## Appendix 4 – Course Convenor/Liaison Report

### Instructions to Course Convenor/University Liaison

Upon completion, this document is to be returned to the **Work Integrated Learning Office**

### Course Convenor/Liaison Staff Information

<table>
<thead>
<tr>
<th>Name of Course Convenor/Liaison staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Visit</td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td></td>
</tr>
</tbody>
</table>

### Details of Teacher Education Student

<table>
<thead>
<tr>
<th>Teacher Education Student Name</th>
<th>Method/s 1. 2.</th>
<th>Program</th>
<th>Supervising Teacher Name</th>
<th>School Coordinator Name</th>
</tr>
</thead>
</table>

### Direct Contact with

- Supervising Teacher
- School Coordinator
- Teacher Education Student

### Teacher Education Student Requirements

Please tick appropriate box upon sighting the following completed documentation:

- ☐ Timetable
- ☐ Up-to-date Lesson Plans
- ☐ Observation Tasks
- ☐ Lesson Observations
- ☐ Teaching Materials

### General Comments

**Strengths/ Concerns raised by the Supervising Teacher**

**Strengths/ Concerns raised by the Teacher Education Student**

**General comments of this placement for Professional Experience**

### For the Attention of the Course Coordinator

- Any follow up required?
  - Yes
  - No
- Follow up visit by Course Convenor required – please give details if arrangement already made
- Contact by Work Integrated Learning Coordinator required