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OVERVIEW OF THE FIELD EXPERIENCE PROGRAM

Overview

Field experiences are a critical aspect of teacher education. It is during the time in the field that Pre-service Teachers will be given the opportunity to apply the learning from their EDUC theory courses as they experience the complexity of life in schools generally, and in their assigned placements more specifically. Each Field Experience will allow the Pre-service Teachers to deepen their understandings of what it means to be a teacher while incrementally increasing their responsibility in the field.

There are four Field Experiences in which Pre-service Teachers will take part during the course of the Bachelor of Education Degree, one in each semester. EDUC 440 – Fall, first Education term is an observation and assisting round designed to help Pre-service Teachers refocus their perception from student to that of teacher. EDUC 465 – Winter, second Education term allows Pre-service Teachers to begin executing teaching experiences with the express goal of examining their effectiveness with a small or select group of students in a collaborative environment with their partner teacher and other Pre-service Teachers. EDUC 540 – Fall, third Education term allows Pre-service Teachers to take on added teaching responsibilities as they begin working on both curriculum and teaching expertise. Finally, EDUC 560 – Winter, final Education term provides Pre-service Teachers with ample experience to both practice the art and science of teaching while still benefiting from the constructive feedback that comes from working with a skilled Partner Teacher.

Police Information Check Requirement

A current, clear Police Information Check (PIC), including a Vulnerable Sector search, is required of all students participating in field experience. Students are required to present their clear PIC to the Undergraduate Programs in Education (UPE) office as directed by the Field Team.

You are required to complete the "Notice regarding requirement for Police Information Checks", obtain a current and clear Police Information Check, submit the details of your PIC, present your PIC to UPE Field Experience, and present your PIC to your Field Experience placement site(s).

Please Note: Students without a current and clear PIC will not be allowed to participate in field experience.

For more information, please visit: https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks

Contacts

Contact the UPE Field Experience Team for assistance, upefield@ucalgary.ca

Important Dates

Please visit the UPE Field Experience webpage for additional information, including Field Experience dates and seminar information. Visit: https://werklund.ucalgary.ca/undergraduate-programs/field-experience-0
## Field Experience Program Structure and Expectations At-a-Glance

<table>
<thead>
<tr>
<th>Education Terms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Education Term</strong></td>
<td><strong>Second Education Term</strong></td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>EDUC 440</td>
<td>EDUC 465</td>
</tr>
<tr>
<td>Field Experience I</td>
<td>Field Experience II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Life in Schools</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>An observation of life in schools. There is no Partner Teacher but, instead, Pre-service Teachers observe the school as a whole under the guidance of the Field Experience Liaison and the Field Experience Instructor.</td>
</tr>
<tr>
<td>An examination of the complex dimensions of individual learning in classrooms. Pre-service Teachers are assigned to one or more Partner Teachers and will ideally be placed in pairs with another Pre-service Teacher.</td>
</tr>
<tr>
<td>A collaborative examination into the complex dimensions of whole class learning. Pre-service Teachers are assigned to one or more Partner Teachers.</td>
</tr>
<tr>
<td>A deeper examination of curriculum, planning and assessment to engage diverse learners in whole class settings. Pre-service Teachers are assigned to one or more Partner Teachers.</td>
</tr>
</tbody>
</table>

*Students will remain in the same placement for EDUC 540 and EDUC 560.*

<table>
<thead>
<tr>
<th>Developmental Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation of the lives and cultures of students, teachers and schools using ethnographic field notes. Pre-service Teachers will be expected to assist as much as possible, at the discretion of the Partner Teacher.</td>
</tr>
<tr>
<td>Planning and teaching of learning experiences or parts of learning experiences aimed at gauging the learning of individual students, small groups of students or the larger class.</td>
</tr>
<tr>
<td>Planning and teaching of lessons and series of lessons leading up to partial curriculum units (at the discretion of the Partner Teacher) in whole class settings with the aim of assessing student learning.</td>
</tr>
<tr>
<td>Planning and teaching of organized unit(s) of study while deepening competence in the specialization.</td>
</tr>
</tbody>
</table>
## Course Background Concurrent to the Field Experiences

<table>
<thead>
<tr>
<th>Issues in Learning &amp; Teaching</th>
<th>Individual Learning: Theories &amp; Applications</th>
<th>Interdisciplinary Learning</th>
<th>Elementary or Secondary Curriculum I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science, Technology, Engineering and Mathematics</td>
<td>Diversity in Learning</td>
<td>Ethics and Law in Education</td>
<td>Design Thinking</td>
</tr>
<tr>
<td>Pragmatics of Learning &amp; Teaching</td>
<td>Specialization I</td>
<td>FNMI History, Education &amp; Leadership</td>
<td>Professional Development &amp; Lifelong Learning</td>
</tr>
<tr>
<td>Literacy, Language &amp; Culture</td>
<td>Assessment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Pre-service Teacher Responsibilities

<table>
<thead>
<tr>
<th>Observation and assisting teachers according to the Course Outline.</th>
<th>Teaching 1/3 or approximately one class per day by the end of week 2 (at Partner Teacher’s discretion)</th>
<th>Series of lessons leading up to partial curriculum units (at the discretion of the Partner Teacher).</th>
<th>Series of lessons leading up to curriculum units (at the discretion of the Partner Teacher).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of all EDUC 440 course work.</td>
<td>Written lesson plans for all lessons taught including formative assessment.</td>
<td>Teaching 50-75% of the day by the fourth week.</td>
<td>Teaching 80-100% of the day by approximately the end of the fourth week.</td>
</tr>
<tr>
<td></td>
<td>Completion of all EDUC 465 course work.</td>
<td>Written lesson plans and unit plans (where appropriate) for all lessons taught including formative assessment.</td>
<td>Written lesson plans and unit plans for all lessons/units taught including assessment components.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completion of all EDUC 540 course work.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Series of lessons leading up to curriculum units (at the discretion of the Partner Teacher).</td>
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</tbody>
</table>

## Additional Course Work (See Course Outline for additional detail)

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Participation in Cohort Learning including Field Seminars and D2L discussions.</td>
<td>Curriculum Planning / Learning Assignment</td>
<td>Participation in Cohort Learning</td>
<td>Participation in Cohort Learning</td>
</tr>
<tr>
<td>E-portfolio</td>
<td>Participation in Cohort Learning</td>
<td>Lesson and Unit Planning</td>
<td>Lesson and Unit Planning</td>
</tr>
<tr>
<td></td>
<td>Field Seminars and D2L discussions.</td>
<td>E-portfolio</td>
<td>Reflections</td>
</tr>
<tr>
<td></td>
<td>Final assignment</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>E-portfolio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Evaluation of Pre-service Teacher Performance (See Course Outline for additional detail)

<table>
<thead>
<tr>
<th>Successful completion of course work</th>
<th>Successful completion of course work</th>
<th>Successful completion of course work</th>
<th>Successful completion of course work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory attendance and professionalism</td>
<td>Satisfactory attendance and professionalism</td>
<td>Satisfactory attendance and professionalism</td>
<td>Satisfactory attendance and professionalism</td>
</tr>
<tr>
<td>Field Experience Instructor Formal Assessment</td>
<td>Field Experience Instructor/Community Partner Narrative Assessment</td>
<td>Field Experience Instructor/Community Partner Narrative Assessment</td>
<td>Field Experience Instructor/Community Partner Narrative Assessment</td>
</tr>
<tr>
<td>Credit/No Credit</td>
<td>Partner Teacher Narrative Assessment</td>
<td>Partner Teacher Narrative Assessment</td>
<td>Partner Teacher Narrative Assessment</td>
</tr>
<tr>
<td>Credit/No Credit</td>
<td></td>
<td>Credit/No Credit</td>
<td>Credit/No Credit</td>
</tr>
</tbody>
</table>
EDUC 440: FIELD EXPERIENCE I

Overview

The two-week *Life in Schools* field experience will give the Pre-service Teacher the opportunity to observe and reflect on the work done in schools. The purpose of the field experience is to inquire into and document the lives and cultures of students, teachers and schools. This experience will draw on, and contribute to learning in and across all other courses in Semester One, particularly the Pragmatics of Learning and Teaching and Literacy, Language and Culture courses in which Pre-service Teachers will draw heavily on their ethnographic Field Experience Journals for course assignments and learning. Preparation for the field experience will occur in the EDUC 430 course.

Field Experience Design

Pre-service Teachers will not be assigned to individual Partner Teachers but will spend their practicum in a school setting observing and assisting in as many classrooms as possible. During this time, Pre-service Teachers will observe diverse aspects of school life for the purpose of collecting and composing ethnographic field notes and will participate in on-site learning seminars and in-group discussions in an online D2L learning community. Daily and weekly assignments will create opportunities for them to engage, individually and with peers, in focused inquiry about learners, teachers and schools.

Assessment and Evaluation

Assessment for this Field Experience and all related assignments will be **Credit/No Credit** and will include a formal assessment that will be completed by the Field Experience Instructor. The formal assessment will be based on the course outcomes, on the successful completion of all course work, on attendance and deportment in the field and on the competencies identified in this document.

Each component of the Field Experience must be completed and passed for the student to pass the course as a whole. Students must receive CREDIT in the Field Experience and must have an overall GPA of 2.5 in the semester to continue in the Bachelor of Education program without repeating courses.

Assessment Criteria for Field Experience

All field experience courses will be evaluated in two areas: 1) the Teaching Quality Standard (2018) developed by Alberta Education and 2) Pre-service Teacher Presence, Growth and Professionalism developed by the Werklund School of Education Field Experience program.

Conduct and Attendance

All Pre-service Teachers in the Werklund School of Education are accountable to the Werklund School of Education Student Teacher Code of Professional Conduct, the Alberta Teachers’ Association Code of Professional Conduct as well as any and all additional policies related to field studies.

Attendance

All Pre-service Teachers undertaking EDUC 440, Field Experience I are entitled to a **cumulative total** of one (1) day of absence from the school site. Students should follow University, School and Provincial Health Authority guidelines around COVID-19. The only acceptable reasons for absence from the field experience are:

- Medical / illness
- Family emergency
- Religious observance
All days absent after the first day will require supporting documentation (as directed). The first day absent does not require documentation. All absences, including the first day, must be reported to the School Site, the Field Experience Instructor and upefield@ucalgary.ca a minimum of one hour prior to the start of the school day. Failure to report your absence to all required parties will be considered a serious matter.

