



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

School of Education

Undergraduate Preservice Teacher Guide 2020

Primary and Secondary

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Welcome

Welcome to the School of Education at the University of Queensland....

Congratulations on being offered a place in the Bachelor of Education at the University of Queensland. We look forward to welcoming you into the School of Education community and hope that your time with us will be productive as you embark on the path to an exciting and rewarding career in education.

We know that the first weeks at UQ can be daunting for first year students. Consequently, we have organised a Welcome Session for you during Orientation Week and have prepared the Undergraduate Teacher Education Handbook to ease you into study as a pre-service teacher.

This handbook contains essential information about your program and its structure, your responsibilities and some specific policies relevant to being a pre-service teacher.

Attendance at the School of Education Welcome Session is compulsory. This session is designed to assist with understanding administrative procedures relating to enrolment, course selection, attendance and professional experience organisation. It will also be a time to meet other students in the program and to make new friends.

We encourage you to attend other activities that run during Orientation Week. There are many activities on offer that will assist with your transition to study on a university campus. Details of Orientation Week are available at <http://www.uq.edu.au/orientation/> .

Should you require any assistance with your program please feel free to contact us at the School of Education office, Level 4, Social Sciences Building (#24). You can also send an email to education@uq.edu.au or visit the School of Education website at <https://education.uq.edu.au/> .

We wish you every success with your studies and future career in Education.

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The information in this handbook is correct at the time of printing. However, students should refer to the Programs and Courses website at <https://my.uq.edu.au/programs-courses/> for definitive information on all program and course rules and structure.

1. Goals and Philosophy

The University of Queensland Bachelor of Education (Primary and Secondary) programs prepare teachers for education in a world of rapid social and technological change. As pathways to a variety of careers, the education programs serve to prepare graduates who can deliver flexible and creative teaching approaches to cater for the diverse learning needs of children and young adults and for changing living and working environments.

These programs have been designed to offer students access to the resources and facilities available at the University of Queensland. Bachelor of Education (Primary) students undertake a minor (specialisation), in English and Literacy, Humanities and Social Sciences, Mathematics and Numeracy, or Science. Bachelor of Education (Secondary) students select two specialist teaching areas.

The Bachelor of Education programs provide students with a globally-focused, innovative education, in which:

- problem solving and problem posing are natural learning and teaching approaches, designed to enhance deep learning and connected knowledge;
- strategies that ignite passion for learning are at the forefront of all learning experiences; and,
- technology is used imaginatively and is integral to the teaching and learning process, capitalising on students' experiences and ways of working and learning.

2. Professional Experience Calendar

The Professional Experience calendar details the placement dates of each course that contains professional experience. It is important that you make yourself aware of these dates for the courses you are enrolled in as soon as it is published to ensure you are available for your placement. Do not book holidays or other commitments during the times you have a placement, as in most cases these dates are not flexible. In some cases the semester start and end dates, assessment and vacation periods may differ to that of the University's published Academic Calendar.

The Professional Experience Calendar can be found on the School of Education website, under Current Students > Professional Experience Information or at this link <https://education.uq.edu.au/current-students/professional-experience-information>. It is currently published for 2020, and the 2021 calendar will be published in October 2020.

3. Program Components

The Bachelor of Education (Primary) is a four-year program. Students will complete the required Education courses as well as additional courses (a minimum of three of these courses will form your specialisation) from a list of minors that are offered by other schools at The University of Queensland.

The Bachelor of Education (Secondary) is offered in conjunction with a range of carefully chosen UQ non-Education programs (Arts, Business Management, Mathematics, Music (Honours) and Science), and prepares students for teaching subjects taught in Queensland secondary schools.

There are three components embedded within each of the Bachelor of Education programs:

- Academic and Professional Enrichment Programs;
- Lectures, workshops and tutorials; and
- Professional Experience Program.

3.1 Academic and Professional Enrichment Programs

Attendance at these activities is compulsory.

The *Welcome Session* held during Orientation provides an opportunity to learn more about the program and how to get started. Details on this will be emailed to you from the Faculty of Humanities in the weeks leading up to Orientation Week.

