

University Supervisor – Frequently Asked Questions

Thank you for taking on the role of University Supervisor for Edith Cowan University's Initial Teacher Education program. It is important that you familiarise yourself with the [University Supervisor SharePoint Page](#), a 'Go To' site for quick access to CANVAS, SONIA Online, Staff Kiosk and other ECU-used programs. In addition, you will also find links to the Schedule of Visits, Calendars, Administrative Messages and Professional Development Presentations.

CANVAS is our Learning Management System that stores important professional experience documents, guidelines, and course information, you will use when assessing your Pre-service Teachers. Accessible via the [ECU Portal](#) or the [University Supervisor SharePoint Site](#). Below are frequently asked questions that may assist you.

Who do I talk to (at ECU)?

Academic Professional Experience Coordinator

Early Childhood Studies: Bev Adkin b.adkin@ecu.edu.au

Primary: Gail Berman g.berman@ecu.edu.au

Secondary: Tammy Green t.green@ecu.edu.au

South West: Marnie Harris marnie.harris@ecu.edu.au

Student Progress while on Professional Experience

Please contact the assigned Unit Coordinator. Our Coordinator Contacts is located on SharePoint, via this [link](#).

Administration

Allocations, payment, and ad hoc queries: Donna Gray supervisioneducation@ecu.edu.au

Student Placement Queries: placementseducation@ecu.edu.au

Student Evaluation Forms: formseducation@ecu.edu.au

PEx Manager and Student Critical Incidents: Sandy Fraser s.fraser@ecu.edu.au

Before Professional Experience

Our Supervisor Handbook, Start Up Guide section, found on the [University Supervisor Sharepoint site](#), will assist you in navigating our systems, including CANVAS, SharePoint, SONIA, Staff Kiosk and TEAMS, and processes as you transition into the role.

How many students (Pre-service Teachers) will I supervise?

You will be asked to indicate how many Pre-service Teachers you would like to supervise or how much time you have available; therefore, the number of Pre-service Teachers you supervise will depend on your availability and the number of Pre-service Teachers placed in schools around your residential area. Some areas have more students than others; therefore, your allocations may vary each semester. Your supervision will only include the discipline you have been employed for, e.g., ECS, Primary or Secondary or a combination of those, if applicable.

How will I know my Pre-service Teacher/s allocations?

After confirming your placement allocation, the University Supervisor Coordinator will upload your placements to SONIA (Professional Experience database), where both Pre-service Teachers and Supervisors access placement details. The *Supervisor Handbook, SONIA user guide section*, found on the [University Supervisor Sharepoint site](#) will assist you in navigating the system.

Before Professional Experience cont'd

How do I access the University Supervisor CANVAS site?

You can access the University Supervisor CANVAS site in two ways:

Go to the [ECU Homepage](#) and select “Student and Staff Portal”. The portal will open using your username and password.

- Select Canvas from the Easy Logins menu.
- Locate Courses from the banner and select University Supervisors
- If University Supervisors is not visible select All courses, then University Supervisors
- Select your Professional Experience specialty or other topics of interest.
- Once in CANVAS, go to ‘Modules’ and scroll down until you find the unit code of one of your Pre-service Teachers. Once there, you will be able to find the documents that you need for each student.

OR

Via the [University Supervisor SharePoint](#) Site / [CANVAS](#) link.

When do I contact the Pre-service Teacher?

It is an expectation that once Pre-service Teachers have been given their placements, they make the first contact with their Mentor Teacher and Supervisor; however, Pre-service Teachers do not find out their placement details until only a couple of weeks before placement (usually after they have access to the placement details). If you have not heard from your Pre-service Teacher one week before professional experience commences, please contact Supervision – supervisioneducation@ecu.edu.au for follow-up to ensure your Pre-service Teacher is cleared for Professional Experience.

During Professional Experience

Do I contact the Mentor Teacher to arrange visits?

Your initial contact will be with the Pre-service Teacher. You will liaise with the Pre-service Teacher to discuss suitable meeting times with their Mentor Teacher. If your time is limited and/or you have multiple schools/students, inform your availability (e.g., Wednesday mornings/Thursday afternoons) to the Pre-service Teacher who will liaise with their Mentor Teacher to coordinate a suitable meeting time. When scheduling meetings, kindly coordinate with the Pre-service Teacher rather than the Mentor Teacher. You are welcome to contact the Mentor Teacher to introduce yourself, and of course, you will liaise with the Mentor Teacher when assessing the Pre-service Teacher's performance.

Should I contact the School Practice Coordinator (SPC) on every visit?

