

As at 1 December 2021



THE EDUCATION UNIVERSITY OF HONG KONG

Faculty of Education and Human Development

Bachelor of Arts (Honours) in Special Education Programme

PRACTICUM HANDBOOK

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Definitions

Practicum	Planned and supervised experiences in a work setting that provides opportunities for students to synthesize knowledge and skills and demonstrate professional competencies
Practicum Agency	The work setting in which a student undertakes practicum
Practicum Coordinator	A member of the Education University of Hong Kong assigned to supervise the overall implementation of the Practicum
Agency Supervisor	A qualified professional staff member of the Practicum Agency who serves as the Practicum Student's mentor and role model, assists and supervises the Practicum Student throughout the practicum
Practicum Tutor	A member of the Education University of Hong Kong assigned to supervise the Practicum Student and coordinate with the Agency Supervisor
Practicum Student	A student enrolled in the Bachelor of Arts (Honours) in Special Education (BA(SE)) Programme of the Education University of Hong Kong and undertake practicum in a work setting

A. Introduction

Practicum is an integral part of the Bachelor of Arts (Honours) in Special Education (BA(SE)) curriculum that bridges classroom learning and practice realities. Students are required to undertake a 200-hour Practicum in community-based centres and/or schools. They will be guided through the process by a comprehensive practicum handbook and assigned Practicum Tutors. Students will have opportunities to apply studied theories, principles and strategies in a real work setting related to special education, reflect on the experience, and deepen their understanding of effective skills in serving people with special needs. The practicum experience will also facilitate students to consider their future career goals.

This Practicum Handbook contains information, guidelines, policies and procedures of the practicum experience for the programme, and provides an overarching framework for direction purpose. It serves as the reference document for Practicum Students, Faculty Members and Practicum Tutors involved in the practicum experience. However, users are reminded that

- a) No single set of instructions can account for all situations and when disputes or irregularities arise, the Practicum Coordinator should be referred to for instructions, mediation or judgment.
- b) The final practicum format, particularly the duration and schedule, may be subject to situations and availabilities of the Practicum Agencies. The major premise, however, is that the operation fulfills course requirements and achieves the defined intended learning outcomes without affecting the curriculum and programme implementation.
- c) In case of divergence or conflict between the provisions of this Practicum Handbook and the University's policies, regulations or procedures, the University's policies, regulations or procedures shall prevail.

B. Learning Outcomes

Practicum provides students with growth and development opportunities in a real-world setting under the direct supervision of qualified professionals that necessitate the application of knowledge and competencies acquired during coursework and demanded in their chosen professional field. Upon completion of required practicum experiences, students should be able to demonstrate professional competencies that will be needed in their future career.

Practicum experiences are a culminating experience, that provides extensive, as well as valuable, authentic work experience opportunities. The University expects the Practicum Student, while still a student, to assume a responsible and comprehensive role that is commensurate with that of a full-time professional. In that vein, the University expects the Practicum Students, with advice from the *Agency Supervisors and Practicum Tutors*, to establish the achievable objectives during the practicum experience while completing the course requirements.

Course Intended Learning Outcomes (CILOs)

On successful completion of the course Practicum, students should be able to:

- a) apply the knowledge and skills learned from classroom to the professional contexts in a real world situation
- b) identify and demonstrate evidence-based practices that support people with disabilities or learners struggling with academic content
- c) reflect and evaluate professionally on practices observed in the field setting
- d) apply effective research, communication and teamwork skills in the professional practice of special education
- e) construct own learning goals and consolidate learning experiences into reports and presentations

C. Course Requirements

The Practicum course carries 6 credit points and is a requirement for graduation of the BA(SE) programme. This course provides students with experiential learning opportunities to apply learned theories, principles, strategies and skills to practice in a real work setting closely related to their specialization study. It is expected that students will reflect on and apply the skills and knowledge developed in their coursework, and deepen their understanding of effective human and organization skills in the work settings. The practicum experience will also allow students to consider their future career goals.

Prerequisites

Students who satisfy the following prerequisites will be permitted to apply for a Practicum: *First-year-first-degree (FYFD) students are required to complete at least 39 cps of Major courses. For senior year entrants, they are required to complete at least 30 cps of the Major courses including SED4074.*

All exceptions have to be approved by the *Practicum Coordinator*.

