

## CHECKLIST FOR STUDENT TEACHER COORDINATOR

Allocate pre-service teachers to appropriate teachers.

Give supervising teachers a copy of the Deakin University Professional Experience Handbook, the Memo and a copy of the report for the round.

Conduct an orientation to the school for the pre-service teachers (this could include written information on the bell times, discipline policy, map of the school, names of various coordinators etc).

Introduce the pre-service teacher/s at the morning briefing.

Inform pre-service teachers of your role and check with them on an ongoing basis during their round as to their progress and welfare.

Contact Deakin University Professional Experience Office if:

- » a student fails to attend at all;
- » is absent for more than 2 days;
- » is experiencing difficulties; or
- » is likely to receive an 'unsatisfactory' on their report.

Ensure that the days a pre-service teacher is absent are made up. Students who are absent for more than 2 days must provide you with a medical certificate.

Remind teachers to fill out the report form.

Collect reports and fill out claim form.

Send claim form with reports. Payment for the supervision of pre-service teachers are made when reports have been received. Payment are only made for the days and/or methods as specified in writing.

Keep your copy of the claim form filed and cross check with the form that is returned to the school with the payment. For any queries, please contact Deakin University Professional Experience Office.

Keep copies of each report in the event that there needs to be further discussion about any aspect of one of the reports.

**Report forms are available electronically by emailing a request to any of the Deakin University Professional Experience Officers (see contacts on page 4).**