
FACULTY OF EDUCATION AND HUMAN DEVELOPMENT

Field Experience and Practicum Handbook

Requirements, supervision and assessment for placements in 2026/27

The Education University of Hong Kong
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This handbook applies to all Faculty programmes with a supervised placement component. Where a programme document sets an additional requirement, that requirement applies in addition to, not instead of, what is set out here.

1. Who this handbook is for

This handbook is for students undertaking field experience or practicum in the 2026/27 academic year, for the University tutors who supervise them, and for the school mentors and centre supervisors who host them. It sets out what each placement stage requires, how attendance and conduct are handled, how lessons are observed and how the placement is assessed.

2. Placement stages

Stage 1 - Observation	Two weeks in a partner school or centre, spent observing and assisting. No summative assessment; a reflective log is submitted at the end.
Stage 2 - Assisted teaching	Four weeks, teaching a reduced load under close mentor supervision. One formal observation by a University tutor.
Stage 3 - Block practicum	Eight weeks with a substantial timetable. Two formal observations, one of which is jointly conducted by the tutor and the mentor.
Stage 4 - Consolidation	Six weeks in the final year, including a small piece of school-based inquiry agreed with the mentor.

3. Before the block begins

- Placement offers are issued at least six weeks before a block begins. A student may decline one offer with reasons; a second decline ends the placement round for that student.
- Every cohort attends a briefing covering safeguarding, professional dress, data handling and the school code of conduct.
- Students contact the school at least two weeks before the block to confirm the timetable, the classes and the reporting arrangements on the first day.
- A student who holds a driving, tutoring or other paid commitment during a block must declare it in advance; placement takes precedence.

4. Attendance and professional conduct

Attendance is full-time for the duration of a block, following the school day rather than the University timetable. A student who is unable to attend informs both the school and the University tutor before the school day starts, on every day of absence.

Absence up to two days	Made up by agreement with the mentor. No further action.
Absence of three days or more	A medical certificate is required and the block is normally extended by the days missed.
Absence above ten per cent of the block	The placement is referred to the Field Experience Panel, which may require the block to be repeated.

Conduct

Students are visitors in a workplace. School rules on confidentiality, social media, photography and contact with pupils apply in full and without exception.

5. Lesson observation

Formal observations are arranged in advance and follow a common structure: the student provides a lesson plan at least one day before, the observer records evidence against the observation schedule during the lesson, and a professional conversation is held on the same day wherever possible.

- The written record is shared with the student within three working days.
- Observations focus on what pupils did and learned, not only on what the student teacher said.
- A student may request a further observation if the first is disrupted by circumstances outside their control.
- Mentors are asked to make at least two informal observations in each block in addition to the formal ones.

6. Assessment

Placement is assessed on a pass or fail basis against four domains: planning and preparation, classroom practice, assessment of pupil learning, and professional conduct and reflection. All four must be passed for the block to be passed.

Evidence

Lesson plans, observation records, the mentor report, pupil work samples and the student reflective portfolio.

Recommendation

Made jointly by the University tutor and the school mentor at the end of the block.

Confirmation

Confirmed by the Field Experience Panel, which moderates a sample of placements from every programme each semester.

Referral

A student who does not pass is normally offered one further attempt in the following placement round, with a written support plan.

7. Roles and responsibilities

The student

Prepares, teaches, reflects, keeps records and communicates early when something is not working.

The school mentor

Inducts the student, provides regular formative feedback, and contributes the mentor report at the end of the block.

The University tutor

Conducts formal observations, supports the mentor, and is the first point of escalation for any difficulty.

The Field Experience Office

Arranges placements, holds the records, and services the Field Experience Panel.

8. When something goes wrong

Most difficulties on placement are resolved quickly if they are raised early. A student who is struggling should speak to the mentor and the University tutor in the same week, not at the end of the block. A school that has a concern about a student should contact the University tutor directly.

Where a placement cannot continue, the Field Experience Office withdraws the student and convenes a review within ten working days. A withdrawal is not in itself a fail; the review decides whether the block is repeated, extended or recorded as a fail.

9. Dates and contacts

Semester 1 block practicum	13 October to 5 December 2026
Semester 1 briefings	Week beginning 21 September 2026
Semester 2 block practicum	16 February to 9 April 2027
Portfolio submission	Ten working days after the last day of the block
Field Experience Panel	Meets in December 2026, April 2027 and June 2027
Field Experience Office	Block B, 2/F, 10 Lo Ping Road, Tai Po. Telephone (852) 2948 7250.
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