

PRINCIPAL'S



# CPCO Principal's Qualification Program

*Forming Catholic School Leaders*

QUALIFICATION  
PROGRAM

Masters Dimension PQP Practicum Handbook

2011



THE CATHOLIC  
PRINCIPALS' COUNCIL  
OF ONTARIO

### **IMPORTANT INFORMATION**

1. During part one, the candidate's practicum proposal must be approved by the assigned Academic Advisor as well as the Parts I instructor.
2. This proposal, once approved, cannot be changed without the expressed written approval of the Academic Advisor and Part I instructor.
3. Successful completion of the practicum, as evaluated by the Academic Advisor and Part I instructor, is required for successful completion of Part II. Level 4 achievement is required for Masters recognition by Charles Sturt University.
4. Candidates are **STRONGLY** encouraged to purchase ISBN -10:1557987904 Publication Manual of the American Psychological Association: (5<sup>th</sup> edition). The papers must comply with the standards. Online references may not be based on the required standards.

***For detailed information on the Practicum process, please refer to the PQP Practicum Handbook.***

## **INTRODUCTION**

The Catholic Principals' Council of Ontario and Charles Sturt University (CSU), Australia, have established an agreement to provide for Masters Accreditation of the PQP courses offered by CPCO. Effective May 2011, candidates who choose the Masters Dimension will be awarded two Masters level credits by CSU in recognition of the completion of PQP 1 and 2, upon enrolment in their Masters program. Specifically, candidates will receive a CSU credit in both School Leadership 1 and School Leadership 2.

## **OVERVIEW**

The practicum requirements for PQP certification are set out in the Practicum Handbook and will be reviewed by the PQP Part I Instructor. For Masters Dimension candidates, modifications to the practicum report have been made to enhance the research base and elevate the academic level of the report. These candidates will have a CPCO appointed Academic Advisor assigned to assist them in the development of the Practicum Proposal, with an emphasis on extending the literature and research base. The PQP Part I Instructor will remain the key lead in the establishment of the practicum; however, the Practicum Proposal must be signed off by both the Academic Advisor and the Instructor.

Another key element is in terms of the Time Log, Personal Reflection Report and Summative Reports (refer to sections 10-13 off the Practicum Handbook). Candidates who have selected Masters Dimension will be required to achieve a level 4 in all areas of the report. Academic Advisors will work with participants and PQP Part I Instructors in the preparation of the report. Once the report has been finalized and it is determined by the Academic Advisor that the required level 4 has been achieved in all areas, both the Academic Advisor and PQP Part I Instructor will assess the final documents and sign off on the Practicum Confirmation Form.

## **ACADEMIC ADVISORS**

The CPCO Academic Advisors are senior Ontario educators who possess a doctoral degree or other relevant qualifications and experience and are familiar with the PQP qualification. Under agreement with CPCO, they are also appointed as adjunct professors of the Faculty of Education CSU Australia.

## EXPECTATIONS OF THE CANDIDATES, ACADEMIC ADVISOR AND PQP INSTRUCTOR

### Assigning Candidates to that Academic Advisor

Once a candidate has registered for the Masters Dimension PQP Practicum, the PQP Registrar, will assign an Academic Advisor and will notify the candidate.

### Responsibilities

#### 1. Initiating Contact:

The candidate will initiate contact with the Academic Advisor.

#### 2. Practicum Proposal Development:

The Academic Advisor will work with the candidate to support and advised in the development of the practicum proposal appropriate for the study of Catholic Leadership.

*The Masters Dimension -- PQP Practicum Proposal Approval Form MUST be used.*

Candidates need to remember:

- ▶ it must be a scholarly piece, demonstrating effective writing skills and meeting APA formatting standards;
- ▶ they must link theory, research and practice in the report;
- ▶ as described in the Assessment Rubric for the *Practicum Proposal Rubric*, Level 4 must be achieved.

The theory and research for Masters Dimension candidates must go beyond what is presented in PQP Part 1.

Candidates must set out, if only in broad terms, the areas of study to be examined and intertwined in the final reports. For instance, a candidate may wish to examine key leadership theorists from which to establish a perspective for their study and reports. The leadership research must also remain clearly connected to a Catholic perspective of education which may include a philosophy of Catholic education, understandings of community, social responsibility, Christian leadership style, role modelling, Catholic curriculum management, etc. This perspective will serve to assist a candidate in the analysis of the leadership activity.

