

ED3590 Professional Experience Statement of Completion Report And Attendance Record

To support the assessment processes and JCU's commitment to academic integrity, we ask that all Reports and Attendance Records be returned **ONLY** by Site Coordinators. Digital Reports to be submitted to the Student Placement Team by emailing placements@jcu.edu.au. The Report is due within **5** days of Placement completion to support Preservice Teacher's subject progression.

Please cc PST in the email so they may retain a copy of the Report for their Portfolio.

Preservice Teacher:	
JCU Partnership Centre:	
SBTE:	
SBTE signature:	

The Preservice Teacher has completed the following activities:

Preservice Teacher's required tasks	SBTE's Initials
Engaged in Centre Induction provided by the Site Coordinator	
Provided the Introduction to Professional Experience template (Form 1)	
Provided the Permission letter to distribute to parents/carers (Form 2)	
Collected Permission forms – Form 2	
Collected information for their Quality Improvement Plan (QPI)	
Collected Documentation for Learning Story 1	
Implemented 1 st Teacher-initiated experience	
Collected Documentation for Learning Story 2	
Implemented 2 nd Teacher-initiated experience	
Collected Documentation for Learning Story 3	
Implemented 3 rd Teacher-initiated experience	
Engaged in suggested Professional Dialogue with SBTE	
Completed 50 hours of Professional Experience (10 days) over 9 weeks during the study period	

Comments:

Site Coordinator Signature: _____ Date: _____

As Preservice Teachers, you must participate fully in the 50 hours Placement (10 days) at the Centre to which you are assigned. You are required to document your attendance, which your Site-Based Teacher Educator will verify. The **10 days are spread evenly over 5 weeks** to align with weekly coursework learning. Therefore, ten rows have been provided. In any given week, Preservice Teachers are to participate for a **minimum of 5 hours** of contact time per day and, with additional preparation and reflection time, up to **6 hours per day**.*

Please complete the weekly attendance record and ask your Site-Based Teacher Educator to sign after each **session**. The Site Coordinator at the Centre should be asked to sign in the space provided upon completion of the 10 days.

* Placement in the ECE Centre, Preservice Teachers are to **participate** in the Educational **Planned program and practice** (Quality Area 1) for 0-2-year-olds. PST to shadow the Teacher for a minimum of 5 hours of Educational program and practice contact time per day and a maximum of 6 hours of contact time, including planning and reflection time with your Site-Based Teacher Educator. Contact time **does not include lunch or tea breaks** but does include when children are sleeping.

Days	Date Attended	Start time	Finish time	Length of contact time attended	SBTE Signature
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					
				TOTAL	