

Please read the information below then complete and submit the electronic Photo/Video Release form, Candidate Background Information form, and Practicum Arrangement form.

These forms must be submitted to the Practicum Office, Faculty of Education, Queen's University, by April 20, 2012. The form can only be submitted once. If for any reason, a change or addition needs to be made to this information, you must contact the Practicum Office by email at practicum.office@queensu.ca. Be sure to read the Police Record check information carefully.

Program Format - 2012-2013

September 4, 2012 – Orientation, registration, pictures (*Mandatory Attendance*)

September 5 – October 5, 2012 – Classes begin (23 days) (**September 3 - Labour Day**)

October 9 – 26, 2012 – First Practicum Block- Part 1 (14 days) (**October 8 - Thanksgiving**)

October 29 – November 30, 2012 –Classes resume (25 days)

December 3 – December 21, 2012 – First Practicum Block- Part 2 (15 days)

January 7 – February 8, 2013 – Winter term begins (classes) (25 days)

February 11 March 8, 2013 – Second Practicum Block (19 days) (**February 18 - Family Day**)

March 11 – March 28, 2013 – Alternative Practicum (14 days) (**March 29 - Good Friday**)

April 1 – 26, 2013 – Classes resume (20 days)

Practicum Placement Process

***Under no circumstance* are teacher candidates allowed to arrange their own practicum. Candidates are placed in identified *Associate Schools* within the listed District School Boards.**

Identifying Associate Schools

The Practicum Office works with representatives from District School Boards in a specific catchment area, to identify schools to partner with our BEd program as Associate Schools. (District School Boards working with Queen's Faculty of Education are listed below as well as on the maps.) Some District School Boards take in a large geographic area so candidates should be aware that placements could be made in any of the Associate Schools within the district board. Travel and accommodation is the responsibility of Teacher Candidates.

Identifying Candidate Preferences

Teacher Candidates are asked to identify (in order of preference) four of the District School Boards listed where they could complete their practicum. **Normally, candidates will be placed in one Associate School for both practicum blocks (10 weeks of practicum).** Candidates can be more specific about the area within the boards they have chosen (e.g., east, west, etc.) in the "Board Notes" field. This will not guarantee a placement in that area of the board.

Matching Process

Based on candidate information, school information, and assigned course weight of each Faculty Liaison, the Practicum Office then tries to match candidates with identified Associate Schools. The process starts with placing candidates with special circumstances (e.g., medical, single parent, childcare). When placing the remaining candidates, many variables are taken into consideration (e.g., board choices in order of preference, subject discipline availability in secondary schools, school preference for maximum allotment of candidates, maximum allotment of candidates per Faculty Liaison). The BEd program at Queen's is based on an Associate School model and Candidates are placed in cohorts of 3 or more in each Associate School.

The Practicum Office does their best to accommodate first choices; however, there is no guarantee the practicum will be made in any of the four choices. Teacher Candidates will be contacted for additional input if no placement can be found in the initial four choices.

Candidates are asked to identify the secondary school in which they graduated (if in Ontario).

Candidates are asked to identify any schools within the four chosen boards in which there may be a conflict of interest (e.g., school attended by candidate's children, school in which a close relative teaches, school in which the candidate has been a volunteer).

Intermediate-Senior Placements

Where possible, Intermediate-Senior candidates will be placed in their first teaching subject for block one (Part 1 and 2). Block two will be completed in the teaching subject not covered in block one. Both teaching blocks are normally completed in the same Associate School.

Primary-Junior Placements:

Primary-Junior candidates are placed in one division (primary, junior, or intermediate) for block one (Part 1 and 2). Block two will be in a division not covered in block one. Primary-Junior candidates will get experience in two divisions.

Primary-Junior candidates will not be placed for a full block in a specialized classroom (e.g. French Immersion or Special Education). Candidates can complete a half-day in a specialized classroom, during the second block.

Outdoor Education Candidate Placements:

Candidates in the Outdoor and Experiential Education Program (special program track with a different application process) are placed in either both subjects (IS) or two divisions (PJ) in the fall term. Candidates will be placed with Ontario Certified Teachers in an Ontario Outdoor or Experiential Education setting for winter term practicum block (P2)

Catholic School Placements

If a Catholic District School Board is listed as a choice, it will be assumed the candidate is comfortable teaching in the Catholic school system. The Practicum Office will try to accommodate Catholic School Board first choice requests but it is not guaranteed. Teacher Candidates who do not choose a Catholic District School Board will not be placed in a Catholic school. Non-Catholic Teacher Candidates have had successful placements in Catholic schools. DO NOT ask for a Catholic school board if you do not want your practicum placement in a Catholic school.

Additional Information

The Practicum Office is aware that changes in Teacher Candidates' lives cannot be predicted; however, once a placement has been made, it will only be changed under dire circumstances. The information you give on this form must be as accurate as possible, with as much information that will help the Practicum Office as necessary. Please indicate below if there are special needs of which the Practicum Office needs to be aware (e.g., single parent, medical condition, child-care responsibilities, married candidate, varsity athlete, applicable disability registered with Queen's Disability Services that may require special accommodation for the practicum). Lack of a vehicle, care of pets, etc. do not fall under special circumstances.

Background Information Form

Be brief but informative. You are allotted 1500 characters including spaces for each question (anything beyond 1500 characters will be cut off, possibly affecting the information you are trying to convey). It is recommended that a minimum of four to five sentences be used in questions 1 and 2, as principals and liaisons want to know about the candidates they are accepting as guests in their schools. Choose your words carefully as placements have been won and lost based on the content of the background form.

