

ATTP only Teaching Practicum Flowchart

If you are enrolled in EPT493 for 200540 and will be undertaking your first Practicum (3 weeks, to be completed by the end of May 2005) you need to e-mail Lyn Howells lynhowells@csu.edu.au , with the details of your school, addresses, phone/fax no.'s, contact, dates etc for the Practicum placement, by the **asap**.

When arranging the dates for your prac remember it must be a 15-day block and to add days if the period covers a public holiday (eg Easter public holidays fall on 25/3 & 28/3).

At the September Residential school you were given a blue handout during Annette Green's session titled "*SCHOOL EXPERIENCE INFORMATION BOOKLET*"- this gave an outline of the requirements for both the Practicum and the Internship including the information to be advised to Lyn.

The practicum schools will be sent a letter of acknowledgment in late November 2004 and then will be sent the full package of material in Week 1, Term 1 2005. The package will include:

- Practicum Handbooks
- Observation Booklets
 - these are for you to record your observations during Prac
- Interim Report Forms
- Final report Forms
- Information about insurance cover and payment forms for the supervising teacher

You will receive your copies of the Handbook at the Res School in January.

The **Internship** (to be completed in 200570) information can be forwarded to Lyn now or, at the latest, by March 2005.

Please Note - the Practicum and Internship placement must be completed in different schools and for DET-sponsored students both placements must be in an appropriate NSW DET school.

Any additional information, eg new contact person or change of Practicum dates etc, should be advised to Lyn ASAP and no later than 3 weeks before the Practicum begins.