Additional days missed beyond the one day allowed absence, or any days missed for reasons not listed above, may jeopardize the successful completion of EDUC 440, the determination of which will be made by the appropriate Director of Field Experience. Additionally, late arrivals and early departures not discussed with the Field Instructor at the school site will be considered a serious matter and may jeopardize successful completion of EDUC 440, Field Experience I.

Longer term absences may result in the student completing the EDUC 440 Online Addendum rather than attending their practicum school in person. This decision will be made by the Field Instructor, in discussion with the Field Director.
Roles and Responsibilities: Pre-service Teacher - Field Experience I (EDUC 440)

General Field Experience Policy

The Werklund School of Education assigns Pre-service Teachers to specific schools for Field Experience I. Take note of the following:

- **Under no circumstances** shall Pre-service Teachers contact a field site regarding their placements until they have been confirmed and posted by the Werklund School of Education. *Pre-arranging placements with specific schools is not permitted.*
- Pre-service Teachers must meet the following criteria, or the field experience placement may be revoked or deferred:
  - good academic standing in all associated courses;
  - full participation at field site, (no unauthorized absences); and
  - appropriate professional conduct and cooperation with personnel at the field site (see the "University of Calgary Pre-service Teacher Code of Conduct").
- A request for a change of placement is a serious matter that should be addressed to the Field Experience Instructor, and then in writing to the Director of Field Experience. Securing a new placement is not guaranteed and is dependent on many factors that may be outside the control of the Field Directors.
- If a Pre-service Teacher withdraws from the program during the field experience, they must immediately notify in writing the Associate Dean of Undergraduate Programs, as well as advising the school, the Partner Teacher, the Director of Field Experience, and their instructors.

Before the Field Experience

- It is imperative that you have a **valid Police Information Check including a Vulnerable Sector Check.** A current Police Information Check including a vulnerable sector search is required of all Pre-service Teachers participating in an unpaid field (practicum) experience. *Processing for Checks can take six to twelve weeks.* Pre-service Teachers are required to present their clear and current PIC to Undergraduate Programs in Education (UPE), as instructed by the UPE Field Experience Team. Pre-service Teachers must provide their Police Information Check with Vulnerable Sector Check for presentation to the principal or other designated school official at the beginning of each of their placements. *Failure to produce a current Police Information Check is grounds for the immediate termination of the field placement. Pre-service Teachers without a current Police Information Check will not be allowed to participate in a field experience.* For additional information regarding the Police Information Check, please visit [https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks](https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks)
- Prepare or submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor. This may include University or School District forms relating to Confidentiality, COVID-19 Guidelines, Technology or Network Access or other School District guidelines.
- We recommend preparing to share contact information, including your Emergency Contact details, as a document to present on your first day of Field Experience.
- Research logistical information about the two schools that you will be attending. What time do the bells ring? Where are they located and how do you plan to get to your school on time?
- Ensure that you have appropriate clothing for the classes and age group you will be teaching. The majority of schools employ a business casual dress code so this is acceptable, however it is always best to be conservative in your attire. Carefully consider the impression you wish to make.
During the Field Experience

 conduct and Professionalism

• Pre-service Teachers are expected to abide by the Teacher Professional Code of Conduct. Standards may be best understood by reading the Code of Conduct, personal observation and discussion with the School Liaison.
• Attitudes of cooperation and accommodation to the demands, routines, and professional culture of the field sites are required of all Pre-service Teachers.
• Field experiences take priority over any other professional and personal employment commitments. Arrangements for personal responsibilities such as daycare or part-time employment MUST be made in advance in order to ensure successful field experiences.
• Pre-service Teachers are required to use a professional ucalgary email address. ALL email communications with your school MUST be sent from your ucalgary email address.
• Pre-service Teachers should arrive at a field-site at least one-half hour before classes/sessions begin and MUST stay at least one-half hour after classes/sessions end or as directed by the School Liaison.
• Pre-service Teachers are to remain in the school throughout each school day.
• Pre-service Teachers must complete all assignments as outlined in the EDUC 440 Course Outline.
• Meet with the Field Experience Instructor as scheduled and/or required.
• Meet with the School Liaison as scheduled and/or required.

week 1 specifics:

• The Pre-service Teacher is expected to arrive at the school no later than 30 minutes prior to bell time to meet with the School Liaison. At this time the School Liaison will provide you with the schedule for your week of observation in the school; you can clarify a suitable arrival time for the rest of the week with the School Liaison.
• Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.
• Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.
• We recommend you share your contact information, including your Emergency Contact details, with your School Liaison.
• Complete the Week One schedule of activities as outlined in the Course Outline.
• Meet with the Field Experience Instructor as scheduled and/or required.
• Meet with the School Liaison as scheduled and/or required.
• Follow the schedule of activities as provided by the school.

week 2 specifics:

• Complete the Week Two schedule of activities as outlined in the Course Outline.
• Meet with the Field Experience Instructor as scheduled and/or required.
• Meet with the School Liaison as scheduled and/or required.
• Follow the schedule of activities as provided by the school.

Following the Field Experience

On completion of the field experience (or earlier if the student is withdrawing before completion), students should thank the School Liaison or school administration for hosting them.
**Pre-service Teacher At-a-Glance Checklist for EDUC 440**

<table>
<thead>
<tr>
<th>Before the Field Experience starts, I need to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present your clear and current Police Information Check with Vulnerable Sector Check to the UPE Field Experience Office.</td>
</tr>
<tr>
<td>Submit or prepare any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.</td>
</tr>
<tr>
<td>Ask my Field Experience Instructor to clarify logistics of the school site such as parking, if applicable.</td>
</tr>
<tr>
<td>Find out what time school starts and plan to arrive 30 minutes before that.</td>
</tr>
<tr>
<td>Plan out how I will get to the school on time.</td>
</tr>
<tr>
<td>Make sure I have a <a href="mailto:">ucalgary</a>email address so that I can use it for the duration of the field experience.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On the first day of each week I need to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive 30 minutes prior to the bell.</td>
</tr>
<tr>
<td>Connect with the School Liaison and my cohort to learn how the week will be organized.</td>
</tr>
<tr>
<td>Follow the schedule provided to me by the School Liaison.</td>
</tr>
<tr>
<td>Be prepared to present my Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.</td>
</tr>
<tr>
<td>Share your contact information, including your Emergency Contact details, with your School Liaison (<em>recommended</em>)</td>
</tr>
<tr>
<td>Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>During the Field Experience I need to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow the schedule of activities as provided by the school.</td>
</tr>
<tr>
<td>Follow the Daily Schedule in the Course Outline.</td>
</tr>
<tr>
<td>Complete all course work associated with the Field Experience.</td>
</tr>
<tr>
<td>Meet with my Field Experience Instructor as scheduled or required to discuss questions, course content or issues.</td>
</tr>
</tbody>
</table>
Get involved in the life of the school and be flexible and co-operative in my dealings with the field site.

**After the Field Experience I need to…**

Thank the school staff, including the School Principal and School Liaison.
EDUC 465: FIELD EXPERIENCE II

Overview

The four-week Individual Learning in Classrooms field experience will give the Pre-service Teacher the opportunity to examine the complex dimensions of individual/group learning in classrooms with a particular emphasis on the collaborative nature of the teaching profession. Pre-service Teachers will ideally be placed in pairs, although this may not be possible in all cases, and will be placed in a classroom with a Partner Teacher. During this experience they will have practical opportunities to build upon and apply the learning from the semester’s first nine weeks of on-campus learning and also from the fall semester. Ideally and when possible, Pre-service Teachers in the same school will form learning/inquiry cohorts, designed to support one another’s teaching, learning and professional growth. These learning/inquiry cohorts will also be formed online.

Pre-service Teachers will plan, implement and assess curricular learning experiences. These will include individual lessons in the beginning and may build up to series of learning experiences or lessons at the discretion and guidance of the Partner Teacher in the context of their classroom. In weeks one and two Pre-service Teachers will gradually work up to daily teaching of at least one lesson per day. By the third week they should be teaching one lesson/block of time per day, equating to approximately 1/3 of the Partner Teacher’s instructional assignment. This may differ depending on the classroom environment.

Field Experience Design

This course provides three options for both Pre-service Teachers and Partner Teachers, the use of which will be dependent upon the classroom environment and the comfort level of all involved. The Pre-service Teacher(s), with the support of the Partner Teacher, may choose to employ just one or two of the following options or they may move between the three options as required. Regardless of the option(s) employed, it is critical that the Pre-service Teacher(s) endeavor to examine how learners learn and make sense of their educational experiences and the role of the teacher in this process.

Individual/Small Group Instruction

Pre-service Teachers in Field Experience II will develop their teaching abilities by planning a series of curriculum learning engagements/lessons for individuals and small groups of learners under the Partner Teacher’s mentorship. This experience will allow Pre-service Teachers to delve more deeply into the examination of who the learners are and, in particular, their unique needs. Each lesson will require a written lesson plan that asks what do I want the learners to know and what will I accept as evidence that the lesson has been successful?

Team Teaching Instruction

Pre-service Teachers will be asked to collaboratively prepare with their Partner Teacher a series of curriculum learning engagements/lessons to be taught in a large class setting as part of a team teaching opportunity. In this case, Pre-service Teachers will be responsible for delivering a portion of the lesson, which has been collaboratively developed and will also be responsible for assisting with those elements of the lesson for which they are not directly responsible. The Pre-service Teacher will still be asked to collaboratively plan and participate in a series of curriculum learning engagements/lessons, each requiring a written lesson plan that asks, in particular, what do I want the learners to know and what will I accept as evidence that the lesson has been successful? This will allow Pre-service Teachers to experience the complexities of whole class instruction with the assistance of their Partner Teacher.
Whole Class Instruction

Pre-service Teachers will be asked to prepare a series of curriculum learning engagements/lessons to be taught in a large class setting under the Partner Teacher’s direction. Pre-service Teachers will be asked to develop a series of curriculum learning engagements/lessons, each requiring a written lesson plan that asks, in particular, what do I want the learners to know and what will I accept as evidence that the lesson has been successful? This will allow Pre-service Teachers to experience the complexities of differentiation and to examine the unique needs of learners in the larger class setting.

Field Seminar

Pre-service Teachers in Field Experience II will be required to attend two field experience seminars. The first field seminar will give the Field Experience Instructor an opportunity to discuss the field experience and go over expectations and responsibilities as well as provide Pre-service Teachers with an opportunity for clarification. The second field experience seminar will take place either on-campus or via Zoom and will occur at the conclusion of the field experience and will provide an opportunity for Pre-service Teachers to discuss their experiences. The Field Experience Instructor may also allocate this time for concluding assignments. The Field Experience Seminars are considered an integral part of the field experience and attendance is mandatory.

