TRINITY WESTERN UNIVERSITY | SCHOOL OF EDUCATION

Initial Classroom Experiences

Guidance for Sponsor Teachers + Pre-Service Student Teachers

ROLES + RESPONSIBILITIES
Sponsor Teacher

➢ Welcome a TWU undergraduate ST in your classroom for a total of 25 hours - 2 ½ hours a week for a period of 10 weeks. If mutually agreed upon, some may continue the following semester.
➢ Provide hands-on experiences in which STs can achieve the course learning outcomes. See suggestions on the next page.
➢ Communicate concerns with the university instructor as needed.
➢ Complete and submit the evaluation form at the end of the semester to June Smith.
➢ Provide guidance in planning lessons and give written feedback after STs teach lessons.
➢ Review school policies: confidentiality, dress expectations, emergency procedures etc.

University Instructor and Placement Coordinator

➢ Contact school principals to determine which teachers are willing to participate formally in these initial classroom experiences.
➢ Provide information about the nature and scope of the initial classroom experiences.
➢ Place STs with sponsor teachers.
➢ Be the university's contact person should questions or concerns arise.
➢ Facilitate four seminars to connect course learning and practicum during the semester.
➢ Make student learning visible and assessment of learning varied and authentic.
➢ Record and submit Pass/Fail grade to the university.

Pre-Service Student Teacher

➢ Remember that they are invited guests in the sponsor teachers' classroom.
➢ Consistently convey an openness to learn, a willingness to cooperate, and an appreciative attitude towards suggestions and feedback.
➢ Comply with the BCTF Code of Ethics and sponsoring school policies.
➢ Dress professionally, be punctual, and dependable.
➢ Contact the sponsor teacher and the course instructor in advance if they are unable to attend practicum due to illness. Make arrangements with the sponsor teacher to make up for the missed session.
➢ Wear the TWU nametag in the classroom at all times.