Graduate Diploma in Teaching (Primary)

Practicum Two

EDPRAC 615

Professional Practice
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SECTION ONE: Practicum Two Overview

Code & Title          EDPRA 615: Professional Practice
Points                15

Calendar Prescription Uses an evidence-based approach to support students to develop the professional knowledge, skills, and dispositions required for effective teaching in Aotearoa New Zealand, while examining what it means to demonstrate commitment to Te Tiriti o Waitangi. Ākonga build professional relationships and enact practices that sustain culturally responsive, ethical, learner-focused relationships with diverse ākonga, colleagues, and whanau in complex environments.

Restrictions          EDPRA 600, 607, 698, 611, 621, 622

Learning Outcomes

1. Build and sustain positive, respectful, and ethical relationships and communicate professionally with ākonga, whanau, colleagues, and the wider community.
2. Critically reflect on their enactment of appropriate professional practices to create positive learning environments that are responsive to ākonga by drawing on theory, research, and evidence to facilitate an appropriate curriculum.
3. Demonstrate the professional knowledge, skills, dispositions, and level of practice required for effective teaching in Aotearoa New Zealand that align with external professional standards.
4. Use digital technologies to foster and enhance collaboration.

Each of the LO’s align with Key Teaching Tasks at varying minimum expectations. See Practicum Handbook Appendix for the Key Teaching Tasks.

Aims and Purposes

This five week (f-2-f) or six week (online) practicum is the second of two block practica for 615. The aim of this practicum is to give teacher candidates the opportunity to:
1. Develop competence in each of the Key Teaching Tasks.
2. Demonstrate that they have the requisite communication and dispositional qualities to become a teacher (linked to TCANZ requirements).

Overview

Practicum two gives you, as a student teacher, the opportunity to build upon the learning from practicum one. Your documented observations and reflective practice, as well as the connections created with your placement schools, will be the foundation from which to grow in confidence and competence in the classroom. During practicum two you will draw upon the content and tools explored in your coursework, and plan in consideration of theories of teaching and learning. In collaboration with your associate teacher, you will use assessment data to plan,
deliver and evaluate lessons for small groups, and whole class environments in literacy, numeracy and in wider curriculum areas.

As in practicum one, learning should occur through observations, interactions with children, and discussions with associate and other teachers, peers and school staff. The nature of the learning should be interactive and collaborative. As you gain experience with planning and delivering learning experiences for ākonga, reflecting on and evaluating your own teaching will become a significant part of your practice.

Ensure you have read the Practicum Handbook with key information on Guidelines for Classroom Observation, Expectations and Assessment, and Appendices with planning, observation and reflection templates, KTTs, TCANZ information, planners, Disposition to Consider, and Form for Issues of Concern.

In line with the Code of Professional Responsibility and your commitment to the teaching profession (see page 20 of the Practicum Handbook) remember your first point of contact is your associate teacher and/or the school coordinator, this includes if you have a concern. If you have any further questions or concerns with regards to your placement, your next point of contact is your professional supervisor and then practicum coordinator.

**Over the course of practicum two students will:**

1. Plan, implement and evaluate written teaching plans for whole class and multiple group learning.
2. Take responsibility for the organisation and management of the whole class for extended periods of time including a period of sustained full responsibility for five or more days.
3. Develop, implement and evaluate one disposition goal and one curriculum goal.
4. Write and share two Smyth critical reflections.
5. As a group, arrange a meeting with the Principal to discuss issues for beginning teachers. Formulate questions together and share with the principal in advance.
6. Present the story of your Passion Inquiry Project to 615 Collaborative Group, Associate Teachers and School Coordinator/s (via zoom or face-to-face).
SECTION TWO: Meeting the Learning Outcomes

PLANNING

Process

1. Document and file the term overview planning of the class/syndicate.
2. Create and use a weekly diary planner to manage the required tasks (see example in Practicum Handbook p. 30).
3. Follow associate teacher’s planning, and engage with assessment of students to understand the planning and teaching process. Review chapter five for planning and chapter six for assessment (609 textbook).
4. Source or develop and use a lesson planning format (single plans working towards series plans – check again with associate teacher) to plan your teaching with ongoing evaluation of your teaching.