In guiding the candidates, Academic Advisors should provide some direction in terms of theorists, articles, books, etc.; however, as is the case for Masters courses, students are ultimately responsible for setting out the bibliography to support their papers. Candidates will be directed to the literature presented in PQP Part 1 to obtain bibliographic listings.

Anticipated Steps:

1. Candidate makes initial contact with the Academic Advisor.
2. E-mail from Academic Advisor (AA) to candidate providing a personal introduction and contact information, review of expectations outlining expectations our practicum proposal.

3. Telephone calls (or e-mails) between AA and candidates to discuss the leadership activity in the potential literature to support the writing of the practicum proposal. **Candidates should initiate the contact.**
4. Candidate works with Mentor and PQP Part 1 Instructor to complete the necessary practicum proposal approval form and send the AA a draft copy.
5. AA reviews, comments on and offers suggestions for the practicum proposal, as well as citing some of the literature to support the report writing (**within 10 working days of receipt**).
6. Final practicum proposal is sent to the AA and PQP Part 1 Instructor for approval.
7. The AA approves with an e-mail to the candidate.
8. The PQP Part 1 Instructor will review, assess and sign off on the practicum proposal.

**Appendix A presents a summary flowchart and The Practicum Proposal Approval Form.**

### **3. Preparation of the Practicum Reports:**

The Academic Advisor will work with the candidate to support the development of the Summative Report and the Personal Reflection Report.

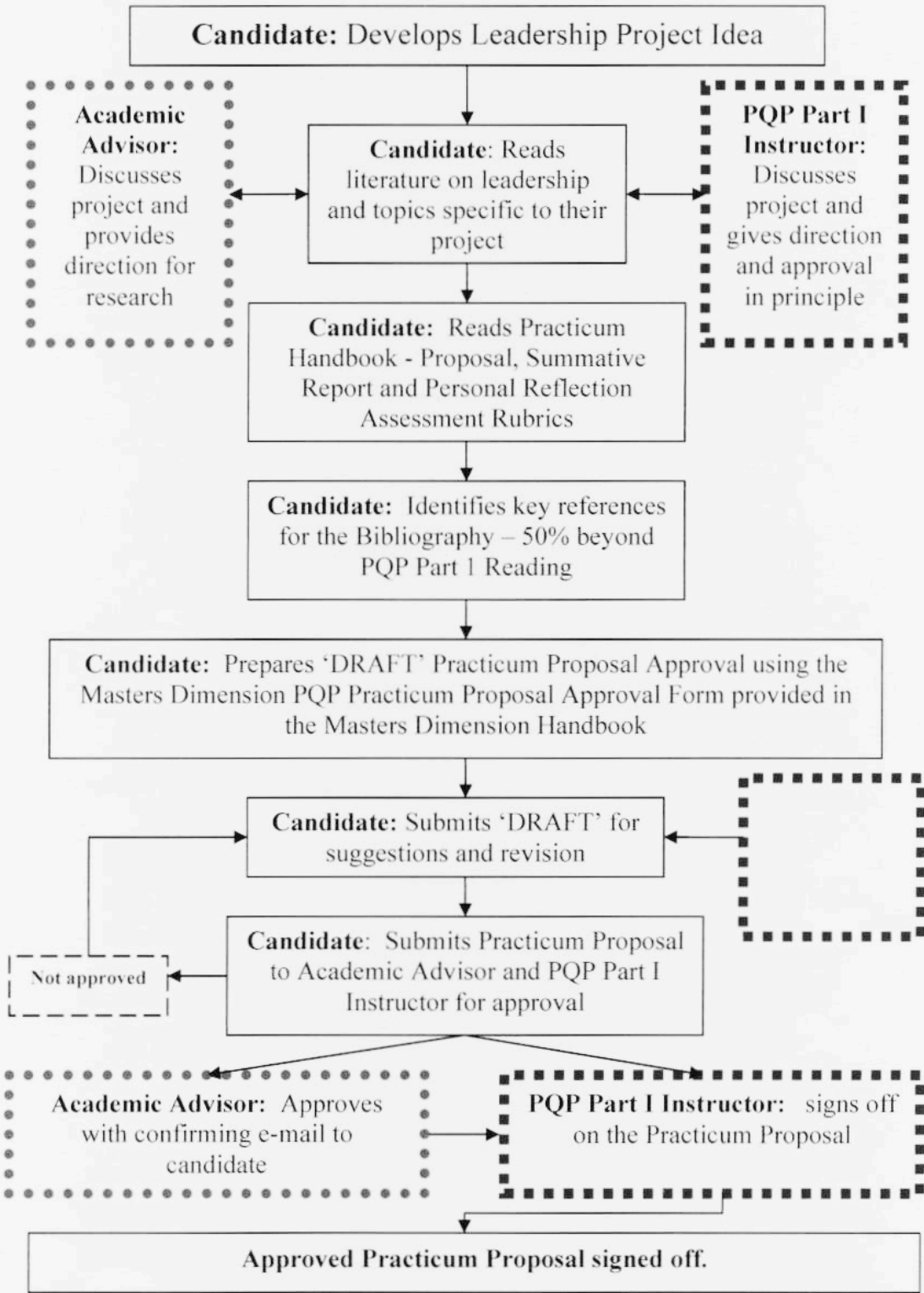
The Academic Advisor will ensure that the candidate is aware that:

