



Information about the Master's programme Education and Communication

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The teacher-training course at the University of Utrecht is run by the Graduate School of Teaching (GST).

For further information on the study programme and the curriculum visit the student website (<https://www.students.uu.nl/teaching> > your programme).

Startweek: February 3 t/m February 6

At the start of the courses Teaching Practice 1, Teaching Methodology 1 and Subject Teaching Methodology 1 there is a fulltime programme. The so-called Startweek Stage/Baan (internship/job) will take place from Monday 3 till Thursday 6 February 2020. Attendance is compulsory for all students. Students who only take Teaching Practice 1a and Teaching Methodology 1 (and Teaching Practice 1b and Subject Teaching Methodology in the following semester) attend the Startweek programme for part time students – this holds for Science Education and Communication TD. During this (these) week(s) you will get tools for starting your internship later on (if you are not teaching at the moment). Group dynamics play an important role in the teaching programme. Therefore, during this week we reserve time for team building and getting acquaintance. The schedule for the Startweek differs per school subject.

Not only Teaching practice, Teaching Methodology and Subject Teaching are part of the Startweek – time will be spent on other programme related matters as well.

You will find all practical information here: <http://students.uu.nl/en/teaching/intro-gst>.

If you have questions regarding the Startweek, please send an email to Studiestartweek.gst@uu.nl. Don't forget to mention your name and student number.

Sessions at the university (starting with code 'GST')

We aim at scheduling all meetings at the university (work groups/ lectures) on **Mondays** (between 09:00-15:00hrs) during the *Educatieve Module*. The courses will be scheduled on **Tuesdays** (between 11:00-19:00hrs) during the *Grade-one (educational) Module*. Please, make sure you have no other obligations during those hours! Please note that other courses may be scheduled on different days.

Internships

We aim to notify all students about their internship before Christmas.

If you choose to complete the practice hours in a **job**, please take into account that you can only start once you have acquired a suitable job in secondary education and in your subject area. A suitable job is understood to mean:

- A position as teacher in regular (not being special and/or private) secondary education in the subject area in which you wish to qualify
- For the full-time study programme, a minimum of 0.3 FTE and a maximum of 0.5 FTE
- At least one class in the sixth-form HAVO/VWO (60 hours during the whole study programme)
- Preferably one first-form class



- Availability to follow courses in the teacher-training programme (the Startweek Internship/job, the Monday and the Tuesday afternoon)
- An internship supervisor at school who has sufficient time for and affinity and experience with the supervision of students. This may be a colleague in the same subject, but this is not essential.

Certificate of Conduct (VOG)

Employers have a legal right to request a Certificate of Conduct. For employees in the field of education this is even mandatory. Students in the service of the school are therefore also required to request a Certificate of Conduct (VOG). For interns a Certificate of Conduct (VOG) is not mandatory, but we understand and support the reasons for schools requiring one as a condition for an internship.

Digital learning environment and study materials

Study materials are made available in the digital learning environment (BlackBoard), which you can access from the beginning of your study programme if your registration with the University of Utrecht is in order. We do not provide (paper) readers and so forth. You can print out the materials yourself as required. In addition, there are books that you will need to purchase.

Reading list

For further information on the required literature, please refer to the [Course Catalogue](#) ('Onderwijscatalogus'). A description of each course you will be following can be found there. Everything you need to have to take part in a course is listed under the heading "*Required course materials*" (*Verplicht materiaal*), including books.

For the courses Teaching Methodology you need the following books:

- Geerts, W. & Van Kralingen, R. (2016). *Handboek voor leraren* (2^e druk). Bussum: Uitgeverij Coutinho.
- Ebbens, S. & Ettekoen, S. (2016). *Effectief leren, basisboek* (4^e druk). Groningen/Houten: Noordhoff Uitgevers, B.V.

Paying at the University of Utrecht

At the University of Utrecht it is not possible to make cash payments. As of 1 January 2015, coffee, copying/printing and even lunch can only be paid for with a **contactless payment card**, there are also a few places where you can use a PIN card. Prepaid cards are on sale.

Do you need more information?

For further information go to the students website: <https://www.students.uu.nl/teaching> > select your programme. You can find the Education and Examination Regulations there, as well as practical information, such as course registration, internships, and study programmes.

If you have questions about jobs/internships, please contact the Stagebureau: stagebureau.gst@uu.nl.