The *Professional Year Orientation Program* provides forums and presentations from experienced teachers and relevant stakeholders and serves as an induction into the teaching profession for students entering the final year of their program. This program is scheduled in Orientation Week (but may be earlier) of the final year (professional year) and students are strongly advised to check with the School of Education before making holiday arrangements in the vacation period leading up to the final year.

3.2 Lectures, Workshops and Tutorials

To complete a program within the designated time, students need to enrol in 4 courses each semester, a total of 8 units. Typically each course is worth 2 units. Contact time consists of lectures, tutorials and/or workshops.

3.3 Professional Experience Program

Students are required to complete a minimum number of days of professional experience in an appropriate educational setting. In the Primary program this will include 80 days of supervised professional experience throughout the program. In the Secondary program students will complete 90 days of supervised professional experience throughout the program.

3.4 Attendance Policy

Our programs represent professional preparation in which you acquire the educational knowledge and skills deemed necessary for beginning teachers. Our attendance policy, which can be found in the '*Pre Service Teachers Guide for Professional Experience*' or on this link <https://education.uq.edu.au/current-students/professional-experience-information> reflects the School of Education's responsibility to you as a Bachelor of Education student, and also to other members of the educational community, notably school students, school staff, employers and the Queensland College of Teachers.

You are required to attend all of the commitments both on campus and during the professional experience. Professional experience can take the form of single day structured observations or week long 'blocks' of supervised professional experience.

Each degree is full-time but may be taken part-time with permission; however, there are no separate lectures for part-time students. Lectures and tutorials may be scheduled any time between 8am and 8pm so it is necessary to be substantially free during the week to undertake scheduled classes and the blocks of teaching professional experience.

Attendance times at University are governed by your timetable. Certain elements may also be determined by the school at which you have been placed.

4. Bachelor of Education (Primary)

The Bachelor of Education (Primary) program for students commencing in 2019 or after, consists of 31 courses (#64 units) over four years.

Please refer to the School of Education webpage under Current Students > Study plans for further information the structure of the program and for study plans.

4.1 Minors/Electives

To develop wider expertise in a particular area/discipline students will select one minor, comprised of at least 3 but up to 4 related courses in one subject area to form part of their primary specialisation (English and Literacy, Humanities and Social Sciences, Mathematics and Numeracy, or Science), and an additional one or two elective courses.

Courses for the minors and electives are available on the Course List on the UQ Programs and Courses website at <https://my.uq.edu.au/programs-courses/>. Please make sure you select your commencement year in top right hand corner.

When progressing to the course EDUC3750 and EDUC4750 you will be assessed on teaching your chosen specialisation as part of your professional experience.

Please note: Courses within each of the minors are existing courses offered by schools other than the School of Education. Your access to these courses depends on your timetable and the availability of the courses.

4.2 Honours

Students undertaking a four year Bachelor of Education (Primary) program may be eligible to graduate with Honours.

4.2.1 Eligibility for Honours Entry

Students may apply for Honours at the end of the third year of their program by submitting a Program Change Request in mySI-net. Entry to the Honours program will be based on students gaining a minimum GPA of 5.5 across the courses that can be credited towards the BEd (Primary)(Honours) .

If you are interested in applying for Honours, the School of Education hosts an information session in October/November each year. Eligible students are then contacted in December.

4.2.2 Award for Class of Honours

The class of honours is calculated on the basis of the grade point average of the results obtained by a student in their first attempt across 18 units of graded core courses from Year 3 Semester 2, Year 4 Semester 1, and Year 4 Semester 2 of the Bachelor of Education (Primary) (Honours) course list.

Please contact the School of Education (education@uq.edu.au) for any further information.

5. Bachelor of Education (Secondary) Dual Programs

The Bachelor of Education (Secondary) combined with a Bachelor of Arts, Mathematics, Business Management or Science consists of #32 courses of the non-Education degree that provide the prerequisites for two teaching areas and #32 of Education courses. The Bachelor of Music (Hons)/Bachelor of Education consists of #48 of Music courses and #32 of Education courses.

The Education courses are made up of: Part A, studied in the first three years (four years – Music) and Part B, C and/or D (the Professional Year), being the final year of the program.

