

Policy Number:	SA.30	Version Number:	2012 v.1
Policy Name:	ATTENDANCE DURING PRACTICUM (TEACHER EDUCATION)		
Approved by:	Academic Board		
Last Reviewed:	2012	Review Period:	3 years

Rationale

Teacher Education students at Bethlehem Tertiary Institute are required, as part of their programme of study, to participate in practicum experiences. As programmes at the Institute lead to recognised professional qualifications the impact of persistent absences will in all likelihood affect professional competence. Students are reminded that the responsibility for learning and attendance is primarily in their own hands and that attendance is an aspect of character, integrity and professionalism.

Purpose

This policy outlines the way Bethlehem Tertiary Institute will manage this aspect of Institute life.

Policy

1. Attendance on all days of practicum placement is expected.
2. Students are responsible for notifying their Mentor/Associate Teacher and the BTI office if they are going to be absent for any reason.
3. Students may be granted leave of absence for up to three (3) days during any one practicum placement for verifiably legitimate reasons (e.g holds a medical certificate or experiences extraordinary reasons such as a family bereavement). In these instances, students will not be required to make good their loss of time in the school/centre.
4. The impact of absences longer than three (3) days during any one practicum placement or persistent absences during consecutive practica will be assessed on an individual basis by the Practicum Co-ordinator and/or Programme Co-ordinator and Visiting Tutor, in conjunction with the Associate Teacher. The outcome of this assessment may result in either:
 - a. The duration of the absence being redeemed at a time deemed most convenient to the placement school/centre, the associate, the student and the visiting lecturer.
 - b. The student being asked to withdraw from the practicum and enrol at a later date.
5. All absences received by the BTI office need to be forwarded to the Practicum Co-ordinator for collation. Associate Teachers are responsible for formally recording student absences on practicum report forms. In the case of the Graduate Diploma of Teaching (Secondary) the schools Practicum Co-ordinator is responsible for recording absences.