Your initial contact with the school is always with the School Practice Coordinator (SPC), and please make sure you do everything in your control to arrange a face-to-face introduction on your first visit to the school. Some SPCs (School Practice Coordinators) do like to be involved to say "hello" every time you visit the school, while others are happy to have met you once and stay connected if there are critical issues/concerns with the Pre-service Teachers. Please ask them directly how they would like to be involved if they do not initiate this conversation.

How often do I need to meet with the Pre-service Teacher?

The number of times you are required to meet with the Pre-service Teacher will depend on the length of the professional experience and the discipline (Early Childhood/Primary/Secondary/Post-Grad) in which the Pre-service Teacher is enrolled. Via the SharePoint site, you will find the '[Schedule of Visits](#)'. This schedule provides you with an overview of how many visits are required for each unit. Please be mindful that each unit requires different numbers and types of visits. Please follow the Schedule of Visits as you will be paid via the Total Number Claimable accordingly. The unit's Assessment Guidelines provide an in-depth visit outline, available via [CANVAS](#).

During Professional Experience cont'd

The Pre-service Teacher is unwell and is unable to attend school. What do I do?

Pre-service Teachers may become unwell or have other reasons for not attending professional experience. Pre-service Teachers have access to (as do Supervisors on the [CANVAS](#) site or our [Professional Experience](#) webpage) an 'Absence from Professional Experience' form. Pre-service Teachers should fill this in and send it to their supervisor (they may also send it to the ECU Professional Experience Coordinator). If the Pre-service Teachers do not do this, please remind them to do so. As the Supervisor, please keep a check on how much leave the Pre-service Teacher has had. There is a sickness allowance; however, this is minimal for the Pre-service Teacher to meet the requirements of the professional experience. Any absence of 2 or more days requires a medical certificate. If you think the Pre-service Teacher's absence is impacting their professional experience, please contact the Mentor Teacher and the relevant Professional Experience Coordinator as a matter of urgency.

The Pre-service Teacher has informed that they have a prior engagement/appointment/need to pick children up from school (etc) and therefore need to arrive late/leave early/have the day off. Is this allowed?

Generally, the answer is no. Professional Experience is a full-time commitment, and Pre-service Teachers do not have permission (unless prior consent is given by the relevant Professional Experience Coordinator) to arrive late/leave early/have the day off. If the Pre-service Teacher states they have permission, please ask for the permission in writing or seek confirmation from the relevant Professional Experience Coordinator. A Mentor Teacher's permission is not satisfactory.

During Professional Experience cont'd

What is the process for incident reporting during placement?

If a Pre-service Teacher (PST) is involved in an incident during their placement, the appropriate steps must be followed to ensure the matter is documented and addressed correctly.

What is the process for reporting an incident?

The student must complete an incident report in consultation with the school where the incident occurred. A representative from the school is required to sign the completed incident report, along with the student.

Please note:

There is no requirement for the University Supervisor to sign the incident report.

It is the responsibility of the Pre-service Teacher to follow up with the school and ensure that the signed documentation is submitted to ECU in a timely manner.

Where can I find more information?

Guidance around incident management during placement is available through the following resources:

The [Professional Experience webpage](#) provides general information for all stakeholders involved in placements.

The [Professional Experience Handbook](#) outlines the procedures for managing incidents and should be consulted for detailed steps.

If there are any concerns or questions regarding the process, please don't hesitate to contact the Unit Coordinator or the Manager of the Professional Experience Office.

There is tension between the Mentor Teacher and the Pre-service Teacher. Should I step in, and what should I do?

This can be a tricky situation. It may be brought to your attention by the Mentor Teacher or by the Pre-service Teacher. Your professional judgement will be required here. It would be advisable to provide either the Mentor Teacher or the Pre-service Teacher with some strategies to manage/defuse the situation in the first place. However, if you think you may need to step in, then you can professionally do so. Of course, you can always contact the relevant Professional Experience Coordinator to ask for their advice if needed.

During Professional Experience cont'd

The Pre-service Teacher is displaying behaviour not suitable for the classroom (unprofessional dress/attitude, unkept appearance, showing up late, leaving early, not taking on board advice). What should I do?

As the Supervisor, your role involves making professional judgment calls depending on the seriousness of the behaviour, and your response will vary based on each situation. For less severe issues, such as unprofessional dress, it is advisable to engage in a polite yet professional conversation with the Pre-service Teacher. If the situation does not change, please contact the relevant Professional Experience Coordinator. If the situation is more serious, please contact the relevant Professional Experience Coordinator ASAP. It is best to address situations early and swiftly to rectify the situation so that it does not impact the professional experience.

I do not agree with how the Mentor Teacher mentors the Pre-service Teacher. What should I do?

