



**ECEC Diploma Program**

**Northern Lights College**

**Form 2**

**Northern Lights College**

**Workplace Practicum Form (for work site practicum only)**

In response to the ever-growing request for workplace practicum settings, we, NLC Early Childhood Education and Care (ECEC) faculty, support the ongoing professional development concept of worksite setting practica. We see the value in maintaining the quality of program delivery to children and families and ongoing, long term, professional development possibilities within the program staff. As this is can often be a **challenging practicum** for all involved, we would like to ensure all possible protocols are in place to protect both the student and the program

### **Work site Practicum Mentor**

As a **Practicum Mentor** who has agreed to supervise a Northern Lights College (NLC) Early Childhood Education (ECEC) student who is currently an employee at your program, please read and initial the following document to be submitted **with the student practicum proposal**

1. I have read, and I agree to the NLC ECEC Practicum Guidelines
2. I have reviewed the student's Practicum Plan and agree to support the student's learning
3. I agree to provide Practicum supervision consistent with the guidelines on behalf of

**Student's Name:** \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

### **Practicum Plan:**

We (the workplace practicum mentor and student) understand this practica/practicum will consist of both on floor and reflection time for the guided work experience and have agreed to the following schedule:

designated on floor work time which will incorporate practicum competencies and opportunities (please identify work days/ weeks / shifts the student will be scheduled for) as outlined in the student's PPF

planning and debriefing discussion time with the practicum mentor will be set for (please specific daily and or weekly time officially set aside for this conversation/reflection time)

**Workplace Mentor** – your signature/ initials represent your agreement to support and guide the workplace practicum experience

1. I understand the student's Practicum work will combine the course and setting goals, objectives, strategies, and tasks described in the student's Practicum Plan.
2. I understand that the **deliverables** that the student is expected to generate from this Practicum to deliver to his/her Practicum Instructor include:

- a) Mid term 3- way conversation and a possible final 3-way conversation (if needed)
- b) Mid and final practicum competency guide feedback
- c) Support on NLC ECEC assignments as presented in the relevant practicum course (which may be of differing philosophies from your current ways of doing)
  - 3. I agree to communicate with the NLC practicum Instructor during the practicum planning phase, at the mid-term and final conversations.
  - 4. I agree to provide a formal written feedback of this student's progress at mid-term and at the end of the Practicum experience and to submit this evaluation in a timely manner to Instructor.
  - 5. I agree to regularly meet with the student to discuss planning/ debriefing of experiences and guide reflective discussions on the overall practicum competencies at the times indicated above.
  - 6. I agree to serve as a practicum Mentor and to guide the student from the NLC ECEC program.

We (the employer/workplace staff/mentor and student) have discussed and agreed to the following plans:

- (a) Inform families of what is happening and why
- (b) Ensure in the role of a student, you are only documenting hours when your practicum mentor is on the floor with the student and the student is not the sole charge of the room- traditionally this means students have not been able to document beginning/ end of days/ break times or lunch hours when they might be alone or in sole charge (this may be dependent on the practica level being explored)
- (c) How emergencies /crisis will be covered during the practicum time frame (this may mean temporary changes to roles and responsibilities). One option may be ... the “student” reverts to “staff” and again the hours may not be documented
- (d) In a union situation there must be some clarification about who will be the sponsor teacher providing feedback and assessment information, some contracts are very clear about who can and cannot provide feedback/assessments, in some cases it may require signed documentation by all parties to ensure that the “student” assessment will not have impact on an employer/ employee evaluation. In some settings co - workers may not participate in any type of assessment processes.
- e) As many students request workplace setting practica to maintain their salaries during challenging financial times NLC requests that the workplace setting cover the

Workman Compensation Board costs and polices. In non-paid / volunteer practica students will be covered by the NLC student practica agreements.

g) How the setting will support the student in exploring skills/ strategies that may differ from the current setting practices – in other words how will the workplace setting support the student in trying new things, if they differ from the current way of doing?

**During workplace practicum hours all NLC students must wear their nametag, if you have lost or not received your name tag please contact the ECEC office immediately.**

**Practicum Mentor Name and Signature:\_\_\_\_\_Date:\_\_\_\_\_**

**Student's Name and Signature:\_\_\_\_\_Date:\_\_\_\_\_**