Alternative Practicum

March 21 – April 8, 2016
What is the Alternative Practicum

- An opportunity to explore an area of educational interest.
- Something different from that achieved during the regular practicum components.
- Purpose is linked to your FOCI/EDST concentration.
The Alternative Practicum is scheduled from March 21 – April 8.

There must be a minimum of 30 hours per week completed in each of the 3 weeks.

The March Break (March 14-18) can be utilized as one of the 3 weeks.
All candidates must complete the online Alternative Practicum Arrangement form with the details of where and with whom you will be completing the requirements.

The online Alternative Practicum Arrangement form is located on the Faculty intranet in D2L and your student number and unique password is required.

An email was sent to each candidate on October 5 that included a unique password to access both the Alternative Practicum Arrangement form and Summary of Practicum form.

Contact the Practicum Office if you did not receive the email.
Alternative Practicum Arrangement
(March 21 - April 8, 2016)

Although candidates are encouraged to complete the Alternative Practicum outside of a school setting, if you are arranging a placement within an Ontario school, be sure to check the Board Protocol list regarding how placements are arranged, and the police check requirements for a particular board. Candidates must follow the protocol each board has indicated.

Please enter your 8 digit student number, and the password which was supplied to you in the September 29th email from the Practicum Office.

<table>
<thead>
<tr>
<th>Student Number:</th>
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<td>Password:</td>
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What can I explore?

- Consistent with your FOCI/EDST concentration
- Your FOCI instructor can help you explore possibilities of topics and locations.
- Approved by your FOCI instructor.
Where can I go?

- Location and purpose need approval from your FOCI instructor.
- Go somewhere other than a regular school setting: museums, galleries, historic sites, industries, etc.
- Search AltPrac database for additional ideas. Database available on the Faculty intranet through D2L. Account Name and Password are both ‘altprac’.
Where can I go? (cont’d)

- Schools are appropriate settings if the placement is in a context **not typical for regular practicum**: resource room, international settings, ESL subject-based courses, Advanced Placement/International Baccalaureate, etc.

- If your placement is in an Ontario school, the experiences should be markedly different from the experiences of the regular practicum components.
Going to an Ontario District School Board?

- See the Board protocol list found on the Practicum Office website: [http://educ.queensu.ca/practicum](http://educ.queensu.ca/practicum)

- “SCH” means you can approach a school principal directly.

- “EDU” means you cannot approach anyone in the school or the board --- the request must come through the Practicum Office.

- Have a ‘Plan B’ in case the board (EDU) cannot find a placement for you.

- Don’t make other arrangements right away, just keep the Plan B in mind on the off-chance the EDU board is unable to place you.
If an Alternative Practicum is arranged by the Practicum Office in an Ontario (EDU) board, the candidate is expected to take the practicum arranged by the board (in some cases it is not the setting the candidate requested).

For “EDU” boards - You must make the request to the Practicum Office by submitting your on-line “Alternative Practicum Arrangement Form” before **December 11, 2015**.

Approximately 30% of candidates requesting a placement in an EDU boards must rely on their ‘Plan B’. It is therefore recommended where possible, to arrange the Alternative Practicum in a non-school setting or ‘SCH’ board.
Some Ontario District School boards have specific Health and Safety training that must be completed prior to being given a placement in their board. This is indicated on the Board Protocol list as ‘HS’

Check the Board Protocol list frequently as most Ontario District School Boards are currently putting in place, their Health and Safety Training requirements

Contact the Practicum Office for the training specific to the board in which you are arranging your placement (some boards are requiring WHMIS training which can be done at the university at specific times from January to March
Candidates completing an Alternative Practicum in an Ontario District School board other than the one in which the regular practicum was completed, must obtain another Vulnerable Sector Police Check.

Ontario District School Boards require that a police check be no older than six months from the start of the Practicum.

You must have a Vulnerable Sector Police Check no older than September 21, 2015
Going to an International School?

- For an international school, you **MUST** check with Career Services staff in the Student Services Office before contacting any such schools.

- Other types of overseas organizations do not have to be cleared with the Career Services staff.

- You must complete the online Alternative Practicum Arrangement form (using your unique password) on or before January 30, 2016.
Meet with your FOCI instructor to get pre-approval of your setting.

Submit online your “Alternative Practicum Arrangement Form” by **December 11, 2015** if you need the Practicum Office to contact an Ontario school board on your behalf (EDU on Board Protocol list).

The FOCI instructor will then access the database in which your information is recorded, and formally approve your setting. You will receive an email from your FOCI instructor indicating whether your placement setting has been approved or denied.
If you are requesting a placement in an Ontario District School Board with EDU as the board protocol, the approval of the FOCI instructor does not mean the placement has been approved by the District School Board.

If the FOCI instructor approves your choice of setting, the Practicum Office will email you directly, once confirmation from the District School Board has been obtained.
Deadline – All other settings

Submit online your Alternative Practicum Arrangement Form by **January 30, 2016** for all other settings (out of country, private sector, schools outside of Ontario).
The “Canadian North” includes the 3 territories AND remote parts of any province. If in doubt, ask the Practicum Office.