- ▶ the Practicum Summative Report and that Reflective Journal must be scholarly pieces, demonstrating effective writing skills and meeting APA standards;
- ▶ they must link theory, research and practice in these reports; and
- ▶ as described in the Practicum Proposal Rubric, The Assessment for that Practicum Summary Report, and the Assessment for the Reflective Journal Rubrics, **the assignments must meet the demands of level 4 to be eligible for the Masters credits;**
- ▶ **Normally, two separate papers will be prepared.**

Anticipated Steps:

1. Candidates will develop draft copies of the Summative Report and the Personal Reflection Report and forward the documents to the Academic Advisor (AA).
2. The AA will review and provide suggestions/direction to ensure the reports are a level 4, **within 10 days of receipt.**
3. The candidate, having made suggested changes, will send the final copies of the two documents to both the AA and the PQP Part 1 Instructor.
4. **The AA and PQP Parts 1 Instructor will assess the final documents and both sign off on that Practicum Confirmation Form affirming the candidate has:**
  - ▶ met the writing standards and the APA formatting standards;
  - ▶ linked the research, theory and practice related to the project and;
  - ▶ prepared reports that are at Level 4 according to the *Assessment Rubrics*.
5. The PQP Part 1 Instructor will forward the Practicum Confirmation Form to CPCO.
6. The AA will forward the Practicum Confirmation Form to CPCO.

**Appendix A: PQP Practicum Proposal Approval**



**Appendix A Masters Dimension – PQP Proposal Approval Form**  
Must be completed in electronic form

**PQP CANDIDATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PQP PART 1 INSTRUCTOR:** \_\_\_\_\_

**NOTE: ALL BOXES WILL EXPAND TO ACCOMMODATE THE TEXT**

1. The proposed practicum identifies a specific task in regard to the role of the Catholic principal or vice principal. Candidates must reference in the Ontario Leadership Framework in making the case the activity represents the work of a Catholic principal. The practicum must also identify how the activity relates to the specific role of Catholic leadership.
2. The proposal reflects identification of application of the theory and research from PQP Part 1.
3. The proposal identifies applicable legislation and board policies. In addition, Masters Dimension candidates must set out the specific references in APA standard as understood at the outset of the practicum.
4. The proposed practicum provides opportunities to work with: a) students b) staff c) parents d) community/parish. Please describe in full sentence structure.
5. The proposed practicum provides opportunities to demonstrate: a) knowledge and skills b) interpersonal skills c) oral and written communication d) planning e) team-building f) problem-solving g) conflict management h) leadership rooted in Gospel values
6. The proposal identifies clear goals and objectives.
7. Specific evaluation criteria are provided. You must be clear about the evidence you intend to gather to judge the success of your project and your leadership.
8. The practicum will include 60 hours of experiential learning

**PQP Part I Candidate:** \_\_\_\_\_

I have read the Masters Dimension PQP Practicum Handbook and have discussed the proposal with PQP I Instructor and the Site Practicum Mentor in the development process.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B: PQP Masters Dimension Practicum Writing Process**

Approved Proposal



Candidate: Review the requirements for the Summative Report and Personal Reflections Reports as set out in the Masters Dimension PQP Practicum Handbook.