Professional judgement is needed in this instance. If the Mentor Teacher's mentoring approach differs from your own, it is best to allow them to mentor as they see fit. If this approach is negatively affecting the Pre-service Teacher, it may be necessary to engage in a professional discussion. Keep in mind that this can have a negative consequence on the Pre-service Teacher. In this instance, it is recommended to speak with the relevant Professional Experience Coordinator before addressing the issue directly.

During Professional Experience cont'd

The Mentor Teacher is not providing the Pre-service Teacher with the required number of lessons, or the Mentor Teacher is giving over and above the required number of lessons to the Pre-service Teacher. What should I do?

The guidelines provided for the number of lessons are a guide only – some Mentor Teachers will be able to provide the Pre-service Teacher with more, others less (depending on specialist classes, etc). If you feel the Pre-service Teacher is not being provided enough lessons to meet the requirements adequately and fairly, you will need to discuss with the Mentor Teacher. If the Pre-service Teacher is not coping/is overwhelmed or has been given too many lessons that impact their ability to effectively meet the requirements, then discuss with the Mentor Teacher. Even if the Pre-service Teacher is capable, at times, too many lessons mean they do not spend enough time focusing on the improvements that they need to make to be an effective teacher. Generally, Pre-service Teachers do not like to say no to a Mentor Teacher; therefore, you may need to speak to the Mentor Teacher on their behalf. Discretion and professional judgement are always crucial.

The assessment for the Pre-service Teacher is due soon, yet I have not heard or seen the documentation required from the Mentor Teacher. What should I do?

In the past, Supervisors have found it effective to provide the Mentor Teacher with specific due dates (in line with the Assessment Guidelines) so they can complete the assessment forms in plenty of time for Supervisors to complete and submit. If you have not heard from the Mentor Teacher or if they have not submitted the required documentation/forms by the designated date, please email them or contact the school's administration office to kindly request that the Mentor Teacher contact you. If you are already at the school for a visit, you can see the Mentor Teacher in person. It is important to remember that Mentor Teachers are busy, and it may be the case that they have forgotten rather than simply not completing it. A friendly and professional reminder usually works well. At the end of the day, the Supervisor is responsible for the final assessment, so you may have to submit the forms without Mentor Teacher input. In this situation, you will rely on your visit notes.

During Professional Experience cont'd

How do I liaise with the Mentor Teacher when assessing the Pre-service Teacher?

Before professional experience, Mentor Teachers receive an email from the Professional Experience team with a link to the required forms for assessing the Pre-service Teacher. It is always a good idea to ask the Mentor Teacher at the beginning of the professional experience whether they have received this email. Within the email will be links to the required forms, which then link to your SONIA account. Ask them to check their Trash/Spam folder. Please note: *Mentor Teachers DO NOT have access to SONIA* – they only receive a link to the forms, which you will be able to access on your SONIA account for each Pre-service Teacher. If you need to discuss/liaise assessment comments/grades, please do so via phone call, in person or via email to the Mentor Teacher.

I am assessing the Pre-service Teacher, yet I cannot decide between the two dot points on the assessment form. How can I ensure I give the Pre-service Teacher the most appropriate mark?

Supervisors all have access to the monitoring tool for 3rd and 4th year undergraduates and Master of Teaching ([CANVAS](#)), and this can be used to decide between dot points. An honest assessment of the Pre-service Teacher's ability with the Mentor Teacher should assist you with any final assessment marks, and important for you to look at evidence and speak with all stakeholders, including the Pre-service Teacher. If a decision cannot be made, please contact the relevant Professional Experience Coordinator.

I have made an error on the Pre-service Teacher assessment form, yet I have already submitted the form. What can I do?

Please contact the Forms Team (formseducation@ecu.edu.au) and they will assist you.

During Professional Experience cont'd

How do I know what the final grade is for Teaching Skills and/or Professionalism?

Grading will depend on the discipline of the Pre-service Teacher and the type of professional experience they are undertaking. Please refer to the University Supervisor Grading Schema for Professional Learning in [SharePoint](#).

I am unwell and cannot attend my visit with the Pre-service Teacher. Do I rearrange?

Yes, you will need to rearrange with the Pre-service Teacher as soon as possible. Please bear in mind that this may mean they are showing you a different lesson to the one originally organised, so be mindful of this when you rearrange. If you are going to be unwell for more than one week, please inform the Supervision team (supervisededucation@ecu.edu.au) as they may need to arrange an alternative Supervisor.

I am unable to attend the University Supervisor training. Am I eligible to work for ECU as a University Supervisor?

Yes, however, professional learning is provided to you as an ECU employee to ensure you are trained accordingly in your role as University Supervisor to undertake the role confidently and professionally. Please contact the [University Supervisor Coordinator](#) for access to recorded sessions.