



Internship – EDC4000

Letter of Introduction

The University of Southern Queensland's Education programs cater for the needs of Preservice Educators who wish to become professional educators in their chosen sector: Early Years, Primary, Middle Years, Secondary or Further Education and Training.

The final course in the program the *Internship* provides a bridge between the experiences of preservice educator and beginning teacher through a 20 day internship, during which the intern carries half of a full-time teacher's load. While undertaking the Internship students spend substantial periods of time working on the University-based components of their courses. Thus this is a time of particularly heavy demands on students' time – a full-time student may be expected to complete up to four University assignments linked to the experiences of the Internship. However, the program's focus on the nexus between University-based learning and school-based learning and experience means that students draw their assignment work from their experiences at school and they inform their school-based work with understandings drawn from University-based learning.

The major elements of the Internship Agreement can be summarized as follows:

- The Internship operates under arrangements agreed between USQ and the key stakeholder groups involved in the professional experience elements of pre-service teacher education in Queensland.
- The key purpose of the Internship is to provide for a supported transition from pre-service preparation to membership of the teaching profession through opportunities for Interns to experience all aspects of teachers' work under increasingly autonomous conditions.
- USQ is responsible for obtaining and providing all relevant documentation, including *Queensland College of Teachers* "Internship Authority" within Queensland, for warranting that the Intern is eligible to participate in the program, for determining matters related to assessment, for briefing all participants, and for ensuring that Interns meet all their obligations.
- Schools are responsible for allocating each Intern full responsibility for up to 50% of the usual classroom teacher workload and part-responsibility for up to another 40%, for ensuring that appropriate mentoring arrangements are in place (although without direct in-class supervision).
- Interns are responsible for preparing a thorough plan for their work during the Internship, for ensuring that they hold current eligibility to undertake the Internship, and for complying with school policies and duty of care provisions.
- In common with other Internship Agreements in Queensland, **no participants are paid for hosting an Intern**. Instead, the 50% of teaching time taken by the Intern without direct supervision translates to an equivalent amount of staff release time to be used as agreed between the participants at the site.

Essentially the only requirement for the successful completion of the Internship is that the Intern has satisfactorily conducted the teaching and other tasks assigned by the school during the 20

days of the placement. After the completion of the 20 days required of Interns, the electronic *Completion Record* should be completed.

This student has permission to arrange this experience and submit an application negotiated with you. They will have information regarding the scope and sequence for this experience in their course booklet for you to consider. Once the placement is confirmed, you will be sent a placement pack of all relevant documents.

All students commencing Queensland placements must possess a current Blue Card from *The Commission for Children and Young People and Child Guardian* and should present their Blue Card to you at commencement of your meeting them. Students seeking placement in other states must satisfy their state requirements and present proof to you and attach it to their placement application form.

We invite you to use our professional experience web page for an overview of our processes, to see our calendar, and view the range of resources provided to our students for each of our undergraduate and postgraduate programs: <http://www.usq.edu.au/education/professional-experience>

The Faculty of Education at the University of Southern Queensland extends sincere thanks to all host sites and staff involved in working with its Interns.

Yours sincerely,

Denis Hartigan
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Professional Experience
Faculty of Education
USQ