

**Form 3**  
**Practicum Proposal - Checklist**

CANDIDATE: \_\_\_\_\_ OPC# \_\_\_\_\_ DATE: \_\_\_\_\_

SOQP MENTOR/INSTRUCTOR: \_\_\_\_\_

At Standard Identifies achievement that meets or exceeds the standard	Needs Further Development Achievement is not consistently at the standard	
	AT STANDARD	NEEDS FURTHER DEVELOPMENT
Selected a topic that reflects a growth opportunity at a system level		
The topic meets the criteria outlined in the Practicum Handbook.		
Provides for opportunities to integrate and apply knowledge and skills addressed in the four Modules of the SOQP and the OLF.		
Connects Board/Ministry of Education goals, in meaningful way, to the objectives in their project.		
Identifies the financial and legislative considerations applicable to the success of the project.		
Action plan includes sufficient detail in the steps and is reflective of the scope of the practicum		
Ensures the opportunity to establish contact and interact with senior officials in boards.		
Identifies the members of the education community who are involved in their project.		
Identifies appropriate criteria to assess the project.		

**Form 4**  
**Log - Checklist**

CANDIDATE: \_\_\_\_\_ OPC# \_\_\_\_\_ DATE: \_\_\_\_\_

SOQP MENTOR/INSTRUCTOR: \_\_\_\_\_

At Standard Identifies achievement that meets or exceeds the standard	Needs Further Development Achievement is not consistently at the standard	
	AT STANDARD	NEEDS FURTHER DEVELOPMENT
Thorough documentation of dates and duration of activities		
Documentation of implementation process		
Inclusion of appropriate documentation (agendas, minutes, etc.)		
Related learning activities (conferences, workshops, job shadowing, professional readings, etc.)		
Meetings with mentor, supervisor and advisor		

TOTAL NUMBER OF HOURS: \_\_\_\_\_

**Form 5**  
**Practicum Assessment – Reflective Written Assignment**

CANDIDATE: \_\_\_\_\_ OPC# \_\_\_\_\_ DATE: \_\_\_\_\_

SOQP MENTOR/INSTRUCTOR: \_\_\_\_\_

At Standard Identifies achievement that meets or exceeds the standard	Needs Further Development Achievement is not consistently at the standard	
	AT STANDARD	NEEDS FURTHER DEVELOPMENT
Appropriate use of writing conventions i.e. spelling, format, punctuation, grammar		
Clarity of thought		
Considers the development of personal leadership styles related to change management		
Reflects on strengths and areas for growth		
Reflects on challenges and opportunities presented		
Understands the political context		
Understands the responsibilities of a supervisory officer and shows evidence of undertaking some of those responsibilities		
Considers the impact on public education in the 21 <sup>st</sup> Century		

**Form 6**  
**Practicum Assessment – Final Report**

CANDIDATE: \_\_\_\_\_ OPC# \_\_\_\_\_ DATE: \_\_\_\_\_

SOQP MENTOR/INSTRUCTOR: \_\_\_\_\_

At Standard Identifies achievement that meets or exceeds the standard	Needs Further Development Achievement is not consistently at the standard	
	AT STANDARD	NEEDS FURTHER DEVELOPMENT
References relevant legislation, district school board policies and documents		
Synthesizes relevant research data and analyzes data		
Evaluates results and offers recommendations for future development		
Considers OLF and leadership skills appropriate for SO		
Determines benefits to students, parents, staff and/or the system as a whole		
Provides evidence of effective leadership		
Meets commitments and plans described on Form 3 and in the Practicum Proposal		
Links to OCT's Standards of Practice for the Teaching Profession or the ethical standards of another relevant professional organization (Business Candidates)		

## Form 7

### Practicum Assessment - District Practicum Mentor's Report

The form is to be used by the District Practicum Mentor to report on the Candidate's leadership project. Please comment on the extent to which the Candidate has achieved the objectives of the leadership project. Please indicate the strengths and areas for improvement with respect to the final report.

CANDIDATE: \_\_\_\_\_ OPC# \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRICT PRACTICUM MENTOR: \_\_\_\_\_

**District Practicum Mentor's Comments (Please use the back if necessary):**

**Candidate's Comments (Please use the back if necessary):**

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The candidate has completed the Practicum and achieved the objectives as outlined in the Practicum Proposal.

**District Practicum Mentor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form 8**  
**Practicum Summative Assessment – SOQP Mentor/Instructor**

CANDIDATE: \_\_\_\_\_ OPC# \_\_\_\_\_ DATE: \_\_\_\_\_

SOQP Mentor/Instructor: \_\_\_\_\_

At Standard Identifies achievement that meets or exceeds the standard	Needs further development Achievement is not consistently at the standard	
	AT STANDARD	
	NEEDS FURTHER DEVELOPMENT	
Practicum Summary Report		
Reflective Written Assignment		
Candidate Log		
Practicum Proposal		
Executive Summary		
<b>Overall Performance Comments</b>		
The candidate has submitted all the required documentation for the Practicum - <input type="checkbox"/> YES <input type="checkbox"/> NO		
The candidate has consistently performed at the standard - <input type="checkbox"/> YES <input type="checkbox"/> NO		
The candidate has successfully completed the SOQP Practicum- <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>SOQP Mentor/Instructor Signature:</b> _____		
<b>Completion Date:</b> _____		