

Course ID:	Course Title:	Fall 2019 / Winter 2020
FE700-1 and FE700-2	FE700- A Synthesis of Field Experience	Prerequisite: FE600
		Credits: non-credit

Class Information		Instructor Information		Important Dates	
Days:	Wednesday	Instructor:	Marlene Nelson, BEd, MA Jeff Hall, BPE, MA	First day of classes:	Wednesday, September 4, 2019
				Last day of classes:	Friday, February 28, 2020- 9- 11 am
Time:	13:30-15:30	Email:	mnelson@ambrose.edu jeff.hall@ambrose.edu	Last day to add/drop:	
Room:	A: RE 110 B: RE 132	Phone:	403 827 2494 403 471 7980	CDPD 500, FE 500, LTA 500, SCMP 500	Sun. Sept. 15, 2019
Final exam (if applicable)	N/A	Office:	N/A	LTA 600, FE700	Sun. Sept 15, 2019
		Office Hours:	By appointment	Last day to withdraw:	
				CDPD 500, FE 500, LTA 500, SCMP 500	Fri. Nov. 8, 2019
				LTA 600	Fri. Nov. 8, 2019
				FE 700	Fri. Jan. 17, 2020

Course Description

The BEd program includes three (3) graduated Field Experience (FE) courses integrated throughout the two-year program designed to augment and support the work in the core education courses in the program. The FE courses are designed to give students a developmental and systematic experience in understanding the life of the school (FE 500), the life of teachers and teaching (FE 600), and an introduction to curriculum design and program planning (FE 700). The FE courses are integrated with the core education courses to give students a progressive and applied (theory to practice) understanding of the role of the teacher in a school, in teaching with other teachers and with responsibilities to the Program of Studies and the professional practice of translating the Program of Studies requirements into programs and instruction in the elementary school.

Field Experience 700 seminar is a non-credit 20-hour class scheduled in Semesters 1 and 2 of a student's final year of the BEd program. The seminar is intended to support students to design learning tasks for field experience that meet diverse student needs in inclusive public-school classrooms and to prepare students for increased pre-service teaching

responsibility. Students will engage in comprehensive learning-task design and engage in a professional inquiry to foster deep thinking for identity formation.

FE700 provides pre-service teachers (PSTs) a transitional experience in preparation for the teaching profession. Over the ten-week field experience practicum, PSTs will gradually assume 100% of the partner teacher's responsibilities. PSTs will be required to provide evidence of meeting the expectations related to the six competencies of the Teaching Quality Standard (TQS):

1. Fostering Effective Relationships
2. Engaging in Career-Long Learning
3. Demonstrating a Professional Body of Knowledge
4. Establishing Inclusive Learning Environments
5. Applying Foundational Knowledge about First Nations, Métis and Inuit
6. Adhering to Legal Frameworks and Policies

Teacher Quality Standards Addressed

This seminar course builds explicit connection to all six competencies of the TQS.

Program Requirements

Completion of FE600, completion of all required course work and the recommendation of course instructors.

Expected Learning Outcomes

The Field Experience 700 seminar will build on pre-service teacher understanding of life in Alberta schools through collaboration, reflection and shared praxis. **Shared praxis** is one of the three main guiding principles of the Ambrose University School of Education Bachelor of Education degree program providing both direction and focus for the seminar.

The FE700 seminar will model a collegial community that fosters increased awareness and aptitude in the following: the assessment and evaluation of student learning; communication with parents; the use of educational technology; and the Teaching Quality Standard.

PSTs will be expected to engage as professionals, including contributing to discussions, sharing resources, asking thoughtful questions and enhancing the overall understanding of the education profession with peers. It is designed for pre-service teachers to continue to reflect upon their teaching practices and assumptions, theories, values, and concepts that give rise to their practices.

The FE700 seminar will further develop a pre-service teacher's knowledge, skill and ability in the following areas:

- Projecting a professional image
- Managing time and resources
- Navigating and effectively using Alberta Education documents including Programs of Study and IPP templates
- Unit and lesson planning
- Classroom management and removing barriers to successful learning

- Assessment, evaluation and communication of student achievement
- Teaching contexts
- Effectively meeting the needs of all learners
- Professional development trends in education
- Developing meaningful opportunity for inquiry
- Entering the teaching profession in Alberta

Connecting Field Experience to Seminar

1. Field journal reflections
2. Small group discussion
3. Feedback based on recordings of lessons, in conversation with partner teacher

Textbooks

There are no textbooks for the FE700 seminar, however, documents may be shared on Moodle, email or in class to support discussion and exploration.

