McGill

Internships & Student Affairs
Faculty of Education

3700 McTavish Street, 243
Montreal, Quebec, Canada
H3A 1Y2

Bureau des stages et des affaires étudiantes
Faculté des sciences de l'éducation

3700 rue McTavish, 243
Montréal, Québec, Canada
H3A 1Y2

514-398-7046 (Student Teaching / Stages)
514-398-7042 (Student Affairs / Affaires étudiantes)
514-398-4679 (Fax /Télécopie)

Re: Letter of Agreement Pertaining to Paid Contracts for Internships Taken as Part of McGill University's Master of Arts in Teaching and Learning (MATL)

The purpose of this letter is to outline the terms of agreement for a student in the Master of Arts in Teaching and Learning (MATL) program, administered by McGill University, Faculty of Education, who is seeking a paid contract at a school, to be counted as credit towards their mandatory Internship (field practicum).

1. MATL BACKGROUND

The Master of Arts in Teaching and Learning (MATL) is a professional program leading to Quebec teacher certification at the secondary school level for those already holding an undergraduate degree in a Quebec Ministry of Education identified teachable subject area. This 60-credit program is comprised of 45 credits of coursework, coupled with two school-based internships totalling 15 credits. In addition to coursework and internships, students are expected to complete a self-directed Capstone Research Project as well as develop and maintain a Professional e-portfolio that provides evidence of professional growth in relation to the Quebec Ministry of Education's 13 Teacher Professional Competencies. Upon successful completion of the program, students are recommended to the Quebec Ministry of Education for teacher certification.

To be eligible for admission into the MATL program, applicants should have experience working in formal or informal education or in the youth sector. Informal teaching experience includes, but is not limited to, camp counselor, tutoring, mentoring, and coaching.

Further information about the MATL graduate program, including applicant requirements and program overview, can be found at https://www.mcgill.ca/dise/grad

2. REQUIRED CONDITIONS OF THE CONTRACT

MATL Students have the option of securing a paid contract for their Internship; however, said contract must meet with the Ministry of Education's regulations regarding student teaching and must also be approved by the Internships & Student Affairs (ISA) Office.

It is the responsibility of the MATL Student to ensure that their contract schedule and commitments do not conflict with any MATL academic requirements (e.g. evening courses). Students will not be permitted to leave their Internship early nor be absent from their Internship to attend a conflicting class.

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Internship 1 (First Internship)

In order for a paid contract to be eligible for recognition as MATL Internship 1, the contract must meet the following requirements:

- Must be in the secondary school sector
    - **Only MATL TESL** students have the option to complete their internship on contract in the elementary school sector
- Minimum of 350 Internship hours, all of which must be completed in the appointed semester (i.e. Fall, Winter)
- A certain number of hours must be completed in the assigned subject area (e.g. Social Sciences, TESL, etc.) and other task areas in order to comply with Québec Ministry of Education requirements for teacher certification:

Minimum	Area
110 hours (approx. 10 hours/week)	MATL subject area workload (i.e. teaching)
82.5 hours (approx. 7.5 hours/week)	Unassigned tasks in subject area (Prep/correction)
126.5 hours (approx. 11.5 hours/week)	Presence and/or other in-school duties

Internship 2 (Second Internship)

In order for a paid contract to be eligible for recognition as MATL Internship 2, the contract must meet the following requirements:

- Must be in the secondary school sector
    - **Only MATL TESL** students have the option to complete their internship on contract in the elementary school sector
    - Exceptionally, Internship 2 may be completed in an **adult education centre** or an **alternative school setting**
- Minimum of 385 Internship hours, all of which must be completed in the appointed semester (i.e. Fall, Winter)
- A certain number of hours must be completed in the assigned subject area (e.g. Social Sciences, TESL, etc.) and other task areas in order to comply with Québec Ministry of Education requirements for teacher certification:

Minimum	Area
160 hours (approx. 16 hours/week)	MATL subject area workload (i.e. teaching)
120 hours (approx. 12 hours/week)	Unassigned tasks in subject area (Prep/correction)
70 hours (approx. 7 hours/week)	Presence and/or other in-school duties

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Workload and Assessment

Where the Student Teacher is on contract, the School will assign a suitable internal staff member (e.g. principal, vice-principal, department head, experienced teacher) to evaluate the Student Teacher. The School Evaluator and McGill Field Supervisor will provide verbal guidance/feedback, as well as written Formative Assessments and Interim/Summative Reports according to ISA's proposed evaluation schedule (available here: https://www.mcgill.ca/isa/teaching/ehandbook/placements). The Student Teacher will be responsible for developing the designated targeted Professional Competencies (PCs) while fulfilling their contractual obligations. By signing this letter of agreement, the School agrees to assign and provide an internal evaluator and the School, School Evaluator, and Student Teacher agree to follow the Internship's proposed evaluation schedule for Student Teachers on contract.

3. RELEASE OF INFORMATION

MATL students who secure a paid contract for their Internship will concurrently be considered employees of the host school/school board and students in the MATL program. Regardless of their employment status, MATL students must demonstrate expected mastery of the 13 professional competencies in order to satisfy degree requirements.

In the event of concerns and/or performance issues involving the student teacher, which may impact the student's Internship grade and/or standing in the program, the Internships and Student Affairs Office may request formal and/or informal evidence (e.g. observation notes, summative reports, etc.) that speak directly to the student's mastery of the 13 Professional Competencies. This evidence is necessary to understand fully the student's teaching performance to date and to render an appropriate judgement of their performance.

By signing this letter of agreement, you (both the Student Teacher and the School Administrator) consent and agree to release relevant information relating to the student teacher's performance in your school/school board for the time in which they were concurrently an employee of the host school/school board and a student in the MATL program

This information will be treated with the strictest confidence and will only be accessible by relevant parties employed by McGill University.

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If you have any questions about the MATL program, its Internship component, student teaching evaluations, our policies and procedure, or any other aspect of the School Administrator experience, please do not hesitate to contact:

Internships & Student Affairs Office

placements.education@mcgill.ca

514-398-7046

Please sign two original copies of this Letter of Agreement where indicated below to signify that you agree to the terms and conditions of this internship placement. Please return one set of original signed copies to the Internships & Student Affairs Office: Education Building (3700 McTavish), Room 243.

Sincerely,

Yasmine Zein
Manager, Internships & Student Affairs

ACCEPTANCE AND ACKNOWLEDGMENT OF OFFER
By signing below, I agree that I fully understand and accept the terms and conditions outlined in this letter regarding MATL students securing a paid contract as part of their Internship requirement.

Signature of Student Teachers: _____

Name of Student Teacher: _____

Date: _____

Signature of School Administrator: _____

Name of School Administrator: _____

Name of School: _____

Date: _____