

Observational Concern Process

It is crucial that the pre-service teacher be informed as early as possible of serious problems in any practicum course. If these difficulties are significant and the associate teacher or university advisor considers the pre-service teacher is at risk of failing the practicum course, then an “**Observational Concern**” form must be completed as soon as possible.

The purpose of this process is to: a) inform the pre-service teacher about the concerns, b) to offer clear suggestions for improvement, and c) to determine a suitable process for implementing the recommendations. Clear goals must be provided to the pre-service teacher indicating specific recommendations and a reasonable timeline to achieve the recommendations. The pre-service teacher, associate teacher and university advisor need to be clear about the formal consequences of not meeting the recommendations.

The process is as follows:

- The university advisor and/or associate teacher indicates to the pre-service teacher that her/his concerns have become serious and that this may lead to an unsuccessful practicum.
- The process includes the completion of an “Observational Concern” form.
- A copy of the form is submitted to the B. Ed. Manager for review.
- The university advisor and associate teacher retain copies in case it is needed to support the unsuccessful grade in the final evaluation. Copies are provided to the student.
- The B. Ed. Manager informs the Director of the School of Education of the concern(s).
- Another university advisor or the B. Ed. Manager may be assigned to observe the pre-service teacher’s practice and provide additional support with the process.
- On the arranged date the pre-service teacher, university advisor and associate teacher will meet to discuss the outcomes of the concern. If the recommendations have been met the concern form will not remain in the student’s file.
- If the pre-service teacher is unable to meet the recommendations, the concern form will be submitted to the B. Ed. Manager with the university advisor’s and associate teacher’s final evaluation. The student will then meet with the Director and the B. Ed. Manager to discuss the unsuccessful grade and the possible option of registering for the course again.
- The results of the discussion with the Director and the B. Ed. Manager are then provided to the university advisor, associate teacher, and the pre-service teacher

