



Northern Lights
College

Northern Lights College

Education Assistant Program

NLC Workplace Practicum Form

(for work site practica only)

Early Childhood Education and Care / Education Assistant (ECEC/EA) Office

Box 1000 (Courier Address: 9820 120th Ave)

Fort St. John, BC V1J 6K1

Toll Free: 1-866-463-6652 ext. 6234

Direct Phone: 250-787-6234

Fax: 250-787-6222

Email: ece-ea-office@nlc.bc.ca

Applicable only to schools (districts) that support work site practica, in no way does the document over-ride any work site policies



Northern Lights College

In response to the ever-growing request for workplace practicum settings, we, NLC Education Assistant (EDAS) faculty support the ongoing professional development concept of worksite setting practica. We see the value in maintaining the quality of support for students, and families and ongoing, long term, professional development possibilities within the school based teams. As this 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 school team(s).

Work site Practicum Sponsor

As a **Practicum Mentor/ Guide** who has agreed to supervise a Northern Lights College (NLC) Education Assistant (EDAS) student who is currently an employee at your school, 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 EDAS 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 sponsor and student) understand this practica/practicum will consist of both in the classroom and reflection time for the guided work experience and have agreed to the following schedule:

- a) designated classroom work time which will incorporate practicum competencies and opportunities (please identify work days/weeks/shifts the student will be scheduled for)
- b) planning and debriefing discussion time with the guiding sponsor teacher will be set for (please specific daily and or weekly time officially set aside for this activity)



Northern Lights College

Workplace Sponsor – your signature/ initials represent your agreement to support and guide the workplace practica/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) A mid-term 3-way conversation and final 3-way conversation if needed
 - b) Mid and final practicum assessment guidebook / competency guide
 - c) Assignments as presented in the relevant practicum course
3. I agree to communicate with the NLC practicum instructor during the Practicum planning phase, at the mid-term review, and at the final evaluation
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 activities and guide reflective discussions on the overall practicum experiences at the times indicated above.
7. I agree to serve as a practicum sponsor and to guide the student from the NLC EDAS program
We (the employer/workplace staff/sponsor 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, and only documenting hours when someone else is in the classroom with the student and the student (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 ... generally speaking 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 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 in order to maintain their salaries during challenging financial times, NLC requests that the workplace setting cover



Northern Lights College

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

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 setting support the student in trying new things...

Sponsor Name _____

Signature Date _____

Student's Name _____

Student's Signature _____