Unit Outline
EDUC4017 EDP425 Education Internship
OpenUnis SP 2, 2016

Unit study package code: EDUC4017
Mode of study: Area External
Tuition pattern summary: This unit contains a fieldwork component. Find out more about fieldwork on the work integrated learning (WIL) website at http://ctl.curtin.edu.au/wil/fieldwork/index.cfm, which also contains a link to the Fieldwork Policy and Fieldwork Manual.
Credit Value: 100.0
Pre-requisite units:
- EDUC4009 (v.0) EDP410 Integrated Programming or any previous version
  AND
- EDUC4016 (v.0) EDP417 Teacher as Researcher or any previous version
  AND
- EDEC4001 (v.0) EDE401 Management and Leadership in Early Childhood Education or any previous version
  OR
- EDPR4002 (v.0) EDP440 Mathematics Education or any previous version
Co-requisite units: Nil
Anti-requisite units: Nil
Result type: Grade/Mark
Approved incidental fees: Information about approved incidental fees can be obtained from our website. Visit fees.curtin.edu.au/incidental_fees.cfm for details.
Unit coordinator:
- Title: Dr
- Name: Steffan Silcox
- Phone: 0411 691 610
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- Location: Building: 501 - Room: NA

Teaching Staff:

Administrative contact:
- Name: OUA General Enquiries
- Phone: 08 9266 7590
- Email: hum.educationoua@curtin.edu.au
- Location: Building: 501 - Room: NA
Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present.

Syllabus

Integration of theoretical concepts with practical implementation related to classroom management, teaching, learning and assessment processes. Reflection on the effectiveness of the student’s role as a teacher.

Introduction

EDP425 is the culmination of a student's studies in the Bachelor of Education degree. It involves a school based practicum of one complete term in a school, preceded by a five day school pre internship observation period, with a log book requirement for this aspect of the activity. This is a very exciting unit that brings together a student’s studies in the Bachelor of Education within a functioning classroom environment. Students are expected to be undertaking 100% of the teaching role from week 5 of the internship. Students are mentored by experienced teachers throughout the practicum experience and are subject to school staff dress and conduct codes and policies while on their internship.

Unit Learning Outcomes

All graduates of Curtin University achieve a set of nine graduate attributes during their course of study. These tell an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and attributes which employers say would be useful in a professional setting. Each unit in your course addresses the graduate attributes through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes tell you what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your achievement of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating we can say you will have achieved all of Curtin’s Graduate Attributes through the assurance of learning process in each unit.

<table>
<thead>
<tr>
<th>On successful completion of this unit students can:</th>
<th>Graduate Attributes addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Establish and maintain effective relationships and environments for learning</td>
<td></td>
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<tr>
<td>2 Implement and modify appropriate teaching and learning programs</td>
<td></td>
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<tr>
<td>3 Assess and evaluate students’ learning and maintain purposeful records of student progress</td>
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<tr>
<td>4 Implement effective classroom management strategies</td>
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<tr>
<td>5 Engage professionally and collaboratively with students, colleagues, parents and the wider community</td>
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Curtin’s Graduate Attributes

Apply discipline knowledge

Thinking skills
(use analytical skills to solve problems)

Information skills
(confidence to investigate new ideas)

Learning how to learn
(apply principles learnt to new situations)
(confidence to tackle unfamiliar problems)

Communication skills

Technology skills

Professional Skills
(work independently and as a team)
(plan own work)

International perspective
(value the perspectives of others)

Cultural understanding
(value the perspectives of others)

Find out more about Curtin’s Graduate attributes at the Office of Teaching & Learning website: ctl.curtin.edu.au
Learning Activities

EDP425 involves a practicum of one complete school term in a school. It is recognised that in some states term lengths may vary and this fact is taken into consideration by the university. In such cases where a state term may be less than 10 weeks the 5 compulsory pre-observation days will be credited towards minimum amount of days needed for full teaching registration. Alternatively if it is a much shorter term, there may be a requirement for students to complete extra days for teaching registration purposes. The practicum will involve a student undertaking full time learning and teaching duties in a designated and approved classroom under the guidance of an experienced teacher and school appointed supervisor. The internship allows the student to put into practice the knowledge and skills developed through their respective studies in the Bachelor of Education degree.