Course Content and Activities

1. Pre-practicum seminars and workshops

Students are required to attend a series of pre-practicum seminars or workshops and participate in class activities including but not limited to case studies, group discussions and consultation. The seminars and workshops will cover topics on:

- practicum requirements and guidelines
- ethical issues and interpersonal skills
- review and reflection on learning from coursework
- design, management and accomplishment of learning outcomes/goals

2. Practicum

Students are required to undertake a full-time block placement of 6-8 weeks, with at least 200 contact hours with the Practicum Agency. Students should take the opportunity to learn by undertaking the following activities:

- observation of the organization (structure, culture, policies, operation) and people's work
- accomplishment of tasks assigned by the Agency Supervisor/Practicum Tutor

- participation in discussion/consultation with Agency Supervisor and Practicum Tutor about practicum-related matters
- development of Practicum Students own ePortfolio on Mahara or Sway and keep it up to date
 - create and upload artifacts;
 - complete Weekly Logs with reflection
- sharing Weekly Logs to Agency Supervisor for regular inspection
- preparation for on-site supervisions by Practicum Tutor
- participation in the interim and final performance review (**Appendix 2**) by Agency Supervisor/Practicum Tutor and collect their feedback for improvement

3. Post-practicum seminars and workshops

Students are required to attend the post-practicum seminars and workshops, and participate in activities including but not limited to case studies, group discussions, sharing by students, Practicum Tutors and Agency Supervisors. The central theme of these post-practicum seminars/workshops rests with

- review and reflection on the practicum
- sharing of significant learning, difficulties and challenges experienced

Assessment

The Practicum course will be assessed by a combination of the following elements:

1. Practicum seminars and workshops – Pass or Fail

Full attendance of the mandatory pre-practicum and post-practicum seminars and workshops.

2. (a) Practicum performance review 50%

Satisfactory participation and performance in assigned responsibilities and activities in the attachment organization. There are at least two supervisions by the Practicum Tutor. The performance review results will be decided by the Practicum Tutor with due consideration given to those evaluated by the Agency Supervisor.

(b) ePortfolio 50%

An individual written report of 3,000 words in the form of ePortfolio to consolidate and summarize the practicum experience. The report should include a representative and selective collection of evidence (e.g., learning journals, application of knowledge and skills, and evidence-based research, etc.) to demonstrate the student's progress, efforts and accomplishments in the practicum, with components:

a. Background Information

- b. Practicum Proposal
- c. Weekly Log
- d. Final Reflection

(c) Post-practicum presentation -- Pass or Fail

Students are required to present their ePortfolio in a sharing session open to all students and supervisors.

Remarks:

- Any unsatisfactory performance in any of the assessment components will result in a final grade “Fail” for the whole course.
- Any evidence of fraud or misconduct in the practicum may nullify the student’s eligibility for practicum credits and/or lead to disciplinary proceedings.

D. The Practicum

Format and Duration

Students are required to undertake a full-time block placement of 6-8 weeks, with at least 200 contact hours with the Practicum Agency. FYFD students will conduct practicum in Semester 2 of their Year 3 while senior year entrants will conduct their practicum in Semester 2 of their final year of study. The exact work mode, working period and hours, and scope of responsibilities will be proposed by the Practicum Agency and agreed by the Practicum Student and Practicum Tutor. During the practicum, students should consider themselves as ordinary employees of the agency and adhere to its policies, guidelines and rules.

Contact time is generally defined as time spent at the site or time required to complete assigned responsibilities. Time spent on daily traveling to work and completing the course assignments should not be counted as contact time.

Sources of Practicum Position from External Agencies

(i) From the Faculty/ Student Affairs Office

The Faculty/ Student Affairs Office may have already established the connection with some external agencies. Students should check the announcement from the Faculty/ Student Affairs Office and observe the procedures and deadline of application; OR

(ii) Direct Approach by the Student

Students may contact external agencies on their own and provide details for the approval of Practicum Coordinator before practicum assignment.

Application and Assignment of Practicum

1. Upon fulfilling the prerequisite as stated in Section C and prior to the semester of the planned practicum, students must submit the completed eForm “**Practicum Application**” (Link to be provided) by the announced deadline.
2. The *Practicum Coordinator* will contact the **Practicum Agencies** and make the practicum assignments by taking into consideration the information given by students in their practicum application. While every effort will be made to honor a student’s choice of practicum agency, there are no guarantees as to actual placement.

