.g. noting when people came in or left the activity). Reflections on these observations will be used throughout the EDPD201 subject.

Please refer to the EDPD201 Subject Outline and the Professional Experience Handbook for a comprehensive outline of the subject requirements.

RESOURCES & SUPPORT

Resources and forms for the placement can be accessed by you and the In-school Coordinator 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 into Sonia:

- **Professional Experience Handbook/s**
- **Pre-service Teacher In-school Immersion Program: Daily Log**
- **Pre-service Teacher In-school Immersion Program: Lesson Observation**

Support is provided to you by the following people:

- **In-school Coordinator**
- **University Advisor**
- **Subject Coordinator**
- **Professional Experience Liaison and Relationship Manager (Teacher Education)**

Unsatisfactory Progress Remediation Procedure will be implemented if you are not meeting teaching and/or professional conduct expectations. Your In-school Coordinator and University Advisor will meet with you to explain the policy and procedures. It is important that you make yourself familiar with the *Unsatisfactory Progress Remediation Procedure*. If you have any questions do not hesitate to contact your designated support people.

ATTENDANCE & TIMESHEETS

You must meet the attendance requirements of the Immersion Program and the professional experience to pass the subject in which the professional experience is attached/embedded. You are required to:

- Arrive a minimum of 30 minutes prior to the start of the school day
- Attend all allocated immersion and professional experience days and be present for the whole school day unless granted permission by your In-school Coordinator
- Make-up any days missed to illness/misadventure/special leave

Timesheets

- Record your attendance using the Timesheet function in Sonia. Log into Sonia for detailed instructions
- Your In-school Coordinator will log in to Sonia to approve your timesheets for the immersion days and your Supervising Teacher will approve your professional experience days
- You must have the required number of days entered and approved in Sonia for your professional experience report to be valid



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Illness/Misadventure/Special Leave Procedure

1. Telephone and email the In-school Coordinator as soon as possible
2. Record an Illness/Misadventure entry in your Sonia Timesheet and request the entry be approved by your In-school Coordinator
3. Negotiate with your In-school Coordinator to make up absences (this cannot be during study weeks or when lectures or tutorials are scheduled)
4. Complete and submit an *Illness/Misadventure/Special Leave Form* (found under Forms in Sonia) and ask your In-school Coordinator to complete their designated section of the form. For absences of two or more days attach a medical certificate as a document in Sonia.



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IMMERSION PROGRAM

PROFESSIONAL DEVELOPMENT 1: THE LEARNING ENVIRONMENT

Professional Experience Dates	<p>Ten Immersion days: Thursdays commencing 15 March to 12 April and 3 May to 31 May 2018 (School Calendar Term 1: Weeks 7 – 11 and Term 2: Weeks 1 – 5)</p> <p>Note:</p> <ul style="list-style-type: none"> The Immersion Program is followed by a two week block (11 June to 22 June 2018) Pre-service Teachers can be placed in pairs during the 10 immersion days and the professional experience block.
Required Number of Immersion Days	10 days
Subject Code	EDPD201
Feedback and Report Requirements	<p>Ten Immersion Days: If a Pre-service Teacher is not meeting the expectations required of them during the Immersion or the school has concerns with the Pre-service Teacher's professional conduct please contact the PEX Unit immediately. Pre-service Teachers can be placed on notification for unsatisfactory progress if they do not meet the requirements and professional expectations during the Immersion Days.</p> <p>A report is not required at the completion of the Immersion Days.</p>
Observations and Experiences	<p>Immersion Days: The purpose of the In-school Immersion Program is to immerse Pre-service Teachers in the culture of schools so that they gain an understanding of how schools and classroom operate. The experience also provides opportunities to observe classroom organisation, teacher-pupil interaction and behaviour management strategies.</p> <p>Pre-service Teachers may also be involved in activities that the Principal or In-school Coordinator feels will provide them with opportunities to be 'immersed' across the whole school setting.</p>
Immersion Program Overview	<ul style="list-style-type: none"> Pre-service Teachers are required to attend for the full school day and participate in the normal routine of the school Pre-service Teachers may support Supervising Teachers in tasks that the Principal or In-school Coordinator recommend. Pre-service Teachers may be allocated to one teacher for the whole period or to different teachers and professional staff at various locations at the school Tasks may include working one-on-one with a child, supervising small groups, reading to a group or the whole class, helping to prepare school plays, musical concerts, and other experiences.





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Professional Experience Unit

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