RATIONALE:

Hosting practicum placements for students enrolled in accredited non-teaching programs is encouraged at all schools throughout the district.

PROCESS:

1. Arranging Placements

Requests for placements for practicum students are to come from the college representative to the Director of Instruction. Requests are not accepted from individual students or made directly to schools. The Director of Instruction will contact principals to determine options for placements and provide confirmation to the college representative once all placement requirements have been met.

2. Practicum Requirements

The Practicum Placement Coordinator, or other college representative, will provide information to the Director of Instruction on the specifics of the practicum including dates, activities, required hours and the requirements for the mentor teacher to supervise, provide feedback, support, and contribute information for the evaluation of the practicum student. Confirmation of a current Criminal Record Check will also be provided to the Director of Instruction by the college representative or the practicum student.

3. Orientation

The principal is to arrange the following prior to commencement of the placement:

- Site Orientation
- Duty to Report training
- Acceptable Use Agreement

4. Email Account and Permissions

Practicum students will not be provided with a district email account.

5. Access to Technology

A laptop will not be provided to a practicum student. The student may use their own device with guest wireless access.

6. MyEd BC Access

The practicum student will not be provided access to MyEd.

7. School Access

A building access code is not issued to a practicum student. A practicum student may access the building during the hours the building is unlocked or upon prior arrangement with another staff member who is working in the building outside the regular hours.

8. Communication with Parents/Guardians and Reporting

The responsibility for communication to parents and reporting remains with the mentor teacher.

9. Performance Concerns

While a practicum is a learning and development opportunity for a practicum student, the mentor teacher and principal provide supervision to ensure the overall learning situation is appropriate. Concerns are to be shared immediately with the practicum student along with expected actions to be taken for improvement. If the specified improvement does not occur the Practicum Placement Coordinator is to be notified and involved in the next steps.