

The University of Hong Kong
Faculty of Education
Feedback on Professional Performance of Student-Teacher
(School Experience and Professional Practicum Handbook Appendix Ci)

The Faculty welcomes feedback from practicum schools on the professional conduct of the student-teachers placed with them.

It is the joint commitment of the practicum school and the Faculty to require every student-teacher to demonstrate positive traits and acceptable professional qualities before they become a member of the teaching profession. The Faculty reserves the right to withhold its recommendation of a student-teacher for satisfactory completion of his/her initial teacher education qualification if he/she is considered to be unable to uphold the qualities required by the profession.

The online feedback form can be accessed via the link below and completed by the principal or practicum coordinator in consultation with the relevant mentor-teacher.

https://sup.edu.hku.hk/PP_ProfPerfForm

OR

If a paper form is preferred, it can be downloaded from the School-University Partnerships website:

<https://web.edu.hku.hk/sup-partners/professional-practicum/useful-forms-for-download-useful-links>

Submission Timeframes:

For Undergraduate programmes: middle and end of Professional Practicum.

For PGDE programme: end of School Experience, middle and end of Professional Practicum.

If we do not hear from a school by the above deadlines, it will be assumed that the school deems the performance of a student-teacher satisfactory.

受訓學員專業表現意見回饋表
(學校體驗及專業教學實習手冊附錄 Ci)

本學院歡迎實習學校就受訓學員在 貴校期間的專業操守表現，向我們提供回饋。

實習學校與本學院之間有著共同信念及承擔，希望每一名受訓學員可在正式入職為專業教師前，展現他們叫人鼓舞、備受認同的專業特質。若受訓學員的各專業表現未達期望，本學院可能將有關學員的職前培訓表現評為未如理想，並保留權利不推薦該名學員完成職前教師培訓課程和資格。

我們誠邀校長或實習統籌教師能與相關的啟導教師商議後，透過以下的連結填寫並遞交網上專業表現回饋表格，以協助敝學院評核各名受訓學員的專業操守。

https://sup.edu.hku.hk/PP_ProfPerfForm

或

學校亦可以從院校夥伴計劃辦事處網站下載及填寫紙本表格：

<https://web.edu.hku.hk/sup-partners/professional-practicum/useful-forms-for-download-useful-links>

遞交回饋表格日程:

雙學位本科課程: 專業教學實習(PP)的中段及尾段時，各填妥/交回一份表格。

學位教師教育文憑課程: 學校體驗(SE)後，以及專業教學實習(PP)的中段及尾段時，各填妥/交回一份表格。

倘在以上的截止日期後仍未收到 貴校交回有關表格，則假設 貴校對受訓學員的表現感到滿意。

The University of Hong Kong
Faculty of Education
香港大學教育學院

Feedback on the Professional Performance of the Student-Teacher
(to be completed by the Principal or the Practicum Co-ordinator)

受訓學員專業表現意見回饋表
(請由校長或實習統籌教師填寫)

Online form is available at 線上表格網址: https://sup.edu.hku.hk/PP_ProfPerForm

Name of Student-teacher(受訓學員姓名): _____

Name of Practicum School(實習學校): _____

Course(課程): _____

Please tick (✓) the descriptor that best describes the student-teacher's professional performance under each area below:

請就上述受訓學員在下列不同範疇之專業表現，勾選(✓)最切合的描述：

Descriptor 描述	Unsatisfactory 不滿意	Satisfactory 滿意	Exceeds Expectations 非常滿意
1. Punctuality and attendance, including notifying the school immediately if sick or unable to attend school/activities 準時到校、上課及出席有關活動。如因病或要事而缺席，能及早知會校方			
2. Following school regulations, including appropriate dress and appearance 遵守校規，服裝儀容得體			
3. Respecting school property and copyright on print/non-print materials and software 愛護校內公物、尊重知識版權，不擅取或外洩只供校內使用的教材(紙本/電子版本)及電腦軟件			
4. Carrying out all duties assigned by the school by the deadlines given, including fair and careful setting and marking of tests and assignments 在限期內完成學校所委派的工作，以公平謹慎的態度設計及批改習作和測驗			
5. Maintaining a safe environment for pupils in class; and being polite and respectful towards school staff 能夠確保學生在安全的環境上課；尊重校內所有教師及職工，待人恭敬有禮			
6. Maintaining professional contact with pupils; dealing with pupils in a non-discriminatory and respectful way, and avoiding favouritism 秉承專業態度與學生相處；處理學生的問題時，公平公正，絕不偏私			

If you feel the professional conduct of the student-teacher was **exceeded expectations** in any area, please give further details:

若對上述受訓學員的專業表現或個人操守有**非常滿意**的地方，請加以描述：

If you feel the professional conduct of the student-teacher was **unsatisfactory** in any area, please give further details:

若對上述受訓學員的專業表現或個人操守有**不滿意**的地方，請加以描述：

Our school confirms that we have informed or discussed with the student-teacher the above feedback. (Please confirm by putting a "✓" in the box)



就以上校方對受訓學員的專業表現或個人操守意見，本校已明確通知上述學員。(請在方格內填上✓以確認)

Signature of Principal/Practicum Co-ordinator*(校長／教學實習統籌教師*簽署): _____

Name of Principal/Practicum Co-ordinator* (校長／教學實習統籌教師*姓名): _____

Name of Mentor-teacher consulted (受諮詢的啟導教師姓名): _____

Date (日期): _____

**Please delete as appropriate 請把不適合者刪去*

Please return the completed feedback form to the School-University Partnerships Office, Faculty of Education, HKU by email (partnershipoffice@hku.hk) or by fax (2548 0375).

填妥回饋表格後傳真或電郵至香港大學教育學院院校夥伴計劃辦事處（傳真號碼：2548 0375；電郵：partnershipoffice@hku.hk），多謝合作。

If you wish to bring any **unsatisfactory** behaviour of student-teachers to our Faculty's attention, please feel free to inform us by returning this form **at any time during professional practicum** for our further action. 如貴校對受訓學員的表現感到不滿意，可隨時使用本回饋表格通知我們，以便我們立刻跟進處理。