



CONCURRENT TEACHER EDUCATION PROGRAM PLACEMENT INFORMATION 2018-2019 Host Information

One of the advantages of Concurrent Education is the field centred approach of completing practicum right away. Practicum (PRAC) is a key part of the program, with a progression of increasing responsibility each year in preparation for the extended practicum in final year.

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Personnel:

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What candidates require prior to arranging/starting the practicum placement:

Vulnerable Sector Police Check

Candidates must obtain a Police Check that includes a Vulnerable Sector Check. Candidates must present their vulnerable sector police check to the school principal or host administrator on the first day of the placement.

Health and Safety Workshops and online training

Candidates must complete the Ministry of Labour's 'Worker Health and Safety Awareness in 4 Steps' online training prior to starting any placement. **Candidates must** print the certificate of completion to show school principals or host institution administrators. Candidates must complete any additional Health and Safety training required by their district school board or host institution.

Practicum Report

The report must be completed by the Host on the last day of the placement then discussed with the candidate. The report must be signed by both the Host and candidate. The candidate will keep the original signed copy, and provide copies to the Practicum Office and Host.

Responsibilities of Hosts

- Review the Practicum Report and the placement overview for the appropriate year of study of the candidate.
- Discuss/develop plan for communication; share contact information.
- Provide the candidate with a brief tour and introduce them to colleagues where applicable
- Provide candidate with seating plans where applicable, School/Agency Handbook, materials for the day's activities, and information about individual students with whom the candidate is expected to work.
- Begin to involve the candidate in activities as soon as possible. The Host may have individual students they would like to have the candidate observe.
- Allow for adequate observation time at the beginning and throughout the placement.
- Set aside time each day to give feedback and discuss Professional Dispositions and progress with the candidate.
- Ensure the Practicum Report is completed and signed on the last day of the placement. Allow time for review with the candidate. When completing the Practicum Report, please keep in mind that these candidates are in the first or second year of the Undergraduate Concurrent Education Program.

No remuneration is given to Hosts taking candidates for Years 1 and 2 Experiences in Education placements however, a \$100 discount toward tuition fee for an AQ/ABQ course or, a \$50 discount toward tuition fees for an online Professional Learning course. See Continuing Education web site <https://coursesforteachers.ca/home>. **The discount must be used within 3 years of hosting a candidate.**

Responsibilities of Candidates in all years

Be professional at all times. Remember you are a guest of the Host and must conduct yourself accordingly.

Contact the Host at least two weeks prior to starting the placement to introduce yourself. You must also advise the administrator of your arrival and remind the with whom you will be working.

You may want to provide the Host with a brief background of your interests and what you would like to learn during the placement, including courses that may be relevant, and activities or skills you would like to learn or continue to develop.

Success in the Practicum

Candidates must demonstrate all four attributes of the Professional Dispositions in order to be successful in the practicum. Candidates who do not demonstrate all of the Professional Dispositions must meet with the Practicum Manager or Undergraduate Program Advisor and may be required to register for and complete the practicum again.

The following are what **Professional Dispositions** may look like:

Punctuality and Dependability

- Be punctual, prompt and reliable. Arrive at the placement early (at least 15 minutes prior to the start of the day) and plan to stay after when possible to discuss the day with the Host. Candidates must stay at least 15 minutes after school is dismissed.
- Contact the Host directly if unable to attend because of illness (messages don't always get to the intended recipient). Getting the Host's contact information at the start of the placement may be helpful.
- If you are unable to attend due to illness, ensure the Host has received any lesson plan, marked papers, etc. that were to be given the day you are absent.

Initiative

- After consultation with Host, prepare lesson plans, materials, etc. and provide to the Host with copies. Ensure any materials needed for lesson(s) and/or unit(s), are ready well ahead of time (audio-visual, chalkboard work, handouts, etc.). Review them with the host prior to delivery.
- Actively seek direction
- Offer to help in a variety of circumstances
- Share ideas

Contributing to the Safety and Security of Learners

- Become familiar with the School/Agency Handbook and/or web site, policies, and procedures (e.g., lockdown, fire drills, etc.)
- Follow existing classroom routines
- Support existing discipline processes

Professionalism

- Display a professional attitude, respect of colleagues, professional boundaries, discretion, appropriate dress, confidentiality, and cooperation with school personnel.
- Avoid use of cellphones and tablets for personal communication during the time you are on practicum.
- Use time wisely, spend non-teaching time profitably (e.g. making individual student observations, marking work, observing the Host, looking for individuals needing extra help or attention).
- Respond appropriately to Host's suggestions.

Year One Overview

The purpose of the first year Experiences in Education practicum is to increase the candidate's awareness of broader teaching and learning settings to ensure more opportunities to experience diversity and inclusivity.

Candidates in first year must complete 10 days (minimum 60 hours) of educational experience in an elementary classroom or an alternative educational setting with children aged 4-11. Candidates can complete the practicum in 10 consecutive days or a combination of full and half days over several weeks.

Settings such as tutoring programs, early childhood education centres, SERT classrooms, libraries, museum and gallery education programming, independent schools (e.g., Montessori and Waldorf), Outdoor or Experiential Education Centres, and First Nations schools and, At-risk youth programs are all opportunities that can be explored.

Practicum Requirements

During the fall and winter terms, first year candidates complete PROF 110 **Self as Teacher**. This course is an introduction to schools, teaching, and curriculum in their historical, political, social and philosophical context. Exploration of policy, practice and professional portfolios, with an emphasis on reflective and critical thinking.

The candidate:

- Demonstrates all four Professional Dispositions as listed on the Practicum Report, in order to be successful
- Observes in the setting, learning spaces, and at other events hosted by the institution where applicable
- Consults with Host to select three students to observe in-depth over the duration of the practicum
- Records and shares observations and reflections with host
- Assists students in one-on-one and small group activities
- Assists with preparation of learning materials
- Assists with daily routines
- Assists with supervision responsibilities where applicable (e.g., yard, bus, hall duty)
- Assists with extra-curricular activities as appropriate

