

This agreement is applicable to professional teacher-, special needs teacher and study counsellor education and the practical training in teaching and facilitating learning. Teaching and facilitating learning in practise includes planning, implementation and assessment of teaching/guidance. The contents and goals are defined in the Study Guide and further customised together by the individual student teacher, supporting teacher and the teacher educator of the School of Professional Teacher Education.

The student teacher is not considered as an employee of the host organisation during the compulsory practical training included in professional teacher/special needs teacher/study counsellor education. However, the student has the possibility to simultaneously be employed by the host organisation and to do his training in the same organisation during his standard working hours.

During a practical training the student is to act according to the common practices and rules of the work place and is subject to its' work safety legislation. The indemnity liability is in compliance with the Act on indemnification (1423/91). An accident insurance regulated by law (851/48) is in effect during a practical training corresponding to the curriculum of the study programme. Should the student receive a salary for the practical training, he is then considered to be "attached" to the organisation and subject to the employee's compensation insurance.

Student information

Family name and First name(s)

Student number

Phone number

Email address

Educational institute / Organisation information (student fills in)

Name of the educational institute / Organisation

Street address, postal code and city

Supporting teacher in educational institute / organisation

Occupational title of the supporting teacher

Phone number and email address of the supporting teacher

JAMK School of Professional Teacher Education information

Name of the teacher educator in the School of Professional Teacher Education

Phone number of the teacher educator

Email address of the teacher educator

Guidance during the training

Role of the host organisation and the School of Professional Teacher Education

The host organisation appoints a supporting teacher who tutors the student teacher during the teaching and facilitating learning in practise. With the help of the supporting teacher, the student teacher gets acquainted with the organisation's activities and then plans, implements and assesses the guidance of learning by the standards and goals set for the teaching/guidance practise. The supporting teacher, with his expertise and pedagogical experience, helps the student to analyse and conceptualise his own actions as well as to test and assess the functionality of his principles in guidance/teaching.

The teacher educator observes and supports the student's learning process, helps the student to deepen his pedagogical thinking and find new perspectives for facilitating learning. During the teaching and facilitating in practise, he is a partner in collaboration both to the student and the supporting teacher. The final assessment and evaluation concerning the teaching and facilitating learning in practise is done by the School of Professional Teacher Education.

Start date of the training

Final date of the training

Course code and name

Credits (ECTS)

Goals

Compensation for the supporting organisation/teacher

The School of Professional Teacher Education disburses a compensation for support and guidance during the practical training. The compensation can be billed by the host organisation or the supporting teacher himself.

Schools and administrative bodies should use their own invoicing forms. Billing address: Jyväskylän Ammattikorkeakoulu Oy, Talouspalvelut, PL 207, 40101 Jyväskylä

In case the supporting teacher is the recipient of the compensation, the forms provided by JAMK University of Applied Sciences are used. Billing address: Jyväskylän ammattikorkeakoulu, ammatillinen opettajakorkeakoulu, PL 207, 40101 Jyväskylä

- The compensation for tutoring a teaching practise included in **professional teacher education** amounts to 250€/student, which corresponds to 10 hours of instruction.
- The compensation for tutoring a practical training period in **vocational special needs teacher education** amounts to 210€/student, which corresponds to 9 hours of instruction.
- The compensation for tutoring a practical training period in **study counsellor education** amounts to 50€/student, which corresponds to 2 hours of instruction.

If the student has more than 1 supporting teacher during the practical training, the compensation is partitioned and disbursed accordingly.

The invoice should clearly state the names of the supporting teacher and the trainee teacher and the name of the teacher educator of the School of Professional Teacher Education, including the precise timing of the practise (ddmmyy), as well as the time (hours) used for instruction and support. The compensation is to be billed immediately after the completion of the training period. A copy of the contract is attached to the invoice.

The agreement must be signed by a representative of the host organisation, the student and the teacher educator in the School of Professional Teacher Education, one copy for each 3 parties. The copy of the School of Professional Teacher Education is posted to the following address: Jyväskylän ammattikorkeakoulu, Ammatillinen opettajakorkeakoulu, PL 207, FI-40101 Jyväskylä or by email to opiskelijapalvelut.aokk@jamk.fi. The third copy is for the student.

Plan accepted on (date)

Additional information

Signatures

Student

Place and date

Print name

Educational institution / organisation

Place and date

Print name

Title

JAMK School of Professional Teacher Education

Place and date

Print name

Title