

## Practicum Experience Agreement

Student Name:	KVCC Instructor	Supervising teacher:
Contact information: (phone, email)	Contact information: (phone, email)	Contact information: (phone, email)
Course/Semester/Year:		Placement information:

The following outlines the responsibilities of each individual on which participation in the Early Childhood Education Practicum experience at KVCC is based:

### **KVCC Instructor Responsibilities:**

- Coordinate practicum opportunity with supervising teacher and provide pertinent information to the student and supervising teacher (name and contact information)
- Facilitate initial meeting to review the practicum handbook
- Participate in weekly, student initiated, email discussions with the supervising teacher and student
- Schedule two observations of the student and assist with discussions based on midterm and final evaluations
- Support collaboration with all parties involved and collect feedback
- Provide availability to all involved to discuss any questions, concerns or support needed for the experience
- Notify the supervising teacher if a student withdraws from the practicum placement experience
- Assess the student's skills, capacities and objectives through coursework and class participation
- Determine a final grade for the practicum experience course

### **Supervising Teacher Responsibilities:**

- Become familiar with the practicum 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 would expect from all staff
  - Emergency and fire procedures
  - Snow day/ foul weather policy, including school closures
- Introduce students to other staff, children, families and do a tour of the environment

- *Ensure that the student is never left alone with the children inside or outside the classroom AND does not provide transportation of children and/or families in any vehicle (with the exception of students whose placement is also their worksite)*
- Participate in weekly, student initiated, email discussions with the instructor and student
- Provide availability to all involved to discuss any questions, concerns or support needed for the experience
- Assess the student's skills, capacities and objectives through a midterm and final evaluation
- Initial each attendance entry to assure accurate documentation
- Provide an opportunity of 90 (Practicum I) or 135 (Practicum II and III) hours for the student to complete the requirements set by the course. Opportunities can be defined by:
  - Observing and documenting children's actions and teacher interactions
  - Use of a wide variety of developmentally appropriate materials as discussed in advance
  - Interact with children in a positive manner
  - Provide children with developmentally appropriate activities as discussed and scheduled. The students will be responsible for set-up and clean-up of the learning experiences
  - Interact with families formally and informally as assigned in different practicums
  - Opportunities to attend a family event, parent teacher conference, curriculum or planning meeting, team meeting, special education meeting or other occasion as defined in practicum assignments
- **\*\*Provide feedback and responsibilities to the student, as appropriate, for their level of learning and phase of educational experience\*\***

### **Practicum Student Responsibilities**

- Participate in this experience as though it is a job
  - Arrive on time
  - Create a schedule and stick to it – Notify the Supervising Teacher if unable to attend
  - Dress appropriately for the work that you will be doing
  - Maintain a professional level as outlined in the Code of Ethical Conduct
  - Adhere to the strictest confidentiality protocols at all times
  - Follow the additional rules and procedures set by the practicum placement
- Initiate weekly emails to the supervising teacher and practicum instructor
- Be *present* and *connect* with the children
- Ask questions
- Contribute to open and honest communication
- Participate and implement course assignments and responsibilities
- Document hours via email and attendance log

**The Early Childhood Education department places extreme importance on professionalism in the workplace. We adhere to the NAEYC Code of Ethical Conduct and the Professional Preparation Standards. We have high expectations of the students and acknowledge their representation of Kennebec Valley Community College. If a student violates a significant part of the agreement, the supervising teacher reserves the right to take action. The following rules will apply: (In extreme cases the supervising teacher reserves the right to enforce rule three after immediate outreach to the instructor).**

- 1. First incident – a conversations will happen with the student and a follow up email or telephone call with the instructor**
- 2. Second incident – a plan of action will be written with specific guidelines**
- 3. Third incident – the practicum student will be asked to leave the practicum and forfeits the ability to complete the course.**

### **Statement of Cooperation**

I understand the responsibilities of all parties involved in this Practicum Education Agreement and will strive to make this a successful learning experience

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Student Signature

Date

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Supervising Teacher Signature

Date

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Instructor Signature

Date

\*A copy is to be provided to the student, supervising teacher and instructor