



## 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.

Queen's Concurrent Program  
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### Personnel:

Tammy O'Neil, Practicum Manager  
Nadine Thompson, Practicum Placement Assistant  
Lauren Hare, Practicum Placement Assistant  
Kathleen Iley, Practicum Office Assistant

### 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.
- Guide the candidate in the development of effective instructional planning. Review plans before and after delivery.
- Co-plan and co-teach lessons.
- Review observations prepared by the candidate and give feedback.
- 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 Two Overview

In year second year, candidates continue to increase their awareness of broader teaching and learning settings to ensure more opportunities to experience diversity and inclusivity. Candidates are introduced to the teaching-learning process through lesson planning and delivery, including use of relevant Ontario curriculum documents where applicable.

Candidates in second year must complete the equivalent of 15 days of practicum (minimum 90 hours).

Primary-Junior (PJ) candidates should complete the placement in a primary or junior classroom (FDK to grade 6) or work with children ages 4-11.

Intermediate-Senior (IS) candidates are placed in a grade 7 to 12 setting or work with children ages 12-18

### Practicum Requirements

During the fall and winter terms, second year candidates complete **PROF 210 – Self as Learner**. This course is an introduction to planning for learning. The course explores universal design for learning, differentiated instruction, inclusion and diversity, with an emphasis on the use of assessment and evaluation as supports for learning. The learning needs of exceptional learners and the use of equitable instruction will be highlighted. The portfolio will be used as an individual documentation of learning.

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, one of which is formally identified with an IEP, is At-Risk, or has special needs.
- Records and shares observations and reflections with host.
- Co-plans and co-teaches three lessons in a classroom setting. (Candidates are not expected to co-teach any more than the required three lessons. However, if the candidate is comfortable co-teaching a few additional lessons, this can be discussed with the Host.)
- In non-school settings, candidates are expected to take on responsibilities equivalent to such instruction, either with whole groups or with certain students. Rather than developing lesson plans, they are encouraged to document their work with a logbook and supplement it with any materials or preparation that they do for this work. Instruction materials such as lesson plans or logbook will be discussed with the Host prior to any use with learners.
- Assists with supervision responsibilities where applicable (e.g., yard, bus, hall duty)
- Assists with extra-curricular activities as appropriate



## Queen's University - Concurrent Teacher Education Experiences in Education Year 2 Report

To be completed by Host Professional (*Please Print*):

**Candidate Name** \_\_\_\_\_

**Host Professional Name** \_\_\_\_\_

Name of Setting \_\_\_\_\_ Board (if applicable) \_\_\_\_\_

Grade/Age group \_\_\_\_\_ Days Absent \_\_\_\_\_ Total Weeks/Hours \_\_\_\_\_

City \_\_\_\_\_ Dates of Placement: \_\_\_\_\_ to \_\_\_\_\_, 20\_\_

Please check off the tasks and duties in which the candidate was involved.

**OBSERVATION**

- observed learners
- observed at PLC/ staff meetings
- observed at other events
- recorded observations
- recorded reflections regarding observations ("the why behind the what")
- discussed observations and reflections with Host
- provided a copy of observations and reflections when requested by Host

**PROFESSIONAL DISPOSITIONS**

Did the candidate demonstrate the following attributes?

Yes  No  Punctuality and dependability

Yes  No  Initiative

Yes  No  Contributes to the safety and security of learners

Yes  No  Professional conduct

**CO-PLANNING AND CO-TEACHING** (Classroom setting)

Reviewed lesson plans

Co-taught 3 lessons

Please provide further comments on the tasks and duties the candidate completed and their participation.

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Host Signature \_\_\_\_\_ Date \_\_\_\_\_

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

(This signature indicates receipt of the report only)