

PROFESSIONAL EXPERIENCE - MTP SECONDARY

At RMIT, all placements are attached to a course work unit which has other assessable components. This professional experience placement is associated with the course work units:

TCHE2605 – Introduction to Teaching & TCHE2670 – Developing Teaching Practice

The professional experience involves a 5-day full-time placement in May and a follow up 15-day full-time placement in August.

In the **Introduction to Teaching 5-day placement**, preservice teachers will begin to learn and develop their practice in relation to: planning teaching short episodes and lessons; exploring different teaching strategies; using verbal and non-verbal communication skills; and giving clear directions. Pre-service teachers are expected to seek and apply constructive feedback from their Supervising Teacher, to improve their teaching practice and student learning. In addition, they are expected to understand and apply the key principles described in the codes of ethics and conduct for the teaching profession via an online module.

At the completion of the **5-day Introduction to Teaching** professional experience placement, it is expected that preservice teachers will have begun to develop:

- Some effective communication skills and working relationships with children and colleagues;
- Some effective classroom teaching and learning processes through observation, reflection and interaction, making links between theory and practice;
- Some skills in planning, teaching and evaluation of a variety of learning experiences appropriate for individuals and small groups;
- Some skills in observing, teaching and reflecting on teaching and learning processes.

In the **Developing Teaching Practice 15-day placement**, preservice teachers are expected to continue to develop their practice through: the planning of effective learning sequences; implementing a range of teaching strategies; and critically reflecting on their own professional needs.

After the completion of the **15-day Developing Teaching practice** professional experience placement, it is expected that preservice teachers will have continued to develop:

- Effective communication skills and working relationships with children and colleagues;
- Effective classroom teaching and learning processes through observation, reflection and interaction, making links between theory and practice;
- Skills in planning, teaching and evaluation of a variety of learning experiences appropriate for individuals, small groups and the whole class;
- Skills in observing, teaching and assessing teaching and learning processes.

During both placements preservice teachers are also expected to accompany the supervising teacher throughout the day and involve themselves as much as possible in all school activities and administrative duties. Preservice teachers are to continue to develop their understanding through discussion and observation of the

varied nature of the teacher's role. Emphasis continues to be on supporting preservice teachers to relate successfully with children in whole class settings, small groups and on an individual basis and to integrate the preservice teachers' studies with practical learning experiences. During this period, preservice teachers are given the opportunity to plan, prepare, and teach lessons to the whole class.

ASSESSMENT

During both the 5-day & 15-day placement, the supervising teacher is required to complete an End of Placement form. Further assessment information, assessment guidelines, support and 'At Risk' processes are provided in the Professional Experience handbook (see pages 16-18).

Preservice teachers at this level are graded as **Pass** or **Fail**. In order to pass the professional experience placement, a pass must be awarded by both the supervising teacher and the RMIT staff member. The assessment form includes a number of areas that the preservice teacher is expected to demonstrate during the placement. Still requiring development in a few areas does not preclude an overall grade of Pass.

Supervising teachers, Student Teacher Coordinators and/or Principals are asked to alert the RMIT Professional Experience Office as soon as possible during the placement if they have any concerns that might indicate that a preservice teacher is **At Risk** of not passing the professional experience placement.

Electronic Forms

RMIT assessment forms are electronic with the aim of making the assessment process easier and more convenient. Supervising teachers and RMIT staff visitors will have received an email with a Link (<https://sites.rmit.edu.au/educationplacements/>) to the assessment form directly, this should be completed and a **read only copy** given to the preservice teacher for uploading onto Inplace and the course Canvassite.

If experiencing difficulty with the link, please contact the Professional Experience Office education.placements@rmit.edu.au.

