THE UNIVERSITY OF
WESTERN
AUSTRALIA

Welcome to the
Graduate School of Education

Course Information Booklet 2019

Graduate Diploma in School Psychology

Course code: 30360

Compulsory Education Induction:

Friday 22 February

Semester 1, 2019 classes commence Monday 25 February

Please see website for more information:
http://www.education.uwa.edu.au/students

Latest update 06/02/2019

Graduate School of Education - Academic Calendar 2019 - Secondary & Grad Dip Sch Psych

Semester 1 commences Monday 25 February 2019

Semester 2 (A4E) commences Monday 22 July 2019

#	Dates 2019	M	T	W	T	F	Grad Dip in Ed (Teach out mode) & Grad Dip in School Psychology	Master of Teaching Secondary Year 1	Master of Teaching Secondary Year 2	Master of Teaching Secondary Accelerated Year 1	Master of Teaching Secondary Accelerated Year 2	Govt School Term
1	JAN		1	2	3	4	Uni reopens 3 January	Uni reopens 3 January	Uni reopens 3 January	Uni reopens 3 January	Uni reopens 3 January	
2		7	8	9	10	11	January Teaching	January Teaching	January Teaching	January Teaching	January Teaching	
3		14	15	16	17	18	January Teaching	January Teaching	January Teaching	January Teaching	January Teaching	
4		21	22	23	24	25	January Teaching	January Teaching	January Teaching	January Teaching	January Teaching	
5	FEB	28	29	30	31	1	January Teaching (Aust Day-Mon)	January Teaching (Aust Day-Mon)	January Teaching (Aust Day-Mon)	January Teaching (Aust Day-Mon)	January Teaching (Aust Day-Mon)	
6		4	5	6	7	8						1
7		11	12	13	14	15						2
8		18	19	20	21	22	Orientation	Orientation		Orientation		3
9	MAR	25	26	27	28	1	Lectures	Lectures	Lectures	Lectures	Lectures	4
10		4	5	6	7	8	Lectures	Lectures	Lectures	Lectures	Lectures	5
11		11	12	13	14	15	Lectures	Lectures	Lectures	Lectures	Lectures	6
12		18	19	20	21	22	Lectures	Lectures	Lectures	Lectures	Lectures	7
13		25	26	27	28	29	Lectures	Lectures	Lectures	Lectures	Lectures	8
14	APR	1	2	3	4	5	Lectures	Lectures	Lectures	Lectures	Interventions EDUC5515	9
15		8	9	10	11	12	Lectures	Lectures	Lectures	Lectures	Interventions EDUC5515	10
16		15	16	17	18	19	Vacation (Good Friday)	Vacation (Good Friday)	Vacation (Good Friday)	Vacation (Good Friday)	Vacation (Good Friday)	Vacation
17		22	23	24	25	26	Vacation (Easter Mon & Anzac Day -Thurs)	Vacation (Easter Mon & Anzac Day -Thurs)	Vacation (Easter Mon & Anzac Day -Thurs)	Vacation (Easter Mon & Anzac Day -Thurs)	Vacation (Easter Mon & Anzac Day -Thurs)	Vacation
18	MAY	29	30	1	2	3	Lectures	Lectures	Lectures	Lectures	Lectures	1
19		6	7	8	9	10	Lectures	Lectures	Lectures	Lectures	Lectures	2
20		13	14	15	16	17	Lectures	Lectures	Lectures	Lectures	Lectures	3
21		20	21	22	23	24	No Lectures (one prac day)	No Lectures (one prac day)	No Lectures (one prac day)	No Lectures (one prac day)	Lectures	4
22		27	28	29	30	31	Professional Practice	Professional Practice	Professional Practice	Professional Practice	Lectures	5
23	JUN	3	4	5	6	7	Professional Practice	Professional Practice	Professional Practice	Professional Practice	NON-CONTACT	6
24		10	11	12	13	14	Professional Practice	Professional Practice	Professional Practice	Professional Practice	NON-CONTACT	7
25		17	18	19	20	21	Professional Practice	Professional Practice	Professional Practice	Professional Practice	NON-CONTACT	8
26		24	25	26	27	28	Professional Practice	Post Practice Briefing	Professional Practice	Professional Practice	NON-CONTACT	9
27	JUL	1	2	3	4	5	Professional Practice	NON-CONTACT	Professional Practice	Professional Practice	NON-CONTACT	10
28		8	9	10	11	12	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
29		15	16	17	18	19	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
30		22	23	24	25	26	Lectures	Lectures	Lectures	Lectures		1
31	AUG	29	30	31	1	2	Lectures	Lectures	Lectures	Lectures		2
32		5	6	7	8	9	Lectures	Lectures	Lectures	Lectures		3
33		12	13	14	15	16	Lectures	Lectures	Lectures	Lectures		4
34		19	20	21	22	23	Professional Practice	Professional Practice	Lectures	Professional Practice		5
35		26	27	28	29	30	Professional Practice	Professional Practice	Interventions EDUC5515	Professional Practice		6
36	SEP	2	3	4	5	6	Professional Practice	Professional Practice	Interventions EDUC5515	Professional Practice		7
37		9	10	11	12	13	Professional Practice	NON-CONTACT	Lectures	Professional Practice		8
38		16	17	18	19	20	Professional Practice	NON-CONTACT	Lectures	Professional Practice		9
39		23	24	25	26	27	Professional Practice	NON-CONTACT	Lectures	Professional Practice		10
40	OCT	30	1	2	3	4	Vacation	Vacation	Vacation	Vacation		Vacation
41		7	8	9	10	11	Vacation	Vacation	Vacation	Vacation		Vacation
42		14	15	16	17	18	Lectures	Lectures	Lectures	Lectures		1
43		21	22	23	24	25	Lectures	Lectures	Lectures/FORUM/exams	Lectures		2
44	NOV	28	29	30	31	1	Lectures	Lectures	Lectures	Lectures		3
45		4	5	6	7	8	Lectures	Lectures	Lectures	Lectures		4
46		11	12	13	14	15	Lectures	Lectures	Lectures	Lectures		5
47		18	19	20	21	22						6
48		25	26	27	28	29						7
49	DEC	2	3	4	5	6						8
50		9	10	11	12	13						9
51		16	17	18	19	20						10
52		23	24	25	26	27						Vacation

