



## **Ontario Principals' Council (OPC)**

### **Supervisory Officer's Qualification Program**

#### **Leadership Practicum Guide**

1. Establish a **Practicum Log** as described in the Practicum Handbook.
2. Make arrangements with a practicing supervisory officer from your District School Board who will agree to act as your **District Practicum Mentor**.
3. Meet with the District Practicum Mentor to review the expectations for the practicum mentor and to review the SOQP Practicum requirements as outlined in the handbook.
4. Identify possible projects that meet the criteria outlined in the Practicum Handbook. Examples are described in the Practicum Handbook.
5. Select a project in consultation with the District Practicum Mentor.
6. Discuss the proposed project with your **SOQP Mentor/Instructor** for initial approval.
7. Complete the **Practicum Leadership Project Proposal Contract, Form 1**, and the **Practical Leadership Project Detailed Proposal, Form 2**. Review the completed forms with your District Practicum Mentor.
8. Submit your **Practicum Leadership Project Proposal Contract, Form 1**, and the **Practical Leadership Project Detailed Proposal, Form 2**, to your SOQP Mentor/Instructor to receive approval to proceed with the practicum.
9. Complete **registration requirements** for the practicum and submit registration fee to OPC.
10. Maintain notes or a journal to be used in the **Reflective Written Assignment** as outlined in the Practicum Handbook.
11. Communicate with your **SOQP Mentor/Instructor** to discuss your progress and to ensure that the project continues to meet the SOQP requirements.
12. Meet as necessary with your **District Practicum Advisor** to seek feedback and guidance.
13. Complete the **Practicum Final Report** as described in the Practicum Handbook. The written summary of the practicum learning experience should not exceed 15 typed pages (double spaced, single sided). Candidates may include, as attachments, material developed as part of the practicum.
14. Complete the **Reflective Written Assignment** as described in the Practicum Handbook. This assignment should not exceed 10 typed pages (double spaced, single sided).
15. Complete the **Log and Executive Summary** as described in the Practicum Handbook.

16. Submit one copy of the Practicum Final Report and Reflective Written Assignment to the District Practicum Mentor. The District Practicum Mentor completes **Form 7** to indicate completion of the practicum based on the Practicum Leadership Project Proposal Contract, Forms 1 and 2.
17. Submit **one electronic copy and one paper copy** of the Practicum Final Report, Reflective Written Assignment, Executive Summary, Log and **Form 7** to your SOQP Mentor/Instructor. Include the supporting documentation as indicated in the handbook.
18. The SOQP Mentor/Instructor reviews the Executive Summary, Log, District Practicum Mentor's Report and Reflective Assignment and Final Report. The SOQP Mentor/Instructor discusses the information with Candidate and District Practicum Mentor.
19. The SOQP Mentor/Instructor completes the assessment of the practicum.
20. The SOQP Mentor/Instructor sends a copy of the completed assessment forms to the candidate.
21. The SOQP Mentor/Instructor sends electronically the completed assessment forms and copy of the practicum to the OPC.
22. The Program Coordinator receives form 8 from OPC. The program coordinator signs form 8 to confirm successful completion of the practicum requirements.
23. The Program Coordinator reports successful and unsuccessful candidates to the OPC Registrar.
24. The OPC Registrar makes recommendation to the Ontario College of Teachers when candidates have completed all SOQP requirements successfully.

## Leadership Practicum – Forms

<b>Forms</b>	<b>Title</b>
Form 1	Practicum Leadership Project Proposal Contract
Form 2	Practicum Leadership Project Detailed Proposal
Form 3	Practicum Assessment – Proposal Checklist
Form 4	Practicum Assessment - Log Checklist
Form 5	Practicum Assessment - Reflective Written Assignment
Form 6	Practicum Assessment - Final Report
Form 7	Practicum Assessment - District Mentor's Report
Form 8	Practicum Summative Assessment - SOQP Mentor/Instructor