

RESPONSIBILITIES OF THE INSTRUCTOR

RESPONSIBILITIES TO THE STUDENT:

- Will provide the student with placement information.
- Will have an open door policy to discuss any problems related to the field experience, course work, or requirements.
- Will collect feedback from the cooperating teacher and discuss the grade assigned by the cooperating teacher with the teacher and the student.
- Will evaluate the student at mid-term and the end of term.
- Will assign the final grade for the field placement seminar.

Face to face only

- Will meet with the student and cooperating teacher prior to the beginning of the placement.
- Will conduct bi-weekly seminars.
- Will visit the student in the field placement site at least twice during the field placement experience and will provide a written observation of the student's performance.

RESPONSIBILITIES TO THE COOPERATING TEACHER:

- Will make contacts to discuss possible placements.
- Will share pertinent information regarding the student: name, address, telephone number, field placement dates and time requirements.
- Will provide any necessary information pertaining to the field placement/seminar curriculum and procedures.
- Will inform the cooperating teacher if a student withdraws from the field placement.
- Will be available to answer questions, discuss concerns and provide ongoing support for the cooperating teacher and student. This includes facilitated discussions when necessary and additional confidential conversations that pertain to the student and his/her performance or behavior.

RESPONSIBILITIES OF THE PRACTICUM SITE

ADMINISTRATIVE:

- Become familiar with the field placement experience as outlined in the Handbook.
- Share your program handbook and/or operating procedures with the student - to include:

- Expectations for behavior, dress and other rules you expect from all regular staff members
- Emergency and fire procedures followed in your facility
- Snow day/four weather policy including school closures
- Introduce the student to other staff, the children, families, and the early childhood environment.
- Share a class list of the children with whom the student will work. Include first names and ages of the children.
- Ensure that no field placement student is left alone with the children inside or outside the classroom (with the exception of students whose field placement is also their worksite).
- *Make sure that no KVCC student transports children and/or families in any vehicle* (with the exception of students whose field placement is also their worksite).
- Keep in mind that students are in the learning phase of their educational experience and that they should not be put in charge of large groups of children. Students will not be paid for the field experience hours (with the exception of students whose field placement is also their worksite).

COOPERATING TEACHER:

- Sign the contract with the student and the Instructor.
- Keep accurate account of attendance on the student attendance form. Initial each entry and sign at the end of the semester.
- Meet with the student weekly (at least) for 10-15 minutes to discuss new ideas or approaches to working with young children. Use the provided Practicum Student Mentoring Notes and give a copy to the student and to the Instructor.
- Evaluate the student's performance using the evaluation form provided, mid-semester and at the end.
- Contact the Instructor with any questions or concerns regarding the appropriateness of the placement or the behavior/performance of the KVCC student.
- Provide opportunities for students to interact and assist young children in meaningful activities or lessons that are planned by the cooperating teacher or other staff members and allow the student to:
 - Observe and document children's actions and teachers' interactions.
 - Use a wide variety of materials and supplies such as water, pretend play props, instruments, paints, children's books, blocks, recorded music, etc.
 - Interact with children during a period when they have uninterrupted play.
 - Provide children with developmentally appropriate creative experiences that promote children's ability to think, communicate, and express. These experiences will require children to create their own unique work and may involve "messy" and "noisy" activities (goop, paint, musical bands). The students will be responsible for set-up and clean-up of these learning experiences.

- Collect children's work (or sketches/photos of work) to document learning experiences and observations.
- Plan and implement the assigned number of activities over the course of the semester.
- Interact with parents both formally and informally. (Practicum II & III)

RESPONSIBILITIES OF THE PRACTICUM STUDENT

- The student will be at the practicum site when scheduled.
- The student will outline a tentative practicum hours schedule for the semester with the supervising teacher and contact the site when unable to make it in
- Abide by strict confidentiality protocols at all times during the practicum experience.
- The student will follow rules, guidelines and expectations set by the practicum site including dress and behavior.
- Openly communicate with cooperating teacher and course instructor
- Keep track of practicum hours.
- Advise cooperating teacher of course assignments.
- Assist in classroom as necessary
- Ask questions
- Encourage feedback
- Practice *presence and connections*