3. Once the practicum agency is confirmed, the *Practicum Student* has to attend a meeting with the *Agency Supervisor* for an orientation to the agency and to discuss practicum goals, agency requirements and activities, etc.
4. The *Practicum Student* is required to indicate his/her learning outcomes/goals and planned tasks/ activities in their ePortfolio (**Practicum Proposal**).
5. Prior to the start of the Practicum, *Practicum Student* will be required to attend pre-practicum seminars and workshops, which are mandatory and require full attendance.

Timeline of Practicum

The following is a suggested schedule of events for practicum:

FYFD students will conduct practicum in Semester 2 of their Year 3 while senior-year entrants will conduct practicum during Semester 2 of their final year of study.

Timeline for senior-year entrants:

Time	Event
September	1 st Practicum Seminar
	Announcement of Practicum agencies & positions
	Practicum Application with preferences by Google form in Moodle
October	2 nd Practicum Seminar & Workshop
	Development of individual ePortfolio by students
November	3 rd Practicum Seminar & Workshop
	Announcement of practicum assignment
December	1 st Meeting with Agency Supervisor to discuss planned tasks/ activities to be accomplished during practicum
	Demonstration of planned tasks/ activities to be accomplished during practicum in their ePortfolio by students (Practicum Proposal)
January to February	Practicum Commencement
	Record of the tasks/ activities accomplished (Weekly Log) and regular update of ePortfolio
March	Students' submission of final portfolio to the Faculty
	Post-practicum workshops and presentation

Timeline for FYFD students:

Time	Event
September	1 st Practicum Seminar
	Announcement of Practicum agencies & positions
	Practicum Application with preferences by Google form in Moodle
October	2 nd Practicum Seminar & Workshop
	Development of individual ePortfolio by students
November	3 rd Practicum Seminar & Workshop
	Announcement of practicum assignment
December	1 st Meeting with Agency Supervisor to discuss planned tasks/ activities to be accomplished during practicum
	Demonstration of planned tasks/ activities to be accomplished during practicum in their ePortfolio by students (Practicum Proposal)
January	4 th Practicum Seminar & Workshop (FYFD)
February or March	5 th Practicum Seminar & Workshop (FYFD)
April to May	Practicum Commencement
	Record of the tasks/ activities accomplished (Weekly Log) and regular update of ePortfolio
June	Students' submission of final portfolio to the Faculty
	Post-practicum workshops and presentation

Quality Assurance Mechanism

To ensure the quality of the practicum experience:

1. Practicum Students, Practicum Agencies and Practicum Tutors are required to sign a Practicum Policy and Code of Conduct Agreement (**Appendix 1**) before the practicum.
2. Practicum Students should complete Weekly Log Sheets throughout the practicum to record activities accomplished. The log should be shown to and endorsed by the Agency Supervisor on a regular basis.
3. The Agency Supervisor and Practicum Tutor are required to conduct interim and final performance reviews for the Practicum Student.
4. The Department further requests each Agency Supervisor to fill out a Practicum Evaluation Form and Practicum Student to fill out a Practicum Evaluation to gauge their views toward the Practicum requirements and arrangements. The evaluation results will form the basis for review of programme curriculum and practicum design, and for drawing up strategies for programme improvement and development to meet community needs.
5. For those Practicum Students who receive a failure result in the interim or final performance review, the Department will trigger the **Procedures for Handling Failure Cases in Practicum**. Please refer to **Appendix 3** for details.

Insurance

The University has acquired Group Personal Accident Insurance to cover students against death, permanent disablement and accidental medical expenses as a result of bodily injury resulting from an accident while participating in and/or attending a designated activity which is organized or supervised or arranged by the University. The latest version insurance policy can be found on website of the Finance Office (https://www.eduhk.hk/fo_corner/view.php?sso=y&m=3180&secid=50630).

Tropical Cyclone or Rainstorm Arrangement

The Practicum Student is advised to discuss and work out the work arrangement under Tropical Cyclone Signal No. 8 or above or the Black Rainstorm with the Practicum Agency and Agency Supervisor. The safety of Practicum Student is the prime concern in any event and shall contact the Practicum Coordinator for further recommendations whenever necessary.

