

FIELD EXPERIENCE PROGRAMS

Background:

The Division encourages employees to support education field experience programs.

Procedures:

1. The Principal shall determine the degree their school can support a field experience program. The decision factors shall include:
 - 1.1. the number of staff to recommend as mentor 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 mentor teachers to the appropriate university or college and Human Resources recruiters.
3. Subsequent correspondence shall be between the Principal and the university or college.
4. The recommended teacher shall agree to volunteer as a mentor 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 mentor-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 their 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 their 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
Teachers' Collective Agreement