



## UCD School of Education

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## Scoil an Oideachais

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### **Professional Master of Education (PME) 2018**

Dear Student,

Congratulations on your recent offer of a place on the *Professional Master of Education* 2018 programme at the School of Education, UCD. This is a full-time, rigorous and challenging programme which will qualify successful candidates to teach in second-level schools, subject to Teaching Council recognition. You will find below some general information about the course which you should read carefully.

#### **1. School Placement**

- It is the responsibility of each student to secure their own school placement. You cannot take up your place on the course without a suitable school placement.
- Placement schools must be no further than 100 kilometers from UCD. It is the responsibility of each student to ensure that the distance between UCD and their placement school does not impact negatively on attendance and punctuality.
- You are required to teach a minimum of four and a half hours and a maximum of eight hours. At least one of your classes must be in your second subject.
- You are free to be timetabled by your schools on Monday, Wednesday and Friday mornings as well as all day Tuesday.
- You must be available for college lectures/tutorials on Monday, Wednesday and Friday afternoons as well as all day Thursday commencing at 9am.
- It is critical that the location of your placement school, as well as your school timetable, allows you to attend college on the relevant afternoons by 2pm.
- Year 1 placement begins when your school opens and there will be a number of induction at the end of August to prepare you for your teaching duties.
- Students will be required to teach in their placement school for the full academic (school) year i.e. end of August to the end of May.
- When should I start applying for school placements? We advise students to start searching for schools after their offer to the programme has been made by the Postgraduate Applications Centre-PAC.
- Before you apply to any school, consult their website and ensure you have all of the relevant contact details (particularly the name of the principal). Select a number of these schools and contact them directly. Send a formal cover letter and C.V. In your cover letter, name the principal (e.g. Dear Mr. Smith, Dear Ms. O'Brien), name the school and indicate why you wish to teach in that particular school. Do not send the same generic email to all schools. If at all possible, use any personal contacts (relatives, friends, former teachers/principals) you may have by way of introduction to a school principal. This is by far the most effective way to secure a placement. If you are called for interview, present yourself in a formal and professional manner.



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### Sample questions you may be asked include:

- Why do you want to become a teacher?
- Why do you want to teach in this school?
- What attracted you to teaching (your subject)?
- What particular skills would you bring to this school?
- What additional skills, apart from your subject knowledge, would you bring to this school?
- Securing a school placement can be *very* challenging. You are in direct competition with students from all of the other colleges. You will need to apply to multiple schools and, if necessary, visit all of these same schools in person in an effort to make personal contact with the school principal.
- Cover letter and CV templates are available upon request at [education@ucd.ie](mailto:education@ucd.ie)

**2. Garda Vetting** – Every student on the PME programme is required to have their Garda Vetting in place before they begin their school placement. Further information will be provided directly to students in May.

**3. Attendance – Attendance at lectures is mandatory.** This is a professional programme which awards you with a teaching qualification. Both the School of Education and the Teaching Council require that students attend all lectures. Absences from any lectures *must* be explained to relevant lecturers/tutors as a matter of courtesy and professionalism, and if necessary, accompanied by documentation from a doctor or other medical professional. Attendance is monitored and students who miss lectures will be asked to meet with the Directors of the programme to discuss their commitment to the course. Regular non-attendance, as defined by the course Directors, may put your final accreditation in jeopardy.

**4. Lecture timetable** – The UCD academic year begins on September 10th 2018 and the PME starting date will be in line with that of the College. Below is the link to UCD Calendar.

[http://www.ucd.ie/students/documents/termdates\\_2018\\_19.pdf](http://www.ucd.ie/students/documents/termdates_2018_19.pdf)

**5. Induction sessions** - There will be induction lectures and workshops for incoming students. Further details will be provided directly to applicants.

**6. UCD Fees** – You can find useful information on UCD Fees website - <http://www.ucd.ie/students/fees/index.html> If you require further information on fees, please contact UCD fees at [studentdesk@ucd.ie](mailto:studentdesk@ucd.ie) or +353 1 716 1555.

**We wish you well on the programme and hope that you find the coming two years both fruitful and enriching.**