Assessment and Evaluation

Assessment for this Field Experience and all related assignments will be Credit/No Credit. Each component of the Field Experience must be completed and passed for the student to pass the course as a whole. Students must receive CREDIT in the Field Experience and must have an overall GPA of 2.5 in the semester to continue in the Bachelor of Education program without repeating courses.

Assessment Criteria for Field Experience

All field experience courses will be evaluated in two areas: 1) the Teaching Quality Standard (2018) developed by Alberta Education and 2) Pre-service Teacher Presence, Growth and Professionalism developed by the Werklund School of Education Field Experience program.

Partner Teacher Narrative Assessments

The narrative assessment will be a formal, but formative, written assessment of Pre-service Teacher strengths and areas for growth. In the case of Partner Teachers, the assessment should be based on the competencies identified for EDUC 465 in this document.

Field Experience Instructor/Community Partner Narrative Assessments

In the case of Field Experience Instructors, the assessment will be based on the course outcomes, on successful completion of all course work, on attendance and deportment in the field and on the competencies identified for EDUC 465 in this document.

Community partners are contracted to assess the preservice teachers using a formal narrative assessment. They should observe the preservice teacher at least twice and provide them with meaningful feedback about their progress both formally and informally.
**Code of Conduct and Attendance**

All Pre-service Teachers in the Werklund School of Education are accountable to the Werklund School of Education Student Teacher Code of Professional Conduct, the Alberta Teachers’ Association Code of Professional Conduct as well as any and all additional policies related to field studies.

**Attendance**

All Pre-service Teachers undertaking EDUC 465, Field Experience II are entitled to a **cumulative total** of three (3) days of absence from the school site. Students should follow University, School and Provincial Health Authority guidelines around COVID-19. The only acceptable reasons for absence from the field experience are:

- Medical / illness
- Family emergency
- Religious observance
- Professional development undertaken separately from your Partner Teacher such as attendance at a conference (maximum one day - see note)

**All days absent after the first day will require supporting documentation (as directed). The first day absent does not require documentation.** All absences, including the first day, must be reported to the Partner Teacher, the school site, the Field Experience Instructor and upefield@ucalgary.ca a minimum of one hour prior to the start of the school day. Failure to report your absence to all required parties will be considered a serious matter.

Additional days missed beyond the three allowed absences, or any days missed for reasons not listed above, may jeopardize the successful completion of EDUC 465, the determination of which will be made by the appropriate Director of Field Experience. Additionally, late arrivals and early departures not discussed with the Field Instructor at the school site will be considered a serious matter and may jeopardize successful completion of EDUC 465, Field Experience II.

**Note regarding absence for Professional Development** – Students are permitted a maximum of one day absent for professional development. This day will count in the total of three allowed days absent. Students must complete the Professional Development Leave of Absence Form and receive the prior approval of the Partner Teacher, Field Experience Instructor and Director of Field Experience.
Roles and Responsibilities: Pre-service Teacher - Field Experience II (EDUC 465)

General Field Experience Policy

The Werklund School of Education assigns Pre-service Teachers to specific schools and teachers for Field Experience II. Take note of the following:

- **Under no circumstances** shall Pre-service Teachers contact a field site regarding their placements until they have been confirmed and posted by the Werklund School of Education. *Pre-arranging placements with specific schools or teachers is not permitted.* It is the responsibility of the Pre-service Teacher to notify the Werklund School of Education of any ineligible sites, such as sites where family or friends attend or work, or sites in which the student has volunteered or attended. Failure to comply with these conditions may jeopardize successful completion of the field experience.

- Pre-service Teachers must meet the following criteria, or the field experience placement may be revoked or deferred:
  - good academic standing in campus-based experiences;
  - full participation at field site, (no unauthorized absences); and
  - appropriate professional conduct and cooperation with personnel at the field site (see the "University of Calgary Pre-service Teacher Code of Conduct").

- A request for a change of placement is a serious matter that should be addressed to the Field Experience Instructor, and then in writing to the Director of Field Experience. Finding a new placement is not guaranteed.

- If a Pre-service Teacher withdraws from the program during the field experience, they must immediately notify in writing the Associate Dean of Undergraduate Programs, as well as advising the school, the Partner Teacher, the Director of Field Experience, and their instructors.

Before the Field Experience

- It is imperative that all Pre-service Teachers have a **valid Police Information Check including a Vulnerable Sector Check.** A current Police Information Check including a vulnerable sector search is required of all Pre-service Teachers participating in an unpaid field (practicum) experience. **Processing for Checks can take six to twelve weeks.** Pre-service Teachers are required to present their clear and current PIC to Undergraduate Programs in Education (UPE), as instructed by the UPE Field Experience Team. Pre-service Teachers must provide their Police Information Check with Vulnerable Sector Check for presentation to the principal or other designated school official at the beginning of each of their placements. **Failure to produce a current Police Information Check is grounds for the immediate termination of the field placement. Pre-service Teachers without a current Police Information Check will not be allowed to participate in a field experience.** For additional information regarding the Police Information Check, please visit [https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks](https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks).

- Prepare or submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor. This may include University or School District forms relating to Confidentiality, COVID-19 Guidelines, Technology or Network Access or other School District guidelines.

- Request a school email address or access to digital instructional tools used by your partner teacher (such as D2L or Google Classroom).

- We recommend preparing to share contact information, including your Emergency Contact details, as a document to present on your first day of Field Experience.
• All Pre-service Teachers will meet with their Field Experience Instructor two times during pre-designated Field Experience Seminars. The first of these seminars will take place before the commencement of the field experience in either the morning or afternoon, the time of which will be announced. At this time all Pre-service Teachers will have the opportunity to ask questions and clarify the expectations of the Field Experience II course. **Attendance at field seminars is mandatory.**

• Research logistical information about the school that you will be attending. What time do the bells ring? Where is it located and how do you plan to get to your school on time?

• Ensure that you have appropriate clothing for the classes and age group you will be teaching. The majority of schools employ a business casual dress code so this is acceptable, however it is always best to be conservative in your attire. Carefully consider the impression you wish to make.

**During the Field Experience**

**Communication between Student and Partner Teachers**

Open and honest communication can often prevent misunderstandings between Pre-service Teachers and Partner Teachers. As a result, it is important to have a clear understanding of your Partner Teacher’s expectations during the field experience. Any written communication between yourself and your partner teacher should be professional, clear, and follow the protocols of writing a business letter. Set aside time on the first day of your practicum to discuss the following questions with your partner teacher:

1. What are your expectations of me as a Pre-service Teacher?
2. What kind of classroom environment do you prefer (active, quiet, group work, individual work, etc.)?
3. How can I make this field experience successful?
4. How do you prefer to give feedback (oral, written, after each lesson, at the end of the day, weekly)?
5. When is a good time for me to ask questions? (anytime, after class ends, during preparation)?
6. What do you do as self-care during the day?
7. Is there anything else I should know about before I begin this field experience?

**Conduct and Professionalism**

• Pre-service Teachers are expected to abide by the standards that the school may have in respect to dress, grooming, and general deportment. Standards may be best understood from personal observation and discussion with the School Liaison and Partner Teacher.

• Attitudes of co-operation and accommodation to the demands, routines, and professional culture of the field sites are required of all Pre-service Teachers.

• **Field experiences take priority over any other professional and personal employment commitments.** Arrangements for personal responsibilities such as daycare or part-time employment MUST be made in advance in order to ensure successful field experiences.

• Pre-service Teachers are required to use a professional ucalgary email address. ALL email communications with your school MUST be sent from your ucalgary email address.

• Pre-service Teachers should arrive at a field-site at least one-half hour before classes/sessions begin and MUST stay at least one-half hour after classes/sessions end or as directed by the Partner Teacher. Before leaving the school, Pre-service Teachers should consult the Partner Teacher regarding subsequent preparation and activities, and clarify any work to be done for the next class/session.
• Pre-service Teachers are to remain in the school throughout each school day.
• Pre-service Teachers must complete all assignments as outlined in the EDUC 465 Course Outline.
• Meet with the Field Experience Instructor as scheduled and/or required including mandatory field experience seminars.
• Meet with the Partner Teacher for regular feedback as scheduled and/or required.
• Pre-service Teachers will work with their Partner Teacher to begin planning and teaching classroom learning experiences.

Additional Considerations

• Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.
• Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.
• We recommend you share your contact information, including your Emergency Contact details, with your School Liaison.

NOTE: Through all weeks of field experience, Pre-service Teachers should participate in as many diverse aspects of school culture as possible, including accompanying Partner Teachers on supervisory duties, attending staff meetings, attending parent-teacher meetings (if appropriate), volunteering for clubs and sports, etc.

Following the Field Experience

• Upon completion of the field experience (or earlier if withdrawing before completion), Pre-service Teachers should thank the site personnel with whom they have worked.
• Pre-service Teachers are responsible for providing the Partner Teacher Narrative Assessment to their Field Experience Instructor as per the instructions given by the Field Experience Instructor.
Pre-service Teacher At-a-Glance Checklist for EDUC 465

**Before the Field Experience starts I need to…**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present your clear and current Police Information Check with Vulnerable Sector Check to the UPE Field Experience Office.</td>
<td></td>
</tr>
<tr>
<td>Submit or prepare any required documents or forms, as directed by the Field Experience Team, School Liaison or your Field Instructor.</td>
<td></td>
</tr>
<tr>
<td>Request a school email account or guest access to digital instructional tools (such as D2L or Google Classroom) that are used by your partner teacher.</td>
<td></td>
</tr>
<tr>
<td>Write a letter of introduction to my Partner Teacher and Principal. This letter must be approved by my Field Experience Instructor before it can be sent. It can be sent via email prior to the start of the field experience after it has been approved.</td>
<td></td>
</tr>
<tr>
<td>Attend the Field Seminar to ensure that the academic expectations of the Field Experience are clear. (Time and location confirmed by your Field Instructor)</td>
<td></td>
</tr>
<tr>
<td>Ask my Field Experience Instructor to clarify logistics of the school site such as parking, if applicable.</td>
<td></td>
</tr>
<tr>
<td>Find out what time school starts and plan to arrive 30 minutes before that.</td>
<td></td>
</tr>
<tr>
<td>Plan out how I will get to the school on time.</td>
<td></td>
</tr>
<tr>
<td>Make sure I have a <a href="mailto:ucalgary">ucalgary</a> email address so that I can use it for the duration of the field experience.</td>
<td></td>
</tr>
</tbody>
</table>

