



Memorandum

To Principals and Liaison Teachers in Charge of Student Teachers

From Rosemary Flanagan

Date June 2011

Subject **Secondary Education – Final Teaching Practicum (7 weeks) 22 August – 7 October 2011**

Enclosed is the information for the student teachers we wish to place at your school for the above period. They will report to your school office at 8.15 am on Monday, 22 August 2011.

PLANNING

To enable them to prepare effectively, please ask associate teachers to complete the Pre-practicum Planning form enclosed, and send it to the student teacher or the College as soon as possible. The students would really appreciate having this returned by **1 August 2011** if possible. Fax number 03 479 4295 or Associates could email the student directly.

PROGRAMME

Details of this are shown on the attached sheet (blue). Could you **please issue a copy of this to each of the Associate Teachers** working with the student teachers.

REPORTS

Copies of the Teaching Practicum Report and the Indicators Report forms are enclosed for EACH Associate Teacher to complete. We would be grateful if the Associate Teacher would **discuss** the overall reports with the student teacher **before the practicum ends**.

LECTURERS' VISITS

Lecturers will contact schools regarding their visits, by email.

SCHOOL CAMPS/FIELD TRIPS

If you have a camp or field trip scheduled for the period 22 August – 7 October, you might appreciate the student/s participation. While they are unable to take sole responsibility for students, the experience would be beneficial for all concerned. Let me know if you wish to include them.

CONTACT DETAILS

If you need to contact us, you can phone or email:

Rosemary Flanagan, Practicum Coordinator 03 470 3478, rosemary.flanagan@otago.ac.nz

Gail Morris, Practicum Administrator 03 479 4942, gail.morris@otago.ac.nz

Or for matters concerning student teacher welfare or performance Karyn Fielding, Programme Coordinator 03 479 5754 karyn.fielding@otago.ac.nz

PAYMENT

As from 29 June 2011 all payments from the College of Education to Associates will be paid through Ministry of Education Payroll Services.

What this means for your school

- 1 Associate Teacher – Teaching Practice Report – needs to be completed by each Associate Teacher in order for them to be paid. Please ensure that they have recorded their MOE number and the number of periods on the front page then signed page 4.
- 2 Liaison Teacher - Complete the Summary page attached – MOE will not pay if the Associate's MOE number is not provided. (You may email this in to gail.morris@otago.ac.nz if it is easier.)
- 3 Liaison Teacher - Complete the Coordination and Administration Allowance form and provide an **invoice from the school**. (This can be done at any stage during the practicum – you do not have to wait until Associate Teachers reports are completed.)

All the reports and the course outline can now be accessed from the University website (http://www.otago.ac.nz/education/assoc_teachers/index.html) if you prefer to work on them electronically.

Many thanks for all your help.