

FACILITATING LEARNING

Submitting the information of the teaching practise placement and drafting a contract

Cooperation between the School of Professional Teacher Education and the organisation where the teaching practise takes place is regulated by a contract in writing. After having agreed the teaching practise placement tentatively, student of the School of Professional Teacher Education fills in a practical training plan/agreement.

HOW DO YOU FILL OUT A TRAINING PLAN?

1. You can find the practical training plan in the study guide, Instructions and Forms -page. Fill out the plan and make three copies.
2. Sign the plans and return them to your teacher educator. Your teacher educator will approve the plans, sign them and return them to you.
3. Take the signature of the representative of the host organisation on the training plan and the plan will change into a practical training agreement.
4. One copy of the agreement remains in the host organisation. The second copy will be sent to the student services of the School of Professional Teacher Education for archival purposes by email to opiskelijapalvelut.aokk@jamk.fi or by mail to: Jyväskylän ammattikorkeakoulu, Ammatillinen opettajakorkeakoulu, PL 207, 40101 Jyväskylä. The third copy remains with the student.

ONLINE MATERIALS FOR THE SUPPORTING TEACHER

The online materials are available at <https://studyguide.jamk.fi/en/teacher-education/internationally-oriented-teacher-education/2019-2020/forms-and-instructions/> -> Instructions and Forms

Materials contain information on the aims of facilitating learning, contents, assessment criteria, contracts and remuneration and billing practises concerning the teaching practise placement.



ADDITIONAL INFORMATION

Study Affairs Coordinators: Marika Salminen (tel. 040 351 5261) and Henriikka Lahtinen (tel. 040 772 0598)
email: opiskelijapalvelut.aokk@jamk.fi