



## FIELD EXPERIENCE COVER SHEET

All Acceptances and Reports are to be submitted attached to this Cover Sheets  
on Nov 4<sup>TH</sup> 2006

Any extension on this must be approved by the Course Convenor prior to this date.

Student Name:.....Student ID:.....

Primary

Secondary

Organisation	No of Days Field Experience	Acceptance Letter (Please tick when received)	Report (Please tick when received)

It is the Student's responsibility to collect and submit an Acceptance and Report for each Organisation

**Total number of days Field Experience:.....(At least 15 days)**

**Submit to:**  
**Drop Box outside Placement Office (Rm 308)**  
**Or**  
**Placement Office**  
**School of Educational Studies**  
**La Trobe University 3086**

January 2006



*School of Educational Studies*  
*Victoria, Australia 3086*  
*Ph: 9479 2546*  
*Fax: 9479 3070*

Dear Sir/Madam,

This letter is to introduce a student from our Graduate Diploma in Education program. We hope you will be able to assist this student's professional education by permitting him/her to undertake Field Experience in your institution.

Students undertaking pre-service teacher education courses are required to complete 15 days of Field Experience. This experience need not all be completed in the same institution as the purpose of Field Experience is to give students an opportunity to become familiar with the organisation and the functioning of various sectors of the educational community or work with young people.

Students could be asked to do any of the following:

- ( Assist with teaching
- ( Teach small groups
- ( Carry out one-to-one tutoring
- ( Help in the library
- ( Assist with audio visual, computers
- ( Assist with lesson preparation
- ( Assist with practical work
- ( Attend camps
- ( And to help with any other tasks which staff normally undertake.
- ( Attend meetings
- ( Take part in information days
- ( Help with fund-raising events
- ( Help with excursions and outings
- ( Assist with dramatic productions
- ( Take part in the organisation of sport
- ( Assist in the office
- ( Help in a canteen

This program is not a teaching practicum; therefore the university cannot pay for supervision. The student teachers are to see this as field experience, and it is hoped that they will be useful; helping wherever possible. Students will be expected to remain at the institution for a normal working day unless asked to undertake tasks elsewhere.

**Assessment:** The student will be asked to keep a journal of activities. We would ask you to provide the students with a brief report of their time with you, on the form provided.

Field Experience is valuable to the student, and we hope that the student will be useful to you. Please ring the Pre-service Course Co-ordinator, Dr Peta Heywood on 9479 2641, or e-mail p.heywood@latrobe.edu.au, if you would like to discuss the project further.

..... is currently enrolled in an approved pre-service teacher education program run by the School of Educational Studies at La Trobe University and is requesting to complete Field Experience in your institution from ..... to.....(No. of Days .....)

Dr Peta Heywood  
Co-ordinator  
Graduate Diploma in Education (Secondary & Primary Pre-service Teacher Training)



**School of Educational Studies**  
**Bundoora Campus**  
Telephone: 9479 2546

### FIELD EXPERIENCE ACCEPTANCE

Student Name(s):.....  
.....  
.....

Date: .....

Name of Organisation:.....

Address:.....  
.....

Telephone: ..... Fax: .....

We are willing to accept the above student teacher for the Field Experience Project from ..... to ..... (..... days) and will provide a report to the students at the end of the period on the form provided.

Staff member in charge of Field Experience Project: .....

Signature: ..... Date .....

**This form is to be returned to the student completed if you are accepting them for Fieldwork.**



*School of Educational Studies  
Bundoora Campus  
Victoria, Australia 3086  
Ph: 9479 2546  
Fax: 9479 3070*

## FIELD EXPERIENCE REPORT

**This Report is to be returned to the Student when completed**

Name of Student Teacher:.....

Dates Student attended. From.....to..... No. of days.....

Name of Supervisor at place of Fieldwork.....

Name of Organisation.....

Address.....

.....Postcode.....

Telephone.....Fax.....

Comments:

Signed.....

Position.....Date.....