Postponing Teaching Practice (TP)/ Practicum/ Internship for Students with Sex-related Crimes Conviction and/or Prosecution

(Applicable to all full-time and part-time programmes with TP/Practicum/Internship or equivalent activity where participants require placements from EdUHK from 2014/15 academic year onwards)

The regulation is stipulated in Chapter 7 “Student Conduct” in the Student Handbook: https://www.eduhk.hk/re/student_handbook/main.html

All Practicum students are required to apply Sexual Conviction Declaration before your Practicum. Please submit the completed application letter (**Appendix 4**) for Practicum Coordinator signature.

Please visit the website of Hong Kong Police Force (https://www.police.gov.hk/ppp_en/11_useful_info/scrc.html) to get more information about application Sexual Conviction Declaration.

E. Roles and Responsibilities of Different Parties in Practicum

Practicum Coordinator

The Practicum Coordinator acts as a bridge among the tripartite partners – the Practicum Student, the Practicum Agency, and the Practicum Tutor. He or she will oversee the operation of the Practicum course and practicum *per se* with support from department staff. Specific responsibilities include:

- develop and maintain a directory of Practicum Agencies;
- facilitate the communications of requests from the tripartite partners;
- plan and host practicum sessions for briefing, induction, debriefing and experience sharing;
- assess Practicum Students' eligibility and make final placement decisions;
- assign Practicum Students to Practicum Agencies and Practicum Tutors;
- review the results of practicum evaluation by Practicum Students and Agency Supervisors, and draw up strategies and action plans to address problems identified;
- apprise faculty and department heads of recommended changes in practicum policies, procedures, and practices;
- arbitrate and settle issues that the tripartite partners are not able to resolve; and
- maintain and update the Practicum Handbook

Practicum Tutor

The Department will designate a Practicum Tutor to give guidance and recommendation to each Practicum Student throughout the practicum period. This Practicum Tutor is expected to:

- conduct **at least** two on-site supervisions to
 - (a) evaluate Practicum Student's performance and assign assessment grade in consultation with respective Agency Supervisor; and
 - (b) discuss the practicum arrangements and experience with both Practicum Student and Agency Supervisor;
- provide guidance and counselling to Practicum Student about practicum-related matters – needs, strategies, hardships, work and communication problems; and
- report to the Practicum Coordinator any irregularity identified with or difficult problems encountered by the Practicum Student and/or the Practicum Agency.

Agency Supervisor

The Practicum Agency will assign a qualified professional staff member who serves as the Practicum Student's mentor and supervises the Practicum Student throughout the practicum. This Agency Supervisor, with support from the Practicum Agency, is requested to undertake the following tasks:

- meet with the Practicum Student to discuss interests, needs, goals, and task assignments;
- clarify for the Practicum Student job requirements/expectations;
- orient the Practicum Student to the agency, its staff, policies, regulations, programs and activities, and administrative procedures;
- provide the Practicum Student with the agreed-upon hours of work across whole practicum period as required by the department;
- provide necessary on-the-job training and guidance to the Practicum Student;
- supervise and monitor the work of the Practicum Student;
- review and discuss with the Practicum Student about his/her progress on a regular basis;
- conduct interim and final performance reviews and fill out the Performance Review Form (Appendix 2) for the Practicum Student;
- facilitate on-site supervisions by the Practicum Tutor; and
- report any irregularities or concerns to the Practicum Coordinator about the Practicum Student's performance or conduct.

Remarks: Students might have chance to attend some lectures/activities as organized by University or BA(SE) Programme during practicum period. Please work up a best suitable schedule with students. Welcome to contact BA(SE) Practicum Coordinator if any inquiry.

