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## **Department of Leadership and Educational Administration**

### **01.769 Practicum in Educational Administration**

*Course Description (from the Graduate Calendar 2018)*

**Pre-requisites:** Completion of 15 credit hours in the M.Ed. program.

The practicum experience is an individually structured activity. The student will provide a formative critique of administrative skills and competencies related to the individual's formal preparation, experience, and professional practice. Several aspects of administrative competency may be identified as areas of concentration. On-going review and diagnostic assessment will be conducted by the participant, the practicing administrator, and the university practicum supervisor.

#### **General Description of the Practicum (from Education Graduate Studies Practicum Guidelines)**

The purpose of the Practicum is to provide opportunities for the student to integrate theoretical frameworks discussed in the Department of Leadership and Educational Administration (DLEA) classes with practical experiences in a field-related site. Students in a practicum benefit most when they are engaged in roles that they aspire to in their career advancement. Normally, the Practicum involves 72 contact hours at the field site and is supervised by a person at the site and a supervisor from the University. Students who register for the Practicum will have completed all or most of the required courses in the specialization area. Special consideration can be given to a student whose Practicum may involve more than one Field Supervisor or field contact person.

#### **Practicum Procedure**

1. The student notifies the Graduate Studies Office of his/her intent to register for the DLEA Practicum and is provided with a Practicum Supervision Request Form.

2. The student will return the completed Practicum Supervision Request Form to the Graduate Studies Office to be sent forward for approval at the next DLEA meeting. Please obtain the current version of the Practicum Supervision Request Form online via our website at:

[Thesis and Practicum Guidelines | Master of Education Program \(brandonu.ca\)](#)

3. DLEA will normally approve the practicum placement if the following conditions are met:
  - a. the student will be required to document a minimum of 72 hours of contact time.
  - b. a suitable Field Supervisor can be identified who will provide the attention and leadership to enable the student to fulfill the expectations of the practicum experience. Someone with at least a Master's Degree is preferable but not required.
4. DLEA will approve a Faculty Advisor to work with the student. Following DLEA approval the Faculty Advisor will contact the student and guide them through registration and completion of the practicum.
5. The student, the Faculty Advisor, and the Field Supervisor will communicate before the start of the Practicum to discuss individual responsibilities and expectations related to the number of observations, frequency of progress reports, and final assessment process. This communication can take place in person, via telephone or video conference, or by email. At the end of this meeting, the Practicum Supervision form is completed and signed. This form represents a contractual agreement between the three (or more) parties.
6. The completed Supervision Form must be presented to the Graduate Studies Office before the course registration will be approved. The registration must be completed prior to the commencement of the Practicum.
7. The student will develop goals for the Practicum using the enclosed Goals of the Practicum form. This form will indicate overall goals, procedures and measurable outcomes. This will be discussed with the Field Supervisor and the Faculty Advisor, to ensure three-way understanding and agreement before the Practicum begins.
8. The student is expected to keep a daily or weekly log book of hours and complete all agreed upon assignments and will be in regular contact with the Faculty Advisor.
9. At the end of the Practicum, the student will submit the log of hours and the corresponding reflective journal to the Faculty Advisor. The Faculty Advisor will communicate with the Field Supervisor to confirm that the final outcome of the practicum was successfully achieved. The Faculty Advisor is responsible for making a final decision about the successful completion of the work based on the evidence provided within the log of hours and the reflective journal and based on the feedback provided by the Field Supervisor.
10. The Faculty Advisor will submit a final grade of Pass / Fail when all requirements of the Practicum have been completed.

## **Practicum Agreement Changes**

1. Should the Student, the Field Supervisor, or the Faculty Advisor wish to make any changes to the original supervision agreement at any point during the practicum, it is the responsibility of the individual to notify all parties (Student, Field Supervisor, Faculty Advisor, and Department Chair) in writing. The Department Chair will forward this information to the Graduate Studies Chair.
2. If this change has been initiated following a dispute or a conflict between the Faculty Advisor and the student, the Department Chair will meet with the student and the Faculty Advisor either together or separately to try to resolve the issue. If no suitable resolution is reached at this meeting, the matter will be turned over to the Graduate Education Committee for a final decision.

## **Required Elements to Begin the Field Practicum**

1. Student will need to provide both a recent criminal record check and a child abuse registry document before registering for a practicum that will be situated within a school setting.
2. Course Work: Students must have successfully completed a minimum of fifteen credit hours of required coursework.
3. Code of Professional Conduct: Prior to the start of the Practicum, the student and the Faculty Advisor will have an opportunity to review any relevant guidelines for professional conduct and confidentiality. Disclosure of confidential information obtained during the Practicum experience, except as outlined in the pledge of confidentiality or required by law or agency policy, will result in immediate termination of the Practicum.

