Please print these pages so you will know what is being asked on the online Practicum Arrangement form. A template of the Candidate Background Information form, and electronic Photo/Video Release form is also included for your information only.

These forms are a template for the online Practicum Registration. Do not submit hard copies of these forms as they will not be accepted. Only the online Practicum Registration will be accepted and must be submitted by March 20, 2015. If for any reason, a change or addition needs to be made to this information, you must contact the Practicum Office by email at practicum.office@queensu.ca. Be sure to read the Police Record check information carefully.

Program Format - 2015-2016

The program format will be different for Final Year Concurrent Education candidates and Consecutive B.Ed./Dip.Ed. candidates. Consecutive B.Ed./Dip.Ed. candidates will start the program in May, 2015 and Final Year Concurrent Education candidates will start the program in September, 2015.

Sessional Dates

Term 1 (Summer 2015) – Consecutive candidates only

May 6 – 8, 2015 – Introduction to the B.Ed./Dip.Ed. program (3 days)
May 11 – 29, 2015 – Summer 1 Practicum (Component 1; 14 days) May 18-Victoria Day
June 1 – 26, 2015 – Summer 1 Class Block 1 (20 days; 18 days of classes)
June 29 – July 3, 2015 – Summer 1 term break (no classes)
July 6 – 29, 2015 – Summer 1 Class Block 2 (18 days)
July 30 – August 19, 2015 – Summer 1 Class Block 3 (14 days) August 3-Civic Holiday
August 20 – 31, 2015 – End of term break

Term 2 (Fall 2015) - Consecutive and Final Year Concurrent candidates

September 1, 2015 – Fall term begins
September 2 - October 9, 2015 - Classes (28 days) September 7-Labour Day
October 13 - November 20, 2015 - Fall Practicum (Components 2 & 3; 29 days) October 12 - Thanksgiving
November 23 - December 18, 2015 - Classes (20 days)
December 21 - January 1, 2016 - Winter Break

Term 3 (Winter 2016) – Consecutive and Final Year Concurrent candidates

January 4 - February 12, 2016 - Winter term classes begin (30 days)
February 16 - March 11, 2016 - Winter Practicum (Component 4; 19 days) February 15-Family Day
March 14 - 18, 2016 - March Break
March 21 - April 8, 2016 - Alternative Practicum (14 days) March 25-Good Friday
April 11 - 29, 2016 – Classes (15 days)

Term 4 (Summer 2016) – Consecutive candidates and optional for Final Year Concurrent candidates

May 2 – 27, 2016 – Summer 2 Practicum (Component 5; 19 days) May 23 Victoria Day
May 30 – June 24, 2016 – Summer 2 Class Block 1 (18 days of classes)
June 27 – July 1, 2016 – Summer 2 term break (no classes)
July 4 – August 5, 2016 – Summer 2 Class Block 2 (24 days; 18 days of classes) August 1 Civic Holiday
Vulnerable Sector Police Record Checks

Neither Queen’s University or the Faculty of Education requires a Police Record Check as a condition of admission. However, every teacher candidate requires a police record check that includes a ‘vulnerable sector screening’ in order to work with children in schools. Your Police Record Check must be acceptable to the school boards with whom we work. If information appears on your Police Record Check that is unacceptable to school boards, you will not be able to be placed for a practicum and will be required to withdraw from the program.

Your Police Record Check must be verified for authenticity by the Faculty of Education, prior to starting a practicum in school. Please read carefully the Vulnerable Sector Police Check section of the Practicum Office website for details as board policies are very strict. Teacher candidates will not be allowed to start their practicum if they have not submitted a valid Vulnerable Sector Police Check to the Practicum Office by the deadlines indicated.

The most important requirement regarding your vulnerable sector police check is that you apply for it through the police department in your home city/town where you have a current address at the time of application. The "current/home" address on the application must be in the same jurisdiction as the police department to which you are applying.

For Consecutive B.Ed./Dip.Ed. candidates, you may need 2 Vulnerable Sector Police Checks. The first one must be started in February so you will receive your police check by April 24 which is the deadline to verify it with the Practicum Office prior to starting the first practicum component in May. If you have a current Vulnerable Sector Police Check dated no earlier than June, 2014, you can use this for your Summer 1 practicum component in May only. This must be verified at the Practicum Office on or before April 24. You will need a second Vulnerable Sector Police Check for your remaining practicum components and it must be started between May 1-31, so as not to be older than 6 months from when you start your fall term practicum components in October. This Vulnerable Sector Police Check must be submitted to the Practicum Office by August 7. It will be returned to you in one of your Theory and Professional Practice classes in September. Failure to verify your Vulnerable Sector Police Checks by the deadlines provided may jeopardize your practicum placements.

Final Year Concurrent Education candidates must start the process of obtaining a Vulnerable Sector Police Check between May 1-31, so as not to be older than 6 months from the start of the fall term practicum components in October. The Police Check must be submitted to the Practicum Office by August 7. It will be returned to you in one of your Theory and Professional Practice classes in September (with the exception of candidates placed in the Peel DSB, who will receive a copy of the original). If you are mailing your Vulnerable Sector Police Check to the Practicum Office, send it in a way that can be tracked as this is a very important document that you will need to bring to your practicum as well. Failure to submit your Vulnerable Sector Police Check by the August 7 deadline may jeopardize your fall term practicum.

