

## **COLLEGE POLICIES FOR PRACTICUM SESSIONS**

### **OBSERVATION DAYS**

All students are expected to attend an observation day prior to the actual practice-teaching session. Normally this takes place on the Friday preceding the Practicum session. In case that day is a local school P.A. Day, the following Monday becomes an observation day.

### **CONTACT WITH THE ASSOCIATE TEACHER**

All students are expected to contact their associate teachers by telephone and/or e-mail at least a week before the practicum session begins in order to obtain practicum-related information.

### **PROFESSIONALISM**

Student teachers are expected to display Christian professionalism in work ethic, relationships, dress, and attendance.

### **COLLEGE PRACTICUM ASSIGNMENTS**

Course-related practicum assignments initiated by the College are the responsibility of the student teacher. S/he may request assistance from the associate teacher, but it is not the associate's responsibility to see to it that such assignments are completed.

### **LESSON PLANS**

All students are required to prepare and submit to their associate teachers a written lesson plan for all teaching tasks using a lesson plan format adopted by the College. Activities such as reading a story, for example, do not require a lesson plan.

Student teachers are expected to provide the associate teacher with a copy of all their lesson plans at the beginning of each school day.

### **COLLEGE INVOLVEMENT**

The College assigns a faculty supervisor to each student teacher. The supervisor visits the student teacher at least once during a session and is available for additional consultation or a follow-up visit.

### **POST-PRACTICUM OBLIGATIONS**

Student teachers should not take work (e.g., marking a test or assignment) along with them after a practicum session is over. All teaching obligations should be planned in such a way that they can be completed within the practicum session.

### **PRACTICUM EVALUATION**

The final evaluation of a student teacher's performance during a practicum session is a College responsibility. The associate teacher's assessment weighs very heavily in this evaluation, but is not the sole criterion. The supervisor's own observations and his/her assessment of samples of the student teacher's practicum work (e.g., lesson plans, reflections, logbooks) are also part of the evaluation.

### **OUT-OF-PROVINCE PLACEMENTS**

The purchase of students' airplane tickets for out-of-province practicum placements

should be coordinated through the College administrator or registrar.

**LEGAL RESPONSIBILITY OF THE ASSOCIATE TEACHER**

1. The associate teacher remains legally and professionally responsible for the students in his/her class for the entire duration of the practicum session also when he/she is not physically present in the classroom.
2. If an associate teacher is to be absent from the building by reason of illness or other commitments, the school principal must find a qualified substitute to take over the legal responsibility for the children.