Course Schedule

Wednesdays, 13:30-15:30

September 4, 11, 18 and 25, 2019 and January 8, 15, 22, 29, February 5, 2020

Callback Friday, February 28, 2020- 9- 11 am

Week	Topic	Competency
1	Overview of FE700 Seminar <ul style="list-style-type: none"> • Introduction and overview of the FE documents • Expectation/requirement of lesson plans THE NIGHT BEFORE • Intentional reference to the ATA Code of Conduct • Intentional reflection model review - include the reflection topics and templates document for reference • Overview of the program competencies from awareness to consolidation 	TQS #1, #2, #6
2	Classroom Management What does classroom management mean and what might it look like in the classroom? Consider relationships, lesson design, engagement, sequencing, lesson flow, styles of communication...	TQS #1, #3, #4, #6
3	Applying Foundational Knowledge of First Nations, Métis and Inuit: Synthesizing understanding of Indigenous Foundational Knowledge, current pedagogical practices and curriculum. What evidences do you notice in your school and classroom placement?	TQS #1, #2, #5, #6
4	Building Relationships:	TQS #1, #4, #6

	How does one build relationships with others, i.e. with students who may be less likeable, with a partner teacher who has a different communication style, with a parent who may not understand life at school? We will look at personal social styles	
5	Marketing for a Career in Education, Part A: Resume/Cover Letter development, portfolio, social media presence	TQS ALL
6	Marketing for a Career in Education, Part B: Interview skills, Principal and Hiring Board perspectives. Mock triad interviews including interviewer, interviewee and observer	TQS ALL
7	Difficult Conversations and Crucial Interactions: Use of the empathy model to facilitate these conversations and interactions with students, parents, administrators, colleagues. This seminar references Seminar #4	TQS #1, #3, #6
8	What type of teacher will you be? Inspirational video with Dr. Lorraine Monroe Discussion of good to great	TQS ALL
9	You've Just Been Hired, Now What? This is an opportunity to synthesize on-campus and in-school learning to date and make connections as you prepare for your first teaching position.	TQS ALL

Requirements:

The field experience seminar is based on reflection, shared praxis, collaboration and conversations related to success in the field experience. Pre-service teachers are expected to come prepared to discuss the seminar session topic based on their observations and learning during the prior week. To support the professional development of every member of the cohort, participation and respectful discourse are expected.

Attendance is required at all seminar sessions.

Field Journal Reflections

Pre-service teachers are required to complete three field journal reflections each week for the duration of FE700. Field journal reflections are to be shared with the partner teacher and university consultant at the completion of each week. Field journal reflections serve to inform the university consultant feedback during observation visits as well as other conversations related to field.

The field journal should focus on observations, thoughts and reflections on observations as well as the effectiveness of lessons and learning activities presented during the week. Field journal entries are **not** narrative retellings of the day,

but rather ‘thinking through’ factors that led to a successful/challenging lesson, and/or observations and emerging questions about student learning and engagement, instructional design, and assessment.

Field journal entries must meet the following criteria:

- One page in length, focused
- Contain exploration of PST’s emerging understanding of teaching and learning
- Reflections on observations, challenges and experiences, not a critique of the classroom, partner teacher (PT) or school
- Three field journal entries are to be completed each week during FE700 and submitted to both the PT and university consultant (UC)

The Ambrose University assigned UC may choose to make notes on field journal entries, may take up elements of the entries in discussion or observation visits or may ask you to follow through on a component at a later date.

The PST will choose the method for completing the field experience journals (Word Doc, Google Doc) and will be consistent in sharing these with the PT and UC weekly.

There are multiple samples of field journal templates in the FE700 document folder shared by the Director of Field Experience at orientation. These are also linked on Moodle.

