Policy for Notification of Concern

Notification of Concern

Pre-service Teacher: ________________________________
School Placement: ________________________________
Partner Teacher: ________________________________
University Consultant: ________________________________
Date of Notification: ________________________________

Please check one: ________ FE600  _________ FE700

Pre-service Teacher:
This notification is to inform you that there is a potential for the assignment of a Failing Grade for this Field Experience. Please ensure that you have reviewed this notification, and any other feedback documents that you have received with your partner teacher and university consultant. It is advisable that you set up a follow up meeting with your partner teacher and university consultant to present specific goals and strategies to address concerns that have been raised.

Partner Teacher:
Identify the specific area(s) of concern in point form:

Provide examples, with specific details, of the areas of concern:

Detail the feedback provided up until this time (verbal and written):

List specific required improvements and timeline, providing specific examples and evidences that will be assessed:

Date for Progress Review: ________________________________
Pre-service Teacher initials receipt of notification: ________________________________
Partner Teacher signature: ________________________________
University Consultant Signature: ________________________________
Director of Field Experience Signature: ________________________________

All parties receive a copy of the Notification of Concern,

Director of Field Experience will provide copy to the Ambrose University Bachelor of Education program.
Termination of Field Experience policy (failure or withdrawal)

Conditions of placement and completion of the Field Experience

The Bachelor of Education program at Ambrose University has an obligation to protect public interest, safety of students and uphold the standards of Alberta Education while supporting the preparation of pre-service teachers. During field experience placements, pre-service teachers are accountable to the accepted standards of professionalism in their work with peers, partner teachers, students, parents and instructors. As pre-service teachers enrolled in a professional preparation program and as associates to the Alberta Teachers’ Association, pre-service teachers in field-experience placements will be responsible for the physical safety, psychological health and educational well-being of students in schools. The policy outlined below makes explicit the conditions and procedures for approval for a Field Experience placement and intervention or termination of field experience by the partner teacher, the school administration, the university consultant, the Director of Field Experience or the pre-service teacher.

Enrollment in a Field Experience placement

A pre-service teacher is eligible to participate in a Field Experience if the following conditions have been met:

1. All course work has been completed to the satisfaction of the course instructors and faculty.
2. Faculty expectation of the professionalism component of each course has been met.
3. Re-enrollment in a practicum that has been previously attempted will be approved if the Professional Growth Plan has been completed to the satisfaction of a review committee, the pre-service teacher has met with the Director of Field Experience to set and discuss specific goals and strategies and is within 1 year of the termination of the previous Field Experience.
4. An appropriate placement can be made.

Intervention or Termination of Field Experience

1. Pre-service teacher termination of Field Experience

If the pre-service teacher requests termination of the Field Experience prior to week 3 of the FE 600 placement, and prior to week 6 in the FE 700 placement, the Director of Field Experience will review the conditions and accept the application for termination of the Field Experience.

2. Partner Teacher, School Administration or University Consultant intervention or termination
Form of Partner Teacher, School Administration or University Consultant Intervention or Termination

I. **Denial of placement** - all course work and assignments must be completed to the instructor’s satisfaction prior to the commencement of the field experience. The professionalism component of all campus coursework must meet the expectation of the Bachelor of Education program as outlined in the syllabus of each course. If either condition is not met, the Director of Field Experience will not confirm a Field Experience placement.

II. **Recommended withdrawal** – if concerns arise prior to the midpoint of the Field Experience, the partner teacher, school administration or university consultant may recommend a withdrawal from the field experience. This may be based on the professional opinion that the pre-service teacher is not prepared to assume the responsibilities expected for this field experience or the pre-service teacher would benefit from further development before assuming responsibilities of the classroom. All concerns must be communicated and evidence of suggested strategies must be provided to both the pre-service teacher and the university consultant. The pre-service teacher will be provided the opportunity to withdraw from the field experience by the end of week 2 for FE 600 and week 5 for FE 700 without being assigned a Fail for Field Experience.