Even if your FOCI instructor confirms the appropriateness of your intended location for the Alternative Practicum, this is only the first step in a multi-step process that ends with getting approval for the location.

You must complete the online Alternative Practicum Arrangement form (using your unique password) on or before January 30, 2016.
Steps for Out of Country/Canadian North approval

- Step 1 - Check Government of Canada website to see if it is safe.
- Step 2 – QUIC Off-Campus Activity Safety Policy (OCASP 2.0) procedure
- Step 3 – OCASP submission, edits, and approval.

Any Alternative Practicum days that occur without all 3 steps successfully completed will not be counted toward the fulfillment of PRAC 450/451 requirements.
Step 1 – Government of Canada

- Check the Government of Canada website – travel.gc.ca “Where do you want to go?”

- If the country or specific region of the country you are intending to travel to comes up in either of the two RED categories, then Queen’s will not approve the placement. ("Avoid all travel" or "Avoid non-essential travel"

- It is the Teacher Candidate’s responsibility to ensure all visa and entry requirements are met for the country in which the Alternative Practicum is to take place.
Exercise Normal Precautions

Denmark - Exercise normal security precautions
There is no nationwide advisory in effect for Denmark. Exercise normal security precautions.
Regional Advisory

**Colombia**

- **Last Updated Date:** July 9, 2014 15:16 ET
- **Still Valid Date:** September 9, 2014 13:32 ET
- **Latest Updates:** An editorial change was made.

### Advisories

**COLOMBIA - Exercise a high degree of caution**

There is no nationwide advisory in effect for Colombia. However, you should exercise a high degree of caution due to the unpredictable security situation.

**Regional Advisory**

Foreign Affairs, Trade and Development Canada advises against all travel to:
- Most rural areas of Colombia due to the presence of illegal armed groups and the evolving security situation.

The exceptions are some parts of the coffee-growing area southwest of Bogotá (Risaralda, Quindío and Caldas) and resort areas with established tourist industries, such as the islands of San Andrés and Providencia, the Rosario Islands off the Atlantic Coast and the Amazon resorts near Leticia.

- The Departments of Antioquia (excluding Medellín), Arauca, Cauca, Caquetá, Chocó, Cordoba (excluding Monteria), Guaviare, Huila, Meta, Narino (excluding Pasto), Norte de Santander (excluding Caseta), Putumayo, Santander (excluding Bucaramanga), Tolima, Valle del Cauca (excluding Cali), Vichada and southern parts of La Guajira due to the presence of illegal armed groups.
Avoid Non-Essential Travel

Democratic Republic of Congo (Kinshasa)

Last Updated Date: August 29, 2014 16:40 ET
Still Valid Date: September 9, 2014 13:30 ET
Latest Updates: The Advisories, Security and Health tabs were updated – Ebola.

Advisories

DEMOCRATIC REPUBLIC OF CONGO (KINSHASA) - AVOID NON-ESSENTIAL TRAVEL
Foreign Affairs, Trade and Development Canada advises against non-essential travel to the Democratic Republic of Congo (DRC). You should regularly review your personal circumstances to determine if your continued presence is warranted. Consult the Security tab for more information.
Consult the Security and Health tabs for information on Ebola.

Regional Advisory for the eastern and northeastern areas of the DRC
Foreign Affairs, Trade and Development Canada advises against all travel to the eastern and northeastern areas of the DRC, including points of entry from Uganda, Burundi and Rwanda; the provinces of North and South Kivu; the Ituri district; and Garamba National Park and border areas with South Sudan and Uganda. Consult the Security tab for more information.

The situation in the Kivus remains very tense and uncertain. If you are currently in North or South Kivu and assess that your security is at risk, leave immediately.
Avoid All Travel

SOMALIA - AVOID ALL TRAVEL

Foreign Affairs, Trade and Development Canada advises against all travel to Somalia. If you are currently in Somalia despite this advisory, you should leave immediately.

The security situation in Somalia is extremely volatile and the threat of domestic terrorism is high, particularly in south-central Somalia and in the capital, Mogadishu.
Step 2 – OCASP Planning Procedure

- You must complete the ‘High Risk’ Off-Campus Activity Safety Policy procedure offered through the Queen’s University International Centre (QUIC).
- This is an online procedure which requires your NetID and password.
- The online OCASP procedure includes a Pre-departure component that is triggered once “International” is selected as a destination.
- The Pre-departure component **must** be completed in order for the OCASP procedure to be submitted for approval.
Step 3 – OCASP Approval

- You need to complete the Off-Campus Activity Safety Policy planning procedure (OCASP) where you identify the risks of your placement location and how you intend to mitigate those risks.

- OCASP is the last step in “clearing” an out-of-country/Canadian North/higher risk alternative practicum placement that has been approved by your FOCI instructor.