Expectations

Student teachers must show all planning to their associate teachers in advance of implementation. Students need to establish with the associate teacher how far in advance the planning needs to be submitted for feedback.

When using school/syndicate unit plans remember they should be rewritten in response to the cultural and learning needs of the particular class being taught. You should also begin to demonstrate your own pedagogical and philosophical teacher identity by bringing into the planning and teaching your own strengths in content, passion and skills.

Documentation

All planning and related documentation needs to be filed in your digital folder. Revise the folder from practicum one in preparation for practicum two; you will draw on this documentation as evidence of meeting LOs for the assessment report, for future course work and for managing your time on practicum, so a clear and carefully maintained folder is important. The files can be organised to suit each student teacher’s working style but there are notes on possible organisation in the Practicum Handbook. The digital folder is a public document and should be available at school and accessible to the associate teacher, professional supervisor, principal and school practicum co-ordinator at all times.
**Weekly Task Guide**

*Note:* Face-to-face students have 5 weeks of block practicum, plus Wednesdays and Thursdays in the four weeks beforehand. Online students have 6 weeks of block practicum. The following is a *guide* as to how you may organise your weeks. For online students: Tasks in purple are suggestions and may be started in the first week of block practicum.

<table>
<thead>
<tr>
<th>Week</th>
<th>Student Teacher (ST) Responsibilities</th>
<th>Associate Teacher (AT) Responsibilities</th>
<th>Professional Supervisor (PS) Responsibilities</th>
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<tbody>
<tr>
<td><strong>Before block practicum inc Wed/Thurs</strong></td>
<td><strong>Document and file the term overview planning of the class/syndicate (gather resources, draft up plans, check assessment data).</strong>&lt;br&gt;<strong>Investigate assessment and planning processes of AT for numeracy and literacy.</strong>&lt;br&gt;<strong>Revise folder from practicum one in preparation for practicum two and share with PS, AT and SC.</strong>&lt;br&gt;<strong>Planning and implementing Passion Inquiry Project.</strong>&lt;br&gt;<strong>Share and discuss with AT your ‘Key teaching Tasks a Reflection on Practice’ document.</strong>&lt;br&gt;<strong>Share curriculum and disposition draft goals with AT and PS and finalise.</strong></td>
<td><strong>Share syndicate planning with ST and advise where the ST could prepare (gather resources, draft up plans, check assessment data).</strong>&lt;br&gt;<strong>Share numeracy and literacy assessment and planning processes with ST</strong>&lt;br&gt;<strong>Check Digital Folder.</strong>&lt;br&gt;<strong>Give feedback on Passion Inquiry Project</strong>&lt;br&gt;<strong>Discuss ‘Key teaching Tasks a Reflection on Practice’ document with ST</strong>&lt;br&gt;<strong>Provide feedback on disposition and curriculum goals and associated action plans.</strong></td>
<td><strong>Check the digital folder is organised and provide feedback if required.</strong>&lt;br&gt;<strong>Provide feedback on disposition and curriculum goals and associated action plans.</strong></td>
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<tr>
<td><strong>One</strong>&lt;br&gt;Mon 30th May - Fri 3rd June</td>
<td><strong>Complete running records for one small group and analyse writing for one group. (see 625 course)</strong>&lt;br&gt;<strong>Using assessment data, develop, implement and evaluate plans for one specific group in both literacy and numeracy for the week.</strong>&lt;br&gt;<strong>Develop, implement and evaluate a lesson plan for at least one other curriculum area other than numeracy or literacy, this might be related to your passion inquiry project. Think</strong></td>
<td><strong>Share and discuss your planning that the ST may draw from.</strong>&lt;br&gt;<strong>Read through ST planning and give feedback for implementation.</strong>&lt;br&gt;<strong>Give written and verbal feedback on observed teaching paying particular attention to goals.</strong></td>
<td><strong>Attend University/SC briefing and share information with ATs</strong>&lt;br&gt;<strong>Schedule any ongoing meetings with ST</strong>&lt;br&gt;<strong>Discuss practicum brief and assessment report with ST and ATs.</strong></td>
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<tr>
<td><strong>School Co-ordinator (SC) Responsibilities</strong></td>
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<td></td>
<td><strong>Professional Supervisor (PS) Responsibilities</strong>&lt;br&gt;<strong>Arrange observation visit and professional conversations for weeks 4, 5 or 6 with SC.</strong>&lt;br&gt;<strong>Conduct initial group visit.</strong></td>
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<td>Two</td>
<td>Tues 7th June to Fri 10th June</td>
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<tr>
<td>Engage with assessment data, develop, implement and evaluate plans for multiple groups/whole class in both numeracy and literacy.</td>
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<tr>
<td>Develop, implement and evaluate a series of lesson plans for at least one other curriculum area other than numeracy or literacy.</td>
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<tr>
<td>Take responsibility to organise and manage the whole class for a whole day using both own planning and AT planning.</td>
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<td>Evaluate goals (ongoing) and record progress notes.</td>
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<tr>
<td>Complete a Smyth critical reflection on a challenging incident or ethical dilemma faced over the first 2 weeks of practicum. Focus on in-depth inquiry into what happened, your positioning, your assumptions, your beliefs and where these come from. Share with AT and PS.</td>
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<tr>
<th>Three</th>
<th>Mon 13th June to Fri 17th June</th>
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<tbody>
<tr>
<td>Begin to prepare provisional assessment report for professional conversation in either week 4, 5 or 6.</td>
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<tr>
<td>Continue to develop your skills in the planning and teaching process, shifting from small groups to managing the whole class, and</td>
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<table>
<thead>
<tr>
<th>School Co-ordinator (SC) Responsibilities</th>
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<tbody>
<tr>
<td>Welcome/induct ST</td>
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<tr>
<td>Liaise with PS for observation visit</td>
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<tr>
<th>Professional Supervisor (PS) Responsibilities</th>
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<tbody>
<tr>
<td>Check Week 2 Smyth reflection and give feedback.</td>
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eventually for all curriculum areas in negotiation with your AT.