Practicum Student

The Practicum Student should explore all possible opportunities to gain on-the-job experience, develop competencies, integrate past learning experiences, gain insight, and experience personal and professional growth under the mentorship of the Agency Supervisor and the Practicum Tutor. The Practicum Student is required to:

- attend all pre-practicum and post-practicum seminars and workshops arranged by the department;
- prior to the practicum contact the Agency Supervisor to discuss practicum goals, agency requirements and activities, etc.;
- get familiar with the contents of the Practicum Handbook; organization and policies of the Practicum Agency; job requirements and expectations;
- develop a list of activities with a timetable to achieve objectives and goals of the practicum, in concert with the Agency Supervisor;
- observe punctuality and discharge work responsibilities in a professional manner;

- attend all activities assigned or arranged by the Agency Supervisor, including training sessions and staff meetings;
- comply with all policies, regulations, guidelines, procedures of the Practicum Agency;
- follow all safety, environmental, health, maintenance, and operational practices and procedures;
- consult the Agency Supervisor and the Practicum Tutor about practicum-related matters;
- contact the Agency Supervisor immediately in case of absence, and inform the Department of the absence as soon as possible;
- develop an individual ePortfolio to collect evidence that shows learning journey during the practicum; and
- complete assignments, tasks and final ePortfolio associated with the practicum experience.

F. Support to Practicum Students

Workshops/Seminars

The department will arrange workshops and seminars to brief the Practicum Students about practicum requirements (of the programme as well as of the Practicum Agencies), and help them plan for the practicum and design the learning outcomes/goals. After the practicum there is also debriefing and sharing sessions for Practicum Students to reflect on the experience, share skills and insights gained and difficulties and challenges encountered, and celebrate successes and exemplar cases.

Practicum advising

Each Practicum Student is assigned an Agency Supervisor from the Practicum Agency and a Practicum Tutor from the Department. Practicum Students are strongly recommended to keep close contacts with these two mentors about their practicum-related matter- needs, strategies, hardships, work and communication problems.

Regular on-site supervisions

The Practicum Tutor will conduct at least two site supervisions to discuss the Practicum Student's experience and performance, and provide feedback for improvement.

Practicum Handbook

The Handbook provides guidelines and references for Practicum Students, Agency Supervisors and Practicum Tutors.

G. Contact Information

Practicum Coordinator Ms KWOK, Yee Tak Esther
Department of Special Education and Counselling
The Education University of Hong Kong
Office: D1-1/F-11
Phone: 2948 8274
Email: eytkwok@eduhk.hk

Practicum Officer Ms CHAN, Sze Wan Swan
Department of Special Education and Counselling
The Education University of Hong Kong
Office: D2-2/F-02
Phone: 2948 8066
Email: csw@eduhk.hk

Practicum Policy and Code of Conduct Agreement

1. Practicum Student

The Practicum Student is required to abide by the **Practicum Policy** and the **Code of Conduct** of the Practicum, which spells out the expectation of the Practicum Student in terms of professional and personal conduct.

1.1. Practicum Policy

The Practicum Student has to:

- i. abide by all policies and regulations established by the Practicum Agency and obey local laws and ordinances;
- ii. familiarize him/herself with the **Code of Conduct** of the Practicum as set out below, and make every effort to abide by it;
- iii. remain enrolled as a student at The Education University of Hong Kong (the University or EdUHK) and agree to abide by the University's policies for the duration of the Practicum;
- iv. understand that the University has the right to withdraw a Practicum Student from the Practicum programme at any time if, in the judgment of the Practicum Coordinator, the Practicum Student has violated the Code of Conduct, or has conducted him/herself in a way that has disrupted the programme or brought the programme into disrepute. The Practicum Student will also be subject to disciplinary action in this regard;
- v. understand and agree that if a Practicum Student withdraws, departs, or is dismissed from the programme prior to its formal completion, the Practicum Student will not be eligible for any credit points of the Practicum course;
- vi. understand that due to the nature of a Practicum arrangement, a Practicum Student may not withdraw from a placement except in severe and justifiable circumstances as determined by the Practicum Coordinator and the Practicum Tutor in consultation with the Practicum Agency. A dishonorable termination will nullify the attachment arrangement at the risk of academic penalty;
- vii. report any changes in his/her practicum status, work schedule, supervision, or problems at the Practicum Agency to the Practicum Tutor and/or the Practicum Coordinator;
- viii. turn in all materials, forms and course assignments by the due dates, and acknowledge that failure to do so may result in a fail grade in the course;
- ix. understand that the Practicum is part of the graduation requirements of his/her study at the University. A Practicum Student is not entitled to remuneration or benefits from a Practicum Agency; and

- x. release to the University and the Practicum Agency any necessary information that would enable the Practicum Agency to provide reasonable resources for the participation of the Practicum Student in a Practicum experience.

