



University of Lethbridge, Faculty of Education

PROFESSIONAL SEMESTER ONE

ADDENDUM to Field Experience Handbook

Fall 2020

Due to the extraordinary circumstances that the world finds itself with respect to **COVID-19**, a number of changes have had to be made to support our Student Teachers in their practicum experiences. We want to ensure that government safety protocols are being maintained while allowing our Student Teachers to participate in a quality practicum experience.

Due to the unprecedented nature of this pandemic, please be aware that circumstances and procedures may change quickly in response to the most up to date information and government regulations.

Preparation for the Practicum

Normally PS I practicum placements occur within Zone 6 (Lethbridge and Southern Alberta) and Zone 5 (Calgary and area). To accommodate PS I Student Teachers being able to remain in their home town, this placement range has been expanded.

It is crucial for all students to update Field Experiences office of any change of address as soon as possible. Any changes *after* September 8, 2020 may not be accommodated due to the complex nature of finding practicum placements.

- For Student Teachers in Zones 5 and 6, placement procedures will remain the same with the Field Experiences office contacting schools/division directly to make placements. ***Student Teachers are NOT to approach specific teachers/schools in order to make their own placements.***
- Student Teachers outside of Zones 5 and 6 will be provided with additional information to facilitate their placement process. Please ensure that the procedures provided by the Field Experiences office are followed in determining a suitable placement. It will also be important for Student Teachers to abide by the regulations regarding possible **conflict of interest outlined in the PS I Handbook (p. 3):** <https://www.uleth.ca/education/programs-degrees/undergraduate-program/field-experiences/ps-i/forms-guidelines>
- Usual billeting and carpooling arrangements will be deferred for this year to follow current Alberta Health Services social distancing policies.

During the Practicum (PS I Handbook: pp. 5-7)

- Due to the evolving situation in school openings, Student Teachers may find that their practicum may change from in-school to online or vice versa. It is expected that the Student Teacher will continue in their practicum and work closely with their Teacher Associate to provide quality instruction to their students regardless of the instructional format.
- Teacher Associates should work closely together to ease Student Teachers into taking on the PS1 teaching load. It is recommended that Student Teachers use the first few days to get to know the students, the school community, co-planning with their teacher advisor, teach with smaller groups, and other opportunities that encourage active observation and participation.
- The Student Teacher and University Consultant will meet with one another, either online or face-to-face at least on a weekly basis.
- Prompt communication with the University Consultant and Teacher Associates is always critical but even more so with online formats. Check your UofL email daily to ensure that you do not miss any important information or deadlines.
- For out of zone placements it is the Student Teacher's responsibility to work closely with the University Consultant to arrange virtual classroom observations. These will normally include pre-conference, classroom observations, and a post-conference.
- Lesson plans, log books, e-portfolios, and the professional learning tool must be accessible to the University Consultant through whichever platform is determined.
- All absences must be reported to the University Consultant, Teacher Associate and administrator. **If any absences are due to COVID-19**, the University Consultant will contact the Field Experiences office and Student Program Services immediately. If a Student Teacher has tested positive, they are asked to self-isolate, follow provincial health directives in relation to COVID-19, and complete the student registry found on the University of Lethbridge website: <https://www.uleth.ca/covid-19>.
- In regards to PPE expectations, Student Teachers will need to follow the requirements that are determined by the school.
- It is imperative that all Student Teachers follow the procedures outlined by Alberta Health Services (or provincial health authority in their practicum locations), their school divisions, and schools.

Completion of Practicum

- Final completion and submission of the PS I Summative Report will be submitted electronically by the University Consultants – with electronic signatures – to Kelly Vaselenak in FE office: kelly.vaselenak@uleth.ca. See Field Experience Forms & Guidelines for the [Professional Semester I Summative Report](#)
- Guidelines for completing formative and summative report forms as well as a tutorial on completing PDF fillable reports are available on the **Field Experiences website** under **Forms and Guidelines**. Click here to access these supporting documents: [Field Experiences website](#).