Evaluate your goals (ongoing).

Complete and plan to share Passion Inquiry Project in week four or five.

Plan with your AT and PS when you will begin your five days of sustained full responsibility (week four, five or six).

feedback for implementation.

Give written and verbal feedback on observed teaching paying particular attention to goals and KTT 10 - Actively manages the rest of the class while working with individuals/small groups to ensure that all ākonga are engaged purposefully in learning

Act in ‘teacher-shadow’ role and monitor the student teacher’s daily programme and remind them of any procedures that may need to be addressed. In this way the AT will act as an external voice for the student teacher while they become accustomed to the classroom requirements. The aim is to guide STs towards success in the area of classroom organisation and management.

Prepare provisional assessment report for professional conversation in either week 4, 5 or 6.

Plan, implement and evaluate at least 5 days of full responsibility - week 4, 5 or 6. Taking responsibility to organise and manage the whole class including: planning and teaching the whole class for literacy and numeracy for the week; Developing, implementing and evaluating a series of lesson plans for all other curriculum areas that are scheduled to be taught in the term overview.

Share Passion Inquiry Project week four or five.

Prepare provisional assessment report for professional conversation in either week 4, 5 or 6.

Read through ST planning and give feedback for implementation.

Give written and verbal feedback on observed teaching paying particular attention to goals

Professional Supervisor (PS) Responsibilities

Conduct observation visit and professional conversations for weeks 4, 5 or 6.