Assessment

Assessment schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Value %</th>
<th>Date Due</th>
<th>Unit Learning Outcome(s) Assessed</th>
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</thead>
<tbody>
<tr>
<td>Final Teaching Report</td>
<td>100 percent</td>
<td><strong>Week:</strong> Due Week 10 <strong>Day:</strong> Final days of Internship <strong>Time:</strong> N/A</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Professional Experience Placement (Pass/Fail)</td>
<td>0 percent</td>
<td><strong>Week:</strong> Due Week 10 <strong>Day:</strong> Final days of Internship <strong>Time:</strong> N/A</td>
<td>1,2,3</td>
</tr>
</tbody>
</table>

Detailed information on assessment tasks

1. Both the mentor teacher and the supervisor will provide a detailed assessment of the students’ practical experience. The consensus of their assessment will form the grade assigned for the unit. It must be noted however, that a student who does not pass the internship cannot be awarded the degree. It is a heavy unit in terms of expectations and work requirement as students will be required to be teaching full time in the classroom from the beginning of week 5 of the term. Students are only provided with one alternative opportunity to undertake an internship should the mentor and supervisor assessments indicate unsatisfactory performance and ability during the practicum experience.

2. Grade determined by both Mentor and a Supervisor grade

Pass requirements

A student must gain at least a Level 5 and above overall assessment for their teaching from both the mentor and supervisor to pass in the unit.

Fair assessment through moderation

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that student work is evaluated consistently by assessors. Minimum standards for the moderation of assessment are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/policies/teachingandlearning.cfm
Late assessment policy
This ensures that the requirements for submission of assignments and other work to be assessed are fair, transparent, equitable, and that penalties are consistently applied.

1. All assessments students are required to submit will have a due date and time specified on this Unit Outline.
2. Students will be penalised by a deduction of ten percent per calendar day for a late assessment submission (eg a mark equivalent to 10% of the total allocated for the assessment will be deducted from the marked value for every day that the assessment is late). This means that an assessment worth 20 marks will have two marks deducted per calendar day late. Hence if it was handed in three calendar days late and given a mark of 16/20, the student would receive 10/20. An assessment more than seven calendar days overdue will not be marked and will receive a mark of 0.

Assessment extension
A student unable to complete an assessment task by/on the original published date/time (eg examinations, tests) or due date/time (eg assignments) must apply for an assessment extension using the Assessment Extension form (available from the Forms page at students.curtin.edu.au/administration/) as prescribed by the Academic Registrar. It is the responsibility of the student to demonstrate and provide evidence for exceptional circumstances beyond the student’s control that prevent them from completing/submitting the assessment task.

The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will not be accepted after the date of the Board of Examiners’ meeting.

A student wishing to delay the completion or submission of an assessment task after the original published date/time (eg examinations, tests) or due date/time (eg assignments) must apply for an assessment extension using the Assessment Extension form (available from the Forms page at http://students.curtin.edu.au/administration/) as prescribed by the Academic Registrar. It is the responsibility of the student to demonstrate and provide evidence for exceptional circumstances beyond the student’s control that prevented them from completing/submitting the assessment task. The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will not be accepted after the date of the Board of Examiners’ meeting.

Deferred assessments
If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

Supplementary assessments
Supplementary assessments are not available in this unit.

Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies
A Curtin Access Plan (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin’s facilities and services or other support as discussed with an advisor from Disability Services (disability.curtin.edu.au). Documentation is required from your treating Health Professional to confirm your health circumstances.

If you think you may be eligible for a CAP, please contact Disability Services. If you already have a CAP please provide it to the Unit Coordinator at the beginning of each semester.
Referencing style

The referencing style for this unit is APA 6th Ed.

