



Practicum Responsibilities

300.38

Adopted:	January 26, 2021
Last Reviewed/Revised:	September 2023
Responsibility:	Superintendent of Education (Academic Staffing)
Next Scheduled Review:	2027

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board is committed to providing direction to Administrators and any supporting staff regarding the practicum placements of candidates from various faculties and institutions of post-secondary learning.

APPLICATION AND SCOPE:

This policy establishes the appropriate guidelines for engaging in practicum placements for candidates from various faculties of learning for a variety of roles such as Teachers, Social Workers, Education Assistants, Child and Youth Workers, and Early Childhood Educators.

REFERENCES:

- [Education Act and Regulations](#)
- [WSIB Website Information](#)
- [Board District Code of Conduct \(bhncdsb.ca\)](#)
- [HRS 300.15.P - Police Records Checks](#)
- [HRS 300.16.P - Health & Safety.pdf](#)

FORMS:

- FORM A – Workplace Insurance for Practicum Placements
- FORM B - Practicum Placement Checklist (Tentative)
- **FORM C – Offence Declaration**
- ~~Board District Code of Conduct~~

DEFINITIONS:

Associate Teachers: are qualified teachers with a minimum of three years contract experience who host, guide, and evaluate the Teacher candidate(s) assigned to the practicum placement.

Practicums: are the teacher/early childhood educator/social worker/educational assistants, etc. candidate placements or any candidate seeking a placement in the Board.

Practicum Supervisors: are qualified personnel who host, guide, mentor, and evaluate the candidate placed within the Board.

Teacher Candidates: are students pursuing the Bachelor of Education degree.



ADMINISTRATIVE PROCEDURES:

- 1.0 The Human Resource Services Department coordinates all student placements. School Administrators and other staff will not arrange practicum placements.
- 2.0 Administrators and teachers shall refer all inquiries from Faculties of Education regarding practicum placements to the Superintendent of Education (Academic Staffing). The Superintendent (Academic Staffing) shall be responsible for approving or denying requests from Faculties of Education for practicum placements. If a Faculty of Education is approved for prospective practicum placements, the Superintendent shall establish a protocol for practicum placements that is consistent with this Administrative Procedure. This same procedure applies to any candidate from any post-secondary institution of learning seeking a placement at the Board.
- 3.0 Administrators are encouraged to submit a list of prospective Associate Teachers/Practicum Supervisors to the Superintendent by the second week of September of each school year. Principals will solicit interest from staff and submit a list of prospective Associate Teachers/Practicum Supervisors to the Superintendent of Education. All Teacher Candidate placements are assigned by Family of Schools Superintendents (or designate) in consultation with the Practicum Offices at the Faculty of Education.
- 4.0 Where applicable, the faculty will ensure the completion of a vulnerable sector screening (completed within 6 months of the placement start date) and/or medical health forms for students (and personnel as applicable) which meet the indicated requirements of any provincial regulations, and such other statutes, regulations and rules which may be enacted from time to time relating to preventive health programs and measures. These forms will be completed or updated prior to the practical and/or clinical experience and the Candidate will provide a copy to the Principal or Supervisor prior to the placement.
- 5.0 In some situations, with certain faculties, there may be extenuating circumstances where the Candidate is unable to provide a Vulnerable Sector Screening that was completed within 6 months of the placement start date. In these cases, in consultation with Superintendent, the Candidate will provide the Principal/Supervisor with the Board's Offence Declaration.
- 6.0 Associate Teachers and Faculty Advisors are partners with Teacher Candidates in the practicum experience.
- 7.0 Mentors, Practicum Supervisors, and advisors for any post-secondary institutions seeking placement or practicum experiences for their Candidates are partners in the practicum experience.
- 8.0 When a practicum assignment is requested, affiliation agreements contracts need to be reviewed by the Disability Manager, Human Resources Services, Superintendent of Business and the Superintendent for signature.
- 9.0 All affiliation agreements and contracts will be returned to the post-secondary institution via the Executive Assistant Secretary responsible for the Superintendent of Education (Academic Staffing).
- 10.0 Communication to Administrator, Managers, Supervisors and/or Curriculum leads of the practicum placement will be completed by the Executive Assistant Secretary responsible for the Superintendent of Education. (Academic Staffing).



It is the responsibility of the Candidate to:

- Complete all necessary forms and training for placement within the Board as outlined in the Practicum Placement Checklist **(Form B)**.
- Remain professional and respectful, following the Board District Code of Conduct for all personnel.
- Attend regularly and punctually (at least 30 minutes prior to the start of the school day and 30 minutes after the completion of the school day).
- Attend all the assigned practicum days.
- Report any absences to the appropriate Faculty Advisor as well as to the Associate Teacher/ Practicum Supervisor at the Board.
- Reschedule absent days in consultation with the Associate Teacher/ Practicum Supervisor.
- Observe the Associate Teacher's or Practicum Supervisor's management/organizational routines and record observations.
- Plan detailed lessons in template format as per the faculty outline if working as a teacher candidate.
- Co-plan and co-teach with Associate Teacher or Practicum Supervisor.
- Recognize that certain placement practicums will require travel and they are responsible for **their** own transportation and mileage.
- Will participate in an interview for clinical placements as required by the post-secondary institution and the Board.

It is the responsibility of the Associate Teachers/ Practicum Supervisor to:

- Provide Candidates with a model of excellence in teaching and professionalism.
- Record Teacher Candidate attendance on the practicum term reports or reports required for the candidate placed at the Board.
- Report any attendance concerns to the Faculty Advisor/Practicum Office.
- Ensure that the Candidate is properly organized for the placement.
- Assist in planning lessons and in providing appropriate resources if necessary.
- Ensure that detailed lesson plans have been written as required on all lessons taught if necessary.
- Review lessons/plans at the beginning of each day, observe, and provide feedback on lessons taught.
- Provide management ideas/assistance for Teacher Candidates and offer suggestions as required.
- Guide the Teacher Candidate in co-planning and co-teaching.
- Provide ongoing assessment of Candidate's practices.
- Complete the Final Evaluation and submit to the Practicum Office of the appropriate faculty.
- Ensure that the Associate Teacher/ Candidate is not left on their own in classrooms/placement environment for a significant amount of time in the absence of the Associate Teacher or Practicum Supervisor.
- Communicate with the Faculty Advisor where applicable.

It is the responsibility of the Brant Haldimand Norfolk Catholic District School Board to:

- Make available all forms and training (online/in person) to all candidates in a placement at the Board.
- Ensure the safety of all candidates using the attached checklist as a guideline. **(Form B)**
- Communicate with the candidate as necessary (Human Resources, Superintendent –Academic Staffing) regarding placement, training, evaluation, completion of contracts/ reports.
- Communicate with the post-secondary institution as required or where applicable.