

*Practica Roles
and
Responsibilities
2018-2019*



Initial Practicum – Two Weeks (August – September)

During this practicum, Pre-Service Teachers are involved in active observation and may also participate in preparing materials to be used for the beginning of the school year. In addition, they may help with the initial implementation of classroom procedures.

What are my responsibilities as a Pre-Service Teacher?

As a Pre-Service Teacher you will work under the direction of the Cooperating Teacher and Liaison Teacher. Be prepared to accept the responsibilities of the profession by conscientious performance of your duties; by thorough preparation of teaching; by collaborating with colleagues, school administrators, and parents; by accepting and thoughtfully reflecting on feedback; and by seeking to enrich the lives of the students you teach. As you observe with a critical eye, ask questions which will help you learn.

Pre-Service Teacher

- Report to School Principal and the Cooperating Teacher
- Submit criminal record check with vulnerable sector clearance to Principal
- Complete, sign off and submit to the school Policy 701 – Department of Education website
- Know and follow the New Brunswick Teachers' Code of Professional Conduct
- Attend all school and district meetings with teachers as directed
- Join teachers in classroom preparations – as directed
- Observe and participate in classes as directed
- Complete structured tasks as outlined by the UNB Teaching & Learning course
- Engage in self-evaluation culminating in completion of the online Practicum Evaluation form

Cooperating Teacher

- Demonstrate a variety of instructional and classroom management strategies
- Encourage Pre-Service Teacher to observe and ask questions about instructional and classroom management strategies
- Collaborate with Pre-Service Teacher and the Faculty Representative to assist in the completion of the online Practicum Evaluation form at the end of the two weeks

The Liaison Teacher will provide a direct link between the school and the Faculty Representative

Liaison Teacher

***Please note not all Schools have Liaison Teachers**

- Meet Pre-Service Teacher(s) and offer a schedule of events for opening days
- Schedule a variety of experiences for Pre-Service Teacher(s) with specific directions
- Introduce Pre-Service Teacher(s) to all staff members
- Discuss with Pre-Service Teacher(s) ways they may become involved in the classrooms as well as in the school as a whole
- Arrange for computer access for Pre-Service Teacher(s) at the school
- With the Faculty Representative, conduct a de-briefing session for Pre-Service Teacher(s) at the end of week two or on the first Monday following
- **Report to the Director of Field Services** any difficulties encountered which might require special action

The UNB Faculty Representative complements and supports Cooperating Teachers and Pre-Service Teachers in their efforts to foster a rewarding teaching experience.

Faculty Representative

- Go to the school **at least once in the first two weeks**
- Connect with school administration, Cooperating Teacher and Liaison Teacher
- Answer any questions about the program
- Discuss with Pre-Service Teacher various ways they might become involved in the classroom and school as a whole – including extracurricular involvement
- Discuss any feedback from the cooperating teacher and the school

- Conduct and collaborate with Pre-Service Teacher and Cooperating Teacher a de-briefing session to **complete the online Practicum Evaluation form** at the end of the two weeks

Semester I – Mondays (September – October)

Pre-Service Teachers gradually take on responsibilities in the classroom and have structured tasks each week related to University coursework.

Pre-Service Teacher

- Each Monday, work in various classrooms as assigned by the Liaison Teacher
- Gradually assume some responsibilities in the classroom
- Interact and work with students as directed by classroom teacher or Cooperating Teacher
- **Begin to develop professional portfolio**
- Be aware of the weekly focus topic of the UNB Teaching & Learning (TLT) course

Cooperating Teacher

- Introduce Pre-Service Teacher to all classes in which they are involved
- Allow Pre-Service Teacher to observe and participate in classes each Monday
- Become aware of the weekly focus through the Liaison Teacher/Faculty Representative
- Explain and discuss classroom procedures with Pre-Service Teacher and encourage reflection
- Serve as a mentor for the Pre-Service Teacher

Liaison Teacher

- Develop a schedule for Pre-Service Teacher(s) to work in various classrooms
- Maintain on-going communication with and among Pre-Service Teacher(s)
- Assist in making connections between the **weekly focus** of the UNB Teaching & Learning (TLT) course content and the school experience
- Alert Faculty Representative of any issues regarding Pre-Service Teacher performance

Faculty Representative

- Clarify for the Liaison Teacher and Pre-Service Teacher the weekly focus of the UNB Teaching & Learning (TLT) course
- Stay in regular communication with the school, Liaison Teacher, Cooperating Teacher and Pre-Service Teacher
- Connect with school administration
- Discuss feedback from the Cooperating Teacher and the school
- Encourage Pre-Service Teachers to monitor reflection and self-evaluation

Intermediate Practicum – Five Weeks (November – December)

At this point Pre-Service Teachers are assigned to a specific teacher/classroom. This experience is intended to move Pre-Service Teachers gradually from the support and observation role into a teaching role; a gradual transition that is incremental and encourages thoughtful reflection on the experience. The emphasis is not on the quantity of teaching but on having a wide variety of experiences.

Pre-Service Teacher

- In week one, teach parts of lessons planned by the Cooperating Teacher
- In week two, work with the Cooperating Teacher to plan and teach some lessons
- In week three, four and five, plan and teach some full lessons
- Become familiar with curricula relevant to classes and the range of learners within those classes
- Collect teaching resources related to grade level(s) and subject area(s) being taught
- Demonstrate a capacity to work and interact with target age group
- Engage in reflection and self-evaluation on teaching
- Continue to develop portfolio
- Help with non-instructional activities
- Attend staff meetings
- Share in supervisory responsibilities
- Submit and complete accurate records and reports as requested
- Notify the school and Faculty Representative if it is necessary to be absent – as a member of the school staff you are responsible to the school Liaison Teacher as well as your Cooperating Teacher
- Attend parent-teacher conferences
- Get to know the community and local culture, including the background of students
- Become familiar with school support agencies such as the school psychologist etc.
- Attend in-service programs and workshops
- Collaborate with other Pre-Service Teachers and school colleagues
- At the end of the five weeks, engage in self-evaluation and **complete the online Practicum Evaluation form**

Cooperating Teacher

- Encourage a gradual transition from a support and observation role into a teaching role
- Observe teaching and provide feedback to either the Pre-Service Teacher and/or the Faculty Representative
- Encourage Pre-Service Teacher to reflect on teaching
- At the end of week five, **complete the online Practicum Evaluation form** in consultation with Pre-Service Teacher and Faculty Representative

Liaison Teacher

- Place emphasis on quality and variety of teaching experiences for Pre-Service Teacher(s) rather than on quantity of teaching
- Maintain on-going communication with and among Pre-Service Teacher(s)
- Conduct observations of lessons/activities in order to compliment/confirm Cooperating Teacher's observations
- Continue to **alert Faculty Representative** of any issue regarding Pre-Service Teacher performance

Faculty Representative

- Visit the school **one day each week** during this five-week practicum (These visits may involve one-on-one meetings or group meetings, observations, specific interventions, etc.)
- Encourage Cooperating Teachers to provide feedback to Pre-Service Teachers
- Discuss feedback from the Cooperating Teacher and the school
- Maintain a positive rapport with all school personnel
- Connect with school administration
- Deal with specific issues/challenges that arise and communicate these to the Pre-Service Teacher and the Field Services Director
- At the end of week five **complete the online Practicum Evaluation form** in consultation with the Pre-Service Teacher and the Cooperating Teacher

Semester II – Mondays (February 11, 25)

Pre-Service Teachers will continue to participate in teaching activities which will build on the experience gained during the five week practicum.

Pre-Service Teacher

- Interact and work with students
- Consider structured tasks related to the UNB Teaching & Learning course
- Continue to develop professional portfolio
- Gather and develop teaching resources
- Begin planning for the eight week Advanced Practicum

Cooperating Teacher

- Introduce Pre-Service Teacher to students
- Allow Pre-Service Teacher to observe and participate in classes
- Become aware of the weekly focus through the Liaison Teacher/Faculty Representative
- Explain and discuss classroom procedures with Pre-Service Teacher and encourage reflection

Liaison Teacher

- Maintain on-going communication with and among Pre-Service Teacher(s)
- Assist in making connections between the weekly focus of the UNB Teaching & Learning (TLT) course content and the school experience
- Continue to alert Faculty Representative of any issues regarding Pre-Service Teachers' performance

Faculty Representative

- Clarify for the Liaison Teacher and Pre-Service Teacher the weekly focus of the UNB Teaching & Learning (TLT) course
- Stay in regular communication with the school, Liaison Teacher, Cooperating Teacher and Pre-Service Teacher
- Connect with school administration
- Discuss feedback from Cooperating Teacher and the school
- Encourage Pre-Service Teachers to monitor reflection and self-evaluation

Advanced Practicum – Eight Weeks (March – May)

Pre-Service Teachers should know details of this placement during the February Mondays so they can be expected to begin this part of the practicum prepared and ready to teach. Each Pre-Service Teacher should experience the full range and intensity of teaching activities and carry full teaching responsibilities for a minimum of 50% of the time; this could be achieved in a number of ways that fit the placement and not necessarily through full day teaching for three/four weeks. Ideally Pre-Service Teachers will have opportunities to develop collaborative skills by continuing to work with other teachers where possible. It is important that each Pre-Service Teacher be given the opportunity to demonstrate individual teaching abilities. Pre-Service Teachers should conduct all activities related to a unit of work in one of the subjects/classes they are teaching (planning, gathering and developing resources, teaching, monitoring student progress and reporting to parents).

Pre-Service Teacher

- Begin this part of the practicum prepared and ready to teach
- Carry full teaching responsibility for at least 50% of the time
- Demonstrate a capacity to work and interact with target age group
- Engage in reflection on teaching and self-evaluation
- Continue to develop professional portfolio
- Continue to gather and develop teaching resources
- Continue to be involved in non-instructional activities
- At the end of the practicum, engage in self-evaluation and **complete the online Practicum Evaluation form**

Cooperating Teacher

- Ensure minimum teaching requirements for Pre-Service Teacher are met
- Assign a specific unit or class as the responsibility of the Pre-Service Teacher
- Continue to support Pre-Service Teacher as required
- Observe lessons and provide feedback to the Pre-Service Teacher or the Faculty Representative
- At the end of week eight, **complete the online Practicum Evaluation form** in consultation with the Pre-Service Teacher and Faculty Representative

Liaison Teacher

- Maintain communication with and among Pre-Service Teacher(s)
- May collaborate with Pre-Service Teacher(s), Cooperating Teacher(s) and Faculty Representative to assist in the completion of the online Practicum Evaluation form

Faculty Representative

- Visit the school **one day each week** (based on number of schools assigned), during this eight-week practicum
- Connect with school administration
- Using **Observation Sheets**, observe lessons and provide written feedback to Pre-Service Teachers
- Communicate with all Cooperating Teachers and Pre-Service Teachers
- Discuss feedback from Cooperating Teacher and the school
- Encourage Pre-Service Teachers to monitor reflection and self-evaluation
- At the end of week eight, **complete the online Practicum Evaluation form** in consultation with the Pre-Service Teacher and the Cooperating Teacher