1.2. Code of Conduct

The Practicum Student is expected to act in a professional and ethical manner during the Practicum. The Practicum Student should, but not limited to:

- i. work on the days and times agreed upon with the Agency Supervisor, be on time to work and be prompt in completing assignments;
- ii. conform to the regulations and dress code of the Practicum Agency;
- iii. maintain the confidentiality of information gained from the Practicum Agency, including work-related personnel and projects;
- iv. conform to the professional standards of the Practicum Agency and employ high standards of ethical behavior at all times;
- v. familiarize him/herself with and adhere to relevant organizational arrangements, procedures, and functions;
- vi. seek to enhance professional effectiveness by improving skills and acquiring new knowledge;
- vii. keep a positive attitude and open mind, seek feedback from supervisors and co-workers, accept constructive criticism and continually strive to improve performance;
- viii. understand that permissible work absence include illness or other serious circumstances and notify, in advance where possible, the Agency Supervisor, the Practicum Tutor and the Faculty Office in case of absence;
- ix. notify the Practicum Tutor and/or the Practicum Coordinator should any problems arise during the course of the Practicum;
- x. treat coworkers with respect and trust;
- xi. conduct no personal business during work hours (e.g. emails, cellphone calls, internet, etc.); and
- xii. remain drug and alcohol-free, and avoid the use of controlled substances.

2. Practicum Tutor

The Practicum Tutor will have the following responsibilities:

- i. Participate in planning and evaluation of learning activities by jointly deciding on objectives with the Practicum Student and the Agency Supervisor;
- ii. Conduct at least two on-site supervisions and performance reviews for the Practicum Student;
- iii. Notify the Practicum Student of obligations and monitor the Practicum Student's compliance during the course of the Practicum; and

- iv. Conduct intermittent individual contacts with the Practicum Student during Practicum to critique his/her progress and professional growth.

3. Agency Supervisor

The Agency Supervisor will have the following responsibilities:

- i. Provide a safe working environment which allows the Practicum Student to gain experience relevant to the programme study;
- ii. Present both the Practicum Student and the Practicum Tutor with policies and operational procedures of the agency;
- iii. Work with the Practicum Student and the Practicum Tutor to develop goals and objectives to be completed during Practicum;
- iv. Provide necessary on-the-job training and guidance to the Practicum Student;
- v. Facilitate on-site supervisions by the Practicum Tutor;
- vi. Notify the Practicum Tutor of any unsatisfactory work performance or problems with the Practicum Student and/or the Practicum; and
- vii. Conduct interim and final performance reviews for the Practicum Student.

Practicum Student

Signature: _____

Name: _____

Student No. _____

Date: _____

Practicum Coordinator/Tutor

Signature: _____

Name: _____

Date: _____

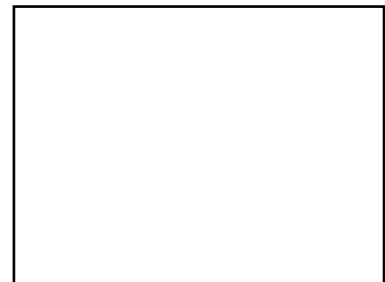
Agency Supervisor/Representative

Signature: _____

Name: _____

Date: _____

Official Chop:



The Education University of Hong Kong
Department of Special Education and Counselling
Bachelor of Arts (Honours) in Special Education Programme

Agreed Practicum Arrangement Declaration Form

Please prepare this Form before your first meeting with the Agency Supervisor. The signed Form should be acknowledged by the Agency Supervisor in the first meeting. The completed Form must be submitted to SEC department by Turnitin in the Moodle by Practicum Student.

Section I – Practicum Student

Name of Student:	Student ID:
Position:	

Section II – Practicum Agency

Practicum Agency:	
Agency Supervisor:	

Section III – Practicum Arrangement

Practicum Period:	Start Date:
	End Date:
Estimated Working Hours Per Week:	

Section IV – Declarations by Practicum Student (refer to: Confirmation of “student practicum” status under the Minimum Wage Ordinance (Cap. 608) Note)

1. I shall receive no wages for the Practicum to be conducting in the abovementioned Practicum Agency.
2. I shall act as the bridge of communication between the Practicum Tutor and the Agency Supervisor.
3. I have well informed the Agency Supervisor that the completion of Practicum at the abovementioned Practicum Agency will be counted towards fulfilling part of the credit-bearing Practicum requirement.

