

# PROFESSIONAL PRACTICE CHECKLIST FOR STUDENT TEACHERS

Bachelor of Teaching (Primary)  
Bachelor of Education  
Bachelor of Early Childhood Education



THE UNIVERSITY OF  
MELBOURNE

## Before Placement

- Submit copy of WWC card to Faculty Office.
- Check the web to confirm your placement details and your allocated faculty supervisor.
- Check LMS/email (at least twice weekly) for Professional Practice announcements.
- Download & read the appropriate course manual from the web.
- Attend the professional practice pre-placement briefing.
- Familiarise yourself with the placement documentation (criteria and guidelines).
- Ring the school/setting well before the placement is to begin, speak to the Student Teacher Coordinator and arrange your preliminary visit.
- Fill in your confidential emergency contact form and put it in an envelope.

## During Placement

- Give the Student Teacher Coordinator your emergency contact form in a sealed envelope and ensure that your WWC card has been sighted.
- Organise your Professional Practice folder.
- Check the Professional Practice General Manual (page 9) for your responsibilities whilst on placement.
- If you are sick, ring the school either the day before or early on the day you are to be absent. If absent for more than 2 days, a medical certificate is required. Keep the school and your professional practice coordinator informed as to when you will resume.
- Make up any days that you miss on the placement as soon as possible (normally within 2 weeks).
- Make contact with your faculty supervisor if you have a visit scheduled if they haven't already contacted you.
- Participate in all activities at the school.
- Meet regularly with your supervising teacher to discuss your progress.
- Discuss your final report with your supervising teacher.
- Do not take your original report with you when you leave the school – it is sent to professional practice by the Student Teacher Coordinator. (ask the school to make a photocopy for you).
- Collect your emergency contact form and keep it safe for your next placement.

## After Placement

- Complete the Professional Practice Self Evaluation form & return it to your PP Coordinator (preferably via email).

All Professional Practice documentation can be accessed at [www.edfac.unimelb.edu.au/about/profprac](http://www.edfac.unimelb.edu.au/about/profprac) or through your LMS site.