

Attendance Policy - Practicum

The Department of Education requires an attendance policy for Private Career Colleges in Nova Scotia.

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.

1. Students are responsible for a minimum of 150 hours of practicum per semester. If time is missed for any reason, it is the student's responsibility to arrange makeup time. All absences must be made up with extra whole days added to the end of the placement.
 - You are expected to make medical and other personal appointments after hours
 - You are to limit absences to illness or bereavement
 - Please inform the College beforehand of a need to be absent for important religious holidays during the Practicum placement
 - You should be prepared to show evidence of a legitimate excuse for any time missed during practicum
2. Each practicum course has a start date, an end date, a binder submission date, and a final completion date. Students must complete 150 hours and pass in all other practicum course requirements within this designated timeframe. The practicum term allows a limited amount of time for makeup days due to absence. ***Practicum will not be extended beyond the final completion date.***
3. 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.
4. Attendance is mandatory for all practicum seminars. Students will be in jeopardy of failure if they are absent for any reason.
5. Inform the practicum site of any absences before the beginning of your shift. Failure to inform your site of an absence will result in a failure "F" for that practicum.
6. 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: _____ Student's Signature: _____
(Please Print)

College Director: _____ Date: _____