Declared by (Practicum Student):

Acknowledged by (Agency Supervisor):

Signature: _____

Signature: _____

Date: _____

Date: _____

Appendix 3

Practicum Performance Review

There will be two Performance Review (PR) by the Practicum Tutor. The PR results will be decided and graded by the Practicum Tutor with due consideration given to those evaluated by the Agency Supervisor.

A: TO BE COMPLETED BY AGENCY SUPERVISOR

Performance Rating Indicator for Part I – IV		
N/A	Not applicable or not observed	
1	Unsatisfactory	The Practicum Student performed inadequately in this area.
2	Fair	The Practicum Student did not meet expectations and required improvement in this area.
3	Satisfactory	The Practicum Student completed the requirements and demonstrated adequate performance in this area.
4	Good	The Practicum Student performed beyond the normal requirements in this area.
5	Outstanding	The Practicum Student's performance went greatly above the requirements in this area.

Part I: Work Attitude & Sense of Responsibility		
No.	Statement	Rating (N/A/ 1/ 2/ 3/ 4/ 5)
1.	Adheres to attendance and punctuality requirements	
2.	Maintains a professional appearance	
3.	Maintains a positive attitude while performing duties	
4.	Shows initiative to improve	
5.	Offers unsolicited assistance to others (including students, teachers, clients and staff)	
6.	Actively seeks knowledge of innovative ideas and practices in the field (subject teaching knowledge not applicable)	

Part II: Communication and Interpersonal Skills		
No.	Statement	Rating (N/A/ 1/ 2/ 3/ 4/ 5)
1.	Cooperates and works with others willingly (including staff, supervisor, clients)	
2.	Asks questions proactively if clarification/ support is need	
3.	Solicits and accepts feedback	
4.	Presents/ exchanges ideas and views clearly, confidently and concisely	
5.	Displays effective written communication skills	
6.	Acknowledges and respects others' concerns, feelings, and needs	
7.	Addresses concerns and conflicts using appropriate methods (e.g. does not openly complain to other staff)	

Part III: Quality of Work		
No.	Statement	Rating (N/A/ 1/ 2/ 3/ 4/ 5)
1.	Effectively applies academic knowledge and skills to work	
2.	Completes assigned tasks in a timely fashion	
3.	Exhibits creative thinking during projects and meetings	
4.	Demonstrates common sense and good judgment	
5.	Works conscientiously to complete tasks with minimum supervision	
6.	Adjusts well to new work requirements, directions or personnel	
7.	Demonstrates leadership potential	

Part IV: Administrative and Management Skills		
No.	Statement	Rating (N/A/ 1/ 2/ 3/ 4/ 5)
1.	Overview agencies' cultures and administration at supporting SEN population. For example: communication and learning from staff and professionals of agency who execute their institution's corporate strategy	
2.	Develops the theoretical and applied background to administration and management. For example: observing and make templates to record observations of your SEN client/student with special educational needs and/or disabilities, both in school or NGO	
3.	Taking management responsibilities at developing teaching tools/educational materials for supporting the learning of SEN client/student with special educational needs	

Part V: Overall Performance	
(Please tick the most suitable indicator (one only) below to rate the Practicum Student's overall performance)	
Description	Rating
The Practicum Student failed to perform the duties required and did not contribute to his/ her position.	<input type="checkbox"/> Unsatisfactory/ Fail
The Practicum Student did not meet expectations and had numerous areas of improvement he/ she needs to work on.	<input type="checkbox"/> Fair
The Practicum Student completed the requirements of the position and demonstrated an adequate performance.	<input type="checkbox"/> Satisfactory
The Practicum Student performed beyond the normal requirements of the practicum position. He/ She completed all assigned tasks and accomplished numerous goals relating to his/ her responsibilities.	<input type="checkbox"/> Good
The Practicum Student's performance went greatly above the requirements of this practicum position. The student was consistent in their job duties, achieved all goals, and always contributed to the overall success of the organization.	<input type="checkbox"/> Outstanding

