

University Advisor Responsibilities
(Please review the responsibilities of the Pre-Service Teacher and Associate Teacher)

1. Act as a “first contact” in conjunction with the Coordinator of Practicums and the in-school coordinators and associate teachers.
2. Check with administration regarding school protocol in relation to time in schools and meetings with associate teachers and pre-service teachers.
3. Facilitate a collaborative teaching partnership between the pre-service teacher and the associate teacher. This would include a pre-observation meeting with the student and associate teacher.
4. Provide the associate teacher and pre-service teacher with your contact information.
5. Provide direction and assistance to associate teachers regarding completion of appropriate evaluation forms and expectations of pre-service teachers.
6. Conduct a minimum of two university advisory visits during the practica. Discuss progress, problems, reports, and other matters that may be helpful to the pre-service teacher. If there are difficulties in the practicum, additional visits will be necessary. University advisors may negotiate one visit for students in Practicum #3 (EDUC 4923) and Practicum #4 (EDUC 4933) but prior notification is **not** necessary for all visits.
7. Discuss with pre-service teachers all expectations of the practicum process (i.e. reflections, lesson plans).
8. Provide written feedback to the pre-service teacher immediately following each visit.
9. Meet with the associate teacher and pre-service teacher for a post-observation discussion.
10. Submit a summative report to the Practicum Coordinator at Acadia University and to the pre-service teacher at the completion of each practicum.
11. Report any difficulties with the practicum to the Practicum Coordinator. Follow the observational concern process when a pre-service teacher is having difficulty with the practicum. Document any concerns related to performance or professionalism (see observational concern process form).