



The University of Southern Queensland

## Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

### Description: Graduate Internship

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
GDE	4008	67123	2, 2007	WEB	1.00	Toowoomba

**Academic group:**

FOEDU

**Academic org:**

FOEDUC

**Student contribution band:**

National Priority Teaching

**ASCED code:**

070199

### STAFFING

Examiner: Rick Churchill

### OTHER REQUISITES

State law in Queensland (Australia) requires that all adults working/undertaking professional experience/researching with children under the age of 18, in the state of Queensland are required to possess a current suitability card (Blue Card). (See "Other Requirements" for further information.) Also see: <http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html>.

### RATIONALE

Beginning teachers report that there are significant differences between their experiences as pre-service teachers and those they encounter in the first year of teaching. The Graduate Internship provides a bridge between the more closely supervised professional attachment and the daunting first year of the teaching career. Learning to teach is a process that occurs over time and extends beyond the confines of this program and this course. However, the Graduate Internship provides a critical step in this continuum of learning. The Intern is fully immersed in the role of the teacher at the attachment site. Such immersion has the potential to provide the Intern with an authentic and accelerated understanding of the responsibilities, skills, attitudes and knowledge required of an emerging professional educator.

### SYNOPSIS

Students deemed to have demonstrated appropriate levels of competence and professionalism will gain the authorisation of their host school to move from the Stage 2 Attachment to the Stage 3 Graduate Internship. In Queensland this will also require an internship authorisation from the Board of Teacher Registration - equivalent processes may be required in other jurisdictions. Graduate Interns will each undertake a teaching load equivalent to 50% of the normal load of a fulltime teacher (with the range of duties understood to involve the full repertoires of practice in which teachers engage in the school and professional community). The course provides for a minimum of 30 days of school-based teaching work in role of graduate intern.

## OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parenthesis. On completion of this course students will be able to:

1. take full responsibility for the day to day management of teaching and learning of assigned classes (Assessment 1)
2. plan for teaching and learning, then implement and evaluate appropriately (Assessment 1)
3. demonstrate a range of effective classroom management strategies (Assessments 1 and 2)
4. exhibit effective resource selection and teaching strategies (Assessments 1 and 2)
5. reflect on and evaluate their own professional practice (Assessments 1 and 2)
6. contribute to a variety of school forums, demonstrating appropriate communication skills (Assessment 1)
7. effectively undertake administrative work and the range of wider duties encompassing teachers' work (Assessment 1)
8. demonstrate a willingness and a capacity to be involved in the wider school community (Assessments 1 and 2)
9. demonstrate the ability to form and cultivate professional relationships with students, parents and other staff (Assessments 1 and 2)
10. demonstrate knowledge, understanding and application of appropriate personal, professional and academic literacies (Assessment 2)
11. demonstrate knowledge, understanding and application of appropriate ICT uses for teaching and learning (Assessments 1 and 2)
12. provide documentation of their professional achievements in the form of a professional portfolio (Assessment 2).

## TOPICS

	Description	Weighting (%)
1.	Teachers' work	20.00
2.	Synthesising learning, contexts, teaching, managing, assessing and collaborating and professionalism in the performance of the role of the teacher	50.00
3.	Contributing to whole-school endeavours and decision-making	10.00
4.	Constructing a professional portfolio	20.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

GDE4008 USQ Resource Package

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Bullock, A & Hawk, P 2005, *Developing a teaching portfolio: a guide for preservice and practicing teachers*, 2nd edn, Merrill Prentice Hall, Upper Saddle River, NJ.

Marzano, R 2003, *What works in schools: translating research into action*, Association for Supervision & Curriculum Dev't, Alexandria, VA.

Posner, G 2005, *Field experience: a guide to reflective teaching*, 6th edn, Pearson/Allyn & Bacon, Boston.

The Johns Hopkins University Centre for Technology in Education 2006, *The Johns Hopkins University digital portfolio and guide: documenting your professional growth*, Pearson Merrill Prentice Hall, Upper Saddle River, NJ.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	30.00
Private Study	80.00
Residential Schools	20.00
Workshops	30.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
INTERNSHIP	50.00	50.00	23 Nov 2007
PERSONAL PROFESS'L PORTFOLIO	50.00	50.00	26 Nov 2007

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the student's responsibility to attend and participate appropriately in the residential school and other scheduled learning activities (such as on-campus workshops and web-based activities) scheduled for them. Students must complete 30 days of graduate internship at an identified school site.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assessment items satisfactorily, students must obtain at least a mark of 50%.
- 3 Penalties for late submission of required work:  
Students who fail to submit assignments by the due date without prior approval must apply to the course examiner for deferred assessment. The course examiner will consider each such application on its individual merits.
- 4 Requirements for student to be awarded a passing grade in the course:

To be assured of receiving a passing grade a student must complete and submit all of the summative assessment items, achieve at least 50% for the Professional Attachment and achieve at least 50% of the weighted marks for the academic assignments. Should a student fail to achieve 50% of the Professional Attachment and 50% of the total weighted marks for the academic assignments, they may be assigned additional work to allow them to demonstrate to the Examiner that they have achieved the objectives assessed by that assessment component. Where students are assigned additional work, the maximum grade they may receive for the course shall be C.

- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
There will be no Deferred or Supplementary examinations in this course.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 The due date for an assignment is the date by which a student must dispatch the assignment to the USQ. The onus is on the student to provide proof of the dispatch date, if requested by the Examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. The student must retain this copy until the grade for this course has been finalised.
- 3 The examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 4 In the event that a due date for an assignment falls on a local public holiday in their area, the due date for the assignment will be the next working day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
- 5 Students who have undertaken all of the required assessments in a course but who have failed to meet a limited number of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up).
- 6 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. The following temporary grades may be awarded: IDM (Incomplete Deferred Make-up).
- 7 When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.
- 8 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
- 9 All assessment items will receive a mark.
- 10 All students must successfully pass the internship component as well as the academic component to successfully complete the course.

## **OTHER REQUIREMENTS**

- 1 Students will require access to e-mail and Internet access to USQConnect for this course.
  - 2 **IMPORTANT NOTE: Working with Children:** State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the state of Queensland\*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. **DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'**. For further information:  
<http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html>. \*If you are undertaking practical experience outside the state of Queensland, Australia you should check local requirements.
  - 3 **IMPORTANT NOTE: INTERNSHIP AUTHORISATION:** In Queensland settings, students will require an authorisation to commence the internship from the Board of Teacher Registration before they are eligible to undertake the in-school component of this course. Students in other jurisdictions should check local requirements.
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