



**Internships & Student Affairs
Faculty of Education**

3700 McTavish Street, 243
Montreal, Quebec, Canada
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**Bureau des stages et des affaires étudiantes
Faculté des sciences de l'éducation**

3700 rue McTavish, 243
Montréal, Québec, Canada
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**514-398-7046 (Student Teaching / Stages)
514-398-7042 (Student Affairs / Affaires étudiantes)
514-398-4679 (Fax / Télécopie)**

Dear School Administrator,

Thank you for considering hosting a McGill Student Teacher for the 4th and final Field Experience at your school. Student Teachers in our 4-year B.Ed. program undertake a rigorous plan of study combining educational theory and teachable subject matter courses with over 700 hours of practice teaching in order to obtain teacher certification in the province of Quebec.

As part of our Faculty's commitment to the advancement of knowledge and its applications to the development of human potential in a variety of learning environments, we value distant and international opportunities and encourage Student Teachers who wish to pursue a final practicum outside Montreal in order to foster a better understanding of the multiple perspectives and diverse education needs of communities in local and global contexts.

Any Student Teacher authorized by the Faculty's Internships & Student Affairs Office (ISA) to undertake a distant Field Experience has been authorized on the basis of their strong performance in the three previous Field Experience courses and a high academic standing in their pedagogy, educational theory and teachable subject area courses. As part of this process, the Student Teacher is permitted to approach school boards to make their request for a placement. The ISA will then follow up with the board once the placement has been reviewed and approved.

4th Field Experience is the second of two extended practica, consisting of 35 teaching days. It is designed to give the Student Teacher an opportunity to gradually take on planning and teaching of 100% of a teacher's workload, under the supervision and with verbal and written feedback and assessments from an experienced mentor teacher (the "Co-operating Teacher"/CT). McGill also provides the Student Teacher and Co-operating Teacher with a McGill Field Supervisor, accessible by phone, e-mail and Zoom, etc. The Field Supervisor is required to communicate weekly with the Student Teacher and Co-operating Teacher, and is responsible for assessing videos or live Skype sessions of lessons taught by the Student Teacher. Student Teachers are required to follow host school policies regarding permission for video recording of lessons for teacher assessment purposes in class; if your schools prohibit this, please consider whether Zoom is a possible alternative.

You will find attached the **Distant Placement Request Form**, including a detailed overview of the timeline and pedagogical requirements for Field Experience 4, as well as a description of the role of the School Administrator and Co-operating Teacher. If your school agrees to host the Student Teacher, please confirm your acceptance by completing the attached form and returning it to the ISA Office by email at placements.education@mcgill.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Yasmine Zein".

Yasmine Zein
Director Internships & Student Affairs Office
Faculty of Education, McGill University
isa.director@mcgill.ca | 514-398-7046