**On the first day I need to…**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive 30 minutes prior to the bell.</td>
<td></td>
</tr>
<tr>
<td>Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.</td>
<td></td>
</tr>
<tr>
<td>Share your contact information, including your Emergency Contact details, with your School Liaison (recommended)</td>
<td></td>
</tr>
<tr>
<td>Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.</td>
<td></td>
</tr>
<tr>
<td>Discuss expectations for professionalism and performance with my Partner Teacher. (See communication between Pre-service Teacher and Partner Teacher above.)</td>
<td></td>
</tr>
<tr>
<td>During the Field Experience I need to…</td>
<td></td>
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<tr>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Meet regularly with my Partner Teacher for feedback.</td>
<td></td>
</tr>
<tr>
<td>Get involved in the life of the school and be flexible and co-operative in my dealings with the field site.</td>
<td></td>
</tr>
<tr>
<td>Complete all course work associated with the Field Experience course including written lesson plans and all additional assignments. (See Course Outline for details.)</td>
<td></td>
</tr>
<tr>
<td><strong>Provide my Partner Teacher with a copy of my lesson plan 24 hours before I deliver it. On days when my Field Instructor is observing me, I provide them with a lesson plan as directed.</strong></td>
<td></td>
</tr>
<tr>
<td>In consultation with the Partner Teacher, plan, deliver and assess a series of lessons, working up to approximately 1/3 teaching time by the end of week 2.</td>
<td></td>
</tr>
<tr>
<td>Maintain my Field Experience Journal and place all assignments including lesson plans, assessments and reflections in the Journal.</td>
<td></td>
</tr>
<tr>
<td>Meet with my Field Experience Instructor as scheduled or required to discuss questions, course content or issues.</td>
<td></td>
</tr>
<tr>
<td>Put a copy of my Partner Teacher’s Midterm Checklist Assessment in my Field Experience Journal and provide to Field Instructor if requested.</td>
<td></td>
</tr>
<tr>
<td>Participate in D2L conversations and discussions.</td>
<td></td>
</tr>
<tr>
<td>Attend the Field Seminars. (Time and location confirmed by your Field Instructor)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After the Field Experience I need to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank all school personnel with whom I worked.</td>
</tr>
<tr>
<td>Provide my Field Experience Instructor with a digital copy of my Partner Teacher’s Narrative Assessment as per their instructions.</td>
</tr>
</tbody>
</table>
EDUC 540: FIELD EXPERIENCE III

Overview

The six-week *Principles of Social and Cultural Engagement* field experience will give the Pre-service Teacher experiences examining the complex dimensions of learning and teaching in the context of whole class work. This purpose of the EDUC 540 six-week, cohort-based, field experience course is to engage practically, ethically and philosophically in the theme of the semester. Drawing on learning experiences in both field and course work in semesters one and two, Pre-service Teachers will continue planning, implementing and reflecting on whole-class instruction with an emphasis on student diversity and the conditions under which students and teachers thrive.

Pre-service Teachers will plan, implement and assess curricular learning experiences. These may include individual lessons in the beginning that will build up to series of learning experiences or lessons as well as an entire or partial curriculum unit, at the discretion and guidance of the Partner Teacher in the context of their classroom. By the fourth week of this field experience you will be teaching up to 50% of the day and by the sixth week it is possible that you may be teaching up to 75% of the day.

Field Experience Design

This course asks Pre-service Teachers to prepare a series of curriculum learning engagements/lessons to be taught in a large class setting under the Partner Teacher’s direction. Pre-service Teachers will be asked to develop a series of curriculum learning engagements/lessons, each requiring a written lesson plan that asks, in particular, *what do I want the learners to know and what will I accept as evidence that the lesson has been successful?* This will allow Pre-service Teachers to experience the complexities of differentiation and to examine the unique needs of learners in the larger class setting.

Field Seminar

Pre-service Teachers in Field Experience III will be required to attend two field experience seminars. The first field experience seminar will give the Field Experience Instructor an opportunity to discuss the field experience and go over expectations and responsibilities as well as provide Pre-service Teachers with an opportunity for clarification. The second field experience seminar will take place either on campus or via Zoom and will allow Pre-service Teachers to discuss their experiences and prepare for their final assignment. The Field Experience Instructor may also allocate this time to other topics as needed. The Field Experience Seminars are considered an integral part of the field experience and *attendance is mandatory.*

Assessment and Evaluation

Assessment for this Field Experience and all related assignments will be *Credit/No Credit.* Each component of the Field Experience must be completed and passed for the student to pass the course as a whole. Students must receive CREDIT in the Field Experience and must have an overall GPA of 2.5 in the semester to continue in the Bachelor of Education program without repeating courses.

Assessment Criteria for Field Experience

All field experience courses will be evaluated in two areas: 1) the Teaching Quality Standard (2018) developed by Alberta Education and 2) Pre-service Teacher Presence, Growth and Professionalism developed by the Werklund School of Education Field Experience program.
Partner Teacher Narrative Assessments

The narrative assessment will be a formal, but formative, written assessment of Pre-service Teacher strengths and areas for growth. In the case of Partner Teachers, the assessment should be based on the competencies identified for EDUC 540 in the Course Outline.

Field Experience Instructor/Community Partner Narrative Assessments

In the case of Field Experience Instructors, the assessment will be based on the course outcomes, on successful completion of all course work, on attendance and deportment in the field and on the competencies identified for EDUC 540 in the Course Outline.

Community partners are contracted to assess the preservice teachers using a formal narrative assessment. They should observe the preservice teacher at least twice and provide them with meaningful feedback about their progress both formally and informally.

Code of Conduct and Attendance

All Pre-service Teachers in the Werklund School of Education are accountable to the Werklund School of Education Student Teacher Code of Professional Conduct, the Alberta Teachers’ Association Code of Professional Conduct as well as any and all additional policies related to field studies.

Attendance

All Pre-service Teachers undertaking EDUC 540, Field Experience III are entitled to a cumulative total of four (4) days of absence from the school site. Students should follow University, School and Provincial Health Authority guidelines around COVID-19. The only acceptable reasons for absence from the field experience are:

- Medical / illness
- Family emergency
- Religious observance
- Professional development undertaken separately from your Partner Teacher such as attendance at a conference (maximum two days - see note)

All days absent after the first day will require supporting documentation (as directed). The first day absent does not require documentation. All absences, including the first day, must be reported to the Partner Teacher, the school site, the Field Experience Instructor and upefield@ucalgary.ca a minimum of one hour prior to the start of the school day. Failure to report your absence to all required parties will be considered a serious matter.

Additional days missed beyond the four allowed absences, or any days missed for reasons not listed above, may jeopardize the successful completion of EDUC 540, the determination of which will be made by the Director of Field Experience. Additionally, late arrivals and early departures at the school site will be considered a serious matter and may jeopardize successful completion of EDUC 540, Field Experience III.

Note regarding absence for Professional Development – Students are permitted a maximum of two days absent for professional development. These days will count in the total of four allowed days absent. Students must complete the Professional Development Leave of Absence Form and receive the prior approval of the Partner Teacher, Field Experience Instructor and Director of Field Experience.
Roles and Responsibilities: Pre-service Teacher - Field Experience III (EDUC 540)

General Field Experience Policy

The Werklund School of Education assigns Pre-service Teachers to specific schools and teachers for Field Experience III. Take note of the following:

- Barring exceptional circumstances, Pre-service Teachers will remain in the same placement for Field Experience III and IV.
- Under no circumstances shall Pre-service Teachers contact a field site regarding their placements until they have been confirmed and posted by the Werklund School of Education. Pre-arranging placements with specific schools or teachers is not permitted. It is the responsibility of the Pre-service Teacher to notify the Werklund School of Education of any ineligible sites, such as sites where family or friends attend or work, or sites in which the student has volunteered or attended. Failure to comply with these conditions may jeopardize successful completion of the field experience.
- Pre-service Teachers must meet the following criteria, or the field experience placement may be revoked or deferred:
  - good academic standing in campus-based experiences;
  - full participation at field site, (no unauthorized absences); and
  - appropriate professional conduct and cooperation with personnel at the field site (see the "University of Calgary Pre-service Teacher Code of Conduct").
- A request for a change of placement is a serious matter that should be addressed to the Field Experience Instructor, and then in writing to the Director of Field Experience. A new placement is not guaranteed.
- If a Pre-service Teacher withdraws from the program during the field experience, they must immediately notify in writing the Associate Dean of Undergraduate Programs, as well as advising the school, the Partner Teacher, the Director of Field Experience, and their instructors.

Before the Field Experience

- It is imperative that all Pre-service Teachers have a valid Police Information Check including a Vulnerable Sector Check. A current Police Information Check including a vulnerable sector search is required of all Pre-service Teachers participating in an unpaid field (practicum) experience. Processing for Checks can take six to twelve weeks. Pre-service Teachers are required to present their clear and current PIC to Undergraduate Programs in Education (UPE), as instructed by the UPE Field Experience Team. Pre-service Teachers must provide their Police Information Check with Vulnerable Sector Check for presentation to the principal or other designated school official at the beginning of each of their placements. Failure to produce a current Police Information Check is grounds for the immediate termination of the field placement. Pre-service Teachers without a current Police Information Check will not be allowed to participate in a field experience. For additional information regarding the Police Information Check, please visit https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks.
- Prepare or submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor. This may include University or School District forms relating to confidentiality, COVID-19 guidelines, technology, or network access.
- We recommend preparing to share contact information, including your Emergency Contact details, as a document to present on your first day of Field Experience.
- All Pre-service Teachers will meet with their Field Experience Instructor two times during pre-designated Field Experience Seminars. The first of these seminars will take place before the
commencement of the field experience in either the morning or afternoon, the time of which will be announced. At this time all Pre-service Teachers will have the opportunity to ask questions and clarify the expectations of the Field Experience III course. **Attendance at field seminars is mandatory.**

- Research logistical information about the school that you will be attending. What time do the bells ring? Where is it located and how do you plan to get to your school on time?
- Ensure that you have appropriate clothing. The majority of schools employ a business casual dress code so this is acceptable, however it is always best to be conservative in your attire. Carefully consider the impression you wish to make.

**During the Field Experience**

**Communication between Student and Partner Teachers**

Open and honest communication can often prevent misunderstandings between Pre-service Teachers and Partner Teachers. Both oral and written communication should be clear and follow professional protocols. In all written communication, you should follow the format of a formal business letter. It is important to have a clear understanding of your Partner Teacher’s expectations during the field experience. Ask the following questions on the first day to determine your Partner Teacher’s expectations:

1. What are your expectations of me as a Pre-service Teacher?
2. What kind of classroom environment do you prefer (active, quiet, group work, individual work, etc.)?
3. How can I make this field experience successful?
4. How do you prefer to give feedback (oral, written, after each lesson, at the end of the day, weekly)?
5. When is a good time for me to ask questions? (anytime, after class ends, during preparation)?
6. What kind of self-care strategies do you use?
7. Is there anything else I should know about before I begin this field experience?

