

# EDIN 610: INTERNSHIP 1 (IN1)

## GENERAL INFORMATION

<b>Course #</b>	610
<b>Section #</b>	001 & 002
<b>Term/Year</b>	Winter 2024
<b>Number of Credits</b>	7
<b>Course Pre-requisite(s)</b>	EDTL 601
<b>Course Co-requisite(s)</b>	EDPS 610
<b>Course Schedule (Day/Time)</b>	Monday – Friday; daily schedule follows that of the host school (not the CT)
<b>Course Location</b>	On-site (in host school)

## INSTRUCTOR INFORMATION

Student Teachers will be mentored and evaluated **on-site** (in the host school) by their assigned **Co-operating Teacher(s)** (or **Administrator(s)**, if on contract) (engaged by the host school) and their assigned **Field Supervisor** (engaged by the Internships & Student Affairs Office).

### Host School – Co-operating Teacher(s) (CT)/Administrator:

<b>Name</b>	<i>To be confirmed by the ISA Office 1-2 weeks before Internship start date</i>
<b>When/Why to Contact</b>	The Co-operating Teacher/Administrator(s) is a <b>first point of contact</b> for formal assessments, questions about <b>host school</b> policies/procedures and requests for assistance/support while in the host school

### Internships & Student Affairs Office - Field Supervisor:

<b>Name</b>	<i>To be confirmed by the ISA Office 1-2 weeks before Internship start date</i>
<b>When/Why to Contact</b>	The Field Supervisor is a <b>first point of contact</b> for formal assessments, questions about <b>ISA Office</b> policies/procedures and requests for assistance/support while in the host school

### Internships & Student Affairs Office - Placement Coordinator:

<b>Name</b>	For individual Placement Coordinators' names and emails, please visit
<b>Email</b>	<a href="http://www.mcgill.ca/isa/teaching/contacts-dates">www.mcgill.ca/isa/teaching/contacts-dates</a> .
<b>Phone Number</b>	514-398-7046 (same for all Placement Coordinators)
<b>Office Location/Hours</b>	Education Building (3700 rue McTavish); Room #243; Monday – Friday; 9:30 a.m. – 4:00 p.m.
<b>When/Why to Contact</b>	The Placement Coordinator is a <b>first point of contact</b> for questions about the arrangement of a placement; is a <b>second point of contact</b> for questions about ISA Office policies/procedures or requests for assistance/support that cannot be satisfied by the Field Supervisor

### Responsible Academic/Director:

<b>Name</b>	Yasmine Zein – Director, Internships & Student Affairs Office
<b>Contact Information</b>	<a href="mailto:isa.director@mcgill.ca">isa.director@mcgill.ca</a> ; 514-398-7046

# McGILL PRINCIPLES OF PRACTICE, BEHAVIOUR AND ETHICAL CONDUCT FOR TEACHER CANDIDATES

The principles guiding practice, behaviour and ethical conduct are developed within an ever-evolving complex societal context, elements of which include the need for reflective action and ethical principles. Education is premised on a fundamental moral commitment to advance and construct knowledge and to ensure human understanding and respect for individual and collective well-being and integrity. The moral imperative of respect translates into the following guiding principles that assume a student-centred perspective reflected in the [Québec Education Program](#) as well as [Québec Professional Teaching Competencies](#). You are responsible for adhering to these principles during all aspects of your teacher education program, including field placements. Please familiarize yourself with the [McGill Principles of Practice, Behaviour and Ethical Conduct for Teacher Candidates](#).

## LEARNING OUTCOMES / MINISTRY OF EDUCATION PROFESSIONAL COMPETENCIES

Student Teachers will develop and be assessed on all 13 core Professional Competencies over the course of this placement. Students may view the expected level of acquisition of each Professional Competency in the ISA's [Professional Competency Guide](#). Evidence of development of the 13 PCs will be gathered via formal assessment, including observation and evaluation of student teaching and preparation, as well as observation and evaluation of engagement, participation and professional conduct.

## INSTRUCTIONAL METHOD

Student Teachers are observed and assessed as per the schedule available at available at [in the ISA Student Teaching e-Handbook](#) (search for relevant placement level/program). More information about each assessment and reporting form can be accessed on the [ISA's Student Teaching e-Handbook](#).

## COURSE CONTENT

<b>Internship Duration</b>	12 weeks (or 60 days)
<b>Workload</b>	60-70% of a full teaching workload (by end of the Internship)

In 1st Internship, the Co-operating Teacher and McGill Supervisor will provide verbal guidance/feedback, as well as written Formative Assessments. The Student Teachers will be responsible for a minimum of 60-70% of a full-time teaching workload (by the end of Week 8) and for developing the 11 targeted PCs. In addition to a weekly Professional Seminar, Student Teachers are completing a concurrent applied methods course in their subject area.

