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# The *Ways of Knowing, Doing and Being in Education* - 10450

# Attendance and Engagement Form

This report is to be completed by both the Preservice Teacher and the Mentor Teacher/s based on the preservice teacher’s attendance and engagement at their allocated School.

**Please note:**

* *It is the responsibility of the preservice teacher to ensure this form is signed by all participants at the completion of the 10-day observation placement.* ***Preservice Teachers are to submit an original of the signed report to the UC Placement Office at Careers UC no later than a week after the completion date****.*

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| --- | --- |
| **UC Preservice Teacher:**       | **Student ID:**       |
| **School Name:**      **Primary Campus** [ ]  **Secondary Campus** [ ]  |
| **School Professional Experience Coordinators/s:** |       | **Total Days Completed:**      |
|       |
| **Placement Dates:** |
| **Year Level/s or KLAs observed:** |
| **Day** | **Mentor/Supervisor’s Name** | **Mentor/Supervisor’s Signature** | **Date** |
| **1** |       |  |  |
| **2** |       |  |  |
| **3** |       |  |  |
| **4** |       |  |  |
| **5** |       |  |  |
| **6** |       |  |  |
| **7** |       |  |  |
| **8** |       |  |  |
| **9** |       |  |  |
| **10** |       |  |  |
| **Professionalism, participation and engagement***As well as meeting attendance requirements, it is expected that Preservice Teachers meet appropriate professional standards and actively participate and engage in their allocated school during their observational placement.* **Satisfactory** [ ]  **Unsatisfactory** [ ]  |
| **Additional information/Comments:**       |
| **School Stamp:** |

***Preservice Teachers please note:***

1. *Students who receive an "unsatisfactory" grade will be asked by the Unit Convener to offer a brief response or reflection on their Professionalism rating from their host school.*
2. *Students who pass their unit assessment, attend all placement days, and return their placement form on time, but have an ‘unsatisfactory’ Professionalism rating will require follow up. A meeting with the Unit Convenor may be required before a decision regarding the final result is made.*