**Conduct and Professionalism**

- Pre-service Teachers are expected to follow school and school board policies regarding dress code and interactions with colleagues and students. Standards may be best understood from personal observation and discussion with the School Liaison and Partner Teacher.
- Attitudes of co-operation and accommodation to the demands, routines, and professional culture of the field sites are required of all Pre-service Teachers.
- **Field experiences take priority over any other professional and personal employment commitments.** Arrangements for personal responsibilities such as daycare or part-time employment MUST be made in advance in order to ensure successful field experiences.
- Pre-service Teachers are required to use a professional ucalgary email address. ALL email communications with your school MUST be sent from your ucalgary email address.
- Pre-service Teachers should arrive at a field-site at least one-half hour before classes/sessions begin and MUST stay at least one-half hour after classes/sessions end or as directed by the Partner Teacher. Before leaving the school, Pre-service Teachers should consult the Partner Teacher regarding subsequent preparation and activities, and clarify any work to be done for the next class/session.
- Pre-service Teachers are to remain in the school throughout each school day.
- Pre-service Teachers must complete all assignments as outlined in the EDUC 540 Course Outline.
• Meet with the Field Experience Instructor as scheduled and/or required including mandatory field experience seminars.
• Meet with the Partner Teacher for regular feedback as scheduled and/or required.
• Pre-service Teachers will work with their Partner Teacher to begin planning and teaching classroom learning experiences.

Additional Considerations

• Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.
• Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.
• We recommend you share your contact information, including your Emergency Contact details, with your School Liaison.

NOTE: Through all weeks of field experience, Pre-service Teachers should participate in as many diverse aspects of school culture as possible, including accompanying Partner Teachers on supervisory duties, attending staff meetings, attending parent-teacher meetings (if appropriate), volunteering for clubs and sports, etc.

Following the Field Experience

• Upon completion of the field experience (or earlier if withdrawing before completion), Pre-service Teachers should thank the site personnel with whom they have worked.
• Pre-service Teachers are responsible for providing the Partner Teacher Narrative Assessment to their Field Experience Instructor as per the instructions given by the Field Experience Instructor.
## Pre-service Teacher At-a-Glance Checklist for EDUC 540

### Before the Field Experience starts I need to…

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Present your clear and current Police Information Check with Vulnerable Sector Check to the UPE Field Experience Office.</td>
</tr>
<tr>
<td>Submit or prepare any required documents or forms, as directed by the Field Experience Team, School Liaison or your Field Instructor.</td>
</tr>
<tr>
<td>Write a letter of introduction to my Partner Teacher and Principal. This letter must be approved by my Field Experience Instructor before it can be sent. It can be sent via email prior to the start of the field experience after it has been approved.</td>
</tr>
<tr>
<td>Attend the Field Seminar to ensure that the academic expectations of the Field Experience are clear. (Time and location confirmed by your Field Instructor)</td>
</tr>
<tr>
<td>Ask my Field Experience Instructor to clarify logistics of the school site such as parking, if applicable.</td>
</tr>
<tr>
<td>Request guest or user access to online digital instructional tools used by your partner teacher (such as Google Classroom or D2L).</td>
</tr>
<tr>
<td>Find out what time school starts and plan to arrive 30 minutes before that.</td>
</tr>
<tr>
<td>Plan out how I will get to the school on time.</td>
</tr>
<tr>
<td>Make sure I have a <a href="mailto:ucalgary">ucalgary</a> email address so that I can use it for the duration of the field experience.</td>
</tr>
</tbody>
</table>

### On the first day I need to…

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive 30 minutes prior to the bell.</td>
</tr>
<tr>
<td>Provide the school with the original of my Police Information Check and Confidentiality Agreement, as requested. Be sure to get the Police Information Check back as I will need it in future placements.</td>
</tr>
<tr>
<td>Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.</td>
</tr>
<tr>
<td>Share your contact information, including your Emergency Contact details, with your School Liaison <em>(recommended)</em></td>
</tr>
<tr>
<td>Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.</td>
</tr>
</tbody>
</table>
Discuss expectations and acceptable standards of professionalism and performance with my Partner Teacher. (See communication between Pre-service Teacher and Partner Teacher above.)

**During the Field Experience I need to...**

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Meet regularly with my Partner Teacher for feedback.</td>
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</tr>
<tr>
<td>Get involved in the life of the school and be flexible and co-operative in my dealings with the field site.</td>
<td></td>
</tr>
<tr>
<td>Complete all course work associated with the Field Experience course including written lesson/unit plans and all additional assignments. (See Course Outline for details.)</td>
<td></td>
</tr>
<tr>
<td>Provide my Partner Teacher with a copy of my lesson plan 24 hours before I deliver it and a copy of my unit plan 72 hours before the start of the unit.</td>
<td></td>
</tr>
<tr>
<td>Gradually work up to planning and teaching 75% of my Partner Teacher’s day by the start of the sixth week (at the discretion and guidance of the Partner Teacher in the context of their classroom).</td>
<td></td>
</tr>
<tr>
<td>Maintain my Field Experience Journal and place all assignments including lesson plans, assessments, and reflections in the Journal.</td>
<td></td>
</tr>
<tr>
<td>Meet with my Field Experience Instructor as scheduled or required to discuss questions, course content or issues.</td>
<td></td>
</tr>
<tr>
<td>Put a copy of my Partner Teacher’s Midterm Checklist Assessment in my Field Experience Journal. Provide to Field Instructor if requested.</td>
<td></td>
</tr>
<tr>
<td>Participate in D2L conversations and discussions.</td>
<td></td>
</tr>
<tr>
<td>Attend the Field Seminars. (Time and location confirmed by your Field Instructor)</td>
<td></td>
</tr>
</tbody>
</table>

**After the Field Experience I need to...**

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank all school personnel with whom I worked.</td>
<td></td>
</tr>
<tr>
<td>Provide my Field Experience Instructor with a copy of my Partner Teacher’s Narrative Assessment as per the instructions given by my Field Experience Instructor.</td>
<td></td>
</tr>
</tbody>
</table>
EDUC 560: FIELD EXPERIENCE IV

Overview
The eight-week, Extending Teaching and Curriculum Expertise field experience will draw on learning experiences from the four semesters of theory, learning and the previous three field experiences. The purpose of the EDUC 560 eight-week, cohort-based, field experience course is for Pre-service Teachers to engage practically in the theme of the semester while continuing to focus on curriculum, planning and assessment to engage diverse learners. Pre-service Teachers will also be mentored by a Partner Teacher and will gradually work towards assuming the full responsibilities of a classroom teacher by the final four weeks of the field experience.

Pre-service Teachers will plan, implement and assess curricular learning experiences. These may include individual lessons in the beginning and will build up to series of learning experiences and curriculum units/topics (at the discretion and guidance of the Partner Teacher in the context of her/his classroom). By the end of the fourth week of this field experience, it will be expected that you will have taken responsibility for the instructional load and will be teaching 80% to 100% of the day.

Field Experience Design
This course asks Pre-service Teachers to prepare a series of curriculum learning engagements/lessons to be taught in a large class setting under the Partner Teacher’s direction. Pre-service Teachers will be asked to develop a series of curriculum learning engagements/lessons, each requiring a written lesson plan that asks, in particular, what do I want the learners to know and what will I accept as evidence that the lesson has been successful? The goal for this field experience is increased independence on the part of the Pre-service Teacher, while still receiving feedback that will allow for improvement and professional growth.

Field Seminar
Pre-service Teachers in Field Experience IV will be required to attend three field experience seminars. The first field experience seminar will give the Field Experience Instructor an opportunity to discuss the field experience and go over expectations and responsibilities as well as provide Pre-service Teachers with an opportunity for clarification. The second field experience seminar will take place on campus and will allow Pre-service Teachers to discuss their experiences and address topics needing supplementation. The final field experience will be dedicated to topics of import to a first-year teacher. The Field Experience Instructor may also allocate time in any seminar to other topics as needed. The Field Experience Seminars are considered an integral part of the field experience and attendance is mandatory.

Assessment and Evaluation
Assessment for this Field Experience and all related assignments will be Credit/No Credit. Each component of the Field Experience must be completed and passed for the student to pass the course as a whole. Students must receive CREDIT in the Field Experience and must have an overall GPA of 2.5 in the semester to continue in the Bachelor of Education program without repeating courses.

Assessment Criteria for Field Experience
All field experience courses will be evaluated in two areas: 1) the Teaching Quality Standard (2018) developed by Alberta Education and 2) Pre-service Teacher Presence, Growth and Professionalism developed by the Werklund School of Education Field Experience program.
Partner Teacher Narrative Assessments
The narrative assessment will be a formal, but formative, written assessment of Pre-service Teacher strengths and areas for growth. In the case of Partner Teachers, the assessment should be based on the competencies identified for EDUC 560 in the course outline.

Field Experience Instructor/Community Partner Narrative Assessments
In the case of Field Experience Instructors, the assessment will be based on the course outcomes, on successful completion of all course work, on attendance and deportment in the field and on the competencies identified for EDUC 560 in the course outline. Community Partner assessments will be formulated based on their observations of the Pre-Service Teachers.

Code of Conduct and Attendance
All Pre-service Teachers in the Werklund School of Education are accountable to the Werklund School of Education Student Teacher Code of Professional Conduct, the Alberta Teachers’ Association Code of Professional Conduct as well as any and all additional policies related to field studies.

Attendance
All Pre-service Teachers undertaking EDUC 560, Field Experience III are entitled to a cumulative total of four (4) days of absence from the school site. Students should follow University, School and Provincial Health Authority guidelines around COVID-19. The only acceptable reasons for absence from the field experience are:

- Medical / illness
- Family emergency
- Religious observance
- Professional development undertaken separately from your Partner Teacher such as attendance at a conference (maximum two days - see note)

All days absent after the first day will require supporting documentation (as directed). The first day absent does not require documentation. All absences, including the first day, must be reported to the Partner Teacher, the school site, the Field Experience Instructor and upefield@ucalgary.ca a minimum of one hour prior to the start of the school day. Failure to report your absence to all required parties will be considered a serious matter.

