EDFE14020 *Professional Practice 5 - The Internship*
Term 3 - 2019

Profile information current as at 19/04/2024 10:01 am

All details in this unit profile for EDFE14020 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview
In Professional Practice 5 (the Internship), you will consolidate your professional knowledge and skills by working as a member of a teaching team during a sustained period of professional practice. The internship is designed as a guided partnership between you and a mentor teacher and supports the transition of you as a pre-service teacher into an autonomous, collaborative, reflective educator who demonstrates the knowledge, skills and dispositions described in the Australian Professional Standards for Teachers (Graduate Career Stage). You will take an active role in all aspects of the professional work of teachers and use the standards to evaluate your practice, develop a personal professional philosophy of teaching and identify professional learning needs and goals.

Details
Career Level: *Undergraduate*
Unit Level: *Level 4*
Credit Points: *6*
Student Contribution Band: *7*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites
Co-requisite:- Students must be enrolled in both EDFE14021 (for CC12 & CC14) and EDED14354 in the same term of study as this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 3 - 2019

- Mixed Mode

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Professional Practice Placement**
Weighting: Pass/Fail
2. **Portfolio**
Weighting: Pass/Fail

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student and staff feedback

Feedback
Update resources to support the students during the internship.

Recommendation
Continue to update resources: employment and registration processes as well as requirements for the Internship.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Participate in professional teams to contribute to effective teaching, positive learning environments and improved student outcomes
2. Engage in all aspects of the teacher's professional role to demonstrate the Australian Professional Standards for Teachers at graduate level
3. Critically reflect on practice to validate a personal professional philosophy of teaching and identify goals for ongoing professional learning
4. Produce evidence demonstrating the Australian Professional Standards for Teachers in the form of an e-portfolio.

Throughout the internship, all focus areas of the Australian Professional Standards for Teachers (Graduate career stage) which are applicable to the specific context, will be demonstrated with evidence. In contexts where specific standards related to students with disability or Aboriginal and Torres Strait Islander backgrounds cannot be demonstrated, assessment for relevant coursework should be added to the e-portfolio as evidence of meeting these standards.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level ○ Introductory Level ● Intermediate Level ● Graduate Level ○ Professional Level ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Professional Practice Placement - 0%	●	●	●	●
2 - Portfolio - 0%				●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	●	●	●	●
2 - Problem Solving	●	●	●	
3 - Critical Thinking	●	●	●	●
4 - Information Literacy		●		
5 - Team Work	●	●		
6 - Information Technology Competence	●	●		●
7 - Cross Cultural Competence	●	●		
8 - Ethical practice	●	●	●	

Graduate Attributes	Learning Outcomes			
	1	2	3	4
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Professional Practice Placement - 0%	•	•	•	•	•	•	•	•		
2 - Portfolio - 0%	•		•			•		•		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- iTunes account

Referencing Style

All submissions for this unit must use the referencing style: American Psychological Association 6th Edition (APA 6th edition)
For further information, see the Assessment Tasks.

Teaching Contacts

Angelina Ambrosetti Unit Coordinator
a.ambrosetti@cqu.edu.au

Schedule

Week 1 - 11 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic

The specific requirements for the Internship are located on the PP5 Moodle site. Also included on the Moodle site is information regarding teacher registration and employment processes.		A Zoom session for PP5 will be scheduled in March, 2020. Please check your student emails for specific details of this session.

Week 2 - 18 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 3 - 25 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 4 - 02 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic

Vacation Week - 09 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 5 - 16 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 23 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 7 - 06 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 8 - 13 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 9 - 20 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 10 - 27 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 11 - 03 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 12 - 10 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 17 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

The Internship will be completed in the 2020 school year, once Professional Practice 4 has been successfully completed. Dates for the Internship will be negotiated with the university coordinator.

Assessment Tasks

1 Professional Practice Placement

Assessment Type
Professional Practice Placement

Task Description
Professional Practice 5 comprises of a 5 week (25 day) continuous internship whereby a pre-service teacher has 'authorisation to teach' from the Queensland College of Teachers. The Internship is a guided partnership between an Intern and a Mentor Teacher. The Internship provides a period of sustained professional practice during which Interns can consolidate the link between theory and practice. Interns will build upon their existing skills, enabling them to become autonomous, reflective, collaborative and profession ready to enter the teaching profession. Throughout the placement the Intern assumes the following:

- 50% teaching load in their allocated class/es which will be determined in negotiation with the Mentor Teacher/s.
- 50% co-planning, team teaching, assisting, observing and other professional experiences

