

September 11, 2020

You are receiving this email because you are registered in a field experience for the Fall 2020 term.

Placements

Undergraduate Student Services/Field Experience is working very hard on placements for the Fall 2020 term. We want to assure you that placements will be made within your stream of Elementary or Secondary and that every effort will be made to place secondary students in their majors and/or minors.

Placements, however, always reflect the current realities in schools and we know that this year they will look different. We are calling on student teachers to be understanding, patient, flexible and resilient.

Here are some things you should know:

- In schools, the school year has been divided into quarters to accommodate the COVID return context. In the event that a mentor teacher's assignment changes at the quarter break, student teachers will follow their mentor teacher's assignment.
- In the event that you have completed an Extenuating Circumstance form to indicate you cannot be in school for health reasons, and your mentor teacher moves from online teaching to in-school instruction, you will not be required to move with your mentor teacher into the school. Other arrangements will be made.
- Mentor teachers are wonderfully supportive professionals and committed to guiding you through your field experience. We/USS will be in regular communication with them to let them know what you need and how they can help you.
- We will approach field experience this term from a position of flexibility and take students' individual context into consideration when looking at things like teaching assignments and assessment.
- You will be supported by both the Faculty of Education and the school during your field experience. We all understand that these are unusual times but our commitment to facilitating your success has not waivered.

Placement Release

We are tentatively scheduled to post student teaching placements on our website by **Wednesday, September 30 at 6pm**. You will be able to view your placements by logging in through the REGISTRATION link on the [Field Experience website](#).

If you have serious concerns about a placement once they have been released, you may contact your Placement Coordinator by email.

Local elementary student teachers: edfx.elementary@ualberta.ca

Local secondary student teachers: edfx.secondary@ualberta.ca

All regional student teachers: edfx.regional@ualberta.ca

Please note that it will be extremely difficult to make changes to placements this year except under extreme extenuating circumstances.

EDFX Introductory Form and Emergency Contact Form

Your Introductory Form and Emergency Contact Form need to be emailed to your Mentor Teacher and School Coordinator (Secondary students) or School Coordinator (Elementary students) by the end of the day on **Thursday, October 1**. AFX students need to also send a copy to their University Facilitator (contact information provided upon placement release).

Given the short turnaround time, it is recommended that students complete their forms in advance of finding out their placement or before **Wednesday, September 30 at 6pm**. Information about the Introductory Form is available on the FX website under [STUDENT TEACHERS/Before My Field Experience \(FX\)](#).

First Day at Your School

All student teachers should familiarize themselves with the location and start time of their school on the school's website. Unless otherwise indicated by the school, on the first day Student Teachers should:

- Arrive at the school at least 30 minutes before the start of the school day,
- Find legal street parking if driving. Students should not park in the staff parking lot unless given specific instructions to do so by the school.
- Report to the school's general office upon arrival.
- Familiarize themselves with the COVID protocols for their placement school. Schools have their re-entry plans on the school website. Most plans include wearing a mask in school and you will need to bring it/them with you.

Police Information Check and Alberta Intervention Record Check

A reminder that all student teachers completing their Field Experience must be able to provide an original *Police Record Check* and an *Alberta Intervention Record Check* to the school administration, if requested. There is more information available on the website under [STUDENT TEACHERS/Before My Field Experience \(FX\)](#)

Advanced Field Experience (AFX)

We know that many of you who are going into your AFX this term did not have an in-school experience in your IFX due to the COVID shutdown. We recognize and appreciate the uniqueness of this situation and the anxiety this may be causing you. We want to reassure you that we have been and continue to work on additional supports for your AFX. Your mentor teachers and university facilitators are aware that this may be your first in-school field experience. We are making some adjustments to guidelines,

expectations and assessments, as needed, and will communicate those to you and to mentor teachers in a timely manner when they are available.

Additionally, this Monday, September 14 all AFX student teachers will be receiving an email that will provide you with a link to an online seminar. This seminar will help to orient you to your AFX and answer some of the questions you still have. It will also serve as an introduction to the supports that will be available to you during your field experience.