5.1 Part A

Part A aims to develop knowledge of issues pertinent to the context for education, schooling and teaching. It requires completion of #16 (units) of Education courses. These must be completed in conjunction with the non-Education program. Advice regarding the completion of the non-Education program should be obtained from the Faculty that manages the program (i.e. Bachelor of Arts is managed by the Faculty of Humanities and Social Sciences).

Please refer to the dual degree planners found on the UQ Programs and Course website <https://my.uq.edu.au/programs-courses/> for guidance on what courses to enrol in.

5.2 Part B, C and D Professional Year

5.2.1 Entry into the Professional Year

All requirements of the non-Education program (ie all courses for majors/minors that make up 2 teaching areas), as well as Part A of the Bachelor of Education program must be completed before starting the Professional Year.

EDUC3605 Building professional knowledge should be completed in the semester immediately preceding Professional Year.

5.2.2 Professional Year Enrolment

The Professional Year develops professional expertise for teaching. Periods of on-campus lectures, tutorials and workshops are alternated with professional experience blocks in schools. Students will have the following enrolment pattern for the Professional Year:

Semester 1		
Course Code	Course Name	Credit Points
EDUC4615	Developing Professional Practice	2
EDUC4620	Teachers as Researchers	2
EDUC46xx	Part C – Curriculum Studies (Year Long)	
EDUC46xx	Part C or D – Curriculum Studies (Year Long)	
Semester 2		
Course Code	Course Name	Credit Points
EDUC4607	Assessment for Learning and Teaching	2
EDUC4625	Achieving Professional Engagement	2
EDUC46xx	Part C – Curriculum Studies (Year Long)	4
EDUC46xx	Part C or D – Curriculum Studies (Year Long)	4

6. Professional Experience Program

6.1 Professional Experience Program

The Professional Experience Program is a planned developmental program designed to facilitate the transition to beginning teacher. Each professional experience course consists of an on-campus program and professional experience program.

6.1.1 On-Campus Program

The on-campus program develops knowledge and skills in the following areas of professional competence:

- Understanding of teaching and learning in a changing teaching environment;
- The skills required to apply knowledge of curriculum, pedagogy and assessment to the planning and management of supportive and intellectually challenging teaching/learning interactions;
- Communication skills using a range of literacies relevant to the professional role in a teaching environment;
- Understanding of ethical professional practice in a learning community; and
- Skills of analytical reflection.

6.1.2 Embedded Professional Experience Program

The embedded professional experience program is closely linked to the on-campus courses. It provides opportunities for purposeful supervised in-school experiences to increase pre-service teachers' understanding of themselves as teachers, the students they will teach, the contexts in which they will teach, and of the teaching/learning process. Pre-service teachers will:

- Gain insights into the functioning of schools and the ways in which students negotiate those settings;
- Gain an awareness of students' interests, their expectations and aspirations, their patterns of thinking, their ways of learning and their use of language in communicating with peers and adults;
- Be provided with opportunities and encounters with classroom activities which will allow them to cope successfully by learning in the workplace with skilled practitioners;
- Be provided with experiences which help give meaning to a variety of terms and propositions about students, learning, teaching and education;
- Increase their autonomous decision making;
- Enhance abilities to theorise and justify their professional practice;
- Increase skills and knowledge for teaching;
- Foster collaboration amongst The University of Queensland, schools, employers and unions; and
- Enhance the professional growth of all participants – beginning teachers, mentors and UQ advisers.

6.2 Professional Experience Schedule

6.2.1 Bachelor of Education (Primary)

Course Code	Number of Days	Semester and Year	Notes
EDUC1740	10 single days	Year 1, semester 2	during semester on Tuesday
EDUC2740	15 day block	Year 2, semester 2	end of semester
EDUC3750	20 day block	Year 3, semester 2	during semester
EDUC4750	35 day block	Year 4, semester 2	during semester

6.2.2 Bachelor of Education (Secondary) Dual Programs

Course Code	Number of Days	Semester and Year	Notes
EDUC1650 OR EDUC1601 (Music students)	5 single days	Year 1, semester 2	during semester on Tuesday
EDUC2604 OR EDUC2602 (Music students)	5 single days	Year 2, semester 2	during semester on Tuesday
EDUC3605	5 single days and 10 day block	Year 3, semester 2	during semester and after exam block
EDUC4615	30 day block	Year 4 (professional year), semester 1	during semester
EDUC4625	30 day block	Year 4 (professional year), semester 2	during semester

6.3 Organisation of Placements

Professional experience placements are organised by the Placements Team in the School of Education. These are largely determined by the year levels, teaching areas and the places offered by schools, and students previous placement experiences. Students should not contact schools directly to arrange placements.

