



Professional Behavior Expectations for K-12 ED Practicum Students

As a student in a K-12 practicum, you'll be experiencing the world of Education from a new perspective. Like others, this may be your first time in a field placement and on the opposite side of the classroom. In many ways, the teachers you've had throughout your academic journey have modeled for you the professional actions that need to be adhered to in the school setting. During your practicum experience, you'll work on refining these skills and will pick up some new ones along the way. Below, you'll find specific guidelines for professionalism expected of you during your practicum experience.

COMMUNICATION

- Communicate effectively when speaking and writing.
 - Be mindful of your audience when talking. You'll address your mentor differently than you would your best friend or even your parent.
 - If emailing your mentor, include a subject line, start and end the email with the appropriate salutations, and type your message using a formal tone.
 - If you are texting, use formal language and punctuation. Capitalize the beginnings of sentences and proper nouns. Spell out all the message content – do not use abbreviations or acronyms. Use appropriate emojis only – a smile emoji is fine to if you feel you need to clarify tone, for example.
- Always communicate with your mentor about your practicum schedule and any deviation from it.
- Share your email and phone number contact with your mentor to allow for direct communication. If there is a reason you cannot share this information with your mentor, notify your Delta instructor so a new plan can be created.
- Ask the mentor to share their preferred contact information with you (email and phone number suggested, but what is shared will be left to the mentor's discretion).
- Save the school office number and mentor contact information in your personal phone (or another location where it can be easily located in case of an emergency).
- Attend practicum on time and adhere to the proposed schedule.
- Make it known when creating the schedule if there are any dates when your personal schedule conflicts with the agreed upon field schedule.
- Notify your mentor, at least 48 hours in advance, when a conflict arises with your field schedule.

- In the event of an illness or unforeseen circumstance, notify your mentor immediately via email and a phone call to the school office (If the mentor has allowed you to text, you may text them directly about your absence as well).
- Only use the mentor's contact information for professional/course-related reasons, and do not share this information beyond the Delta faculty member for your course.

PRIVACY AND SAFETY

- **KEEP STUDENT INFORMATION PRIVATE.** You will be present during conversations, both formal and informal, where student information will be shared. This information should not be shared outside of the school building.
- In the event that you hear, or are told, about a student who is in need of adult intervention (from trouble at home or in school – personal or academic) bring it to your mentor's attention **IMMEDIATELY.** They will know what other channels, if any, are necessary to share the information with. If your mentor is not available (for example, if there is a substitute in the room), go down to the office and ask to speak with the appropriate school administrator.

COMPORTMENT

- Relate positively to students, mentors, faculty, and parents.
- Model courtesy, respect, and sensitivity to students, parents, faculty, and staff.
- Remain neutral in school politics. You never know who might be an important part of your professional career. Do not engage in gossip.
- Use your mentor's appropriate name in the classroom/school setting. Whatever the students call the teacher, so should you. Sometimes, we know the mentor personally outside of the school setting, yet you should always formally address your mentor while in the school setting.
- Dress according to the school's dress code for teachers. Each school is different – ask your mentor about how you should dress to be in-line with other teachers in the building. If you need assistance securing professional clothing, please let your professor know. Delta has resources that can help. You are not on your own.
- Maintain good hygiene and personal practices. If you need assistance securing personal hygiene products, please let your professor know. Delta has resources that can help. You are not on your own.

PRACTICING TEACHER SKILLS

- Learn the students' names and the names of the office staff and administration you'll come into contact with while in the building.
- Provide positive reinforcement to students.
- Exhibit self-confidence with students and mentor.

- Demonstrate enthusiasm in teaching or tutoring.
- Show initiative and desire to learn how to create lessons and activities.
- Show initiative and desire to learn how to create a welcoming classroom environment.
- Show initiative and desire to learn how to appropriately manage a classroom.
- If invited by the mentor teacher, and you are able to do so, engage in the “extras” (recess, special class parties, assemblies, meetings, conferences, etc.)