Requirements:
Working Portfolio
Interns are required to keep and maintain a Working Portfolio for the duration of the Internship.
Self-Reflective Statement
Interns will write a self-reflective statement (maximum 1000 words) that makes connections between the theory, practice and process of being a teacher and the Australian Professional Standards for Teachers at Graduate Career Stage. It is expected that explicit links will be made to the Australian Professional Standards for Teachers throughout the self-reflective statement.
The Intern is expected to hand their self-reflective statement to their Mentor Teacher in their third week of the Internship (of 5). A professional dialogue regarding the self-reflective statement is to occur between the Intern and the Mentor Teacher, who then verifies the statement using the verification form in the Internship Guidelines booklet in Week 4 (of 5). An electronic copy of the Verification form will be provided to the Mentor Teacher.
Internship Statement of Completion
At the end of the Internship, the Mentor Teacher will complete the Internship Statement. An electronic copy of the Internship Statement of Completion will be provided to the Mentor Teacher.
Interns are responsible for ensuring that the Self-Reflective Statement, the Verification Form and the Internship Statement of Completion are signed by the Mentor Teacher and are uploaded into the Professional Practice 5 Task 1 link in Moodle.
The University Coordinator will review the self-reflection and verification before completing the final grading for this item.

Assessment Due Date

The self reflective statement, verification form and Internship completion document should be uploaded within 1 week of completing PP5.

Return Date to Students

Documents will be signed by the university coordinator and returned to the pre-service teacher through the Moodle site.

Weighting
Pass/Fail

Minimum mark or grade
Pass

Assessment Criteria
The Australian Professional Standards for Teachers at Graduate Career Stage will be used as the assessment criteria.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Upload all signed forms (as a PDF document) into the assessment 1 link on Moodle. Do not upload photos of your report.

Learning Outcomes Assessed

- Participate in professional teams to contribute to effective teaching, positive learning environments and improved student outcomes
- Engage in all aspects of the teacher's professional role to demonstrate the Australian Professional Standards for Teachers at graduate level
- Critically reflect on practice to validate a personal professional philosophy of teaching and identify goals for ongoing professional learning
- Produce evidence demonstrating the Australian Professional Standards for Teachers in the form of an e-portfolio.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

2 ePortfolio

Assessment Type
Portfolio

Task Description
Interns are required to prepare a final ePortfolio that demonstrates their capabilities of the Australian Professional Standards for Teachers at Graduate Career Stage. The ePortfolio should address all 7 Standards and should be a carefully considered selection of key materials and examples directly related to demonstrating evidence of and understanding the practical application of the Standards.
Your ePortfolio should contain 8 sections:
Introduction - This is an introduction about you as a beginning professional. Incorporate such information as who are you, how did you get here and where are you going.....
Standard 1 - Know students and how they learn
Standard 2 - Know the content and how to teach it
Standard 3 - Plan for and implement effective teaching
Standard 4 - Create and maintain supportive and safe learning environments
Standard 5 - Assess an provide feedback and report on student learning
Standard 6 - Engage in professional learning
Standard 7 - Engage professionally with colleagues, parents/carers and the community.
You need to include two quality artefacts (evidence) in your ePortfolio per Standard (14 in total) along with an annotation (no more than 100 words per artefact - 1400 words in total) which explains how that artefact shows evidence of your demonstration of the Standard. In your response, consider how these artefacts provide evidence of **how you have made a positive impact on student learning through your approach to teaching and learning**.
Do not upload previous university assignments as an artefact of the Standards. Also ensure that your artefacts are examples of what you have done during your placement/s, not something that the school or your mentor teacher has done.
The ePortfolio will be created using iTunesU. Once complete, you are to share your ePortfolio with your lecturer for viewing by uploading your ePortfolio enrolment code to the assessment link in Moodle. Ensure that you set your iTunes U course to automatic enrolment.

Assessment Due Date

Your ePortfolio is to be completed and uploaded one week after the completion of the block placement.

Return Date to Students

Students will receive the task outcome in a timely manner, once the task is marked and moderated.

Weighting
Pass/Fail

Minimum mark or grade
Pass

Assessment Criteria
The ePortfolio will be assessed against the Australian Professional Standards for Teachers at Graduate Career Stage.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Students are required to upload their ePortfolio enrolment code into the assessment task 2 Moodle link.

Learning Outcomes Assessed

- Produce evidence demonstrating the Australian Professional Standards for Teachers in the form of an e-portfolio.

Graduate Attributes

- Communication
- Critical Thinking
- Information Technology Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem