

PRACTICUM PLACEMENTS

Background

The Division supports the placement of practicum students in Division schools.

The Division recognizes the duties of principals and teachers in regard to the training of teachers as outlined in *The Education Act, 1995*, and encourages those with exemplary teaching skills to accept interns and student teachers into their classrooms as professional staff share in the responsibility for the development and induction of new members to the profession.

The Division also recognizing the importance of practicum placements in non-teaching roles.

Procedures

1. Teacher Practicum Placement
 - 1.1 Applications by teachers to act as co-operating teachers should be made to the superintendent responsible for human resources.
 - 1.2 The superintendent responsible for human resources will coordinate the distribution and completion of forms from various universities.
 - 1.3 The release time necessary for co-operating teachers to participate in seminars and/or designated meetings will be arranged through the principal.
 - 1.4 A placement will be assigned in co-operation with the teacher, the principal, and the superintendent responsible for human resources.
 - 1.5 Before being placed in a school, each intern or student teacher requires evidence of a recent criminal records check acceptable to the superintendent responsible for human resources.
2. Non-Teaching Practicum Placement
 - 2.1 Applications by non-teachers to act as co-operating teachers should be made to the superintendent responsible for human resources.
 - 2.2 The superintendent responsible for human resources will coordinate the distribution and completion of forms from various post-secondary institutions.
 - 2.3 A placement will be assigned in co-operation with the teacher, the principal, and the superintendent responsible for human resources.
 - 2.4 Before being placed in a school, each practicum student requires evidence of a recent criminal records check acceptable to the superintendent responsible for human resources.

Reference: Sections 85, 87, 109, 175, 231, *The Education Act, 1995*

Approved: May 12, 2014