More information can be found on this style from the Library web site:

Copyright

© Curtin University. The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.

Academic Integrity (including plagiarism and cheating)

Any conduct by a student that is dishonest or unfair in connection with any academic work is considered to be academic misconduct. Plagiarism and cheating are serious offences that will be investigated and may result in penalties such as reduced or zero grades, annulled units or even termination from the course.

Plagiarism occurs when work or property of another person is presented as one’s own, without appropriate acknowledgement or referencing. Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship) is also plagiarism. Submitted work is subjected to a plagiarism detection process, which may include the use of text matching systems or interviews with students to determine authorship.

Cheating includes (but is not limited to) asking or paying someone to complete an assessment task for you or any use of unauthorised materials or assistance during an examination or test.

From Semester 1, 2016, all incoming coursework students are required to complete Curtin’s Academic Integrity Program (AIP). If a student does not pass the program by the end of their first study period of enrolment at Curtin, their marks will be withheld until they pass. More information about the AIP can be found at:
https://academicintegrity.curtin.edu.au/students/AIP.cfm

Refer to the Academic Integrity tab in Blackboard or academicintegrity.curtin.edu.au for more information, including student guidelines for avoiding plagiarism.

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

For general ICT assistance, in the first instance please contact OASIS Student Support:
oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre:
life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel
Additional information

In the final weeks of the internship it is a requirement that students and their mentor (supervisor optional) in attendance participate in an exit interview with either the unit coordinator or member of Curtin University staff. The exit interview will cover aspects of the practicum drawn from both the interim mentor reports and the students own observations and reflections. Aspects relating to those challenges the student faced (transitioning from one lesson to the next, time management, behaviour management, planning) along with highlights of the practicum will be discussed during the interview of between 20 and 25 minutes.

Curtin School of Education Assessment Extension

The Unit Coordinator is responsible for ensuring that the guidelines contained in the Curtin University Student Assessment and Progression policy are adhered to in their unit/s. The onus is on students to provide evidence that their inability to complete an assessment task by the due date can be accepted as being due to exceptional circumstances beyond the student’s control. Such exceptional circumstances that may warrant approval of an assessment extension include, but are not limited to:

- Injury, illness or medical condition
- Family issues
- Commitments to participate in elite sport
- Commitments to assist with emergency service activities
- Unavoidable and unexpected work commitments

These guidelines can be found in Curtin University’s Assessment and Student Progression manual.

Students must apply for an Assessment Extension using the Assessment Extension form located at: http://students.curtin.edu.au/administration/forms.cfm. The form and any supporting documentation must be submitted to the Unit Coordinator or delegate (i.e., lecturer or tutor) before the assessment date/time or due/time. An application may be accepted up to five working days after the due date of the assessment task where the student is able to provide an acceptable explanation as to why he/she was unable to submit the application prior to the assessment date.

Students will be notified of the outcome of their application for Assessment Extension within five working days of the application.

For assignments or other submitted work, an extension will normally be granted up to seven days after the initial due date/time, unless the circumstances warrant a longer delay.

If an application for Assessment Extension is rejected, the Unit Coordinator must provide reasons for her/his decision. Students have the right of appeal (to the Head of School).

Curtin School of Education Assessment Appeals

Any student who genuinely believes that assessed work has been unfairly or inaccurately marked or that their final unit grade is inappropriate, has the right to request a review of the mark or final result. If this review process is unable to resolve the issue, a formal assessment appeal may be lodged.

It is expected that most situations will be able to be resolved without the need for a formal appeal.

- Step 1 – Initial Request for Review by marker or Unit Co-ordinator. This informal review will be to check that marking was accurate and complete. The work is not completely re-assessed. Marks cannot be reviewed downwards as a result of this informal process.
- Step 2 – Formal Appeal. If the appeal is upheld and the work re-assessed, this can then result in a mark that is higher, lower or the same as the original assessment.
Corrupted or Unreadable Files
Assessments are not considered as submitted if the electronic file is not readable. It is a student’s responsibility to ensure that assessments have been successfully uploaded in a readable format.