PLANNED TEACHING FOR THIS PROFESSIONAL EXPERIENCE

Preservice teachers will observe the many roles of the teacher and continue to have opportunities to experience success in their initial teaching efforts. It would be appreciated if supervising teachers could take every opportunity to discuss with the preservice teachers the preparation, organisation, and presentation of learning experiences appropriate to the secondary setting. The preservice teacher is expected to continue to observe, reflect and evaluate a variety of teaching and learning processes. It would be appreciated if supervising teachers could offer opportunities for preservice teachers to observe children in a variety of classroom settings. During this professional experience, preservice teachers should plan, prepare, and teach lessons to the whole class. If possible, a broad outline of the lessons/topics should be given to the preservice teachers so that planning can begin. As much as possible lessons taught by a preservice teacher should be linked to allow for purposeful reflection, as opposed to single lessons with a wide range of learning areas. Supervising teachers are asked to discuss with preservice teachers' possible follow-up learning experiences, post-lesson evaluations and how to implement any feedback they have been given. The preservice teacher is required to submit lesson plans at least 24 hours in advance to the supervising teacher. Plans should be professionally presented in a teaching file in chronological order and be available for the supervising teacher, school principal/coordinator and RMIT staff at all times. The lesson plan template provided in this Professional Experience handbook should be used or an alternative format at the request of the supervising teacher.

The following table outlines the Preservice teacher teaching load requirements for the placement:

Please note that lessons are based on 60 minutes, adapt teaching load accordingly.

Suggested preservice teacher teaching load requirements for the 5-day placement	
Day 1	<p>Administrative Tasks</p> <ul style="list-style-type: none"> • Provide school with WWCC and Emergency Contact Envelop. • Induction to the school policies and school safety procedures. • Meet supervising teacher and class. • Provide supervising teacher with a copy of the End of Placement Report. <p>Teaching and Observation</p> <ul style="list-style-type: none"> • Complete formal lesson observations - focus on watching classroom routines and learning children's names. • Assist in teaching one-to-one and small groups where appropriate.
Day 2	<ul style="list-style-type: none"> • Complete formal lesson observations - focus on watching classroom management strategies e.g. encouraging children to stay on task. • Continue to try to learn children's names. • Assist in teaching one-to-one and small groups where appropriate.
Day 3	<ul style="list-style-type: none"> • Complete formal lesson observations - focus on watching how the supervising teachers transition from one activity to another and how they manage movement around the class. • Continue to try to learn children's names. • Assist in teaching one-to-one and small groups where appropriate.
Day 4	<ul style="list-style-type: none"> • Complete formal lesson observations - focus on watching how the supervising teachers begin and end the lesson or teaching episode. • Assist in teaching one-to-one and small groups where appropriate. • Teach part of whole class activity e.g. read to the whole class, or summaries an activity.
Day 5	<ul style="list-style-type: none"> • Complete formal lesson observations - focus on watching how the supervising teachers uses learning intentions and success criteria. • Assist in teaching one-to-one and small groups where appropriate. • Teach part of whole class activity e.g. read to the whole class, or summaries an activity.
Suggested preservice teacher teaching load requirements for the 15-day placement	
Week 1	<p>Day one: Reacquaint yourself with all aspects of the classroom routines, school policies & processes;</p> <p>Remainder of the week:</p> <ul style="list-style-type: none"> • Observe and assist supervising teacher in the teaching of the class. • Begin to teach one-on-one and small groups. • Begin to teach whole class for set tasks. • Plan with the supervising teacher and have approved plans for all lessons PST is scheduled to teach for week 2; • Assist the supervising teacher when not engaged in other duties. • Make time to reflect on lessons with supervising teacher, complete the interim report.
Week 2	<ul style="list-style-type: none"> • Continue to make observations on aspects of lessons. • Teach one-on-one and small groups. • Teach 3-5 whole lessons over the week. • Support supervising teacher with small groups during other lessons. • Write full lesson plans for week 3 (see Lesson Plan Template as a suggested format with final approval of supervising teacher); • Work with the supervising teacher and reflect on practice.

RMIT Classification: Trusted

Week 3	<ul style="list-style-type: none">• Continue to make observations. Follow class to specialist lessons e.g. STEM, Art, PE• Teach at least 1 whole lesson per day and contribute to other whole class teaching episodes where appropriate.• Support supervising teacher with small groups during other lessons.• Work with supervising teacher and reflect on practice in order to complete the End of Placement report.
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