



Redeemer University
SCHOOL OF
EDUCATION

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February 22, 2023

Dear Associate Teacher,

A number of important documents pertaining to your role as associate teacher will be shared with you. The teacher candidate will be in your classroom for a **6-week** period, beginning on **March 6 – April 21, 2023, with two Observations Days on March 2 - 3, 2023.** If your March break is extended for more than the usual 5 days, the day(s) will have to be made up after April 21, 2023.

The following documents are shared with you:

1. **A MEMORANDUM** describing the Practicum.
2. **HONORARIUM FORM**
Please return this form as soon as possible
3. **ASSOCIATE TEACHER FEEDBACK FORM**
Please return this form following the practicum
4. **ASSOCIATE TEACHER FORMATIVE EVALUATION**
*(To be completed after **3 weeks** and is shared between the teacher candidate and the associate teacher only)*
5. **ASSOCIATE TEACHER SUMMATIVE EVALUATION**
*(To be shared with the teacher candidate, who will sign and submit the original to the School of Education, and forward a copy to the Faculty Associate **no later than April 21, 2023 or the last day of practicum if days had to be extended for some reason(s).***
6. **PRACTICUM GUIDE FOR ASSOCIATE TEACHERS 2022-2023**

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

Thank you kindly.

A handwritten signature in black ink that reads "Magda Beukes".

Magda Beukes
Practicum Placement Coordinator
School of Education, Redeemer University