COURSE INFORMATION

COURSE CONTACTS

The following staff are available to assist students with aspects of the course:

Position	Name	Room	Telephone & Email	Areas of Assistance
Course Coordinator	Ken Glasgow		6488 2268 ken.glasgow@uwa.edu.au	All aspects of course content and academic progress.
Student Experience Officer	Anna Lee	G.24 ALVA build.	6488 2397 anna.lee@uwa.edu.au	All aspects of course enrolment.
Professional Practice Placement Officers	Edwina Eassie	2.29	6488 8736 prac-edu@uwa.edu.au	Issues specific to professional practice placements (including clearances for school placements).
Reception		2.29	6488 2388 reception-edu@uwa.edu.au	General information, timetabling/Class allocation queries, and assignment submission/ collection.
Computer Support			http://www.library.uwa.edu.au/it-help/students	All aspects of IT Support.

Clearances

Due to its responsibility for the education, safety and duty of care of children in schools, the Education systems demand the highest professional standards and personal ethics from practitioners. The Department of Education of Western Australia and cooperating non-government schools have the right to determine 'fit and proper persons' to enter and practise in schools and to exclude people from school premises. The following clearances are required:

The Department of Education National Police History Check (NPHC)

As a number of units include school-based activities, this clearance needs be obtained by all pre-service school psychology students shortly after enrolment in the course (regardless of whether they are enrolling in a professional practice unit). Please note that this is **not** a National Police Certificate issued by the police through a Police Station, which is applied for at an Australia Post Office. Criminal Record Checks obtained from any other agency, including the Police, cannot be accepted for employment or placement for legal reasons.