Candidates with Special Needs

Queen's University is committed to facilitating the integration of students with disabilities into the University community. While all students must satisfy the essential requirements of courses and programs, the administration, faculty, staff, and students at Queen's are expected to provide reasonable accommodation to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic standards. We encourage candidates to contact Queen's Disability Services:

LaSalle Building
146 Stuart Street
613-533-5467
TTY 613-533-6566

Vulnerable Sector Police Record Checks

All District School Boards require a **Police Record Check** that includes a **Vulnerable Sector Screening** prior to starting any practicum placements. Please read carefully the [Police Check](#) section of the Practicum Office website for details.

Queen's email

Teacher Candidates in the Queen's BEd/DipEd program will have their Queen's email address distributed to school administration and other persons directly involved in any of their practicum placements.

Deadlines and Important Dates

On-line Practicum Registration **Due Date** April 20, 2012

Information regarding the practicum placement will be emailed to your @queensu.ca address by mid-July. Activate this account as soon as possible. Make note on the bottom of the on-line Practicum Registration form of any special circumstances that need to be taken into consideration.

District School Boards used by the Faculty of Education, Queen's University

Public District School Boards

- Durham District School Board
- Halton District School Board
- Hastings Prince Edward District School Board
- Kawartha Pineridge District School Board
- Limestone District School Board
- Ottawa-Carleton District School Board
- Renfrew District School Board
- Simcoe District School Board (Barrie and Orillia areas only)
- Toronto District School Board
- Trillium Lakelands District School Board (Lindsay area only)
- Upper Canada District School Board
- Waterloo District School Board
- York Region District School Board

Catholic District School Boards

- Algonquin-Lakeshore Catholic District School Board (Kingston, Belleville, Trenton areas only)
- Catholic District School Board of Eastern Ontario (Brockville area only)
- Dufferin-Peel Catholic District School Board (Mississauga & Brampton areas only)
- Durham Catholic District School Board
- Halton Catholic District School Board
- Ottawa-Carleton Catholic District School Board
- Peterborough, Victoria, Northumberland & Clarington Catholic District School Board
- Toronto Catholic District School Board
- Waterloo Catholic District School Board
- York Catholic District School Board

Private Schools (*for Intermediate-Senior candidates only*)

- Mentor College (Mississauga)
- Trinity College (Port Hope)

Photo/Video Release Form

Title: **First Name:** **Last Name:** **Middle Initial:**

Please Read Carefully

I hereby grant to Queen's University at Kingston (the "University") the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed or videographed images taken of me, for use in connection with the activities of the University for promoting, publicizing or explaining the University or its activities.

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These images may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, and electronic/online media, World Wide Web. No names or other identifying information will be included with the published images.

Permission Granted: I hereby consent to the use of my image in Queen's University publications and/or promotional materials and agree that the video or photograph and negative thereof shall become the property of Queen's University.

Permission Denied: I do not wish my image to be used in this way.

Practicum Arrangement Form

Please complete the electronic form by April 20, 2012

Maps indicating the location of the District School Boards are found at on our web site:

Public: <http://educ.queensu.ca/practicum/final-year/registration/MapPublic.pdf>

Catholic: <http://educ.queensu.ca/practicum/final-year/registration/MapCatholic.pdf>

**indicates required fields*

Queen's 8-digit Student Number (**not** OUAC number): _____

Name: _____

*Gender: M F

*Email: _____

*Home Address: _____

*City: _____ *Prov _____ *Postal _____

*Phone: _____

*Program: Concurrent Consecutive Technological Education

*Division PJ IS

If Intermediate/Senior, list both teaching subjects below (Technological Education candidates list just subject one).

Subject 1: _____ Subject 2: _____ Technological Education: _____

Legend:

- ARTV=Visual Art
- CPST=Computer Studies
- DRMA=Dramatic Art
- ENLH=English
- FRSL=French as a Second Language
- GPHY=Geography
- HIST=History
- HPED=Physical & Health Education
- IMUS=Instrumental Music
- MATH=Mathematics
- NTVS=Native Studies
- SBIO=Biology
- SCHM=Chemistry
- SPHY=Physics
- TECH=Technological Education
- VMUS=Vocal Music

Due to the limited number of schools offering Native Studies as part of their curriculum, I/S candidates with Native Studies as a teaching subject are not guaranteed a placement in that subject.

Are you registered in a Special Program Track? These programs have a separate admission process. (AICS = Artist in Community, ATEP = Aboriginal Teacher Education, OEE = Outdoor Education)

AICS ATEP OEE

Do you have use of a car for practice teaching?

If you graduated from a secondary school in Ontario, please indicate which school board and secondary school:

Board: _____ Secondary School: _____

Use the "Board Notes" field to indicate a preference for location within a specific board (i.e. east, west, etc.). This in no way guarantees a placement in a specific area of a board; however any notes will be taken into consideration during the placement process.

*Board 1 _____ Board 1 Notes: _____

*Board 2 _____ Board 2 Notes: _____

*Board 3 _____ Board 3 Notes: _____

*Board 4 _____ Board 4 Notes: _____

Schools in which there is a known conflict of interest (e.g., close relative at school, worked at school as EA or volunteer, etc.)

Board: _____ School: _____

Board: _____ School: _____

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