

Professional Experience Communication Form

This Professional Experience Communication Form is to be used by professional experience mentors to document evidence related to a pre-service teacher's progress during a Professional Experience placement.

Date of Visit/Meeting _____ Program (e.g. BEd) _____

Name of Education Site _____ PE Placement (e.g. PE1) _____

Supervising Teacher's Name _____ Signature _____

Pre-service Teacher's Name _____ Signature _____

University Staff Member's Name _____ Signature _____

Electronic Signatures are acceptable

Communication record completed in relation to pre-service teacher's practicum	
Feedback received from supervising teachers: (e.g. planning, relationships, interpersonal skills, organisation, classroom practice)	
Feedback received from pre-service teachers: (e.g. planning responsibility, school and supervising teacher support, self-reflection)	
Areas for future focus: (sourced from supervising teacher, university staff pre-service teacher)	

<p>During today's visit, the follow aspects have been noticed: (please tick)</p> <p><input type="checkbox"/> Teaching session observed/discussed Lesson</p> <p><input type="checkbox"/> planning sighted/discussed</p> <p><input type="checkbox"/> Written reflections sighted/discussed</p> <p><input type="checkbox"/> Assessment discussed with Supervising Teacher</p> <p><input type="checkbox"/> Behaviour management strategies discussed</p> <p><input type="checkbox"/> Interim Reports sighted (if applicable)</p>	<p>Is the pre-service teacher considered to be 'At Risk'?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>YES NO</p> <p>(If yes, please ensure a CAN form has been completed)</p>
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