This clearance is required before a pre-service teacher commences any school-based activity in government schools. Students not cleared must take their notification direct to the Department of Education of Western Australia, 151 Royal Street, East Perth, for review by the Screening Committee. All such information will be treated confidentially.

Working with Children Check (WWCC)

A Working with Children Check is required for pre-service school psychology students enrolled in a professional practice unit or a course unit which involves school-based activities that include interactions with children.

Please note, before students are permitted to commence professional practice they will be required to obtain both a Department of Education – National Police History Record Check (NPHC), and a Working with Children Check (WWCC). Both of these clearances must be presented to the GSE General Office, where a certified copy will be stored in the Professional Practice Office.

It is essential that the necessary clearances be obtained in advance of any period of professional practice or school-based activity (as required). Failure to obtain the necessary clearances will result in the professional practice component being deferred or cancelled.

Information is available about all units from the UWA handbook   http://handbooks.uwa.edu.au/

Current timetables for semester 1 and semester 2 are available at:
www.education.uwa.edu.au/students/timetables

Note: This course guide is subject to change, please always refer to the handbook for up-to-date information regarding course structure and unit availability.

Full time study plan

Semester 1 (Feb – June)	Teaching period A4E (July – Nov)
EDUC5469 School Psychology I	EDUC5478 School Psychology II
EDUC5468 Special Education Curriculum I	EDUC5454 Learning Difficulties
EDUC5492 Understanding and Managing Disruptive Behaviour Disorders	EDUC5406 School Psychology Practice II (A4E)
EDUC5485 Development, Teaching and Learning: Theory and Practice	
EDUC5405 School Psychology Professional Practice I (teaching period A2C)	

Part time study plan over 2 years

	Semester 1 (Feb – June)	Teaching period A4E (July – Nov)
Year 1	EDUC5468 Special Education Curriculum I	EDUC5454 Learning Difficulties
	EDUC5485 Development, Teaching and Learning: Theory and Practice	
	EDUC5492 Understanding and Managing Disruptive Behaviour Disorders	
Year 2	EDUC5469 School Psychology I	EDUC5478 School Psychology II
	EDUC5405 School Psychology Professional Practice I (A2C)	EDUC5406 School Psychology Practice II (A4E)

Midyear entry study plan over 1.5 years

	Semester 1 (Feb – June)	Teaching period A4E (July – Nov)
Year 1	N/A as midyear entry	EDUC5454 Learning Difficulties
Year 2	EDUC5469 School Psychology I	EDUC5478 School Psychology II
	EDUC5468 Special Education Curriculum I	EDUC5406 School Psychology Practice II (A4E)
	EDUC5492 Understanding and Managing Disruptive Behaviour Disorders	
	EDUC5485 Development, Teaching and Learning: Theory and Practice	
	EDUC5405 School Psychology Professional Practice I (A2C)	

Note: Students must be available during the scheduled professional practice periods as per the Graduate School of Education calendar, and are required to give a full-time commitment to the school at which they are undertaking their practicum during the scheduled days.

PRACTICUM

The course requires students to undertake two six week practicum experiences.

The semester one practicum requires students to spend three weeks in an Education Support facility teaching. The facility may be an Education Support Centre or an Education Support School. This placement is followed by a three week period with school psychologist mentor/s and may be either Primary school or Secondary school based or a mix of both.

The six week second semester practicum will, similarly be with school psychologist mentor/s and be Primary or Secondary based, or a mix of both. It is anticipated that students will have the option of completing this practicum at a country location if they choose to do so.

ASSESSMENT POLICIES

Pre-service school psychology students should consult their unit outlines at the commencement of each unit for final details concerning assessments and submission dates. **It is important to work consistently on assignments so that due dates can be met, as there will be penalties for late submission.**

Submitting Assignments

All assignments must be submitted through LMS (Blackboard), unless given other directions by the unit coordinator. Normally, assignments submitted will be returned within three weeks unless otherwise advised.