- OCASP approval requires travel details including flight numbers (if applicable). Flight information and numbers can be email to the Practicum Office if booked after submission of the OCASP procedure.
Step 3 – OCASP Approval

- OCASP Information session:
  
  **Monday January 4, 2016 – 1:30 to 3:30** A237

- Pick up your OCASP information card in the Practicum Office prior to the OCASP presentation. It has helpful hints on how to complete the procedure and includes the Emergency Contact card for Queen’s.
Get your OCASP approved before you fly
quic.queensu.ca
/safetyabroad

OCASP
WOULD NEVER GO FOR THIS!

Queen's University International Centre
quic.queensu.ca
Elevated Risk?

Regardless of location, any Alternative Practicum that has an elevated risk for physical injury, needs to have an OCASP submission completed.

Examples include:
- placement in a detention centre;
- at a theatre where you could be on a tall ladder or set scaffolding;
- an outdoor education centre in an avalanche zone; working with young offenders/inmates;
- a placement in a remote area where there may be lack of phone reception or 911 coverage; etc.

In-country placements start at STEP 2.
What does the Practicum Office need?

- Letter to Placement Employers must be signed by the head of your host institution, and mailed or faxed to the Practicum Office prior to the start of the placement. This is a declaration by your host institution on whether they participate in Workplace Insurance. Some **Ontario school boards** have already signed one form on behalf of all schools in their board so **check the Board Protocol list**.

- Record of Alternative Practicum Experience form submitted upon your return from the Alternative Practicum.
The Alternative Practicum Package is available on the Practicum Office web site: educ.queensu.ca/practicum, scroll to B.Ed./D.Ed. Alternative Practicum Placements, (Forms section). The package contains a thank you letter for your Host Professional, Letter to Placement Employers /Declaration form for WSIB (if Ontario School Board, check Board Protocol list), and Record of Alternative Practicum Experience form.

- You must print a copy of all pages.
- The signed Letter to Placement Employers/Declaration must be received from your host (where applicable) prior to starting the placement.
The Record of Alternative Practicum Experience form is to be completed by the Host Professional at the end of the Alternative Practicum. It outlines the tasks and duties completed during the practicum and the number of hours completed (minimum 30 hours per week for three weeks).

Initiative and dependability as well as discretion and professional judgement must be demonstrated, and the placement a positive experience in order for PRAC 450/451 to be successful.
The Record of Alternative Practicum Experience form will be used to assign your grade for PRAC 450/451.

A copy of the Record of Alternative Practicum Experience form must be submitted to the Practicum Office as well as your FOCI instructor, by April 15 (see page 14 of the Practicum Handbook for deadlines).

Keep the original for your portfolio.
Queen's University – B.Ed./Dip.Ed. Program
Record of Alternative Practicum Experience

Teacher Candidate
Dates of Placement: ______ to ______, 20__
Host Professional
Host Institution
City, Province Country
Phone FAX Email

Please ensure phone/email information is provided above for the FOCI instructor to contact you if necessary.

Candidates must complete a minimum of 30 hours per week or a minimum of 90 hours over the three-week practicum.

The teacher candidate performed the following tasks, duties, and activities during the placement:

Further Comments:
Attach additional sheet(s) if necessary

Did the candidate demonstrate:
☐ Initiative and dependability
☐ Discretion and professional judgement

For the time the teacher candidate was with you, were they present for a minimum average of 30 hours per week? Yes ☐ No ☐

Would you consider this placement a positive experience? Yes ☐ No ☐

Host Professional: Date
Teacher Candidate: Date

It is the responsibility of the teacher candidate to submit a copy of the Record of Alternative Placement Experience form to the Practicum Office, and FOCI instructor.

Practicum Office – Duncan McArthur Hall – Queen’s University
613-533-6202 FAX: 613-533-6596
Travel Fellowships

Elliott/Upitis/Bamji/Hajee travel fellowships for Ontario residents.

Information regarding the travel fellowships was sent to all teacher candidates from the Student Services Office.

You can also access the information on D2L under ‘Faculty of Education Awards’

Student Eligibility form was due at the Student Awards Office (Gordon Hall) by 4:30 p.m. on September 29.

Deadline for electronic Student Application Form is December 1 by 10:00 a.m.

The Student Awards Office will notify candidates by email on January 8, the value of the fellowship awarded.
Summary of Deadlines

- **December 11, 2015** – Deadline to submit online Alternative Practicum Arrangement form for requests to Ontario ‘EDU’ boards (see board protocol list)

- **January 30, 2016** – Deadline to submit online Alternative Practicum Arrangement form for placements in all settings, including ‘SCH’ boards.

- **April 15, 2016** – Copy of Record of Alternative Practicum Experience form to be submitted to the Practicum Office and FOCI instructor.

- Letter to Placement Employer/Declaration must be submitted (where applicable) **prior** to starting the Alternative Practicum.
Before you go ........

- Ensure your Host institution has signed and faxed or mailed the Letter to Employer/Declaration form. Most Ontario School Boards will have signed the Employer Declaration on behalf of their schools, so those schools will not have to sign the form again (Check the Board Protocol list).

- Print and take with you the Record of Alternative Practicum Experience form, or have your Host download the form from the website, for completion at the end of the placement.

- Candidates going out of country/far north, or are in a setting with an elevated risk must submit and have approved, the OCASP procedure.