## USE OF TECHNOLOGY

All MATL students are expected to develop and master **C12 (Mobilize digital technologies)**; however, those students completing a **distance placement** or placement utilizing **remote supervision** may be additionally required to use appropriate technology to facilitate distance observation/evaluation by a Montreal-based Field Supervisor, including but not limited to blogs, video recordings (see [Policy on Video Recordings](#) on the ISA website), Skype, Dropbox, etc.

## COURSE SCHEDULE

The recommended progression of tasks/workload is available [in the ISA's Student Teaching e-Handbook](#) (search for relevant placement level/program)

## EVALUATION/ASSESSMENT

The CT(s) and Field Supervisor will provide verbal feedback and written evaluation/assessment per the schedule [in the ISA's Student Teaching e-Handbook](#) (search for relevant placement level/program).

Failure to complete a formative assessment without a valid justification, or failure to regularly produce satisfactory lesson plans and/or reflection journals (required written components), or failure to achieve a passing outcome in an Interim and/or Summative Report may prevent the student from passing the course.

*N.B. In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.*

## WRITTEN COMPONENTS

Student Teachers are required to write a [full lesson plan](#) for each lesson taught. A log of all lesson plans must be kept up-to-date and readily available for consultation at any time.

## GRADING & GRADE POINT AVERAGES (GPA)

Student Teachers receive a final grade for the course based on the recommendations of the CT(s) and Field Supervisor provided on the **Summative Assessment**. Possible final grades, and their impact on a student's record, can be accessed [on the ISA website](#). An MATL student may appeal any final outcome of an Internship course (EDIN) within 30 days of the posted grade by making a written application to the Faculty of Education – Student Affairs Committee (SAC) ([isa.education@mcgill.ca](mailto:isa.education@mcgill.ca)). If the outcome of the SAC, once concluded, is not accepted by the student, a formal application may be made to the Associate Dean of Graduate and Postdoctoral Studies for Education.

## REQUIRED COURSE MATERIALS

Student Teachers are **required to read** the below noted materials in advance of their placement:

- [Guide to Professional Behavior for Student Teachers](#)
- [Principles of Practice for Teacher Candidates](#)
- [All Student Teaching Policies and Guidelines](#)
- [The Placement's Workload & Assessment Schedule](#) (search for relevant placement level/program)

## OPTIONAL COURSE MATERIALS

Students have access to the Faculty's '[Curriculum Resource Centre](#)', which contains:

- Reserve Collection (materials for Education courses on short-term loan)
- Curriculum teaching materials, including children's and young adult literature collection
- A/V collection

McGill students also have access to the main library system, including access to course materials, both print and online, in its [Course Reserves](#) system. The Library puts course reserve materials on short-term loan at the branch libraries, while also linking to online materials (both e-books and e-journal articles.)

## INTERNSHIPS & STUDENT AFFAIRS OFFICE POLICIES

Placements are made through the Internships & Student Affairs Office (ISA). Student Teachers are expected to conduct their placement in the host school designated by the ISA and per the policies contained on the [ISA website](#).

## McGILL UNIVERSITY POLICIES/STATEMENTS

**ACADEMIC INTEGRITY:** McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the [Code of Student Conduct and Disciplinary Procedures](#).

**LANGUAGE OF ASSESSMENT/SUBMISSION:** In accordance with McGill University's [Charter of Students' Rights](#), students in this course have the right to submit in English or French any written work that is to be graded. This does not apply to courses in which acquiring proficiency in a language is one of the objectives.

**Addendum:** *Given the mandate of the Faculty of Education to develop Professional Competency #2 (Master the language of instruction), all assignments for this course must be completed and submitted in English (or French, in the case of applicable placements in a French classroom context).*

**POLICY ON E-MAIL COMMUNICATION WITH STUDENTS:** E-mail is one of the official means of communication between McGill University and its students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is assessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable. Please note that to protect the privacy of students, the University will only reply to students on their McGill e-mail account. It is a violation for any user of official McGill e-mail address to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Computer User Conduct" and relevant federal and provincial legislation.

**UNIVERSITY STUDENT ASSESSMENT POLICY:** This document exists to ensure fair and equitable academic assessment for all students and to protect students from excessive workloads. All students are encouraged to review this Policy, which addresses multiple aspects and methods of student assessment, e.g. the timing of evaluation due dates and weighting of final examinations. In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change

**FIRST NATIONS LAND ACKNOWLEDGEMENT:** McGill University is on land, which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabeg nations. We acknowledge and thank the diverse Indigenous people whose footsteps have marked this territory on which peoples of the world now gather.

## ADDITIONAL RESOURCES

- [Department of Integrated Studies in Education](#)
- [Charter of Students' Rights](#)
- [Student Rights & Responsibilities](#)
- [Principles of Practice for Teacher Candidates](#)
- [Office for Students with Disabilities](#)
- [Office of the Dean of Students](#)
- [Student Wellness Hub](#)

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