Contact 1 (beginning of professional experience)

1. Contact Site Coordinator and introduce yourself. Ask for supervising teacher email if preservice teacher hasn’t provided this.

2. Check that the school has been able to access the relevant paperwork (Interim Report, Final Report, payment forms) on the PE website, and help them to navigate through this site if necessary.

3. Inquire about the initial perceptions of how the preservice teachers have settled in.

4. Encourage the Site Coordinator to contact you at any time during the professional experience if there are any problems, doubts or issues about the preservice teacher. While the At Risk form is generally completed at the Interim Report stage, it may be completed earlier.

5. Review the process for evaluating preservice teachers:
   - Supervising teacher is responsible for evaluating preservice teachers in conjunction with the Site Coordinator.
   - Supervising teacher should complete the Interim Report at mid-point as a form of feedback to the preservice teacher.
   - If the preservice teacher’s progress is of concern, complete the At Risk form and email this to the PEO, along with the Interim Report (if completed). The At Risk form also requires the preservice teacher’s input. The University Supervisor or other university staff member (e.g., unit coordinator) will visit (unless the site is too far away).
   - In paired placements, each preservice teacher should receive a separate report and some individual feedback.
   - Encourage Site Coordinator to discuss contents of the Interim Report with the preservice teacher.

6. Contact supervising teacher to introduce yourself and establish line of communication. Repeat steps 1-5 for supervising teacher contact.
   - Ask initial questions regarding preservice teacher’s start to prac, their professionalism and attitude:
   - Is the preservice teacher settling in and becoming comfortable in the setting?
   - Is the preservice teacher showing initiative?
   - What are the initial impressions of the preservice teacher’s preparedness for professional experience?
   - Is the preservice teacher arriving on time, and participating in activities such as PGD?
   - If there is a pair, did they begin together? How are they getting along?
   - Are there any issues or areas of concern so far?

Contact 2 (mid-point – Interim Report)

1. Contact the Site Coordinator and supervising teacher to discuss preservice teacher’s progress.

2. Ask if the Interim Report has been completed and discussed with the preservice teacher.
   - If the Interim Report has not been completed, request that this be done as soon as possible.
   - Emphasise the importance of clearly indicating areas of strength and the areas that the preservice teacher needs to develop further.

3. Ask if there are any concerns about the preservice teacher’s progress. If there are concerns strongly encourage completion of an At Risk form (email a copy of the Interim Report and At Risk form to the PEO).

4. If any area is marked as ‘Not Developing Adequately’ on the Interim Report, an At Risk form must be completed. The At Risk form is completed as an action plan for improvement. There should be evidence of the preservice teacher’s input.
   - Suggest that the supervising teacher keeps detailed records of all consultations with the preservice teacher.
   - Inform the unit coordinator by email and cc the PEO.

5. Remind the Site Coordinator that even if the preservice teacher is given a Satisfactory Interim Report, he/she can still be placed At Risk at any time prior to the end of the professional experience, although generally this would not occur any later than 5 days before the end of the professional experience.
PROMPT SHEET: CONTACTING SITES

Contact 3 (end point – Final Report)

1. Contact with supervising teacher to discuss:
   - Areas of strength from the *Interim Report*. Has the preservice teacher continued to improve on these?
   - Areas of weakness from the Interim Report. Has the preservice teacher addressed these?
   - What areas are still developing? Will these be satisfactory by the final day?

2. Remind the Site Coordinator to ensure a *Final Report* is completed for each preservice teacher at the site. One report is provided to the preservice teacher, another for the PEO, and another for the school. Also, remind the Site Coordinator to send supervision payment forms to the Faculty of Education located at A213, A Block, Victoria Park Road, Kelvin Grove, QLD 4059 or email them to ptqueries@qut.edu.au.

3. Thank the Site Coordinator for hosting the preservice teachers.

4. Thank the supervising teacher for hosting the preservice teachers

5. Inform the PEO of any site specific information, good or bad, that may impact on future placements.
PROMPT SHEET: CONTACT WITH PRESERVICE TEACHERS

Contact 1 (beginning of professional experience)

1. Ask preservice teacher about:
   - Initial impressions of site/centre/school, room/classes, supervising teacher
   - Expanding on their goals for the professional experience
   - Anticipated challenges

2. Confirm supervising teacher has received professional experience materials including professional experience handbook/progression table.

3. Please keep a record of emails and phone calls. It has been requested that this is sent to the unit coordinator on completion of prac in case of any issues arising from prac.

Contact 2 (mid-point – Interim Report)

1. Ask about the preservice teacher’s progress in relation to the evaluation criteria. Specifically:
   - Has the Interim Report form been completed and discussed with the preservice teacher?
   - If they received any "not developing adequately", discuss these areas and discuss the plan for improvement that has been put in place between the preservice teacher and the supervising teacher. This will include specific strategies to implement.
   - If the Interim Report is of concern, contact Site Coordinator/Supervising Teacher to discuss completion of ‘At Risk’ form. Ensure preservice teacher has input.
   - What does the preservice teacher think her/his areas of strength are?
   - What does the preservice teacher think her/his areas of weakness are?
   - Does this concur with the supervising teacher’s impressions?
   - Is the preservice teacher clear about what he/she needs to focus on for the remainder of the professional experience?

Contact 3 (end point – Final Report)

1. Focus on:
   - Areas of strength from Interim Report. Has the preservice teacher continued to improve on these?
   - Areas of weakness from the Interim Report. Has the preservice teacher addressed these?
   - Overall, what has the preservice teacher contributed? What has he/she learnt from the professional experience?

2. Ask if there are make-up days to complete. If there are more than 5 days, contact the unit coordinator or the FEO.

3. Remind the preservice teacher it is their responsibility to ensure that a copy of their Final Report reaches the FEO, and that the teacher must complete the correct form for that practicum.

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