It is strongly recommended that students check all uploaded assessments by re-accessing Blackboard and attempting to open and read the uploaded file.

If a lecturer or marker encounters a problem with a submitted file, the student will be notified and must provide a readable file within 48 hours of this notification, after which time it will be considered as a late submission.

Students should check their Curtin student email daily during the assessment marking period.

Student Support

OUA students will find that most information they need can be found on our dedicated student support website: www.soecurtin.org/wp/

Some specific services offered to Curtin OUA students are as below:

Smarthinking through OUA
This service is designed to supplement students’ learning experiences while studying at Open Universities Australia. Students are linked to a service administered outside the Blackboard environment and independent of Curtin University and OUA. Smarthinking enables students to connect to a tutor 24 hours a day, 7 days a week. More information is available on Blackboard. Note that Smarthinking tutors do not have any details relating to assessment tasks and so the help they offer may not align with actual assessment requirements.

To access Smarthinking:
2. From My courses & units select the Current units tab
3. Click on the Smarthinking link, next to the list of units

For problems logging in, please contact the OUA Student Advisors by email advisors@open.edu.au or by telephone +61 03 8628 2555.

Curtin Learning Centre
Comprehensive support for many aspects of students’ learning is offered through face to face and online resources via the Learning Centre.

Curtin UniEnglish
This website has been designed to support students whose first language is not English. The Curtin University UniEnglish website contains English language resources, activities, support information, and links to diagnostic assessment tests.

Curtin Counselling
All Curtin students are entitled to access Curtin Counseling for free, confidential and professional services. This includes online students who may require individual counselling for personal, psychological, or study-related issues (although please note that the counselling service is not the appropriate avenue for pursuing assessment queries or debates).

Enrolment
It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.
Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- the University’s Guiding Ethical Principles
- the University’s policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University’s policies on appropriate use of software and computer facilities

Information on all these things is available through the University’s “Student Rights and Responsibilities” website at: students.curtin.edu.au/rights.

Student Equity

There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant family responsibilities, pregnancy, religious practices, living in a remote location or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact Student Equity at eesi@curtin.edu.au or go to http://eesi.curtin.edu.au/student_equity/index.cfm for more information.

You can also contact Counselling and Disability services: http://www.disability.curtin.edu.au or the Multi-faith services: http://life.curtin.edu.au/health-and-wellbeing/about_multifaith_services.htm for further information.

It is important to note that the staff of the university may not be able to meet your needs if they are not informed of your individual circumstances so please get in touch with the appropriate service if you require assistance. For general wellbeing concerns or advice please contact Curtin’s Student Wellbeing Advisory Service at: http://life.curtin.edu.au/health-and-wellbeing/student_wellbeing_service.htm

Recent unit changes

Students are encouraged to provide unit feedback through eVALUate, Curtin’s online student feedback system. For more information about eVALUate, please refer to evaluate.curtin.edu.au/info/.

To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm. See https://evaluate.curtin.edu.au/info/dates.cfm to find out when you can eVALUate this unit.

Recent changes to this unit include:

We welcome feedback as one way to keep improving this unit. Students are encouraged to provide unit feedback through eVALUate, Curtin’s online student feedback system (see evaluate.curtin.edu.au/info/).

Recent changes to this unit include, an updated handbook along with teaching load requirements (see handbook).
Internships are offered in every Study Period throughout the year. Normally students will enrol in the unit in the study period that will culminate in a terms practicum in a school. It is not possible to undertake an internship that is broken by a holiday period. The internship must be of a full term duration (unbroken) in order to meet teacher registration requirements. No exceptions will be made. It is often difficult to obtain an internship appointment in term 1 of a school year (Study Period 4). Schools are often reluctant to take on interns from the beginning of the year so it is strongly recommended that students look to gaining their practicum in terms 2, 3 or 4 accordingly (SP1, SP2, SP3 respectively).