



## Out-of-Province/International Placement Manual

A final, 3rd placement may be completed in another province or country if the following requirements are fulfilled.

### Student Eligibility:

- Student will maintain grade A or above standing in all courses and 2 successfully completed placements with infants and toddlers
- Student will bear travel and accommodation and, if required, interpreter/translator expenses
- Student will make all travel and accommodation arrangements for duration of placement period and ensure all required documents are in place.  
**NOTE: Students must arrange their own liability/medical insurance coverage for the period of their out-of-country/province placement and provide a copy to the Placement Coordinator. Students are also responsible for procuring required travel and study documents (i.e. passport, visa).**
- Student will agree to abide by evaluation outcome regarding this placement, as assigned by College Placement Coordinator, based on feedback of Supervisor at placement site.  
**NOTE: the overall final grade on the placement is decided/assigned by Mothercraft College, not the Placement Site Supervisor or Mentor.**

### Placement Site Criteria:

- Site must have ability to support learning outcomes required of Mothercraft students for 3rd placement
- Placement period is 6 weeks, on the basis of 5 working days per week at 7 hours/day, excluding breaks, lunches and any travel time
- Site supervisor/mentor must be an approved by Mothercraft and have a formally recognized professional role in ECE from her/his particular country or jurisdiction
- Evaluator must speak English, or have access to an interpreter
- Site must provide practice opportunities with pre-school or school aged children ranging in ages from 2.5 – 5 years

### Application and Approval Process:

- A. Student must take initiative to do a thorough search of the potential for placement within the province/country of their preference which meets Mothercraft College criteria. It is the student's responsibility to collect all necessary information regarding the proposed site, program outlines, time schedules, potential Site Mentors/Supervisors, make all placement contacts, and identify and assume any costs. **NOTE: see Guidelines for Researching Placement Site on page 2.**
- B. A **letter of intent** must be submitted to the Mothercraft Placement Coordinator via hard copy or email at least 6 months prior to commencement of 3rd placement, e.g. **January 15<sup>th</sup>**. Letter of agreement from site must be submitted with the letter of intent. **NOTE: See addendum #1 on page 3 for Approved Format for Letter of Intent for Placement**
- C. The Mothercraft Placement Coordinator must approve the arrangements, based on academic validity of the proposal and availability to consult during the placement, including communicating with the placement site supervisor/mentor. **NOTE: see Placement Checklist on page 2.**



## Out-of-Province/International Placement Manual Cont'd

### Guidelines for Researching Placement Site

1. What type of placement best suits/matches my current interests and abilities?
2. Given my current educational philosophy, which educational approach(es) are the best match?
3. What learning opportunities am I looking for?
4. What experience can I bring to the placement which relates to these learning opportunities? What are my concerns with regard to knowledge or abilities/ limitations I might have?
5. Given my working and learning patterns, what personal qualities of a Site Mentor would best suit me?
6. Can my placement help me with future employment or graduate opportunities?
7. Can I obtain all the required documentation?
8. Does my proposed placement site provide opportunity with the right age group (e.g. 3-6 years)?
9. Can the proposed placement site provide sufficient mentoring, supervision and communication to meet Mothercraft College requirements?
10. Can I afford the travel and other costs associated with the proposed placement?

### Out-of-Province/International Placement Checklist

TASK	Completion Date	Completed <input type="checkbox"/>
Research and Meetings with Potential Placement Site Completed and Letter of Agreement Received		
Letter of Intent Submitted to College Placement Coordinator	<b>January 15<sup>th</sup></b>	
Proposal Reviewed with College Placement Coordinator		
Final Proposal Approved and Letter of Agreement signed by Applicant and Mothercraft Placement Coordinator. <b>NOTE: SEE Addendum #2 on page 4 for Letter of Agreement</b>		
Thank you and Confirmation Letter sent to Placement Site Supervisor and copied to Placement Coordinator		
Meet with Placement Coordinator to confirm beginning of placement, including all documentation received and on file, Mothercraft Supervisor assigned, and communication and evaluation expectations outlined		



## **ADDENDUM #1**

### **Out-of-Province / International Placement - Format for Letter of Intent**

**Letters of Intent must be typed and submitted to the Placement Coordinator by January 15<sup>th</sup> and must contain the following:**

- A. Full name and student I.D
- B. Research on placement site
  - 1. Description of the process you went through to find the site and mentor
  - 2. Proposed site, city & country
  - 3. Site Mentor's name, contact information and description of qualifications/background
  - 4. Timeframe: dates of placement, and proposed work schedule
  - 5. If proposed placement is in a country with first language other than English, state information supporting access to an interpreter/translator
  - 6. Age group you will be working with (pre-school or school-aged only)
  - 7. Letter of agreement from proposed placement site
- C. Information supporting the professional development potential of the proposed placement
  - 1. Your objectives and goals in the placement and the jobs/responsibilities you will be undertaking
  - 2. Your rationale as to why you chose this particular placement
  - 3. Include information on diversity, cultural components and other educational opportunities provided through the proposed placement
- D. Information regarding the relevance of career interests and background to proposed placement site
  - 1. Include your most recent resume which focuses on the past experience, education and skills you believe you possess and require in order to successfully complete this placement



## ADDENDUM #2

### Out-of-Province / International Placement - Letter of Agreement

#### Student Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Placement Site Information

Name of Centre: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor/Mentor Name(s): \_\_\_\_\_

Contact Information (phone and email): \_\_\_\_\_

#### Acceptance of Mothercraft Placement Evaluation

I understand and accept the terms of evaluation for this placement as outlined by the Mothercraft Placement Coordinator.

#### Sole Responsibility of Student for Self Protection

I understand that neither Mothercraft College, nor the Canadian Mothercraft Society, is responsible for my well-being or for the nature, condition or suitability of my accommodations or for my protection against my financial loss, personal injury or death during my out-of-province/country placement. Therefore, it is my responsibility to arrange for all my insurance coverage for medical and hospital and emergency treatment, business trip and flight cancellations, flight accident insurance, and all other types of insurance available to me at a reasonable cost by Canada market standards, including automobile insurance (collision, third party liability and accident benefits) and general insurance normally available to tenants for loss of property from fire and other insurable risks and third party liability coverage; and it is my responsibility to take all reasonable steps for my own personal safety and health and I will be responsible for choosing my accommodation and making necessary arrangements to secure and maintain suitable living arrangements. I accept all of the risks of travelling to and from, and living out of province/country as an adult student on my own.

Student Signature:

Placement Coordinator Signature:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_