

University of Lethbridge, Faculty of Education
PROFESSIONAL SEMESTER THREE
ADDENDUM to Field Experience Handbook
Spring 2022

Preamble

Due to the extraordinary circumstances that the world finds itself 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.

- A small number of Intern Teachers for Spring 2022 had their PS II practicum affected by COVID-19 in the spring of 2020. **For those Interns only**, the following information about PS III is important to note:
 - 1) Those few Interns will have completed Professional Semester I successfully and Professional Semester II for two weeks only in March, 2020.
 - 2) In PS III Spring 2022, these Intern Teachers will have four weeks in the classroom with expectations for PS II (typically for the first month).
 - 3) After that time, these Intern Teachers will have approximately 10-12 weeks with expectations for PS III (apprx. second month through to the end).
 - 4) Intern Teachers will refer to both the *PS II* and *PS III Handbooks* online for descriptions of the roles and responsibilities for student teachers/interns, teacher mentors, university consultants, and administrators.
- See attached Practicum Expectations for the Faculty of Education (Appendix H, PS III Handbook).

Preparation for PS III

Preparation for **all** Intern Teachers going into PS III begins as soon as placements are confirmed through email. Once student teachers' placements have been identified,

- the Intern Teacher and University Consultant will meet with one another, either online or face-to-face
- the Intern Teacher and University Consultant will meet with the Teacher Mentor and school administrator, either online or face-to-face, to determine what *unit plans (1-2)* the student teacher should develop before the first day of practicum. Further unit planning will occur over time.

- PS III Intern Teachers will be asked to submit *long-term plans* around the time they transition to PS III expectations. These plans will guide their teaching for the remainder of the Internship.

Intern teachers will need to contact their Teacher Mentor either virtually or in person prior to the Internship (pending School District policies on outside visitors). Planning and preparation should be done prior to the return to school after the break to ensure the Intern 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.

Initial unit plans will be handed in to University Consultants and Teacher Mentors and approved before the return to school after the break. Where possible, Intern Teachers should begin teaching a unit in their subject majors.

The First Four Weeks

As outlined in the PS II Handbook, during the first four weeks of the practicum, the Intern Teacher will receive guidance about what classes will be taught and will receive daily feedback from the Teacher Mentor and weekly feedback from the University Consultant on the submitted unit plans, lesson plans, teaching performance, and professional learning goals. The Intern Teacher will teach approximately 1/3 of the time for the first week, in their major if possible, and then move to teaching approximately half-time for the next three weeks. Half-time teaching will be maintained for the remainder of the Internship.

For those that are starting at PSII, it could be advantageous for the Intern Teacher and the Teacher Mentor to work together and to engage in team-teaching to establish structures and routines to benefit the students.

University Consultant Visits. During this time, the University Consultant will conduct weekly visits to the school (either in person or virtually) and weekly observations that include a pre-conference, a lesson observation, and a post-conference. The University Consultant will host monthly seminars throughout the Internship.

Formative and Summative Assessment. After two weeks, the PS II Formative assessment form should be filled out and shared all together (with the Intern Teacher, the Teacher Mentor, and the University Consultant). At the end of the first four weeks, the PS II Summative assessment form should be filled out all together and a decision made to move to PS III expectations. If the intern has met the requirements the summative form will be signed electronically (using DocuSign), and once completed will be automatically submitted to Kelly in the Field Experiences office.

If an Intern Teacher **is not ready for PS III** at this time, they will be provided with a written action plan based on the requirements on the summative assessment and have two weeks to meet expectations. At this point a decision will have to be made that:

1. The student has met the requirements for PSII and can now begin the expectations for PSIII.

OR

2. Withdraw from the Faculty and start PS II over again in the future after completing a remediation plan. A remediation plan can be developed with the goal of them going back in for Fall 2022 or a future semester.

The Next Twelve Weeks: After the Transition

It is at this point that the practicum formally turns into the PS III Internship with the expectations for roles and responsibilities implemented for PS III. The PS III Handbook explains the roles and responsibilities for the Intern Teacher, the Teacher Mentor, the University Consultant, and the Administrator. Each placement and context will offer various ways to do this, and the context of the school and what is best for students must be considered fully. However, it should be noted that The Intern Teacher will continue to be observed by the Teacher Mentor on a weekly basis and together they will continue the Intern/mentor relationship.

University Consultant Visits. The UC will make monthly visits to the school (either in person or virtually) and conduct observations while there including a pre-conference, an observation, and a post-conference and will continue to host monthly seminars throughout the Internship.

Summative Assessment. The PS III Final Report will follow the Guidelines for Writing Final Reports in Appendix H in the *PS III Handbook*.