Candidates who are residing out of the country at the time of application must follow the instructions indicated on our web site (Vulnerable Sector Police Record Checks accordion).
District School Boards used by the Faculty of Education, Queen’s University

Public District School Boards
- Durham District School Board
- Halton District School Board
- Hastings Prince Edward District School Board
- Kawartha Pineridge District School Board
- Limestone District School Board
- Ottawa-Carleton District School Board
- Peel District School Board (Mississauga and Brampton areas only)
- Renfrew District School Board
- Simcoe District School Board (Barrie and Orillia areas only)
- Toronto District School Board
- Trillium Lakelands District School Board (Lindsay area only)
- Upper Canada District School Board
- Waterloo District School Board
- York Region District School Board

Catholic District School Boards
- Algonquin-Lakeshore Catholic District School Board (Kingston, Belleville, Trenton areas)
- Catholic District School Board of Eastern Ontario
- *Dufferin-Peel Catholic District School Board (Mississauga & Brampton areas only) – *(Board Policy-Must provide proof of Catholic faith)

- Durham Catholic District School Board
- Halton Catholic District School Board
- Peterborough, Victoria, Northumberland & Clarington Catholic District School Board
- Renfrew Catholic District School Board
- Simcoe Catholic District School Board
- Toronto Catholic District School Board
- Waterloo Catholic District School Board
- York Catholic District School Board

*Private Schools (Intermediate-Senior candidates only)
IS candidates placed in a private school in fall term, will be moved to publicly funded school for the remaining practicum components in the winter and summer terms.
- Mentor College (Mississauga)
- Trinity College (Port Hope)
- Leahurst College (Kingston)
Practicum Arrangement Form

Please complete the electronic form by March 20, 2015
Maps indicating the location of the district school boards are found at on our web site:
http://educ.queensu.ca/practicum (District School Boards accordion)
*indicates required fields

*Queen's 8-digit student number (not OUAC number): ___________________________

*Title _____  *First name ___________________  *Last name__________________________

*Preferred first name (i.e. Bob, Katie, Joe, Liz) _________________________________

*Gender:  □ M  □ F

*Email: ________________________________

*Home Address: ________________________________________________________________

*City:________________________ *Prov ___________  *Postal ________________

*Phone:________________________

*Program:  □ Concurrent  □ Consecutive  □ Technological Education

*Division  □ PJ  □ IS

If Intermediate-Senior, list both teaching subjects below (Technological Education candidates list just subject 1).

Subject 1:_____________________ Subject 2:____________________

Legend:
• ARTV=Visual Art
• CPST=Computer Studies
• DRMA=Dramatic Art
• ENLH=English
• FRSL=French as a Second Language
• GPHY=Geography
• HIST=History
• IMUS=Instrumental Music
• MATH=Mathematics
• NTVS=Native Studies
• SBIO=Biology
• SCHM=Chemistry
• SPHY=Physics
• TECH=Technological Education
• VMUS=Vocal Music

Are you registered in a Special Program Track? These programs have a separate admission process. (AICS = Artist in Community, ATEP = Aboriginal Teacher Education, OEE = Outdoor Education)

□ AICS  □ ATEP  □ OEE

Do you have use of a car for practice teaching? □

PJ Candidates only – *French Immersion placement request (not guaranteed) □
*You must meet the CTE entrance requirements for the AQ course FSL Pt 1, and register by August 17.  FSL Part 1 begins September 28, 2015.
Indicate the school board and secondary school from which you graduated. It is our policy not to place candidates in secondary schools from which they graduated. This is to avoid a conflict of interest and to ensure candidates are viewed as beginning professionals rather than former students.

*Board: ___________________ Secondary School: ___________________

For Summer 1 Introduction to Schools practicum only. List your preference for a Catholic or Public School (a Catholic school is not guaranteed).

Catholic ☐ Public ☐ No Preference ☐

For Fall, Winter and Summer 2 term practicum placements

Use the "Board Notes" field to indicate a preference for location within a specific board (i.e. east, west, etc.). This in no way guarantees a placement in a specific area of a board; however any notes will be taken into consideration during the placement process.

*Board 1 ___________________ Board 1 Notes: ___________________
*Board 2 ___________________ Board 2 Notes: ___________________
*Board 3 ___________________ Board 3 Notes: ___________________
*Board 4 ___________________ Board 4 Notes: ___________________

Schools in which there is a known conflict of interest (e.g., close relative at school, worked at school as EA or volunteer, etc.)

Board: ___________________ School: ___________________

Board: ___________________ School: ___________________

The Practicum Office is aware that changes in candidates’ lives cannot be predicted; however once a placement has been made, it will only be changed under dire circumstances. The information you give on this form must be as accurate as possible, with as much information that will help the Practicum Office as necessary. Please indicate below if there are special needs of which the Practicum Office needs to be aware (i.e. single parent, medical condition, child-care responsibilities, married candidate, etc.) Lack of a vehicle, job, care of pets, etc. do not fall under special circumstances. Be as brief as possible.
Candidate Background Information Form

Name:

In answering the first question, be brief but informative. Background forms are given to schools who want a 'snapshot' of you. It is recommended that a minimum of four to five sentences be used; background forms that contain only one or two sentences are sometimes rejected by schools. Responses will be cut off at 1500 characters (including spaces) per question. Only one page is allotted for both questions.

1. What special strengths, interests/talents (e.g. athletics, arts, travel, computers, etc.), and experiences will you bring to the students and staff in your associate school?

2. Academic background [not marks]: Do not list all university courses, only those supporting your subjects. Do not list course codes.
   - IS candidates can list teaching subjects and courses taken that are relevant to them (e.g. History: Ancient Greece, Canadian History (1914-1945), economics, philosophy, etc.)
   - PJ candidates can list university major(s) and minor concentrations, as well as any courses that may be of interest to an elementary school.
Please Read Carefully

I hereby grant to Queen's University at Kingston (the "University") the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed or video images taken of me, for use in connection with the activities of the University for promoting, publicizing or explaining the University or its activities.

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Permission Denied:  I do not wish my image to be used in this way.