## **Practicum Roles and Responsibilities**

The student's responsibilities shall include:

1. Developing a set of goals for the practicum that can be discussed with the Faculty Advisor and the Field Supervisor.
2. Working through the practicum as a professional commitment.
3. Completing the necessary documentation to qualify for participation in practicum (where applicable).
4. Taking direction from the Field Supervisor on all aspects of the practicum.
5. Consulting on a regular basis with the Faculty Advisor.
6. Completing progress notes that document the professional activities on a daily or weekly basis.
7. Acting in accordance with the professional guidelines as set out in the context in which the practicum takes place.
8. Acting in accordance with school / agency policy and legislation at all times.

9. Maintain regular contact with the Faculty Advisor and Field Supervisor.
10. Submitting log of hours and other assignments to the Faculty Advisor at the conclusion of the Practicum and being available to meet should the Faculty Advisor feel that a meeting is necessary.

The Faculty Advisor's responsibilities shall include:

1. Meeting with the student before the start of the practicum to discuss goals, scheduling, and agency/school requirements for the practicum.
2. Consulting on a regular basis with the Field Supervisor.
3. Providing regular feedback, consultation and assistance to the student.
4. Evaluating progress throughout the practicum, completing a summative evaluation at the end of the placement, and submitting a final grade.
5. Terminating the practicum if, at any time, circumstances warrant this measure.

The Field Supervisor's responsibilities shall include:

1. Orienting the practicum student to the policies and procedures of the school / school division / agency;
2. Providing opportunities for practicum students to develop skills through participation in the range of roles and functions that are common to the expectations as set out in the practicum plan.
3. Providing additional opportunities for observation and participation of school / agency activities, where applicable.
4. Providing continuous feedback to the student on their progress.
5. Forwarding the final written feedback regarding the student's completion of the goals of the practicum Faculty Advisor at the conclusion of the practicum.

### ***Course Assignments***

Usually, the student will submit a log of the hours spent working on the practicum and a reflective journal that corresponds with each of the entries in the log. However, alternative or additional assignments can be agreed upon by the Faculty Supervisor and the student when the practicum is set up and the supervision form is signed.

### ***Course Grade***

Practicum courses are grades on a Pass/Fail basis.

*Academic dishonesty will result in a final grade of F-AD (Fail-Academic Dishonesty)*  
(refer to the Graduate Calendar, section 3.9: Academic Dishonesty and Misconduct)

### ***Statement on Accessibility and Accommodation***

Brandon University values diversity and inclusion, recognizing disability as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive for all students. Student Accessibility Services (SAS) works with students who have permanent, chronic, or temporary disabilities. SAS supports students by developing individualized plans of accommodation, helping students to understand their learning needs, and assisting faculty with provision of accommodations for students registered with SAS.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, vision, hearing, physical, medical, or temporary), you are invited to contact Student Accessibility Services to arrange a confidential discussion at (204) 727-9759 or [magnussonm@brandonu.ca](mailto:magnussonm@brandonu.ca). Additional information is available on the Student Accessibility Services website: <https://www.brandonu.ca/student-services/student-accessibility-services/>

If you are registered with SAS and have a letter requesting accommodations, you are encouraged to contact the instructor early in the term to discuss the accommodations outlined in your letter.

### ***Wellness Services***

Positive well-being is highly correlated to learning and student success. Wellness is a combination of physical, social, spiritual and mental health. Personal Counsellors at Brandon University are dedicated to providing support to students' wellness, primarily their mental well-being, through prevention activities, early identification, and timely interventions using a holistic lens.

Please contact the Personal Counsellors in the Student Services Department at 204-727-9737 or visit Room 102 A.E. McKenzie Building to make an appointment. There are crisis counselling appointments available daily.

**If you believe that you or someone else is in imminent danger of harm, call 911.**

Sexualized Violence Education and Prevention Coordinator: 204-727-7498

#### 24-hour crisis supports

Over 18 years of age: Mobile Crisis Unit = 204-725-411

Under 18 years of age: Child and Adolescent Treatment Centre = 204-578-2700

Klinik Sexual Assault Crisis Line: 1-888-292-7565

*Appendix A: Practicum Supervision Form*

**01.769 Practicum in Educational Administration  
Supervision Form**

Please visit our website for the most current version of this form, at:  
[Thesis and Practicum Guidelines | Master of Education Program \(brandonu.ca\)](http://brandonu.ca/thesis-and-practicum-guidelines)

*Appendix B: Goals of the Practicum Form*

**01.769 Practicum in Educational Administration  
Practicum Goals Form**

Student name \_\_\_\_\_

Field Supervisor \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Goals/Outcomes of the Practicum

Professional skills to focus on

Tentative schedule for meetings with field supervisor

Tentative schedule for contact with faculty advisor