**FIELD EXPERIENCE COMMUNICATION PROTOCOL**

1. **THE FACULTY ADVISOR - FIRST POINT OF CONTACT FOR TEACHER CANDIDATE (TC) OR ASSOCIATE TEACHER (AT)** (unless the Faculty Advisor is unavailable or unsuitable in this specific situation – must have telephone & U of Windsor E-mail)
2. **TEACHER CANDIDATE CONTACTS THE FIELD EXPERIENCE OFFICE (FEO)**

TC advised to speak with her/his Faculty Advisor FIRST – OR if unavailable/unsuitable

\*Teacher Candidate will complete the request for appointment/consultation form and submit this to the FEO for referral as shown below

1. **ASSOCIATE/SCHOOL PRINCIPAL CONTACTS THE FIELD EXPERIENCE OFFICE:** (phone/email/correspondence) Field Experience Office will forward the matter directly to the Faculty Advisor, OR if unable to contact FA in an emergency situation - forward in the interim to Associate Dean (PS)

Issue: Practicum Failure/Student Conduct

**TC informed of decision by: Associate Dean (PS)**

Issue: Social Justice/Equity

**TC informed of decision/resolution by: Associate Dean (PS) in consultation with ELS**

Issue: Procedural – Practicum

**TC informed of decision by: Field Experience Office**

Issue: Professional/Teaching Proficiency

**TC informed of decision/resolution by: Associate Dean (PS)**

**STUDENT CASE REVIEW & DECISION**

Meetings to Review & Discuss

* Associate Dean Pre-Service
* Faculty Advisor
* Experiential Learning Specialist

Appendix 1

Issue: Procedural Issue – Practicum **Contact: Field Experience Office**

* TC absence
* Associate/Mentor Teacher absence (2 or more days)
* School/Classroom placement
* Teaching Subject
* Teaching Partner
* Accidents and/or injuries

Issue: Professional/Teaching

Proficiency

**Contact: Faculty Advisor/Field Experience Office/Associate Dean (PS)**

Issue: Social Justice/Equity

**Contact: ELS**

* Discrimination/Harassment
* Educational accommodation including issues relating to:
* racism
* heterosexism
* ableism
* accommodation
* language

Issue: Practicum failure/Student Conduct

**Contact: Associate Dean (PS)**

* Practicum failure (borderline/unsatisfactory evaluations)
* Failure for cause
* TC withdrawal