

MIC First Year Professional Placement, May 2021

Information for class teachers

A mhúinteoir, a chara,

Thank you for making your class available to a Year 1 MIC student for this placement. The College is particularly grateful to you for facilitating the student while the whole school community adapts to the challenges posed by the Covid-19 pandemic. The student has been 'on-line' for all of the College year and this is not only the students' first school placement, it represents their only in-person College experience to date and therefore they are eagerly looking forward to being in the classroom. I hope that the student makes the most of this his/her time with your class on behalf of the pupils. Adhering to the school's Covid-19 protocols and the public health guidelines, prior to and during the placement, is of paramount importance. Students submit the *Covid-19 Placement Commencement Form* in advance of the placement.

This information is provided to you as an indication of general guidelines provided to students and is provided solely for your information.

The **Teaching Schedule** outlines what the students do each day, beginning with observation and assisting days and leading to teaching up to three lessons per day. **Consultation and Observation Portfolio**: To enable them to get to know the class they have a number of **Observation tasks** to complete. These have been developed in their *Education methodology* lectures and students have been asked to discuss them with you before and after completing them. In some curriculum areas lecturers provide lesson notes for students and hopefully you can facilitate the students' teaching these topics. The **Consultation document** lists each curriculum area on the teaching schedule and students have been asked to plan in accordance with your requests

Providing feedback to students: Our students receive valuable and constructive informal feedback from teachers on all placements and given the challenge of their first placement, this is most re-assuring for students. To assist your provision of feedback to students, guidance on observation and feedback, **Information for Co-operating Teachers and Supporting the student Teacher on Placement** are available on the weblink. As in-school supervision by our tutors cannot occur during this placement, your guidance to the students is most valuable and they are asked to pay particular attention to the feedback and guidance offered to them. Your feedback is given in a voluntary capacity and is provided to improve the capability of the student and consequently the pupils' learning and is not related to assessment of the student. Above all, any feedback provided should be affirming and constructive. Their tutor will also contact the school in the course of the placement. As the pupils' welfare and learning is the central concern on placement, please bring any noteworthy issues of professional competence to the tutor's attention.

Professional Approach: Students are expected to be professional in their approach to Placement, not only in terms of planning and preparation but also in terms of punctuality, deportment and interaction with all school personnel. Students have been requested to switch off mobile phones during class time. They are requested to clarify photocopying arrangements and have been asked not to ask you, the class teacher, to photocopy materials. Students should discuss the use of all class materials and school facilities with you.

MIC regards the teaching and learning discussions between teachers and students to be valuable and deserving of recognition in the spirit of the Teaching Council's Cosán policy. To document your contribution to the student's placement, an acknowledgement will be issued to you at the end of the placement - should you prefer not to receive an acknowledgement of participation please inform Joanne Keane (joanne.keane@mic.ul.ie). Thank you again for facilitating the student and for your co-operation with School Placement, especially in this challenging year.

Go n-éirí libh,

Neil Ó Conaill

Dr. Neil Ó Conaill. Director of School Placement. (neil.oconaill@mic.ul.ie)

23rd March 2021