Additional days missed beyond the four allowed absences, or any days missed for reasons not listed above, may jeopardize the successful completion of EDUC 560, the determination of which will be made by the Director of Field Experience. Additionally, late arrivals and early departures at the school site will be considered a serious matter and may jeopardize successful completion of EDUC 560, Field Experience IV.

Note regarding absence for Professional Development – Students are permitted a maximum of two days absent for professional development. These days will count in the total of four allowed days absent. Students must complete the Professional Development Leave of Absence Form and receive the prior approval of the Partner Teacher, Field Experience Instructor and Director of Field Experience.
Roles and Responsibilities: Pre-service Teacher - Field Experience IV (EDUC 560)

General Field Experience Policy

The Werklund School of Education assigns Pre-service Teachers to specific schools and teachers for Field Experience IV. Take note of the following:

- In the majority of cases, Pre-service Teachers will remain in the same placement for Field Experience III and IV.
- **Under no circumstances** shall Pre-service Teachers contact a field site regarding their placements until they have been confirmed and posted by the Werklund School of Education. **Pre-arranging placements with specific schools or teachers is not permitted.** It is the responsibility of the Pre-service Teacher to notify the Werklund School of Education of any ineligible sites, such as sites where family or friends attend or work, or sites in which the student has volunteered or attended. Failure to comply with these conditions may jeopardize successful completion of the field experience.
- Pre-service Teachers must meet the following criteria, or the field experience placement may be revoked or deferred:
  - good academic standing in campus-based experiences;
  - full participation at field site, (no unauthorized absences); and
  - appropriate professional conduct and cooperation with personnel at the field site (see the "University of Calgary Pre-service Teacher Code of Conduct").
- A request for a change of placement is a serious matter that should be addressed to the Field Experience Instructor, and then in writing to the appropriate Director of Field Experience.
- If a Pre-service Teacher withdraws from the program during the field experience, they must immediately notify in writing the Associate Dean of Undergraduate Programs, as well as advising the school, the Partner Teacher, the Director of Field Experience, and their instructors.

Before the Field Experience

- It is imperative that all Pre-service Teachers have a **valid Police Information Check including a Vulnerable Sector Check**. A current Police Information Check including a vulnerable sector search is required of all Pre-service Teachers participating in an unpaid field (practicum) experience. **Processing for Checks can take six to twelve weeks.** Pre-service Teachers are required to present their clear and current PIC to Undergraduate Programs in Education (UPE), as instructed by the UPE Field Experience Team. Pre-service Teachers must provide their Police Information Check with Vulnerable Sector Check for presentation to the principal or other designated school official at the beginning of each of their placements. **Failure to produce a current Police Information Check is grounds for the immediate termination of the field placement.** Pre-service Teachers without a current Police Information Check will not be allowed to participate in a field experience. For additional information regarding the Police Information Check, please visit [https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks](https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks).
- Prepare or submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor. This may include University or School District forms relating to confidentiality, COVID-19 guidelines, technology, or network access.
- We recommend preparing to share contact information, including your Emergency Contact details, as a document to present on your first day of Field Experience.
- All Pre-service Teachers will meet with their Field Experience Instructor three times during pre-designated **Field Experience Seminars.** The first of these seminars will take place before the commencement of the field experience in either the morning or afternoon, the time of which will be announced. At this time all Pre-service Teachers will have the opportunity to ask
questions and clarify the expectations of the Field Experience IV course. **Attendance in field seminars is mandatory.**

- If necessary, research logistical information about the school that you will be attending. What time do the bells ring? Where is it located and how do you plan to get to your school on time?
- Ensure that you have appropriate clothing. The majority of schools employ a business casual dress code so this is acceptable, however it is always best to be conservative in your attire. Carefully consider the impression you wish to make.

**During the Field Experience**

**Communication between Student and Partner Teachers**

For those Pre-service Teachers moving to a new school, open and honest communication can often prevent misunderstandings between Pre-service Teachers and Partner Teachers. Both oral and written communication should be clear and follow professional protocols. In all written communication, you should follow the format of a formal business letter. It is important to have a clear understanding of your Partner Teacher’s expectations during the field experience. Ask the following questions on the first day to ensure nothing has changed with your partner teacher’s expectations:

1. Do you have any different expectations of me as a Pre-service Teacher?
2. Has anything changed in your classroom environment that I should account for in my planning?
3. Can you make any suggestions for improvement in this second term of my placement?
4. Is the method of providing feedback still working for you?
5. When is a good time for me to ask questions? (anytime, after class ends, during preparation)?
6. Is there anything else I should know about before I resume this field experience with you?

**Conduct and Professionalism**

- Pre-service Teachers are expected to follow school and school board policies regarding dress code and interactions with colleagues and students. Standards may be best understood from personal observation and discussion with the School Liaison and Partner Teacher.
- Attitudes of co-operation and accommodation to the demands, routines, and professional culture of the field sites are required of all Pre-service Teachers.
- **Field experiences take priority over any other professional and personal employment commitments.** Arrangements for personal responsibilities such as daycare or part-time employment MUST be made in advance in order to ensure successful field experiences.
- Pre-service Teachers are required to use a professional ucalgary email address. ALL email communications with your school MUST be sent from your ucalgary email address.
- Pre-service Teachers should arrive at a field-site at least one-half hour before classes/sessions begin and MUST stay at least one-half hour after classes/sessions end or as directed by the Partner Teacher. Before leaving the school, Pre-service Teachers should consult the Partner Teacher regarding subsequent preparation and activities, and clarify any work to be done for the next class/session.
- Pre-service Teachers are to remain in the school throughout each school day.
- Pre-service Teachers must complete all assignments as outlined in the EDUC 560 Course Outline.
- Meet with the Field Experience Instructor as scheduled and/or required including mandatory field experience seminars.
- Meet with the Partner Teacher for regular feedback as scheduled and/or required.
- Pre-service Teachers will work with their Partner Teacher to ensure they understand the classroom learning experiences for which they will be responsible.
Additional Considerations

- Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.
- Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.
- We recommend you share your contact information, including your Emergency Contact details, with your School Liaison.

NOTE: Through all weeks of field experience, Pre-service Teachers should participate in as many diverse aspects of school culture as possible, including accompanying Partner Teachers on supervisory duties, attending staff meetings, attending parent-teacher meetings (if appropriate), volunteering for clubs and sports, etc.

Following the Field Experience

- Upon completion of the field experience (or earlier if withdrawing before completion), Pre-service Teachers should thank the site personnel with whom they have worked.
- Pre-service Teachers are responsible for providing the Partner Teacher Narrative Assessment to their Field Experience Instructor as per the instructions given by the Field Experience Instructor.
**Pre-service Teacher At-a-Glance Checklist for EDUC 560**

### Before the Field Experience starts I need to…

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present your clear and current Police Information Check with Vulnerable Sector Check to the UPE Field Experience Office.</td>
</tr>
<tr>
<td>Submit or prepare any required documents or forms, as directed by the Field Experience Team, School Liaison or your Field Instructor.</td>
</tr>
<tr>
<td>Where necessary, write a letter of introduction to my Partner Teacher and Principal. This letter must be approved by my Field Experience Instructor before it can be sent. It can be sent via email prior to the start of the field experience after it has been approved. If I am returning to my Field Experience III placement, I should write a professional email to my Partner Teacher to say thank you for having me back and to begin the planning process.</td>
</tr>
<tr>
<td>Attend the Field Seminar to ensure that the academic expectations of the Field Experience are clear. (Time and location confirmed by your Field Instructor)</td>
</tr>
<tr>
<td>Ask my Field Experience Instructor to clarify logistics of the school site such as parking, if applicable.</td>
</tr>
<tr>
<td>If in a new placement, find out what time school starts and plan to arrive 30 minutes before that.</td>
</tr>
<tr>
<td>Plan out how I will get to the school on time.</td>
</tr>
<tr>
<td>Make sure I have a <a href="mailto:">ucalgary</a> email address so that I can use it for the duration of the field experience.</td>
</tr>
</tbody>
</table>

### On the first day I need to…

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive 30 minutes prior to the bell.</td>
</tr>
<tr>
<td>Be prepared to present your Police Information Check to your School Liaison and Field Instructors, if requested. Pre-Service teachers should retain their original Police Information Check.</td>
</tr>
<tr>
<td>Share your contact information, including your Emergency Contact details, with your School Liaison <em>(recommended)</em></td>
</tr>
<tr>
<td>Submit any required documents or forms, as directed by the Field Experience Team, School Liaison, or your Field Instructor.</td>
</tr>
<tr>
<td>Discuss expectations for professional and performance with my Partner Teacher. <em>(See communication between Pre-service Teacher and Partner Teacher above.)</em></td>
</tr>
</tbody>
</table>
### During the Field Experience I need to…

- Meet regularly with my Partner Teacher for feedback.
- Get involved in the life of the school and be flexible and co-operative in my dealings with the field site.
- Complete all course work associated with the Field Experience course including written lesson/unit plans and all additional assignments. (See Course Outline for details.)
- Provide my Partner Teacher with a copy of my lesson plan 24 hours before I deliver it and a copy of my unit plan 72 hours before the start of the unit.
- Gradually work up to planning and teaching 80-100% of your Partner Teacher’s day by the end of the fourth week (at the discretion and guidance of the Partner Teacher in the context of their classroom).
- Maintain my Field Experience Journal and place all assignments including lesson plans, assessments, and reflections in the Journal.
- Meet with my Field Experience Instructor as scheduled or required to discuss questions, course content or issues.
- Put a copy of my Partner Teacher’s Midterm Checklist Assessment in my Field Experience Journal and provide it to the Field Instructor if requested.
- Participate in D2L conversations and discussions.
- Attend the Field Seminars. (Time and location confirmed by your Field Instructor)

### After the Field Experience I need to…

- Thank all school personnel with whom I worked.
- Provide my Field Experience Instructor with a copy of my Partner Teacher’s Narrative Assessment as per the instructions given by my Field Experience Instructor.
**PROCEDURES REGARDING CONCERNS IN THE FIELD PLACEMENT**

The expectations for each field experience should be clearly outlined to the student. Consistent feedback, including constructive criticism, is important. Students are governed by and held accountable to the *Alberta Teachers’ Association Code of Professional Conduct* and by the *University of Calgary Werklund School of Education Student Code of Conduct*.

Pursuant to General Regulation 3.6 of the University of Calgary Calendar:

> The Dean may prohibit a student from registering or completing a semester if it is believed that there is evidence to suggest that the student’s physical and/or psychological health may be detrimental to students in schools and/or community and workplace settings.

**Student Performance Issues**

Student performance issues are addressed through the same procedures as outlined for on-campus courses. The Field Experience Instructor is the first contact, followed by the Director of Field Experience, the Director of Student Experiences and the Associate Dean.

