

EDUC01 TEACHER CANDIDATE PRACTICUM PLACEMENT - FACULTY OF EDUCATION

Records documenting the placement of students in partner schools for the completion of the teacher candidate practicum at the Faculty of Education, Queen’s University.

Includes the practicum registration process completed by consecutive and concurrent education students.

Also includes the assessment of student practicum preferences for determining a suitable placement in associate schools by Practicum Office staff, and the arrangement of certain practica by concurrent education students.

Used for the online practicum registration by students, the Practicum Arrangement Form, and the Candidate Background Information Form.

Not used for the administration of the alternate placement.
 Not used for the management of school board partnerships.
 Not used for the administration of the student practicum.

Example documents: Correspondence with teacher candidates, online registration forms, Candidate Background Information Forms, Practicum Arrangement Forms, changes in practicum placement, documentation of special needs, etc.

OPR - Dean, Faculty of Education

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
00	Practicum Placement Procedures, Guidelines, Manuals	ET + 1	4	AR	NO
<i>ET Definition: Procedures, guidelines, manuals and parts thereof become superseded and obsolete.</i>					
30	Student Practicum Placement Case Files	ET + 1	4	D	PIB
<i>ET Definition: Student graduates, or three academic years have passed with no activity since last registration date.</i>					
31	School Board/Associate School Case Files	ET + 1	4	D	NO
<i>ET Definition: Partnership with school board and/or associate school has terminated.</i>					

GLOSSARY

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NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
32	Practicum Registration	AY + 1	1	D	PIB

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EDUC02 ADMINISTRATION OF TEACHER CANDIDATE PRACTICUM - FACULTY OF EDUCATION

Records documenting the administration of the Teacher Candidate Practicum by the Faculty of Education, Queen's University.

Includes the assigning of Faculty Liaisons to students, the liaison between Teacher Candidates and Associate Teachers during the practicum, and the assessment of the Teacher Candidates by the assigned Faculty Liaison for completion of the Bachelor of Education or the Diploma in Education requirements.

Also includes provisions for the arrangement and completion of make-up practica as required by some students.

Also includes the administration of honoraria payments to associate teachers.

Not used for the placing of teacher candidates in associate schools.

Not used for the alternate placement.

Not used for the management of school board partnerships.

Example documents: Faculty Liaison observation notes and correspondence, formative and summative assessments completed by Teacher Candidates and Associate Teachers, Summary of Fall Practicum Forms, Principal/School Liaison assessments, Faculty Liaison final reports, self-assessments completed by Teacher Candidate and Associate Teacher, Practicum Review Forms, Experiences in Schools Progress Reports, faculty assessments (for Teacher Candidates in difficulty), make-up practicum documentation, honoraria payment forms, Associate Teacher SIN #, cheques issued, etc.

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(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
00	Practicum Policies, Procedures, Guidelines, Hand Books	ET + 1	0	AR	NO
30	Faculty Liaison Case Files	ET + 1	4	D	PIB
31	Teacher Candidate Assessment Case Files	ET + 1	4	D	PIB

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NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
32	Associate Teacher Honoraria Case Files	AY + 1	0	D	PIB

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**EDUC03 ADMINISTRATION OF TEACHER CANDIDATE ALTERNATE PLACEMENTS -
FACULTY OF EDUCATION**

Records documenting the administration of the Alternative Placement for students enrolled in the Bachelor of Education program at Queen’s University.

Includes the arranging of alternative placements in schools and other related settings by Teacher Candidates.

Also includes the submission of alternative placement documentation by Teacher Candidates to the Practicum Office for final approval.

Used for the Record of Alternative Placement Arrangement Form and the Alternative Placement Experience Form.

Not used for the placing of teacher candidates in associate schools.
Not used for the administration of the student practicum.

Example documents: Record of Alternative Placement Arrangement Forms, Record of Alternative Placement Experience Forms, correspondence, record of participating institutions, etc.

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(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
00	Alternate Placement Policies, Procedures, Guidelines	ET + 1	0	AR	NO
30	Student Alternative Placement Case Files	ET + 1	4	D	PIB
31	Participating Institution Case Files	ET + 1	3	D	NO

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EDUC04 ADMINISTRATION OF TEACHING AWARDS - FACULTY OF EDUCATION

Records documenting the administration of teaching awards and associate school awards by the Faculty of Education, Queen's University.

Includes the receipt of Associate Teacher Award and Associate School Award nominations and letters of support from Teacher Candidates, Faculty Liaisons, and the Practicum Office.

Also includes the selection of recipients by the committee representing Associate Teachers, Teacher Candidates, Faculty, and the Practicum Office.

Used for Associate Teacher Awards, and Associate School Awards.

Not used for the administration of teacher candidate practica.

Not used for the establishment and management of partnerships with school boards.

Example documents: Nominations, letters of support, correspondence, committee notes, issuing of awards, events documentation, etc.

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(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
10	Teaching Awards Committee Records (Chair)	ET + 1	1	DP/AR	YES

ET Definition: Annual awarding process complete.

