

Attendance Policy - Practicum

Daily attendance in practicum is a program requirement. Consistent attendance and punctuality are key markers of employability in early childhood education because of the critical importance of maintaining legal adult/child ratios. Students should assume the same responsibility for attendance and punctuality as regular members of staff. Absences should occur only for illness or in exceptional circumstances. A successful practicum is based on positive relationships with children, teachers and families and to this end, regular, reliable attendance is critical for a successful learning experience.

It is the student's responsibility to have independent, reliable transportation to practicum. The majority of practicum sites are located in Halifax/Dartmouth so students living outside metro can anticipate a practicum commute similar to their regular school commute. Students who live in areas not served by metro transit will require a car.

1. To receive a pass (P), students must complete the total assigned number of practicum hours, which includes practicum seminars. If time is missed for **any** reason, it is the student's responsibility to arrange makeup time. All absent time must be made up within the designated practicum term.
 - Make medical and other personal appointments around practicum hours.
 - Limit absence to illness or bereavement.
 - Inform NSCECE beforehand of a need to be absent for important religious holidays during the placement.
 - Be prepared to show evidence of a valid reason for any time missed.
2. As outlined in the academic calendar each practicum course has a start date, an end date, a portfolio submission date, and an end of practicum term date. All practicum requirements must be met prior to noon on the end of practicum term date. Students must complete their placement hours and pass in all other practicum course requirements within the designated timeframe.
3. The practicum term allows a limited amount of time for makeup days due to absence. The amount of time available varies according to the academic calendar year. Students who miss more time than can be made up prior to the end of practicum term date will receive a non-credit repeat (NCR) and must repeat the course. ***Practicum will not be extended beyond the end-of-practicum term date listed in the academic calendar.***
4. Students who are absent more than two consecutive weeks from practicum must submit relevant documentation covering the missed dates to the Practicum Coordinator within five business days of the absences and may be required to withdraw from the placement.
5. Attendance is mandatory for all practicum seminars. Students will be in jeopardy of receiving an NCR (non-credit repeat) if they are absent for any reason.
6. Inform the practicum site of any absences before the beginning of your shift. Failure to inform your site of an absence will result in automatic withdrawal and a grade of (NCR) for that practicum.
7. Time sheets and their maintenance are the responsibility of the student. Students are given a time sheet that **must** be posted in the child care centre and signed by both the student and contact teacher prior to submitting the time sheet to their advisor. Students are required to keep an additional copy of their hours for review by the practicum advisor at seminar.

Student's Name: _____
(Please Print)

Student's Signature: _____

College Director: _____

Date: _____