**Supporting Documentation for missed days from Field Experience**

Students may be asked to provide supporting documentation for an exemption/special request. This may include, but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation. Supporting documentation may be dependent on the reason noted in their personal statement/explanation provided to explain their situation. This could be medical certificate/documentation, references, police reports, invitation letter, third party letter of support or a statutory declaration etc. The decision to provide supporting documentation that best suits the situation is at the discretion of the student.

Falsification of any supporting documentation will be taken very seriously and may result in disciplinary action through the Academic Discipline regulations or the Student Non-Academic Misconduct policy.

[https://www.ucalgary.ca/pubs/calendar/current/n-1.html](https://www.ucalgary.ca/pubs/calendar/current/n-1.html)
Reappraisals of Grades and Academic Appeals

The following processes are based upon the guidelines in the University of Calgary Calendar showing the steps to be followed for reappraisals of grades and academic appeals.

For a Reappraisal of Grades & Term Work

<table>
<thead>
<tr>
<th>Who to Contact</th>
<th>How to Apply</th>
<th>When to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Discuss with Instructor</td>
<td>Within 15 days of receiving feedback</td>
</tr>
<tr>
<td>Designated Director of Field Experience</td>
<td>Discuss with Instructor</td>
<td>Immediately</td>
</tr>
<tr>
<td>Dean, Faculty of Education</td>
<td>Letter to the Dean</td>
<td>Within 15 days of the unfavourable decision.</td>
</tr>
<tr>
<td>Faculty Appeals Committee</td>
<td>Letter to the Dean of the Faculty</td>
<td>Within 15 days of unfavourable decision</td>
</tr>
<tr>
<td>General Faculties Council’s Committee on Student Academic Appeals</td>
<td>Letter to Secretary of General Faculties Committee</td>
<td>Within 15 days of unfavourable decision by Faculty Appeals Committee</td>
</tr>
</tbody>
</table>

For Reappraisal of Final Grade

<table>
<thead>
<tr>
<th>Who to Contact</th>
<th>How to Apply</th>
<th>When to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>Request for reappraisal of Final Grade form</td>
<td>By established deadline</td>
</tr>
<tr>
<td>Faculty Appeals Committee</td>
<td>Letter to Dean of Faculty</td>
<td>Within 30 days of unfavourable decision by Registrar</td>
</tr>
<tr>
<td>General Faculties Council’s Committee on Student Academic Appeals</td>
<td>Letter to Secretary of General Faculties Committee</td>
<td>Within 15 days of unfavourable decision by Faculty Appeals Committee</td>
</tr>
</tbody>
</table>
## For Other Academic Appeals

<table>
<thead>
<tr>
<th>Appeal Step</th>
<th>Timeline for Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has completed all steps required by Section I of the academic regulations of the University Calendar</td>
<td>Refer to Section I of the academic regulations of the University Calendar</td>
</tr>
<tr>
<td>Student submits appeal to the Dean</td>
<td>Within 10 Business Days of the date of the written decision being appealed</td>
</tr>
<tr>
<td>The Dean will acknowledge receipt of the student’s appeal</td>
<td>Within 2 Business Days of receipt of the student’s appeal</td>
</tr>
<tr>
<td>The Dean will resolve the appeal or forward the student’s appeal to the WSE Faculty Appeals Committee (FAC) Chair</td>
<td>Within 10 Business Days of receipt of the student’s appeal</td>
</tr>
<tr>
<td>The FAC Chair will determine whether the student’s appeal is denied, whether the Chair can resolve the appeal without a hearing, or whether the appeal will proceed to a written or oral hearing. If the appeal is proceeding to a hearing, the Chair will request the Respondent provide a response to the appeal within 5 days of the hearing</td>
<td>Within 10 Business Days of the date of receipt of the appeal</td>
</tr>
<tr>
<td>Circulation of all submissions, documentation and evidence that will be used by the WSE FAC in making its decision to the Appellant, Respondent and to members of FAC</td>
<td>No later than 5 Business Days before the hearing</td>
</tr>
<tr>
<td>WSE FAC decision</td>
<td>Normally within 7 Business Days after the hearing</td>
</tr>
<tr>
<td>Appeal to University Appeals Committee (UAC)</td>
<td>Where appropriate, the student submits appeal to UAC within 10 Business Days of the written WSE Faculty Appeals Committee decision</td>
</tr>
</tbody>
</table>
PROCEDURES FOR ADDRESSING CONCERNS IN FIELD EXPERIENCE PLACEMENT

Pre-service Teachers

• Receiving feedback with an open mind is a key part of learning and growing as a professional. Partner Teachers should provide both areas of strength and areas for growth in your assessments.
• If you become aware of an issue, express your concerns verbally and directly to your Partner Teacher and attempt to resolve the issue through open communication as soon as possible.
• In cases of ongoing critical feedback or other issues, contact your Field Experience Instructor immediately. Many issues, particularly with miscommunication, can be resolved when your Field Experience Instructor is involved early.
• Concerns or issues should be communicated to the designated Director of Field Experience through the Field Instructor.

Partner Teachers

• Giving feedback to Pre-Service teachers is a key aspect of improving their professional practice. You should feel comfortable to provide both areas of strength and areas of growth for your Pre-service Teacher.
• The Pre-service Teacher’s progress must be documented in writing by the Partner Teacher. Documentation can be provided as comments in the Pre-service Teacher’s field journal, as feedback on lesson or unit plans, or via email.
• If you become aware of an issue, express your concerns verbally to your Pre-service Teacher and attempt to resolve the issue through open communication.
• In cases of continued concerns or issues that have arisen with the Pre-Service Teacher’s progress:
  o The Partner Teacher should contact the Field Experience Instructor to apprise them of concerns.
  o Critical feedback should clearly identify the marginal or inadequate performance and state what the student must do to address the concerns. This feedback should be initialed by the Pre-service Teacher and either the Field Experience Instructor to indicate that they have read and understood the comments and the requested change(s).
  o The Partner Teacher should keep copies of the initialed comments, the lesson plans and student reflections on the lessons.

Community Partners

• The Community Partner should contact the Field Instructor should they become aware of a potential problem between the Pre-service Teacher and Partner Teacher as early as possible to discuss possible solutions.
• The Community Partner, in consultation with the Field Experience Instructor should, in cases of performance, observe the Pre-service Teacher as early as possible and provide feedback.
• The Community Partner may be asked to meet with the Director of Field Experience of the issue to provide more information.
Field Experience Instructors

- Field Experience instructors can assist the giving and receiving of feedback by modelling good feedback practices.
- The Field Experience Instructor should meet with the Pre-service Teacher and Partner Teacher as early as possible following notification of the concerns to discuss possible solutions.
- The Field Experience Instructor should, in cases of questions regarding performance, observe the Pre-service Teacher as early as possible. Out of Area Field Experience Instructors should communicate with Community Partners to maintain a clear understanding of the Pre-service teachers’ progress.
- If the Field Experience Instructor agrees that the Pre-service Teacher is in need of a performance contract, it should be drafted and enacted immediately.
- The Field Experience Instructor should apprise the designated Director of Field Experience of the issue, potential resolutions, and need for a performance contract (if necessary).

Failure to Meet Expectations during Field Experience

Where direct or mediated discussion has proven unsatisfactory to resolve concerns, additional action may be taken such as:

Remediation in Same Field Experience Site

- The Field Experience Instructor, in consultation with the Partner Teacher and Pre-service Teacher, should complete a Student Field Experience Performance Contract indicating the areas requiring improvement. This form is available from the UPE office and should be obtained by the Field Experience Instructor.
- The performance contract should be provided to the Field Director for review before it is signed by the pre-service teacher.
- Every attempt should be made to assist the Pre-service Teacher with fulfilling the terms of the performance contract.
- If the Partner Teacher and Field Experience Instructor agree that the terms of the Performance Contract have not been met and/or continuation of the experience may have a detrimental impact on the school’s program, student, or staff either the Partner Teacher, School Liaison, School Principal or the Field Experience Instructor may request to have the Pre-service Teacher withdrawn from the field experience site.
- A withdrawal from the field experience will constitute a failure of the field experience.
- If the placement is to be terminated, the designated Director of Student Experiences must be notified. They will meet with the student to discuss the situation and its resolution.
- If it is determined the student has failed the field experience, the Director of Field Experience, Director of Student Experience and Associate Dean of Undergraduate Programs would meet to determine whether the student should be permitted to continue in the program. At the minimum a failure would require the field experience to be repeated. At this time a specific plan for remediation may be developed before the student is permitted to redo the field experience.
- The student would be required to be successful in the repeated field experience before they were permitted to continue in the program.
- A second failure would result in removal from the program.
**Change of Placement**

- Changing a placement for a student occurs in very rare circumstances and as a last resort. A request for a change of placement is a serious matter that should be discussed with the Field Experience Instructor, and then forwarded, in writing, to the designated Director of Field Experience. Change of placement requests will not be considered without documentation concerning the nature of the issue. A change of placement will only be made if there is evidence to support the expectation that the Pre-service Teacher can be successful under the mentorship of another Partner Teacher. In most cases the use of a Student Field Experience Performance Contract will be recommended.

- If a student needs a change of placement for reasons other than academic (i.e. moving to new location), they should immediately inform the Field Director. A new placement cannot be guaranteed if enough notice is not provided.
RELEVANT POLICIES

Ethics and Personal Obligations

The Freedom of Information and Protection of Privacy Act

The “Freedom of Information and Protection of Privacy Act” is government legislation which became effective in September 1998. This legislation significantly affects the ways in which schools and the University keep student records, communicate with students and parents, and give and withhold information. Therefore, it is important for all Pre-service Teachers to check with their School Liaisons about the procedures to be followed in schools. Information about the Act may be found at the web site http://www.servicealberta.gov.ab.ca/foip/legislation/foip-act.cfm, and students are urged to take on the challenge of understanding the Act’s legal influence on daily school life and on teaching and learning.

The Werklund School of Education Pre-service Teacher Code of Conduct

The University of Calgary, Faculty of Education, is committed to maintaining its students’ freedom of thought, belief, opinion, and expression while assisting them in becoming professional educators. The standards outlined below describe professional characteristics and behaviours students are expected to develop and demonstrate in the teacher education program. Appropriate demonstration of these professional standards will be judged by faculty and field personnel. Failure to comply with this Code of Conduct will result in Pre-service Teachers being disciplined. Such disciplinary action may result in failure and/or withdrawal from the program.

