

21.3.2017

FACILITATING LEARNING IN PRACTISE

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

Cooperation between the Teacher Education College 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 Teacher Education College fills in a practical training plan in the ASIO student administration system.

HOW YOU FIND AND USE ASIO PRACTICAL TRAINING PLANS & AGREEMENTS?

1. Go to the ASIO student administration system <https://asio.jamk.fi/pls/asio/amk>
2. Add the user name
3. Choose "Practical training plan/contract" from the Main menu (add the user name and password)
 - choose "New plan" and fill in the form
 - Save the changes and click Send -button
 - Select your practical training tutor (= TEC's teacher educator)
 - Click Send -button
4. After sending, the Teacher educator receives an e-mail and she/he approves the practical training plan. (The practical training plan form changes into a practical training agreement form after approved by the teacher educator). Student receives the approval by e-mail to her/his Jyväskylä University of Applied Sciences e-mailbox.
5. Go to ASIO in order to print out the agreement
 - Choose "Practical Training" from the Main menu and log in
 - Choose the printable agreement from "Practical training periods" –table



Print out the agreement in ASIO in 3 copies. The electronic signature of Jyväskylä University of Applied Sciences, Teacher Education College is automatically generated into the print-outs. The agreement is also signed by a representative of the host organisation and the student.

One copy is for the host organisation and one for the student. The Teacher Education College's copy is posted to the following address: Jyväskylän ammattikorkeakoulu, Ammatillinen opettajakorkeakoulu, PL 207, FI-40101 Jyväskylä.

ONLINE MATERIALS FOR THE SUPPORTING TEACHER

The online materials are available at <http://studyguide.jamk.fi/en/tec/internationally-oriented-teacher-education/> > Forms and Instructions

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

ADDITIONAL INFORMATION

Marika Salminen (Mrs.), Student Services Secretary (tel. 040 351 5261)
email: opiskelijapalvelut.aokk@jamk.fi