

The purpose of this plan is to help you get oriented to, and gather critical information about your school. You are expected to gather information or documents about each item on the list. These must be kept in your practicum binder. Your practicum binder will also include your learning plans, weekly schedules, and practicum learning logs. Prepare the documents listed below along with this plan to be shared with your Practicum Advisor during the first week of the practicum block.

## **SCHOOL AND COMMUNITY UNDERSTANDING & ENGAGEMENTS**

### ***Collect and read where available:***

- School, parent and/or student handbooks
- Staff list
- September newsletter and September calendar
- Community newspaper
- Staff meeting schedule
- School policies on teacher start time, emergency procedures (fire drills, evacuations, lock downs), allergies, dress code, field trip protocols, internet use, etc.

### ***Know:***

- How do you sign into the school?
- Who do you contact if you are sick and cannot come in?
- Where should you park?
- How do you access divisional email accounts, the photocopier and computers?
- Where do you put your outerwear, lunch, and valuables?
- What is the school schedule (start and end times, lunch, recess, etc.)
- Who are the other Teacher Candidates (including those from other universities)?

### ***Create:***

- A map of the school, labelling the use of all spaces (e.g., library, gym, etc.)
- A map of the community surrounding the school, labelling various spaces (e.g.. apartments, community centres, parks, convenience stores, etc.)
- Complete TC Profile form, submit to PA, MT, and school administration
- Complete TC Profile form, submit to PA, MT, and school administration
- [For P2-P4] Complete Professional Learning Plan, submit to PA and MT

### ***Meet:***

- Your students, their families (where/when available), Mentor Teacher(s), classroom Educational Assistants (EAs), school principal and vice-principal(s).
- The school and office staff, Elder(s), Knowledge Keeper(s), custodian(s), resource teacher(s), learning support teacher(s), guidance counsellor(s), and other education partners as available.

**PROFESSIONAL ENGAGEMENTS & TEACHER IDENTITY****Find:**

- The Manitoba Teachers' Society (MTS) website and register as a student member (no charge)
- MTS PD Day and register for a session held in October (see calendar - no faculty classes that day)
- Other events and professional development opportunities are offered by the school/division

**Decide:**

- Where and how you will record your observations, experiences, and reflections from practicum (i.e., written journal, e-journal, etc.). Your Practicum Advisor may want to see these and you may need to refer to these in your faculty courses.

**Review:**

- The Practicum Guide (online) and know the *Practicum Expectations* for your practicum course. It is the TC's responsibility to be familiar with all practicum documents.
- Designs for Learning* (online) to inform and guide your classroom observations.

**CURRICULUM, TEACHING AND LEARNING****Become familiar with:**

- Students' names
- Classroom routines (e.g., student arrival routines, washroom procedures, attendance)
- Specific classroom safety considerations regarding students, equipment, parents/guardians
- Classroom emergency procedures
- Technology available in classroom
- Materials, manipulatives, and resources available in the classroom
- Expectations for the week and Mondays

**Ask the Mentor Teacher(s) about:**

- How are they establishing the classroom community?
- What should a new teacher know about working with this particular group of learners?

**Create:**

- A diagram of the classroom

**Collect:**

- Class/teacher schedule
- Class list