Teacher Exchange Program: Research Component

During the exchange year, there will be three areas researched by three National and International Research Teams:

- Assessment and Reporting Procedures
- Educational Provisions for Special Needs Students
- Professional Development Procedures and Opportunities for Teachers

Exchange teachers will nominate one of the above research areas when lodging their application form. At the Orientation Conference, outgoing exchange teachers will confirm the topic of their choice and will then form part of that research team. During the exchange year, teachers will research their nominated area in the jurisdiction in which they are located.

Exchange teachers will submit their prepared Research Brief (as per guidelines provided) at the Debriefing Conference in the year following their exchange. During the Debriefing Conference, exchange teachers will be grouped according to their research topic and participate in a discussion led by an experienced facilitator. A DET senior officer with specific responsibility for that researched area will be invited to participate in this session.

Guidelines for preparing the Research Brief

The Research Briefs may be available on the Exchange Programs website at www.det.nsw.edu.au/awards/exchange. While there is no one specific format, there are some guidelines which should be followed:

**Length:** 1-2 pages

**Title Section:** must indicate: the exchange teacher’s name; NSW DET school; the year of exchange; the school, state/ province and country where the exchange took place; the focus area of research

**Sections:** 1) Description of Current Practice; 2) Findings; 3) Recommendations

**Bibliography:** as appropriate using standard referencing

**Endnote:** may be used to provide details of other resources available (such as website, CD or contact personnel)

**Appendices:** should be kept to a minimum

**Text:** should be in a Word document with photographs captioned

**Hard copies:** Two copies will be brought to the Debriefing Conference (Term 1 of the year following the exchange conclusion) with one provided to the Exchange Programs coordinator and the other to the facilitator of the National and International Research Teams Session

**Electronic file:** The report (as a Word document) should also be forwarded to: awards@det.nsw.edu.au before the Debriefing conference.