Extensions – Special Consideration

Extensions will only be granted in the case of illness (a medical certificate is required) or on compassionate grounds (for example serious illness or death in the family). Work-related or time management/Organisational reasons will not be accepted.

Please see http://www.student.uwa.edu.au/course/exams/consideration for the complete information regarding Special Consideration applications.

PLAGIARISM

What is plagiarism?

Plagiarism is the presentation of the work of other people as one's own work, without referencing its source or attributing it to its intellectual proprietor. Such misuse of the work of others constitutes plagiarism, whether that work is in published or unpublished physical form, or in the form of thoughts or ideas. Plagiarism is the most serious of academic offences because it is a form of cheating.

Principles to be applied

All work submitted by any pre-service teacher in the School of Education is to be the work of that individual alone. Pre-service teachers may, and indeed are encouraged, to draw upon the work of others, but it must be duly acknowledged and referenced in accordance with standard academic conventions. Work that, in whole or in part, is not that of the pre-service teacher who has submitted it will be regarded as plagiarised, and will be dealt with in the manner outlined below. (Similar rules apply to group assignments. The submitted results of any work set for a group must be the original work of members of the group, unless otherwise indicated.)

Degrees of plagiarism

The school of Education recognises several degrees of plagiarism. From least to most serious these are:
1. Failure to reference intellectual property
2. Failure to reference direct quotations
3. Extended unreferenced quotations or paraphrases
4. Submission of [near] identical assignments
5. Copying of another's work
6. Submitting an assignment produced for another unit

Further details on this policy can be obtained from:
http://www.teachingandlearning.uwa.edu.au/staff/policies/conduct/plagiarism
http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?policy=UP07%2F21

Grades

Pre-service school psychology students are advised that the grades they receive during the year are provisional only. Grades are only official after they have been passed by the Board of Examiners. Assignments will be graded according to the University scale *and only grades, not percentages, will be recorded on assignments*. However, for your information the following scale applies:

	Grade	Percentage
High Distinction	HD	80–100
Distinction	D	70–79
Credit Pass	CR	60–69
Pass	P	50–59
Fail	N+	45–49
Fail	N	0–44

PROCEDURES FOR GRIEVANCES, APPEALS AND COMPLAINTS

If a pre-service teacher believes that the initial academic assessment/s given for any piece(s) of work which contribute(s) to the final result in the unit or course does not fairly represent the worth of the piece(s) of work, they may formally appeal against the assessment. It is recommended that the issue be discussed with the unit coordinator and the course coordinator before taking any further action. The full procedure for appeals can be accessed via:

http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP15%2F1

Pre-service teachers are directed to the Guild website for information regarding these procedures: http://www.uwastudentguild.com/assist/academic/

HELPFUL INFORMATION

If you are experiencing problems with study in a particular unit:

- Contact the Student Experience Office, email studentoffice-design@uwa.edu.au
- discuss it with your tutor/ lecturer; and/or
- consult the unit co-ordinator.

Approved Leave

Current students, please submit your application online through studentConnect under "Discontinuation and Approved Leave."

Withdrawal from Units/Changes to Enrolment

Students must not withdraw from units without consulting the course coordinators or unit coordinators. If a student decides to withdraw from the whole program, they must advise the Course Coordinator and the Professional Practice Coordinator *immediately* as the schools in which they have been placed must be notified.

Changes of enrolment can occur within the first two weeks of semester, and withdrawal without penalty up until the University census date and should be discussed with the Course Coordinator.

Learning Management System (LMS)

Additional materials to support your learning are available on the Learning Management System site for each unit and the ITE LMS site. These materials and opportunities supplement face to face teaching. They do not replace attendance in classes. Information is available from   http://www.lms.uwa.edu.au.

