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EDSE401

Education for Social Equity

Service Learning Handbook 2019



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Contact Details

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Education for Social Equity- Overview

COMMUNITY BASED SERVICE-LEARNING FOR PRIMARY PRE-SERVICE TEACHERS

The School of Education firmly supports the convincing body of research which states prospective teachers who engage in community based service-learning as part of their teacher preparation program develop skills that help them as teachers, citizens and people. Therefore, students from the Bachelor of Primary Education (4th Year) will undertake a community/service-learning placement to assist them in gaining a sense of social equity and justice.

These Pre-service Teachers will undertake a minimum of 30 hours community/service-learning. This voluntary work may take place in community-based organisations such as, but not limited to, homework centres, disability services, youth and children's services, aged care facilities, drug and homeless programs, or environmental organisations. The objective is that the placement will be a positive experience for the Pre-service Teacher and the organisation.

To complement the community/service-learning placement, all Pre-service Teachers enrolled in Education for Social Equity will participate in a series of campus-based workshops. In these workshops they will be asked to reflect upon their values and attitudes concerning equity issues and how these can impact on their future professional and personal lives. The subject 'Education for Social Equity' provides Pre-service Teachers with relevant social context so they develop a personalised understanding of human rights, equality and justice while relating this to the context of teacher education and the teaching profession.

Whilst volunteering in the community, Pre-service Teachers are covered by and expected to adhere to the University of Wollongong's Code of Practice - Student Professional Experience.



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Information for Participating Organisations

HELP DESK

Professional Experience Unit

Email: pex-enquiries@uow.edu.au

Phone: 02 4239 2380

DURING PLACEMENT

The University of Wollongong Code of Practice-Student Professional Experience sets out what is expected from Students, the University and Placement Providers: <https://documents.uow.edu.au/about/policy/UOW058662.html>. Students are also required to comply with any code of conduct relevant to your institution.

Insurance- the University maintains the following insurance protections which may be applicable to students undertaking student professional experience.

- General and Product Liability Protection
- Professional Liability Protection
- Malpractice Protection
- Student Personal Accident Insurance

Students undertaking service-learning will fall within the scope of this cover, subject to the conditions and exclusions set out in that cover and provided they are not employed by the Host Organisation and/or do not receive remuneration in respect to their participation in the service-learning program.

More information about the University's insurance policies can be provided upon request. Please contact the Professional Experience Unit immediately if any insurance issues or concerns arise.

ATTENDANCE LOG

Each time the Pre-service Teacher attends your facility they must enter the details in their Attendance Log to record the visit. At the end of the visit the designated Supervisor must sign-off on the Attendance Log.

THE UNIVERSITY EXPECTS EACH HOST ORGANISATION WILL:

1. Adequately supervise students
2. Provide a safe placement environment for students free from discrimination and harassment
3. Provide induction training to students (including OHS induction) at the commencement of the placement
4. Put in place adequate support for students to assist in achieving the objectives of the placement, including,
 - modelling appropriate standards of professional behaviour for the relevant discipline
 - providing the student with an adequate workspace and with appropriate resources
 - providing an appropriate range of experiences for the student
 - where necessary, supporting the student to identify accommodation
5. Care for students and advise the School of Education in the event of any accident, incident or illness affecting the student
6. Provide School of Education staff reasonable access to the Host Organisation's premises to facilitate assessment and monitoring of student progress if necessary
7. Promptly report to the School of Education should it become apparent that a student is having difficulty meeting the objectives of the placement or is otherwise unable to continue with the placement
8. The University expects each Host Organisation will participate in monitoring and evaluating each student's performance during the placement. This includes making observations and providing feedback to students, as well as reporting to the University on the student's performance and progress where there are concerns



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Information for Students

HELP DESK

Professional Experience Unit

Email: pex-enquiries@uow.edu.au

Phone: 02 4239 2380

PROFESSIONAL CONDUCT

- **The University of Wollongong Code of Practice-Student Professional Experience** sets out what is expected from Students, the University and Placement Providers: <https://documents.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

RESOURCES & SUPPORT

The following resources can be accessed by logging into Sonia:

- **EDSE401 Professional Experience Handbook**
- **Education for Social Equity- Letter of Introduction**
- **Attendance Register Log**

Support is provided to you by the following people:

- **Subject Coordinator**- details are found under Contact Details
- **Professional Experience Unit**- details are found under Contact Details

PLACEMENT OPTIONS

Finding a Placement-You need to find your own placement. A list of possible organisations will be available in Sonia however, it is your responsibility to contact the organisations directly to negotiate and confirm your placement.

