

PROFESSIONAL SEMESTER THREE

ADDENDUM to Field Experience Handbook

Fall 2020

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.

- For Intern Teachers who completed Professional Semester (PS) II prior to the Spring of 2020, you will enter PS III using the guidelines from the PS III Handbook.
- For Intern Teachers who had their PS II practicum affected by COVID-19 in the Spring of 2020, the following information about PS III is important to note:
 - a) Intern Teachers beginning PS III in the Fall of 2020 will have completed PS I successfully and PS II for two weeks only in March, 2020.
 - b) In PS III, these Intern Teachers will have four weeks in the classroom with expectations for PS II.
 - c) After that time, these Intern Teachers will have approximately 12 weeks with expectations for PS III.
 - d) Intern Teachers will refer to both the ***PS II and PS III Handbooks*** for descriptions of the roles and responsibilities for student teachers/interns, teacher mentors, university consultants, and administrators.
- See 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 in June 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 (2-3) the student teacher should develop prior to August and the school planning meetings which they will attend. Further unit planning will occur over time.
- PS III Intern Teachers will be asked to complete *long-term plans* by October 5 to guide their teaching until the winter break.

If it is possible to visit the school in June (Alberta Health will be the final authority on this), then Intern Teachers will need to make certain they are able to do that. Exchanging contact information for communication over the summer months will be important. As much planning as possible should be done prior to the school's planning days in August 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.

Unit plans for teaching in September will be handed in to University Consultants and Teacher Mentors and approved before the end of August. Where possible, Intern Teachers should begin teaching a unit in their subject majors.

September, 2020

September: 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.

As it is the beginning of the year, 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 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 September, the PS II Summative assessment form should be filled out all together and a decision made to move to PS III expectations. This decision should be communicated to the school administrator and to the Assistant Deans of Student Program Services and Field Experiences.

If an Intern Teacher is not ready for PS III by the end of September, they will be provided with an action plan based on the summative assessment and have two weeks (until the middle of October) to meet expectations. If the Intern Teacher was unable to meeting expectations, they would:

1. Withdraw from the Faculty and start PS II over again in the future after completing a remediation plan. (*A short remediation plan could be developed with the goal of them going back in for Spring 2021.*)
2. Complete the semester with PS II expectations. (*PS III possibly in the Spring?*)

October to December, 2020

October to December: The Next 12 Weeks:

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 University Consultant will make monthly visits to the school 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*.

***For a few students whose PS II practicum was not affected by COVID-19, they will proceed directly in to the PS III Internship.**