



The University of Sydney

**Division of Professional Experience Faculty of Education
and Social Work**

Personal Information Page

This book belongs to:

Name: _____

Phone _____

Email: _____

If found please contact the person above

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Professional Experience Portfolio

What is it?

This Portfolio is a key component in Professional Experience Programs at the University of Sydney.

The Portfolio focuses on specific teaching experiences undertaken by student teachers that are **additional to the blocks of professional experience** or practicum within teacher education courses.

In participating in this program, students are required to arrange, undertake, document and validate portfolio experience hours.

An 'hour' of professional experience portfolio work equals one hour of face-to-face teaching. It does not include time spent planning or evaluating the teaching activity. E.g. Two hours preparation for 1.5 hours tutoring would be recorded as 1.5 hours portfolio teaching.

Portfolio experience components can be undertaken in any educational setting that involves the student teacher in planning, delivering and evaluating the educational experience and which can be validated by personnel within that educational setting.

Experiences could include volunteer work in schools, tutoring, coaching, teaching in non school sites, working with adults or children. These experiences may be paid or non paid.

This portfolio record is organised through Log Sheets, details of which are entered into a database by the Division of Professional Experience. For each student, records will be kept of Portfolio hours completed each

year. In the year of course completion, students can request a Professional Experience Portfolio Certificate from the Division of Professional Experience. This will indicate the total number of hours completed as verified by the University. This Certificate thus provides a valuable component for a CV or resume when seeking relevant employment. Student teachers are required to record details of each teaching activity and arrange for a representative of the specific educational site to verify their record with their signature

The Professional Experience Office will maintain a database of all students involved in this program to record and monitor hours of portfolio experience completed by each student. Students need to present their Log Sheets with appropriate documentation, including validation, to the professional experience office following the completion of each 10 hours of portfolio experience completed.

Why is the Professional Experience Portfolio important?

Your development as a teacher is enhanced by your participation in a wide variety of educational /teaching activities. School-based practicum is a crucial part of your professional development; however, work in other educational sites is also significant.

You are advantaged by engaging in, documenting and validating a diversity of teaching experiences so that they can be presented as part of a wider graduate teacher portfolio at employment interviews.

Many students are already involved in additional teaching roles. The Portfolio is a way the University can support you to document, validate and gain recognition for this work.

The NSW Institute of Teachers as a teacher accreditation body requires increasing numbers of days of professional experience in teacher education programs. Portfolio experiences are a means of increasing the scope of your development as a teacher and your employability within the profession.

What Do You Need To Do?

- Understand the Professional Experience Portfolio Program and take responsibility for meeting all its requirements across each year of your course.
- Carefully read the Professional Experience Portfolio Handbook or Website and ensure you use the handbook as a means of informing yourself and the educational sites in which you work.
- Plan ahead ways in which you can log and validate days each year.
- Make sure that your teaching work meets the criteria of the portfolio program. Check the information in this handbook (see the section on *Where Can I Complete My Days for the Professional Experience Portfolio?*)
- Each specific teaching activity and site needs a separate recording and validation signature.
- You need to bring your Professional Experience Portfolio Log Sheets to the Professional Experience Office for them to be sighted and for your hours to be recorded on the database when you have completed each 10 hours of teaching activity.

If you are already undertaking teaching activities suitable for the Portfolio...

Discuss the requirements of the portfolio with an appropriate person on your teaching site.

A letter of application is available within this handbook and electronically at the Professional Experience website. You may use this letter to verify that the professional experience portfolio program is a mandatory part of your

teacher education course when you are arranging your professional experience. Arrangements need to be made for a designated person to sign off on your experience as a means validating your teaching hours.

If you need to arrange for suitable teaching experiences for you Portfolio...

A list of likely activities, sites, teaching possibilities and in some cases contact details are contained in this Handbook.

Discuss possibilities with your lecturers if you need further guidance, including the Directors of Professional Experience, Di Bloomfield and Kathy Rushton.

Plan ahead and approach possible sites for teaching experiences using this Handbook and its appropriate letter of application.

How Do I 'Log' My Portfolio Experiences?

A proforma for logging each teaching activity is contained in this Handbook.

Each activity logged requires a short description and evaluation as well as validation.

Validation requires a signature from someone in a position of responsibility or leadership associated with the teaching site as well as their contact details. These details are required so that the validity of portfolio experiences can be checked if required.

When you have completed 10 hours of teaching activity take your log to the Professional Experience Office, Room 604. Details of your portfolio experience will then be entered on the portfolio database.

In addition to the log entries, you are encouraged to collect evidence/artefacts relevant to your teaching experience. These pieces of evidence can enhance your graduate teacher portfolio that can be used to support your accreditation as a graduate teacher. For example, such a portfolio could be used at interviews for teaching positions.

Where Can I Complete My Days For The Professional Experience Portfolio?

There are three main questions to consider when you are choosing a site for your professional experience:

- Will this experience give me the opportunity to plan, teach and evaluate a learning experience?
- Will this experience allow me to enhance my portfolio in relation to the graduate teacher standards?
- Will this experience allow me to demonstrate a diverse range of professional experiences when I am in a job interview?

So where can I go then?

The table on the following page gives a list of recommended and not recommended sites. It is by no means exhaustive and you are encouraged to explore other options if they satisfy the three questions posed above. If you need to clarify whether your site qualifies, please email one of the contacts in the back of the Handbook.

Table of Recommended Sites

Recommended	Not Recommended
Before-School and After-School Care Centres	Au Pair employment
Coaching sporting teams	Babysitting
Overseas Educational Experiences	Dormitory Supervision
Health Education Seminars	Caring for relatives
Volunteer work in schools additional to practicum	Labouring work
Saturday school sport	Office work
PSSA sport	Extra-curricular activities whilst on practicum
Academic Tutoring	Spotting for someone in the Gym
Homework Centres	Helping family members with school work
Vacation Care Centres	
USU holiday camps	
Youth Camps	
Sunday School	
Youth Mentoring	

Professional Experience Log

Details	Description of Lesson and Evaluation	Hours
<p>Date: 2/2/08</p> <p>Location: Bulli High School</p> <p>Supervisor's Name: A. Citizen</p> <p>Supervisor's Role: PDHPE Teacher</p> <p>Supervisor's Phone Number: (02) 9351 1234</p> <p>Signed: A. Citizen</p>	<p>Description of Lesson:</p> <p>This is the first lesson of 4 designed to teach yr 4 &5 students European Handball.</p> <p>Warm up Corner Ball, Stretching</p> <p>Body: Throwing, Catching, truck rotation, stepping drills, Mod.games (3 on 3)</p> <p>Cool Down and revision questions</p> <p>Evaluation:</p> <p>The children were extremely enthusiastic and very keen to play games, however during the warm up it became evident that they did not have sufficient skills to play successfully and more skill development is needed - next time introduce more game strategies</p>	<p>1</p>

Office Use: Hours logged

By: _____

Date: _____

Contact Information

Dr Di Bloomfield

Director of Professional Experience
Faculty of Education & Social Work
University of Sydney
02 9351 6287
d.bloomfield@edfac.usyd.edu.au

Kathy Rushton

Associate Director of Professional Experience
(Primary Programs)
Faculty of Education & Social Work
University of Sydney
02 9351 6351
krushton@usyd.edu.au

Wayne Cotton

Lecturer Human Movement & Health Education
Faculty of Education & Social Work
University of Sydney
02 9351 6278
w.cotton@edfac.usyd.edu.au