1. Pre-service Teachers must act in a manner which respects the dignity and rights of all persons without prejudice as to race, religious belief, colour, sex, sexual orientation, gender identity, physical characteristics, age, ancestry or place of origin.
2. Pre-service Teachers must treat pupils, parents or guardians of pupils, colleagues, school personnel, and faculty with dignity and respect.
3. Pre-service Teachers must demonstrate empathy for others by showing concern and understanding for others’ feelings and ideas.
4. Pre-service Teachers must strive to maintain positive interpersonal relationships with pupils, colleagues, faculty members and school personnel by contributing, cooperating, participating, and working with others in a flexible and adaptable manner.
5. Pre-service Teachers must recognize that good staff relations are an important part of successful schools. Therefore, the Pre-service Teacher is to be sociable and friendly, yet professional with school personnel.
6. Pre-service Teachers must refrain from forming on-going social relationships (including through social media) of a non-professional nature with pupils in the school.
7. Regular attendance during the field experiences program is a professional responsibility; therefore, Pre-service Teachers must inform the appropriate personnel at the school and University of any absence.
8. Pre-service Teachers must act in a responsible manner which includes being punctual, dependable, trustworthy, consistent, and reliable. Pre-service Teachers are to conform to the regulations specified for the staff of the school (i.e., supervision, parking, photocopying, dress codes). Pre-service Teachers’ appearance and dress are to be appropriate for the teaching profession.
9. Pre-service Teachers must show initiative and accept responsibility in the performance of duties as assigned.
10. Pre-service Teachers must respond to feedback from faculty members, Partner Teachers, and/or school administration by listening, reflecting, and attempting to incorporate feedback into their teaching practice.

11. Pre-service Teachers must respect the confidentiality of information about pupils, colleagues, and school personnel received in confidence or in the course of professional duties.

12. Pre-service Teachers are expected to conduct themselves in a professional manner and to fulfill teaching responsibilities, and to ensure that they are following appropriate protocols, regardless of personal problems and/or other job commitments.

13. Pre-service Teachers will recognize that the pupils’ welfare is the primary concern of teachers and school administrators. If at any time school and/or university administrators decide student or staff welfare is being adversely affected, the Pre-service Teacher will be asked to leave the school, which may result in failure and/or withdrawal from the program.

14. Pre-service Teachers will recognize that criticism of the professional competence or reputation of a teacher is inappropriate.

15. Pre-service Teachers will act in a manner which maintains that honour and dignity of the teaching profession and the University of Calgary.

16. In addition to the Pre-service Teacher Code of Conduct, Pre-service Teachers are expected to meet expectations outlined set out by The Alberta Teachers’ Association Code of Professional Conduct, Alberta Education and individual school jurisdictions.

17. Pre-service Teachers will engage in appropriate and professional use of technology and electronic devices and will refrain from personal use of cell phone, social media, texting, and email while on site and while engaged in professional school activities. Pre-service Teachers are expected to familiarize themselves with and abide by the school and school division’s technology policies.

Faculty of Education, University of Calgary
Revised by Field Experience Policy Advisory Committee, May 2012
Alberta Teachers’ Code of Professional Conduct

The Code of Professional Conduct stipulates minimum standards of professional conduct of teachers but it is not an exhaustive list of such standards. Unless exempted by legislation, any member of the Alberta Teachers’ Association who is alleged to have violated the standards of the profession, including the provisions of the code, may be subject to a charge of unprofessional conduct under the bylaws of the association.

In Relation to Pupils:

1. The teachers teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, gender identify, gender expression, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background, or linguistic background.

2. (1) The teacher is responsible for diagnosing educational needs, prescribing and implementing instructional programs and evaluating progress of pupils

(2) The Teacher may not delegate these responsibilities to any person who is not a teacher.

3. The Teacher may delegate specific and limited aspects of instructional activity to noncertified personnel, provided that the teacher supervises and directs such activity.

4. The Teacher treats pupils with dignity and respect and is considerate of their circumstances.

5. The Teacher may not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the Teacher, to do so is in the best interest of the pupil.

6. The Teacher may not accept pay for tutoring a pupil in any subjects in which the teacher is responsible for giving classroom instruction to that pupil.

7. The Teacher may not take advantage of a professional position to profit from the sale of goods or services to or for pupils in Teacher’s charge.

In Relation to School Authorities:

8. The Teacher protests the assignment of duties for which the Teacher is not qualified or conditions which make it difficult to render professional service.

9. The Teacher fulfills contractual obligations to the employer until released by mutual consent or according to the law.

10. The Teacher provides as much notice as possible of a decision to terminate employment.

11. The Teacher adheres to agreements negotiated on the Teacher’s behalf by the Association.

In Relation to Colleagues:

12. The Teacher does not undermine the confidence of pupils in other teachers.

13. The Teacher criticizes the professional competence or professional reputation of another Teacher only in confidence to proper officials and after the other Teacher has been informed of the criticism, subject only to section 24 of the Teaching Profession Act.

14. The Teacher, when making a report on the professional performance of another Teacher, does so in good faith and, prior to submitting the report, provides the Teacher with a copy of the report, subject only to section 24 of the Teaching Profession Act.

15. The Teacher does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another Teacher.

16. The Teacher recognizes the duty to protest through proper channels administrative policies and practices which the Teacher cannot in conscience accept; and further recognizes that if administration by consent fails, the administrator must adopt a position of authority.

17. The Teacher as an administrator provides opportunities for staff members to express their opinions and to bring forth suggestions regarding the administration of the school.
In Relation to the Profession:

18. The Teacher acts in a manner which maintains the honour and dignity of the profession.
19. The Teacher does not engage in activities which adversely affect the quality of the Teacher’s professional service.
20. The Teacher submits to the Association disputes arising from professional relationships with other teachers which cannot be resolved by personal discussion.
21. The Teacher makes representations on behalf of the Association or members thereof only when authorized to do so.
22. THE Teacher accepts that service to the Association is a professional responsibility.

Approved by the 2018 Annual Representative Assembly pursuant to the Teaching Profession Act.

Please note:

- Items 13 and 14 of the Code of Professional Conduct do not pertain to reporting to the Association on the possible unprofessional conduct of another member.
- The Teaching Profession Act, section 24(3), requires members to report forthwith to the Executive Secretary on the unprofessional conduct of another member.

For more information, please see the link below:

https://www.teachers.ab.ca/TheTeachingProfession/ProfessionalConduct/Pages/CodeofProfessionalConduct.aspx
Personal Harassment

What is personal harassment?

- Personal harassment is any behaviour which is hurtful or humiliating to another person.
- Harassment is behaviour which denies individuals their dignity or respect. This may include verbal or non-verbal behaviour which adversely affects or threatens to affect a person’s emotional well-being, working conditions, learning environment, opportunities for employment, advancement or involvement.

Examples of harassment could include:

- Offensive physical contact;
- Sexually abusive and degrading words;
- Derogatory comments and/or jokes focused on race, religion, sexual orientation, gender, disability or appearance;
- Implied or expressed promise of reward for complying, or threat of reprisal for refusing to comply with a sexually oriented request.

What should I do if I feel am being harassed?

- Firmly tell the harasser to stop the offensive behaviour.
- Document all harassment incidents. Include dates, times, witnesses and a detailed account of exactly what happened.
- All incidents of harassment should be first disclosed to the Field Experience Instructor unless police involvement is required immediately.

All matters pertaining to a complaint of personal harassment will be dealt with in a confidential, fair and objective manner. For further discussion regarding personal harassment and confidentiality, please contact the Associate Dean of Undergraduate Programs in Education.

Social Media

Pre-service Teachers will engage in appropriate and professional use of technology and electronic devices and will refrain from personal use of cell phone, social media, texting, and email while on site and while engaged in professional school activities. Pre-service Teachers are expected to familiarize themselves with and abide by the school and school division’s technology policies. At a minimum, it is recommended that you:

- Review your Facebook and remove all provocative photos and posts.
- Review your Instagram and Twitter accounts and remove all provocative photos and posts.
- Review all social media accounts for inappropriate or unprofessional text or photos and remove as necessary.
- Consider changing your privacy settings to the highest level possible.
- Do not give students your personal cell phone number or e-mail address.
- Do not allow students to be your friends or followers on any social media platform.
CERTIFICATION & TEACHER QUALIFICATIONS FOR SALARY PURPOSES

Eligibility to Teach in Alberta

Teachers are the foundation of Kindergarten to Grade 12 education in Alberta. They are governed by the Education Act and must hold a valid Alberta teaching certificate issued by the province in accordance with the Certification of Teachers and Teacher Leaders Regulation. To teach in an Alberta accredited school, you must hold valid Alberta teaching certification.

Provincial certification in Alberta requires separate evaluation by two bodies:

- The Province of Alberta, through Alberta Education, issues teaching certificates and oversees all matters related to teacher certification.
- The Alberta Teachers’ Association, through the Teacher Qualification Service (TQS), evaluates credentials for salary considerations. All public, separate and francophone school boards and some private school authorities in Alberta accept evaluations conducted by the Teacher Qualifications Service at the Alberta Teachers’ Association.

Both evaluations are required in order to be eligible to teach in Alberta public schools.

Teaching Certificates

To teach in Alberta, you are required to hold a valid Alberta teaching certificate. Your first step is to apply for Interim Professional Certification (IPC) so that Alberta Education can assess your educational and professional qualifications. If you meet the requirements, the IPC allows you to teach anywhere within the province's K to 12 system and is valid for 3 years. When you meet all the requirements for Permanent Professional Certification (PPC), your school authority must recommend you for a permanent certificate.

All inquiries concerning Teacher Certification should be directed to Alberta Education by email teacher.certification@gov.ab.ca or by phone 780-427-2045.

For more information, visit: https://www.alberta.ca/teacher-certification.aspx

Teacher Qualifications for Salary Purposes

The Teacher Qualifications Service (TQS) is the agency in Alberta responsible for evaluating a teacher's years of education for salary purposes. All public, separate and francophone school boards in the province as well as some private boards accept evaluations issued by the TQS for the purpose of helping to determine a teacher's placement on the salary grid.

School boards use a teacher's TQS evaluation (which is based on years of acceptable education), along with an assessment of the teacher's years of teaching experience (as governed by the relevant collective agreement), to ascertain a teacher's ultimate placement on the salary grid.

All inquiries concerning TQS should be directed to The Alberta Teachers’ Association – TQS Agency by email tqs@ata.ab.ca or by phone 1-800-232-7208.

For more information, visit: https://www.teachers.ab.ca/TheTeachingProfession/TeacherQualificationsService/Pages/AboutTQS.aspx