Emails and Communication

All email communication will occur through the student email address system. Ensure that you regularly check your student email account.

Computer Laboratory and Information Services

Computer access is available in the Education building through WiFi connection, the GSE Computer Lab (on the ground floor in room G26) and the EDFAA library. If you are currently enrolled in any units offered by the Graduate School of Education then a GSE Lab account will have been created for you on our server. Your username and password will be the same as your Student ID and Pheme password. Please contact http://www.library.uwa.edu.au/it-help/students for IT support

Appropriate Use of UWA Graduate School of Education Computers

For detailed information about UWA IT Policies, please refer to http://www.is.uwa.edu.au/it-help

EDFAA Library (Education, Fine Arts and Architecture)

The EDFAA library contains a collection of curriculum resources which are essential for pre-service teachers. The collection includes an extensive array of curriculum texts used by teachers and students in schools. Pre-service teachers are advised to familiarise themselves with these resources at the beginning of the course.

The EDFAA library provides a wide range of support service, including sessions on information searching and referencing and study rooms for small group meetings. For more information see http://www.is.uwa.edu.au/ or contact EDFAA Library staff at (6488 1962; or 64881941).

UWA GRADUATE SCHOOL OF EDUCATION

CODE OF CONDUCT
PRE-SERVICE TEACHER EDUCATION STUDENTS

It is the responsibility of pre-service teachers to demonstrate sustained professional conduct during all periods of professional practice and are expected to:

Demonstrate self-awareness and self-management	• adopt professional dress and grooming expectations of the school and the university • maintain an approachable and pleasant demeanour at all times • maintain high standards of personal hygiene • thoroughly prepare for all aspects of the teaching practicum, allowing sufficient time for consultation with the mentor • manage emotional tension with maturity • engage with and respond positively to professional advice and feedback, including criticism • ensure that materials are prepared well before the lesson • demonstrate professional commitment through effective time management - early arrival at school, productive use of DOTT time and tactful use of recess and lunch times, meeting university and school deadlines
Demonstrate situational management and social awareness	• respect the needs of the staff at the school in the use of equipment such as computers, photocopiers and learning spaces • comply with school or department procedures for the use of audio-visual, library, sporting and any other relevant resources • recognise that schools have limited budgets and resources should be used thoughtfully • actively participate in the life of the school community by shadowing their mentor in all aspects of his/her duties and becoming involved in a diversity of activities within the school • refrain from public criticism of university and school colleagues • respect the confidentiality of colleagues and students in your care • promote harmonious and respectful interpersonal relationships among staff and peers • demonstrate initiative by offering ideas and strategies for the development of teaching plans
Comply with Policy and Legislation	• be familiar with the Department of Education (WA) regulations and school policies and ensure that these are enacted to the best of your ability • comply with duty-of-care requirements • be familiar with, and operate within the legislative requirements pertaining to schools and the education and care of students and staff. • willingly undertake all duties as required by the mentor teacher. • observe school and university regulations regarding attendance • ensure that necessary clearances have been obtained and are current (valid)
Digital Technology awareness and use	• when filming or photographing lessons, exercise caution in the process of making digital recordings for assessment or ePortfolio purposes. • this includes: a) making sure that the camera is focused on you (the PST) and not on students (this may be achieved by setting up the camera in a position where no students' faces will be recorded) b) ensuring that there are no identifiable images of students or the school uploaded to the internet or to any digital platform • failure to take appropriate steps to ensure the privacy of others may result in a complaint and/or a student disciplinary process

In order to proceed to practicum, you must agree to the terms of the Code of Conduct. To do this:

. Go to LMS; My Organisations; Professional Practice 2019; click on SONIAOnline (menu on left)

. Login to SONIAOnline

. Click on the Forms tab at the top of the screen and locate the Code of Conduct

. Read the form; tick the box to agree to the terms of the Code of Conduct; Submit the form; Log off.