1. Use the *Education for Social Equity- Letter of Introduction* to officially approach an organisation requesting a placement
2. Provide your chosen organisation with a copy of this handbook (hardcopy or via email)

CONFIRMATION OF PLACEMENT

1. Complete the online *EDSE401 Education for Social Equity Registration Form* found in Sonia
2. It may take up to 5 working days for your allocation to be confirmed in Sonia

ATTENDANCE REQUIREMENTS

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

1. Record your attendance using the *Attendance Register Log*
2. Complete 30 volunteer hours of service learning by 12th August, 2019
3. [Hand in your attendance log to your tutor in your first Spring tutorial](#)

MANDATORY STUDENT CHECKS

You must complete mandatory checks to be eligible to undertake professional experience. Required documentation is as follows:

- NSW Working With Children Check or equivalent for other states and territories

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.



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Service Learning at a Glance

Service-learning is a teaching and learning method that upholds a commitment to appreciating the assets of and serving the needs of a community partner, while enhancing student learning and academic rigor through the practice of intentional, reflective thinking and responsive civic action. Four Traits that characterise Service-Learning:

- Commitment to community partnership
- Learning and academic rigor
- Intentional, reflective thinking
- Practice of civic responsibility

As a participant in service-learning, you will be part of a first-hand learning experience that creates intentional, reciprocal partnerships between you and your community. Those who incorporate service-learning to address learning goals adhere to the philosophy that student and community service partners offer valuable assets and resources to one another.

When community and classroom are directly and thoughtfully connected, each is enhanced by the other.

In order to vary your university professional experiences, this subject requires you to participate in organisations other than mainstream school classrooms.

MAKING THE MOST OF YOUR PLACEMENT

A service-learning experience placement can play an important role in your personal and career development. Your placement can provide opportunities to:

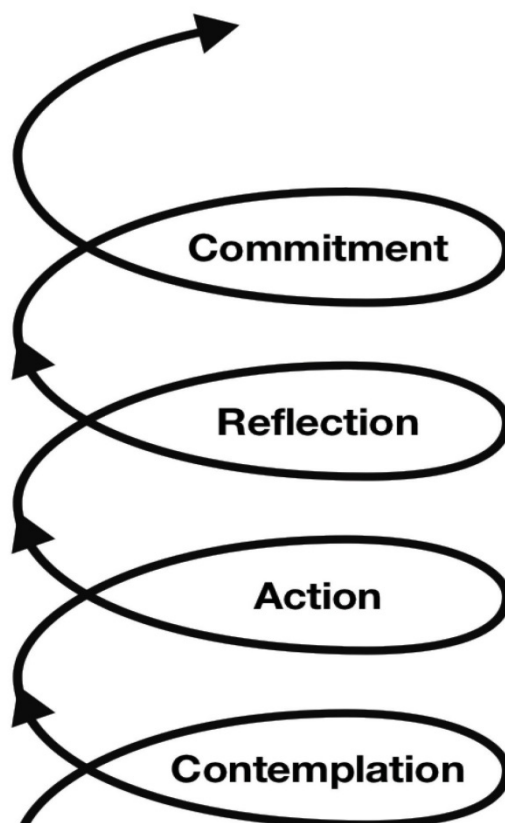
- Learn to act autonomously, responsibly and appropriately
- Learn to work with others and understand working relationships
- Gain confidence in thinking critically and communicating with members of communities beyond education
- Broaden your horizons through exposure to new ideas, cultures and career paths
- Enhance your knowledge of the social justice and/ or equity awareness
- You should bear the opportunities in mind when on your placement and make the most of them. Good communication with your Tutor, Supervisor and the Professional Experience Unit (who coordinate your placement) is important



CARC Learning Cycle

Contemplation, Action, Reflection, Commitment

- CONTEMPLATION** is to deliberate consciously about the challenges, needs and expectations of the service experience.
- ACTION** is the on-site work that you undertake when matched with a community partner.
- REFLECTION** is the lens through which you think critically about the experience, deeply considering how the action intentionally links to specific learning goals.
- COMMITMENT** is a disciplined effort to act upon your belief in the communal necessity of service and in the benefits it affords all involved.



Duncan, D. & Kopperud, J. (2008). Service-Learning Companion. New York: Houghton Mifflin Company



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