III. **Termination of field experience** - if at any point the partner teacher, the school administration, or the university consultant communicate significant concerns about the safety of the children, the professionalism or the preparedness of the pre-service teacher and there is a violation of the conduct required as per the Ambrose University Student Handbook, documentation and communication to the pre-service teacher and the Director of Field Experience is required and the placement may be terminated.

IV. **Extension of field experience** - if both the partner teacher and the university consultant feel that an extension would facilitate the achievement of the competencies and a suitable length of time has been agreed upon, the pre-service teacher may extend the Field Experience by a specific and agreed upon amount of time.

Grounds for Intervention or Termination

I. **Medical or health-related termination** - if a medical or health condition has developed that will inhibit the expected timeline of the field experience, the partner teacher, university consultant and Director of Field Experience will attempt to support the adjustment of the timeline to facilitate successful completion of the field experience within a timeframe that is suitable to the partner teacher’s work conditions. A significant medical or health-related issue may result in the need to terminate the placement and have the pre-service teacher complete it at later date. This may impact the expectation of graduation with the cohort. Each case will be considered on an individual basis.

II. **Public interest** - this may include, but is not limited to, protection from unprofessional, unsafe or incompetent practice, including expectations listed in the School Act and the Code of Professional Conduct and expectations of pre-service teacher progress as communicated by the Competencies of the Ambrose University Bachelor of Education program.

III. **Lack of professional conduct** - as members of the Alberta Teachers’ Association, pre-service teachers are held accountable to ensure the safety and the learning of students in the classroom and to maintain professional relationships with peers, administrators, parents, students and members of the general
Consequences of withdrawal, intervention or termination
Consequences of a withdrawal, intervention or termination of a Field Experience placement may include, but are not limited to:

1. Meetings with the partner teacher, university consultant and Director of Field Experience to define goals, strategies and supports to facilitate successful completion of the field experience.

2. Recommended course work or professional development in areas such as stress management, language proficiency, interpersonal relations,

3. Recommended further exposure to classroom environments in a non-instructional situation, such as an observer or volunteering.

4. Recommendation to complete a Professional Growth Plan, designed with the input of the partner teacher and university consultant, followed by a re-enrollment in the Field Experience, to be completed within one year of the previous Field Experience.

5. Prohibitions against continuation in the Bachelor of Education program at Ambrose University.

Conditions for remediation or re-enrollment
1. Medical or health concerns that resulted in a withdrawal from a previous FE 700 within the past year have been addressed and the pre-service teacher is able to commit to a 10-week placement.

2. The Professional Growth Plan developed to support professional and personal development has been completed, assessed and found to meet the required targets by a review committee.

3. The appropriate information regarding the conditions of the field experience has been communicated to the partner teacher and university consultant, in accordance with the profession accountability upheld by Ambrose University. Information that will aid the advisory and evaluative roles of each participant will be shared, without communicating personal or situation-specific details regarding the previous pre-service teacher field experience.

4. Agreement to amendments in the Field Experience, such as, but not limited to, increased observation by the university consultant, explicit goal-setting with support from university consultant and partner teacher and ongoing professional development in specific areas of preparation, may be required.

5. Pre-service teachers who have withdrawn from or failed a Field Experience may be allowed to re-enroll in a field experience once, if all requirements are met. This re-enrollment must take place within one year of the termination of the previous Field Experience of the same level (for example, a student withdrawing or failing a Field Experience 700 January 20th, has until the following January 20th to meet the criteria, and begin their final FE 700).
Situations in which remediation or re-enrollment are not possible
1. The safety of the students has been compromised, clearly documented and communicated to the Director of Field Experience.
2. Concerns with the professional conduct of the pre-service teacher that are in violation of the Code of Professional Conduct or the expectations of the students enrolled in the Bachelor of Education program at Ambrose University.
3. A suitable placement cannot be found.

Impact on Transcript
Withdrawal: Withdrawal from the Field Experience prior to the Withdrawal deadline will be assessed a Withdrawal.

Fail: Recommendation for failure at any point in the practicum placement will be communicated as a Fail on the transcript.