School Co-ordinator (SC) Responsibilities

Liaise with PS to facilitate observation visits.
<table>
<thead>
<tr>
<th>Five and Six</th>
<th>Professional Supervisor (PS) Responsibilities</th>
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<tbody>
<tr>
<td>Mon 27th June to Fri 1st July</td>
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<tr>
<td>Week 6 (online cohort only) Mon 4th July - Fri 8th July</td>
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<tr>
<td>Prepare provisional assessment report for professional conversation in either week 4, 5 or 6.</td>
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<tr>
<td>Smyth critical reflection on a challenging incident or ethical dilemma faced over the period of full responsibility, and in-depth investigation with clear bullet points indicating ‘what next?’.</td>
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<td>Evaluate goals.</td>
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<tr>
<td>Principal’s discussion. This could include questions related to expectations of provisionally certificated teachers, what Principals look for in job applications and interviews for Beginning Teacher positions and important professional issues facing the profession.</td>
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<tr>
<td>Observe AT or other teachers in school to seek solutions and refinements to own practice identified in evaluations and reflections.</td>
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<tr>
<td>Negotiate with AT specific lessons to teach to further refine practice.</td>
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<tr>
<td>Complete Assessment report and share with AT</td>
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<tr>
<td>Prepare provisional assessment report for professional conversation in either week 4, 5 or 6.</td>
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<tr>
<td>Read through ST planning and give feedback for implementation.</td>
<td></td>
</tr>
<tr>
<td>Give written and verbal feedback on observed teaching paying particular attention to goals.</td>
<td></td>
</tr>
<tr>
<td><strong>Complete Assessment Report and Share with SC.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>School Co-ordinator (SC) Responsibilities</strong></td>
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<tr>
<td>Sign off on assessment report and share with PS</td>
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<tr>
<td>Conduct observation visit and professional conversations for weeks 4, 5 or 6.</td>
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<td>Attend moderation meeting with other PSs.</td>
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<tr>
<td><strong>Complete assessment Report and send PDF to Prac. office and ST.</strong></td>
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<tr>
<td>Arrange practicum de-brief meeting with student teachers in the week post practicum.</td>
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On-going Assessment Responsibilities

**Student Teachers** are to take responsibility for meeting the learning outcomes and are to document planning, feedback and reflections as evidence in their digital practicum folder.

**Associate Teachers** need to give student teachers verbal and written feedback on their planning before implementation, and written observations of their teaching practice.

**Professional Supervisors** will conduct an observation of student teaching and have a professional conversation with students. They will monitor student progress, check digital folders, reflections, goals, and assist students with filling in the self-assessment components of their practicum reports.

**Assessment Report**

This is a collaborative document which is a shared google doc hosted in the students practicum folder and then converted to PDF for submission. All three parties involved in the practicum: associate teacher, student teacher and professional supervisor each complete part of the report as outlined below.

**NOTE:** It is expected that at the beginning of the course all students will have a number of areas requiring development. However, if there is a concern please contact the PS early in the practicum. If a significant concern about professional competency remains, this needs to be identified in the report with documented feedback from the associate teacher to support this.

**Student Teachers**

**Part 1**
- Mark one of the boxes for each KTT. Review Practicum Handbook page 24 for elaboration on what each level looks like.
- Use the comment box to add **concrete and specific** comments that demonstrate your accomplishments. These statements should be linked to evidence in the digital folder where possible. Evidence consists of documented daily journaling, observations, reflections, lessons taken and evaluated, written feedback from associate teacher and feedback from children.

**Part 2**
- Make notes on the feedback from your professional discussion with PS
- Synthesise your learning achievements
- Articulate what the next steps towards your development as a teacher will be
- Pass to your associate teacher for their evaluation.

**Associate Teachers**

**Part 1**
- Mark one of the boxes for each KTT (see note above). Review Practicum Handbook page 24 for elaboration on what each level looks like. AT’s are not expected to add comments in this section.

**Part 3**
- Tally KTT evaluation from part one to indicate students progress with LOs. eg LO 3: developing 3/4 Independent 1/4.
- Add general comments regarding the students strengths and areas for improvement
- Sign and share with the school coordinator to sign also.

**Professional Supervisors**

**Part 4**
- Consider the spread of achievement level for each LO, and assess whether any ‘beginning’ or ‘of concern’ KTTs should be held over.
- Taking into consideration the students overall achievement in each LO, assess when areas ‘of concern’ will result in not achieved for that LO.
- An evaluation of not achieved for any LO will result in failure of the practicum.
- A moderation meeting will be held to ensure consistency of PS evaluation decisions.
- Sign and convert to PDF for submission to the practicum office and send a copy to the student. foed-practicumteam@auckland.ac.nz