INFORMATION FOR POTENTIAL PRACTICUM ADVISORS

Role of the Practicum Advisor:

Practicum Advisors (PAs) are the representatives of the University of Manitoba’s Bachelor of Education program. The Practicum Advisor’s role is to work in partnership with the Faculty of Education, our host schools and their principals, the Cooperating Teachers (CTs) and the Teacher Candidates (TCs) to facilitate the practicum experience.

Practicum Advisor Availability Requirements:

- Practicum Advisors are required to be available during the first week of the practicum block in September; as well as during the practicum blocks in November to December and March to April.
- In addition, Practicum Advisors are expected to attend an Orientation Session in September and two Professional Development Workshops, one in November and one in March.

Expectations of the Practicum Advisors are to:

- Visit each Teacher Candidate each week of the practicum and provide a minimum of two formative assessments in each practicum block;
- Convey the Practicum Expectations and Roles and Responsibilities to the collaborating school personnel;
- Cooperate with school personnel in planning and implementing appropriate experiences for the Teacher Candidates;
- Assist the Teacher Candidates professional growth;
- Complete the Summative Evaluation for each Teacher Candidate each term;
- Consult with the Director of the Practicum & Partnerships Office regarding concerns.

Qualifications of the Practicum Advisor include:

- a minimum of a Bachelor of Education; graduate education would be an asset;
- relevant work experience in a school or other educational setting;
- experience as an educational leader, mentor, or collaborator;
- understanding of current teaching theory, pedagogy and curriculum;
- computer proficiency (including Word & e-mail) and regular access to a computer is essential;
- proficiency in languages other than English is an asset.
Payment:
The stipend is $340.00 per Teacher Candidate per term. There are 2 terms each academic year.

Practicum Advisors are not normally reimbursed for travel unless they are supervising students in a rural location. Practicum Advisors will be provided (upon request) with a T2200 Declaration of Conditions of Employment which can be used on income taxes to claim car and home office expenses related to employment as Practicum Advisors for the University of Manitoba.

Please be advised that all Practicum Advisors must have a Social Insurance Card to apply. If you do not have a Social Insurance Card you must apply for one at Service Canada www.servicecanada.gc.ca.

To apply, please compile an Application Package consisting of:

- a resume or CV, including the names of three references;
- a cover letter explaining the ways in which your teaching philosophy and experience would support your work with Teacher Candidates; and
- the completed Practicum Advisor Profile Form (which can be downloaded from our website).

Your Application Package can be emailed to seo.education@umanitoba.ca.

Practicum Advisor Profile forms, Practicum Calendars and general information about our program can be found at www.umanitoba.ca/education. Click on the “For Practicum Advisors and Cooperating Teachers” link.

Thank you for your interest in becoming a Practicum Advisor at the University of Manitoba. We look forward to hearing from you.