Prepare a substantive written report on the practicum, learning experience. The report will include information on the following:

- A title page, etc., from the Practicum Proposal
- Clearly articulated statement of the practicum
- Research conducted on related legislation and school board policies, and related literature and information
- Statement on sources and collection of data
- Relationship to the role of Catholic Principal
- Benefits to the school staff, students and parents
- Connections to school plans and district initiatives
- Benefits to one's own professional learning
- Demonstration of the application of theory to practice
- Links to improving teaching and learning
- Use of effective practice
- Identification of the links to and the application of the standards of practice, the ethical standards and the expectations set out in documents from ICE and the Conference of Bishops
- Evidence of effective Catholic leadership

**The Summative Report will be assessed using the following criteria:**

- Clearly articulated statement of the practicum
- Research conducted on related legislation and school board policies, and related literature and information
- Statement on sources and collection of data
- Relationship to the role of Catholic Principal
- Benefits to the school staff, students and parents
- Connections to school plans and district initiatives
- Benefits to one's own professional learning
- Demonstration of the application of theory to practice
- Links to improving teaching and learning
- Use of effective practice
- Identification of the links to and the application of the standards of practice, the ethical standards and the expectations set out in documents from ICE and the conference of Bishops
- Evidence of effective Catholic leadership

**The Personal Reflections will be assessed using the following criteria:**

- Writing conventions
- Clarity of thought
- Reflection on personal leadership style
- Understanding the effects and needs of personal leadership style
- Reflection on strengths and areas for growth
- Reflection on difficulties experienced
- Appreciation and understanding of the role of a Catholic principal/vice-principal
- Reflections assisting in the evolution of a personal philosophy of Catholic education
- Reflections are linked to the Standards of Practice for the teaching Profession and the expectations set out in documents from ICE and the Conference of Bishops.

Appendix B: **Practicum Proposal Organizers**

*Template*

A	Monthly Schedule		
	Month	Action	# of Projected Hours
		Total hours 60	

# Principal's Qualification Program

## Practicum Proposal Organizers

*Template*

B	Practicum Goals			
	Goals	Action	Assessment Needed to identify measureable outcomes.	Theory/Research (Policy-Procedures-Ed Act- Regulations)  Articles, texts and other print resources to be utilized and included in the bibliography
	Projected Goals 1.  2.			
	Leadership (Personal) Goals 1.  2.			

**Principal's Qualification Program**  
**Practicum Proposal Organizers**  
*Template*

C	Stakeholder Involvement		
	Who	How	Assessment
	Staff		
	Students		
	Parents		
	Community		

## Simultaneous Activities

Leading the activity  
Reading related literature  
Collecting data and artifacts  
Recording reflections  
Conferring with your Site Mentor, PQP Part I Instructor, Academic Advisor  
Writing – don't wait until the activity is complete

## Preparation of the Draft Summative and Personal Reflection Reports

**Candidate:** Read the Practicum Handbook – Report descriptions and assessment rubrics

**Candidate:** Read APA Guidelines

**Candidate:** Establish overall structure for the reports using suggestions below

### Summative Report

1. Introduction
2. Statement of practicum
3. Review of research conducted on related legislation and policies, information and literature
4. Statement of sources and collection of data – to support findings
5. Results and recommendations
6. Relationship to the role of Catholic principal – reference to documents from PQPI & outside resources and literature
7. Benefit to school community – cite data
8. Connection to school/board initiatives
9. Benefits to one's professional learning
10. Demonstration of the application of theory to practice – emerges from the specific literature selected ( literature says this, did this, had this result
11. Links to improving teaching and learning – cite evidence
12. Use of effective practices – what seemed to work?
13. Links to & application of the Standards of Practice, the Ethical Standards and the expectations from ICE and the conference of Bishops?
14. Evidence of effective Catholic Leadership – Was I successful as a leader? How do I know?
15. Conclusion
16. Bibliography ( 6-8 substantive references only, 50% from PQPI)

### Personal reflection Report

1. Introduction
2. Reflection on personal leadership style – draw on literature to structure the analysis
3. Understanding the effects and needs of personal leadership style
4. Reflection on strengths and areas for growth-draw on literature, Ministry Leadership Profile, Catholic leadership documents, data collected& other evidence collected from the practicum
5. Reflection on difficulties- draw on leadership literature as well as literature on change, communication, etc.
6. Appreciation and understanding of the role of Catholic Principal/Vice-principal – What did I learn about the role? Draw on role definitions & other resources to probe.
7. Reflections assisting the evolution of a personal philosophy of Catholic education: how has this experience affected my philosophy?
8. Reflections linked to the Ontario College of Teachers Standards and the expectations of the Catholic community
9. Conclusion
10. Bibliography ( 6-8 substantive references, only 50% from PQPI)