6.3.1 Rural and Remote Placements

You can request to complete a rural/remote placement for any course that does not include single day observations.

To request a rural/remote placement simply complete the *EDUC - Rural/Remote Preferences* when you enter your information in InPlace.

6.3.2 Requirements for Professional Experience Courses

You must have completed the following in order to be eligible to enrol in professional experience course:

1. Ensure you have a valid blue card for the duration of placement
2. Register your information on the placement management system InPlace. Instructions for this can be found here <https://education.uq.edu.au/current-students/professional-experience-information>
3. Have met all course prerequisites as per UQ Programs and Courses
4. Have completed the Domestic Violence Module on Blackboard (ONLY for students enrolling in final year courses EDUC4625, EDUC7625, EDUC4714 and EDUC7540)

6.3.3 Notification of Placements

Approximately 2 weeks* prior to the commencement of placement you will receive a notification via your student email regarding your placement. You are then required to log on to InPlace to view your placement information and should make immediate contact with the placement school coordinator listed to introduce yourself and organise your arrival.

*This timeframe is approximate and can change. Students who have requested a regional/remote placement are likely to be advised of their placement in advance of this date to allow them sufficient time to prepare for the placement.

6.4 Policy and Guidelines for Professional Year Placement Allocation

The School of Education is committed to providing equitable, quality professional experience placements for its pre-service teachers.

It is a requirement of any course with a professional experience component that you sign and lodge a statement that you have read the *UQ Preservice Teacher Guide to Policies and Procedure for Professional Experience Placements*. This document can be found on the School of Education website, under Current Students > Professional Experience Information, or can be found on this link <https://education.uq.edu.au/current-students/professional-experience-information>.

This document should be read in conjunction with the UQ Policy and Procedures [3.10.04 Placements in Coursework Programs](#).

6.5 Blue Cards

Students in the Bachelor of Education are required to obtain a 'Blue Card' from the Department of Justice and Attorney-General in Queensland. This government body requires students enrolled in teacher education programs to undergo screening – the Working with Children Check. The Blue Card is proof that one has successfully undergone the screening. Students under the age of 18 are required to obtain a Blue Card as well.

You must hold a valid blue card for the duration of your professional experience and must obtain it before attending any placement.

For information on how to obtain a blue card visit the School of Education office on campus or refer to the information at the following link <https://education.uq.edu.au/our-students/blue-card-information>

7. LANTITE Test

The Literacy and Numeracy Test for Initial Teacher Education Students is designed to assess initial teacher education students' personal literacy and numeracy skills to ensure teachers are well equipped to meet the demands of teaching and assist higher education providers, teacher employers and the general public to have increased confidence in the skills of graduating teachers.

From 2017, all preservice teachers must meet the benchmark of both LANTITE tests to be eligible to graduate. Please refer to the School of Education website, under Current Students > LANTITE, or this link <https://education.uq.edu.au/current-students/lantite> for further details.

8. Keeping in Contact

It is important that you update your contact details in mySI-net. We rely on the information that you provide to contact you throughout the year. It is your responsibility to keep this information up-to-date, especially when you are on professional experience. The usual method of contacting you is via your student email address. Please check this account regularly.

You can email any questions to education@uq.edu.au

9. School of Education Contacts

In person:

Room 403, Building 24 (Social Science Building)
The University of Queensland
St Lucia QLD 4072, Australia

Reception Opening Hours:

Monday / Wednesday / Friday 9:00am – 1:00pm
Tuesday / Thursday 1:00pm – 4:30pm

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