

## **FIELD EXPERIENCE PROGRAMS**

### **Background:**

The Division encourages employees to support education field experience programs.

### **Procedures:**

1. The Principal shall determine the degree his or her school can support a field experience program. The decision factors shall include:
  - 1.1. the number of staff to recommend as co-operating teachers;
  - 1.2. the number of student-teachers; and
  - 1.3. specific grades or subject areas.
2. The Principal shall submit a list of recommended teachers to the appropriate university or college.
3. Subsequent correspondence shall be between the Principal and the university or college.
4. The recommended teacher shall agree to volunteer as a co-operating teacher and shall:
  - 4.1. be teaching not less than 0.75 full-time equivalent (FTE);
  - 4.2. have completed three or more years of successful teaching experience;
  - 4.3. participate in co-operating teacher sessions sponsored by the Division, the university or college, or both;
  - 4.4. be prepared to use appropriate supervisory techniques, observe and give feedback to the student-teacher;
  - 4.5. understand the field experience program's regulations and expectations; and
  - 4.6. evaluate the student-teacher's performance and his or her progression in the program and profession.
5. A classified employee interested in supporting a field experience or practicum program in a specialized field shall discuss this with his or her immediate supervisor and Human Resources prior to volunteering to a university or college.

### **Reference:**

Section 18, 52, 53, 68, 196, 197, 204, 222, 225 *Education Act*  
*Teaching Profession Act*  
Ministerial Order 011/2013 – Student Learning  
Teaching Quality Standard (TQS)  
Guide to Education – ECS to Grade 12  
Collective Agreement