



February 16, 2024

Dear Associate Teacher,

You will find a number of important documents pertaining to your role as an associate teacher under the *link* I have shared with you. The teacher candidate will be in your classroom for a **six-week** period, beginning **March 4 until April 19, 2024, including two Observation Days on February 28 & 29, 2024.**

The following documents are shared with you:

1. **A MEMORANDUM** providing an overview of the practicum.
Please share the Memorandum with your Principal for information.
2. **HONORARIUM FORM**
Please complete via the link below as soon as possible
<https://forms.redeemer.ca/honorarium-form-and-direct-deposit/>
3. **FEEDBACK FORM**
Please complete via the link below when practicum is completed
<https://forms.redeemer.ca/associate-teacher-feedback-form/>
4. **FORMATIVE & SUMMATIVE EVALUATIONS**
*Please complete the **Formative** evaluation (**midway**) & **Summative** evaluation (**at the end**) to evaluate the teacher candidate's progress. Both evaluations should be **signed** by the associate teacher and the teacher candidate after it was reviewed with the teacher candidate. The **Formative evaluation** doesn't need to be shared with the faculty associate or to be submitted to the School of Education. The **Summative evaluation** to be submitted to the School of Education by the teacher candidate and a copy to be forwarded to the faculty associate.*
5. **PRACTICUM GUIDE FOR ASSOCIATE TEACHERS 2023-2024**
Please share this Practicum Guide with your Principal for information

If you have any questions, please feel free to contact me at [<teach@redeemer.ca>](mailto:teach@redeemer.ca)

On behalf of the School of Education,

Magda Beukes, B.Com. Ed.
Practicum Coordinator