



University of Lethbridge, Faculty of Education

PROFESSIONAL SEMESTER TWO

ADDENDUM to Field Experience Handbook Spring 2021

Preamble

Due to the extraordinary circumstances that the world finds itself in this year due to COVID-19, a number of changes have had to be made to support our student teachers in their practicum experiences and ensure that they are ready to handle the expectations of beginning teachers going forward.

- See attached Practicum Expectations for the Faculty of Education (Appendix G, PS II Handbook).

Please note – that if a student has their PSI and PSII practicum outside the province of Alberta, then their PSIII practicum will need to occur in Alberta to meet the Teacher Certification Requirements of Alberta Education.

Preparation for PS II

Normally, PSI practicum placements occur within Zone 6 (Lethbridge and Southern Alberta), as well as Zone 5 (Calgary and area). To allow PSII students 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 January 8 may not be accommodated due to the complex nature of finding practicum placements.**

- For student teachers in Zone 6 and 5, placement procedures will remain the same with the Field Experiences office contacting schools/division directly and making placements. Student teachers are **NOT** to approach specific teachers/schools in order to make their own placements.
- Students outside of Zone 5 and 6 will be provided with additional information in their placement process. Please ensure that you follow the procedures provided by the Field Experiences office. It will also be important for student teachers to abide by the regulations regarding possible conflict of interest outlined in the handbook on page 3.

Preparation for **all** Student Teachers going into PS II begins in February as soon as placements are confirmed through email. Once student teachers' placements have been identified:

- the Student Teacher and University Consultant will meet with one another, either online or face-to-face
- the Student Teacher will meet with the Teacher Associate on **orientation day**, either online or face-to-face, to determine what *unit and lesson plans* the student teacher should begin to develop prior to their start date. Resources, schedules, school protocols should be shared at this time.

Exchanging contact information will be important. Planning and preparation should be done prior to the return to school in to ensure the Student Teacher arrives at the school with unit(s), resources, and well-organized logbook to keep lesson plans and reflections in, and ideas to share with the teacher.

During the Practicum

Due to the evolving situation in school openings, student teachers may find that their practicum changes 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 in all situations.

- If the teaching is online, it will be expected that the student teacher be teaching in the location that is expected by the school/division. In other words, if teachers are teaching from their schools or in a hub location, the student teacher will need to be there as well.
- Student teachers must adhere to the protocols set out by their school, school division, and Alberta Health Services. If a student teacher has been exposed to someone with Covid-19, or they are experiencing possible symptoms, it is imperative they contact their University Consultant and Teacher Advisor immediately and follow all protocols that are in place.
- Any absences must be reported to the University Consultant, Teacher Associate and administrator. If any absences are due to COVID-19, the Teacher Associate will contact the Field Experiences office and Student Program Services immediately.

University Consultant Visits.

- The Faculty of Education strongly encourages classroom observations to be conducted virtually by the University Consultants to minimize possible spread of the Covid-19 virus. We will work with the needs of the school and the University Consultant to determine what is the best method of supervision for everyone.
- The University Consultant (UC) will conduct weekly observations of the student teacher that includes a pre-conference, a lesson observation, and a post-conference. The University Consultant will then provide both oral and written feedback. Contact with the Teacher Associate will also take place on a weekly basis.
- For out of zone placements, it is the student teachers' responsibility to work closely with the University Consultant to arrange virtual classroom observations. These will normally

include a pre-conference, classroom observations, and a post-conference. Prompt communication with the University Consultant and the Teacher Associate will be essential.

- Lesson plans, log books, e-portfolios, and the Professional Learning Tool must be accessible to the University Consultant through whichever platform the UC determines.

Formative and Summative Assessment.

- Along with daily feedback from your TA (orally/written) and feedback from your UC when they visit, a mid-term formative assessment form will be completed by the Teacher Associate as well as the University Consultant.
- Final summative forms will be sent initially to your Teacher Associate via Docusign. It will then go to the student and finally to the University Consultant to recommend a pass/fail/incomplete. ****Please download the completed documents, the Docusign link is temporary. It is the student teacher's responsibility to keep records of their final summative reports, they are often requested when applying for jobs.**