

Overview of Requirements of Pre-Service Teacher and Supervisor for *PREX223*

TIME	PRE-SERVICE EDUCATOR	SUPERVISOR
Prior to placement	<ul style="list-style-type: none"> • Make contact with Supervisor to establish communication. (A visit is preferable). • If possible clarify details regarding classes and initial expectations of placement. • Make sure the placement does not coincide with an extreme change of centre routine. The Pre-service Educator needs to undertake the Professional Experience during a <i>regular</i> centre week. 	<ul style="list-style-type: none"> • Gain an understanding of the overall expectations for <i>PREX223</i> from the Handbook. • Provide Pre-service Educator with appropriate information about classes and subjects. • Ensure Pre-service Educator will be able to maximise the Professional Experience by providing them with a schedule that enables them to observe a variety of sessions and activities.
Day1	<ul style="list-style-type: none"> • Complete all activities for Day 1 in the <i>Daily Reflective Journal</i> including the <i>Settling-in Questionnaire</i>. 	<ul style="list-style-type: none"> • Complete <i>Settling-in Questionnaire</i> with Pre-service Educator. • Establish clear expectations for the Pre-service Educator. • Provide ongoing feedback and
Day 2	<ul style="list-style-type: none"> • Complete all activities in the <i>Daily Reflective Journal</i> for Day 2. 	<ul style="list-style-type: none"> • Evaluate and sign Pre-service Educators activities in the <i>Daily Reflective Journal</i> for Day 1. • Provide ongoing feedback and assistance with observation and reflection process.
Day 3	<ul style="list-style-type: none"> • Complete all activities in the <i>Daily Reflective Journal</i> for Day 3. 	<ul style="list-style-type: none"> • Evaluate and sign Pre-service Educator's activities in the <i>Daily Reflective Journal</i> for Day 2. • Provide ongoing feedback and assistance with observation and reflection process.
Day 4	<ul style="list-style-type: none"> • Complete all activities in the <i>Daily Reflective Journal</i> for Day 4. 	<ul style="list-style-type: none"> • Evaluate and sign Pre-service Educator's activities in the <i>Daily Reflective Journal</i> for Day 3. • Provide ongoing feedback and assistance with observation and reflection process.

Day 5	<ul style="list-style-type: none"> • Complete all activities in the <i>Daily Reflective Journal</i> for Day 5. 	<ul style="list-style-type: none"> • Evaluate and sign Pre-service Educator's activities in the <i>Daily Reflective Journal</i> for Day 4. • Provide ongoing feedback and assistance with observation and reflection process. • Mid Point Review: Complete <i>Pre-service Educator Concern Sheet</i> and fax to Professional Experience Office (only if necessary).
Days 6-10	<ul style="list-style-type: none"> • Continue the <i>Daily Reflective Journal</i> as with Days 1 to 5. • Ensure that you are given the original copy of the Final Report by your Supervisor. 	<ul style="list-style-type: none"> • Send copy of Final Report to the Professional Experience Office as well as paperwork for your payment.