
PRACTICUM OVERVIEW

**Additional Qualification Course
Special Education for Administrators**

Special Education for Administrators Practicum Components

The practicum will be 20 hours of professional study completed outside of the four face to face modules. Throughout the practicum there will be on-going dialogue between the candidate and instructor as a support to the candidate. The dialogue may be via e-mail; before or after class; via phone.

Practicum Proposal

The Practicum proposal is a contract between the candidate and instructor outlining the nature of the inquiry to be undertaken by the candidate. Candidates are expected to submit their written proposal to the instructor. The Course Instructor will approve the proposal before candidates begin their practicum.

There will be on-going dialogue between the candidate and instructor as a support to the candidate. The dialogue may be via e-mail; before or after class; via phone.

Practicum Critical Friend

Candidates are asked to find a Critical Friend/Mentor, to support their work. This person could be an administrator, supervisory officer or someone in the course. Candidates are required to meet regularly with their 'critical friend' to discuss ongoing learning. In addition they are required to consult with their instructor.

Practicum Documentation

- The Practicum Proposal General Overview
- Checklist for Self/Peer
- Practicum Reflective Journal
(reflecting through the Catholic lens and considering the ethical standards of leadership)
- Practicum Final Report

Practicum Final Report

Candidates are required to prepare a report on their Practicum learning experiences. This report will include:

- A statement of the Practicum proposal
- Reference to any relevant legislation, district school board policies and literature
- Sources and collection of data (data samples to be included)
- Relationship between the practicum and the Five Core Leadership Capacities from the Catholic School-Level Leadership found in the Ontario Leadership Framework
- Benefits to school staff, student and parents
- Connections to school plan and district school board initiatives
- Benefits to personal professional learning
- Demonstration of application of theory to practice
- Reflections on personal growth linked to the Catholic School-Level Leadership (OLF 2013)
- Results and next steps for the school, staff and students as it relates to your practicum as well as next steps as they would relate to your professional learning
- Bibliography