**

**Bachelor of Education (After Degree) Program**

**Guidelines for Evaluation of Field Experiences**

**Early Alert & Notification of Concern**

Candidates must maintain satisfactory standing in each practicum of the program. Assessment of standing will be the responsibility of the candidate’s cooperating teacher. Candidates who do not maintain a satisfactory standing in each practicum may be asked to withdraw from the program or may be allowed to continue on a probationary basis and given one additional opportunity to successfully complete the practicum.

*- From the Concordia University of Edmonton 2016-2017 Academic Calendar –*

*Section 11.1.1 Bachelor of Education (After Degree)*

The following guidelines are provided in the event that university or school personnel have serious concerns about a student teacher’s performance during a field experience.

1. A student teacher must be verbally notified of concerns as soon as possible. The university facilitator should be informed prior to the verbal notification to the student teacher.
2. If the issues which give rise to the concerns are not remedied through verbal notification, the student teacher must receive written notification (initiated by school or university personnel) in the form of either:

* an ***Early Alert*** within the first week of a four-week field experience, or within the first two weeks of a nine-week field experience.

OR

* a ***Notification of Concern***, preferably within the first eight days of a four-week field experience, or within the first four weeks of a nine-week field experience. A ***Notification of Concern*** form shall be completed to provide directive feedback to a student teacher who is experiencing serious difficulties and may be at risk of failing.

1. Both the ***Early Alert*** and ***Notification of Concern*** forms must clearly state the nature of the concern(s), suggestions for improvement, and a time frame for achievement of desired improvement.
2. Care must be taken to ensure that the student teacher understands the nature of the concerns, the suggested improvements, and that adequate time is provided for the suggestions to be addressed.
3. A copy of the ***Early Alert*** or ***Notification of Concern*** must be dated and signed by the cooperating teacher(s), the student teacher, and the university facilitator.
4. The cooperating teacher and the university facilitator, in consultation with the student teacher, must periodically review the student teacher’s progress in achieving the terms of an ***Early Alert*** or ***Notification of Concern***.
5. Failure of the student teacher to progress satisfactorily may result in the student teacher being required to withdraw from the field experience prior to the conclusion of the field experience, or may result in a failure to complete the requirements of the field experience.
6. In the event of a “Non-Credit” assigned to a field experience, the student teacher will be given one more opportunity to successfully complete the field experience.
7. In the event that a student teacher receives a “Credit” for the field experience, the ***Early Alert*** or ***Notification of Concern*** form will not become part of the student teacher’s permanent record. However, should the student teacher receive a failing grade for the field experience, the ***Early Alert*** or ***Notification of Concern*** form will become part of the student teacher’s permanent record.

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| **Bachelor of Education (After Degree) Field Experience Program**  **EARLY ALERT**  **First Week of Four-week Field Experience / First Two Weeks of Nine-week Field Experience** | |
| **□ EDUC 531 – Year One (Four-week) Field Experience** | **□ EDUC 532 – Year Two (Nine-week) Field Experience** |
| **Student:** | **School:** |
| **Cooperating Teacher(s):** | **Principal/Coordinator:** |
| **University Facilitator:** | **Grade Level:** |
| **Date of verbal notification:** | ***Important Note: Receiving an Early Alert may lead to a Notification of Concern.*** |

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| **Areas of Concern** | | **Specific Details Pertaining to Each Area of Concern** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| --- | --- | --- |
| **Suggested Improvements Pertaining to Each Area of Concern** | | **Timeline** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| --- | --- | --- |
|  |  |  |
| ***Student Teacher Signature*** |  | ***Cooperating Teacher(s) Signature(s)*** |
|  |  |  |
| ***University Facilitator Signature*** |  | ***Date*** |

**Distribution: Student Teacher, Cooperating Teacher(s), University Facilitator, and Field Experience Coordinator at Concordia University of Edmonton (Fax: 780-378-8468)**

**Detail the required improvements and timeline:**

**(Note: A typical timeline for most concerns is 3 to 5 instructional days. Details need to be explicit – e.g., what would improvement look like? How will you measure improvement?)**

**Describe feedback (verbal and written) that has been provided to this point in the field experience:**

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| --- | --- | --- |
| **Date for Progress Review** |  |  |
| **Student Teacher Signature** |  |  |
| **Cooperating Teacher Signature** |  |  |
| **Cooperating Teacher Signature** |  |  |
| **University Facilitator Signature** |  |  |

**All parties receive a copy of the *Early Alert* and a copy is also provided to the Faculty of Education via Email (**[**constance.murphy@concordia.ab.ca**](mailto:constance.murphy@concordia.ab.ca)**) or Fax (780-378-8468).**

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| **Bachelor of Education (After Degree) Field Experience Program**  **NOTIFICATION OF CONCERN**  **First Eight Days of Four-week Field Experience / First Four Weeks of Nine-week Field Experience** | |
| **□ EDUC 531 – Year One (Four-week) Field Experience** | **□ EDUC 532 – Year Two (Nine-week) Field Experience** |
| **Student:** | **School:** |
| **Cooperating Teacher(s):** | **Principal/Coordinator:** |
| **University Facilitator:** | **Grade Level:** |
| **Date of verbal notification:** | ***Important Note: Receiving a Notification of Concern indicates the potential of failing the field experience.*** |

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| **Areas of Concern** | | **Specific Details Pertaining to Each Area of Concern** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| --- | --- | --- |
| **Suggested Improvements Pertaining to Each Area of Concern** | | **Timeline** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| --- | --- | --- |
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| ***Student Teacher Signature*** |  | ***Cooperating Teacher(s) Signature(s)*** |
|  |  |  |
| ***University Facilitator Signature*** |  | ***Date*** |

**Distribution: Student Teacher, Cooperating Teacher(s), University Facilitator, and Field Experience Coordinator at Concordia University of Edmonton (Fax: 780-378-8468)**

**Detail the required improvements and timeline:**

**(Note: A typical timeline for most concerns is 3 to 5 instructional days. Details need to be explicit – e.g., What would improvement look like? How will you measure improvement?)**

**Describe feedback (verbal and written) that has been provided up until this time:**

|  |  |  |
| --- | --- | --- |
| **Date for Progress Review** |  |  |
| **Student Teacher Signature** |  |  |
| **Cooperating Teacher Signature** |  |  |
| **Cooperating Teacher Signature** |  |  |
| **University Facilitator Signature** |  |  |

**All parties receive a copy of the *Notification of Concern* and a copy is also provided to the Faculty of Education via Email (constance.murphy@concordia.ab.ca) or Fax (780-378-8468).**