Disposition Plans: The name, date and school of the award recipient to be retained by the Faculty of Education, and one copy sent to Archives. The supporting documentation to be destroyed according to the above retention period.

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EDUC05 SCHOOL BOARD PARTNERSHIPS MANAGEMENT - FACULTY OF EDUCATION

Records documenting the management of partnerships with School Boards for the purpose of placing Teacher Candidates in the practicum component of degree or certificate programs at the Faculty of Education, Queen’s University.

Includes the collection of data from schools to determine the suitability and availability of annual practicum placements.

Not used for teacher candidate placement in associate schools, see EDUC01.

Not used for the administration of the student practicum, see EDUC02.

Example documents: Correspondence, memoranda, letters from boards, records of current and changes in board/school protocol, etc.

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(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
30	School Board Partnerships Case Files	ET + 1	5	D	NO

ET Definition: Partnership/Agreement with Board or school terminate.

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EDUC06 ADMINISTRATION OF INTERNATIONAL TEACHER PLACEMENTS - FACULTY OF EDUCATION

Records documenting the administration of the placement of teachers in international teaching positions. This service is offered to qualifying teachers by the Placement Office at the Faculty of Education, Queen's University.

Includes the liaison with international schools regarding the availability of international teaching positions and the referral of qualifying candidates to international schools.

Also includes the registration of qualifying teachers with the Placement Office, the submission of registration and supplementary materials, and the payment of fees upon successful placement in a participating international school.

Used for the International Teacher Placement Service (ITPS).

Not used for the administration of career placements.

Not used for the management of career placement events.

Example documents: Registration forms, Personal Statements, resumes, reference letters, proof of certification, transcripts, teaching evaluations, registration fees, postings, correspondence, etc.

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NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
00	ITPS Procedures, Guidelines, Manuals	ET + 1	0	AR	NO
<i>ET Definition: Procedures, guidelines, manuals, and parts thereof become superseded and obsolete.</i>					
30	ITPS Fees	ET + 1	6	D	NO
<i>ET Definition: Fees paid in full.</i>					
31	International Schools Case Files	ET + 1	1	D	NO
<i>ET Definition: School participation inactive for three years.</i>					
32	Qualifying Teacher Case Files	ET + 1	1	D	PIB
<i>ET Definition: Qualifying teacher case files inactive for one year.</i>					

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EDUC07 ADMINISTRATION OF CAREER PLACEMENTS - FACULTY OF EDUCATION

Records documenting the administration of employment opportunities for current and former students enrolled in studies at the Faculty of Education, Queen’s University.

Includes the documentation of employment opportunities in the field of education, and the posting of positions currently available both domestically and internationally.

Also includes the collection and compilation of data from school boards and other educational institutions for use by students in determining board hiring projections, application procedures, requirements and deadlines.

Also includes the collection and compilation of student graduate placements for statistical use by the Placement Office.

Used for electronic job postings, and annual Ontario School Board Surveys.

Not used for teacher candidate career counselling.

Not used for liaison with school boards by the practicum office.

Example documents: Position descriptions, Ontario School Board Surveys, job postings, contact information, application forms, student CVs and cover letters, supporting documentation, etc.

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(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
30	Job Postings	ET + 0	0	D	NO
<i>ET Definition: ob posting inactive for two years.</i>					
31	Teacher/Teacher Candidate Career Placement Case Files	AY + 1	1	DP	PIB
<i>Disposition Plans: Remove personal information from records and destroy. Aggregate data to be retained for an additional five years</i>					
32	Employment History Data	AY + 1	4	D	NO

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EDUC08 MANAGEMENT OF CAREER PLACEMENT EVENTS - FACULTY OF EDUCATION

Records documenting the management of career placement events planned, organized and hosted by the Faculty of Education Placement Office, Queen’s University.

Includes the creation, planning and implementation of special career events for teacher candidates at the Faculty and current teachers external to the Faculty.

Also includes the registration and payment of fees by event participants.

Used for Domestic and Non-Domestic School Board Fairs, and the Teachers’ Overseas Recruitment Fair.

Not used for teacher candidate career postings.
Not used for teacher candidate practicum placements.

Example documents: Planning notes, memoranda, agendas, employer and program information and contacts, event administration, Personal Data Sheets, Personal Statements, resumes, reference letters, proof of certification, transcripts, teaching evaluations, registration fees, etc.

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NO.	TYPE OF RECORD	Active	Semi-Active	Final Action	Personal Info
00	Career Placement Events Procedures, Guidelines, Manuals	ET + 1	0	AR	NO
	<i>ET Definition: Procedures, guidelines, manuals and parts thereof become superseded and obsolete.</i>				
30	Events Planning and Implementation Case Files	ET + 1	1	AR	NO
	<i>ET Definition: Materials and parts thereof become superseded and obsolete.</i>				
31	Events Registration and Materials Submissions	ET + 1	0	D	PIB
	<i>ET Definition: Event concluded.</i>				

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