FE700 Lesson plans/task designs

All lesson plans must be completed according to the expectations outlined in various School of Education courses. As each field experience placement is unique, PSTs may find additional lesson-planning expectations in place with their partner teacher or partner school. In all cases, PSTs are expected to error on the side of completing all lesson plan and task design details, even if the partner teacher does not.

Lesson plans and task designs are to be shared prior to any observation. Best practice is to share these with both the partner teacher and university consultant the evening prior to the observation. All learning tasks must address the outlined requirements and expectations of the partner teacher and partner school. This includes any assigned task that is selected to enhance a PST’s understanding of program development and teacher responsibilities.

The Ambrose University assigned UC may choose to make notes on lesson plans, may take up elements of the lesson plan in discussion or observation visits or may ask the PST to follow through on an aspect of the lesson plan at a later date.

Portfolio

Throughout the field experience, pre-service teachers are asked to gather evidence of the six TQS competencies. These are shared with the partner teacher, seminar instructor and university consultant to provide evidence of PST development of the competencies. The portfolio highlights growth and progress in FE700 and may be useful when completing the Living Portfolio at the completion of the Bachelor of Education program. It may also be useful at future interviews.

Suggestions for completing the FE700 portfolio:

- The portfolio may be a collection of files in a folder, a sampling of PST work and learning

- The portfolio may include lessons, with reflections on the lesson noted on it (was the timing accurately planned, when were the students most engaged, how effective were transitions, did students demonstrate attainment of the objective, what worked, what needs to be changed, how could the lesson be more effectively differentiated, are there opportunities for more formative feedback, etc.)
- The portfolio may contain communication with students or parents from the placement school (newsletter, email home)
- The portfolio may include examples of the ways the PST effectively fostered inclusive learning opportunities in the placement setting
- The portfolio may include evidence of feedback provided to support student learning
- The portfolio may include evidence of accessing and using resources to support planning, effective teaching and assessment
- The portfolio may describe how the PST engaged peers, partner teacher, university consultant, colleagues and their mentor to support the development of a professional body of knowledge
- The portfolio may include the development of a personal professional teaching philosophy.
- The portfolio may include examples of growth in assessing and evaluating student learning.

Attendance:

Attendance at each seminar session is required. If a seminar session is missed, it is expected that PSTs contact the seminar instructor prior to class. The PST will be expected to complete an assigned task.

Regular attendance in the field-experience placement school is tracked by both the partner teacher and university consultant. There is a maximum of 2 sick days, with permission from the partner teacher in FE700. Absences that extend beyond the 2 days will require consultation with the partner teacher, university consultant and Director of Field Experience to organize make-up dates during the February Reading Week.

It is the responsibility of the PST to communicate absences to the partner teacher, seminar instructor and university consultant.

In an extenuating circumstance, the partner teacher, university consultant and seminar instructor will consult with the Director of Field Experience to construct an action plan for the time missed. FE700 course grades will not be assessed until all components of field experience have been completed.

Grade Summary:

Field Experience 700 is a Pass/Fail course, no letter grades will be assigned. Success in the FE700 seminar will be based on the demonstration of professionalism, consistent attendance, engagement and participation, reflection and collaboration.

The final FE700 assessment is completed by the partner teacher in consultation with the university consultant. Also included in the assessment: university consultant narrative assessment, seminar leader comment (see below), and pre-service teacher self-assessment, to be completed and shared with the partner teacher and university consultant prior to the end of FE700. It is the responsibility of the pre-service teacher to gather the documents, ensure all are accurate and complete and upload to Moodle. **A grade will not be assessed until all documents, with required signatures, have been uploaded to Moodle.**

The seminar instructor will include a required comment, based on professionalism. Evidence of professionalism in FE700 seminar includes the following:

- Attended all classes
- Arrived on time to all classes
- Prepared for all classes
- Engaged in class discussions and activities
- Demonstrated respectful and inclusive discourse
- Acted in a professional manner at all times
- Contributed to shared cohort resources

****It will be assumed you have read the Notification of Concern and Withdraw Policy and Documents, in the event of a Notification of Concern of request to withdraw. Please note the readmission process and requirements, as well as conditions that may lead to a Notification of Concern.**

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See ambrose.edu/crisissupport for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency – 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

Ambrose University Academic Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a

laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.