Part VI: Comments and Recommendations

B: TO BE COMPLETED BY PRACTICUM TUTOR

Part I: Comments and Recommendations		

Part II: Overall Performance		
(Please tick the most suitable indicator (one only) below to rate the Practicum Student's overall performance)		
Grade	Indicator	Description
<input type="checkbox"/> A+	Outstanding	The Practicum Student's performance went greatly above the requirements of this practicum position. The student was consistent in their job duties, achieved all goals, and always contributed to the overall success of the organization.
<input type="checkbox"/> A		
<input type="checkbox"/> A-		
<input type="checkbox"/> B+	Good	The Practicum Student performed beyond the normal requirements of the practicum position. He/ She completed all assigned tasks and accomplished numerous goals relating to his/ her responsibilities.
<input type="checkbox"/> B		
<input type="checkbox"/> B-		
<input type="checkbox"/> C+	Satisfactory	The Practicum Student completed the requirements of the position and demonstrated an adequate performance.
<input type="checkbox"/> C		
<input type="checkbox"/> C-	Fair	The Practicum Student did not meet expectations and had numerous areas of improvement he/ she needs to work on.
<input type="checkbox"/> D		
<input type="checkbox"/> F	Unsatisfactory	The Practicum Student failed to perform the duties required and did not contribute to his/ her position.

Guidelines and Procedures for Handling Failure Cases in Practicum

1. For failure cases of practicum, the Practicum Tutor must inform the Practicum Student concerned in clear terms that he/she has failed the Practicum and follow up actions will be taken by the Programme Office.
2. The Practicum Tutor should refer the failure case to the Practicum Coordinator as soon as possible for further monitoring.
3. The Practicum Coordinator will nominate a second Practicum Tutor to pay referral supervision(s) to the Practicum Student concerned within the practicum period. If failure is also reported by the Second Practicum Tutor, the Practicum Coordinator will inform the Programme Leader to convene a Case Conference.
4. The purpose of Case Conference Panel is to discuss the failure case and suggest remedial action where appropriate. It will comprise the following members:

Chairperson:	Programme Leader
Members:	Practicum Coordinator Practicum Tutor of the concerned Practicum Student Second Practicum Tutor of the concerned Practicum Student
Secretary:	Programme Executive Officer

5. The Practicum Coordinator will meet with the Practicum Student concerned prior to the case conference and clarify the Practicum Student's point of view. Supporting evidence from the Practicum Student may be submitted and be tabled at the case conference and taken into consideration in coming to any decision.
6. On the basis of documentary evidence and comments presented at the Case Conference, the Case Conference Panel will make a recommendation about the associated consequences for the Practicum Student in accordance with the University's policies and regulations.
7. For cases in which the Practicum Student is given an opportunity to undertake Practicum again, the Conference members will make recommendations on the provision of additional support provided by relevant parties (e.g. Agency Supervisor, course lecturers, SAO) for the Practicum Student concerned.
8. The recommendations will then be sent to the Board of Examiners for its consideration.

Date

The Commissioner for Police
The Hong Kong Police Force

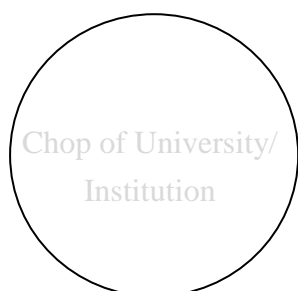
Dear Sir,

Sexual Conviction Record Check of
[Name of Student, HKID Card No.:]

This is to certify that Name of Student (HKID Card No.: _____) is a student of the programme of Bachelor of Arts (Honours) in Special Education. *He/She is required to undertake placement during _____ to _____ and the usual duties will involve, or will likely to involve, frequent or regular contact with children/mentally incapacitated persons.

Yours faithfully,

Ms. KWOK Yee Tak, Esther
Practicum Coordinator
Bachelor of Arts (Honours) in Special Education
Department of Special Education and Counselling
The Education University of Hong Kong



* delete as appropriate

The Education University of Hong Kong
Department of Special Education and Counselling
Student Profile of Practicum Program 2021

Practicum Agency	
Practicum Period	

Name of Student	(English) (Chinese)	(Photo)
Gender		
Phone		
Email		
Year of study		
Language Proficiency		
Skills		
Hobby		
Academic Qualification	Bachelor of Arts (Honours) in Special Education	
2nd Major/ Minor (if any)		
Awards/Scholarships (if any)		
Work/service experience		
Period		Particulars
From (MM/YY)	To (MM/YY)	
		Name of Organization: Position: Duties:

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