



Days 1-2

Checklist for Field Experience I

Teacher Candidate	Associate Teacher	Practicum Office
<input type="checkbox"/> arrive at least 30 minutes prior to the beginning of the day, sign in at the office	<input type="checkbox"/> provide the Teacher Candidate with any updated schedules (teaching, class, duty, meeting)	<input type="checkbox"/> the University Liaison will be available for questions or concerns regarding the Field Experience placement
<input type="checkbox"/> complete the required Placement Orientation Guide in the Digital Field Experience Binder (DFEB)	<input type="checkbox"/> provide some time for questions of Teacher Candidate	<input type="checkbox"/> depending on the Teacher Candidate's progress, the University Liaison and / or Practicum Specialist may be communicating with you and the Teacher Candidate regarding a time for a classroom visit
<input type="checkbox"/> take observation notes for Digital Field Experience Binder (DFEB)	<input type="checkbox"/> provide the Teacher Candidate with guidance as to how they can circulate or assist with individual or small groups of students	<input type="checkbox"/> the Practicum Specialist will assist with any questions or concerns: practicum.edu@ontariotechu.ca
<input type="checkbox"/> assist with the Associate Teacher's scheduled out-of-class responsibilities (e.g., cafeteria, hall, yard, bus duties, staff meetings)	<input type="checkbox"/> provide the Teacher Candidate with appropriate topic and guidance for lessons and establish time to review Teacher Candidate's lesson plans in advance (see Helpful Tips)	
<input type="checkbox"/> circulate when appropriate (e.g., seatwork, small group activities) and assist as suggested by Associate Teacher		
<input type="checkbox"/> ensure you are a helpful guest and observer		
<input type="checkbox"/> consider how you might get involved in the school community (coaching assistant, help with assemblies, plays, events, etc.)		
<input type="checkbox"/> arrive at least 30 minutes prior to the beginning of the day	<input type="checkbox"/> continue role as above	<input type="checkbox"/> the University Liaison will be available for questions or concerns regarding the Field Experience placement
<input type="checkbox"/> sign in at the main office	<input type="checkbox"/> allow for the Teacher Candidate to take the lead of general routines	<input type="checkbox"/> depending on the Teacher Candidate's progress, the University Liaison and / or Practicum Specialist may be communicating with you and the Teacher Candidate regarding a time for a classroom visit
<input type="checkbox"/> take the lead of the general routines (entry / dismissal, opening exercises, attendance) as discussed with the Associate Teacher	<input type="checkbox"/> provide the Teacher Candidate with informal feedback regarding implementation and management of general routines	<input type="checkbox"/> the Practicum Specialist will assist with any questions or concerns: practicum.edu@ontariotechu.ca
<input type="checkbox"/> be prepared to teach at least one lesson per day	<input type="checkbox"/> provide some time for the Teacher Candidate to ask questions	
<input type="checkbox"/> submit lesson plans at least 24 hours in advance and add to your Digital Field Experience Binder (DFEB) and ensure this is maintained	<input type="checkbox"/> provide the Teacher Candidate with appropriate guidance for next day's lesson and establish time to review their lesson plan in advance (see Tips for Associate Teachers)	
<input type="checkbox"/> debrief with the Associate Teacher to receive informal feedback	<input type="checkbox"/> establish routine on how the Teacher Candidate will share their lesson plans (i.e. their Digital Field Experience Binder, email, google drive, etc.)	
<input type="checkbox"/> circulate when appropriate (e.g., seatwork, small group activities) and assist as suggested by the Associate Teacher		
<input type="checkbox"/> continue observation notes when the Associate Teacher is teaching		

Days 3-5

	<input type="checkbox"/>	discuss with the Associate Teacher the appropriate topic and goals for the next day's lesson and establish a time to review the lesson plan with the Associate Teacher				
Next 5 days	<input type="checkbox"/>	continue as role above	<input type="checkbox"/>	continue as role above	<input type="checkbox"/>	the University Liaison will be available for questions or concerns regarding the Field Experience placement
	<input type="checkbox"/>	discuss with the Associate Teacher appropriate topics for planning / teaching during this block	<input type="checkbox"/>	review the Teacher Candidate's lesson plans at least 24 hours in advance as per the routine established with the Teacher Candidate (see Tips for Associate Teachers)	<input type="checkbox"/>	depending on the Teacher Candidate's progress, the University Liaison and / or Practicum Specialist may be communicating with you and the Teacher Candidate regarding a time for a classroom visit
	<input type="checkbox"/>	continue to take the lead of the general routines as discussed with the Associate Teacher	<input type="checkbox"/>	provide opportunities to debrief with the Teacher Candidate and provide feedback regarding lesson implementation and /or management of general routines	<input type="checkbox"/>	the Practicum Specialist will assist with any questions or concerns: practicum.edu@ontariotechu.ca
	<input type="checkbox"/>	debrief with the Associate Teacher to receive informal feedback	<input type="checkbox"/>	the Practicum Interim Report evaluation tool may be used as a guidelines for oral and written feedback		
	<input type="checkbox"/>	teach 25% (minimum) to 50% of instructional time and observe and assist the Associate Teacher for the remainder of the day	<input type="checkbox"/>	please complete the Practicum Interim Report at the mid-point of the block		
			<input type="checkbox"/>	provide a copy of the Practicum Interim Report to the Teacher Candidate and keep a personal copy for reference		
Remaining 2 weeks	<input type="checkbox"/>	continue as role above	<input type="checkbox"/>	continue as role above	<input type="checkbox"/>	the University Liaison will be available for questions or concerns regarding the Field Experience placement
	<input type="checkbox"/>	teach 50 % (maximum) of the instructional time and observe and assist the Associate Teacher for the remainder of the day	<input type="checkbox"/>	if necessary, please reach out to the University Liaison if the Teacher Candidate is Experiencing Difficulty	<input type="checkbox"/>	depending on the Teacher Candidate's progress, the University Liaison and / or Practicum Specialist may be communicating with you and the Teacher Candidate regarding a time for a classroom visit
	<input type="checkbox"/>	all class assessment, evaluation (tests, assignments) and school resources, including any keys, MUST be returned before the last day of the placement block	<input type="checkbox"/>	ensure that all assessment and evaluation and school resources, including keys, are returned prior to complete the Final Report	<input type="checkbox"/>	the Practicum Specialist will assist with any questions or concerns: practicum.edu@ontariotechu.ca
			<input type="checkbox"/>	complete the web-based Associate Teacher Field Experience Final Report by the day after the block as ended (an honorarium will be processed upon receipt of this report)		