

Faculty of Education Professional Semester III Student Information Form Instructions

The following information will assist you in completing the Professional Semester III Student Information form.

SECTION I: CONTACT INFORMATION

In PS III, **accommodation, travel arrangements and costs** are the **responsibility of the student**, whether you are placed within or outside of the [Zone 6 school district boundary](#). Indicate the Zone 6 address and contact information that you will use during your Professional Semester III Internship.

SECTION II: INTERNSHIP TYPE SELECTIONS

The general PS III selections are:

- **4571 - Elementary Education** - Offered in the **Spring** at the Division I or II levels. (Can be approved for Out of Zone locations in Spring or Fall.)
- **4572 - Secondary Education** - Offered in the **Fall** at the Division III or IV levels. (Can be approved for Out of Zone locations in Spring or Fall.)

Also available to qualified students, are specific internships including: two **Specialization Internships**; and two **Internship Options**.

Specialization Internships require submission of an **Application for PS III Specialization and Internship Options** form for Student Program Services approval. There are pre-requisites for each. Refer to Section 9 Education Specializations of the [Part 8 Faculty of Education](#) and/or the SPS advisor for details.)

- **4582 - Inclusive Education** – Offered in **Spring only** at the Kindergarten to Grade 6 level. (These internships are not approved for Out of Zone 6 locations and students are usually placed in Lethbridge or within a close commutable distance.)
- **4583 - Technology in Education** – Offered at the **secondary** level in **Fall** and at the **elementary** level in **Spring**. (Can be approved for Out of Zone locations in Spring or Fall and which could then be at the elementary or secondary level for either semester.)

Other Internships (listed below) require submission of an **Application for PS III Specialization and Internship Options** form for Student Program Services approval. There are pre-requisites for each that need to be successfully completed prior to the internship. Refer to the [Course Catalogue](#) and/or the SPS advisor for details.

- **4576 - Native Education** - Offered in the **Fall only** at any of the four divisional levels. *All students who were admitted to the Faculty as Native Education Majors must complete this PS III internship.* The pre-requisite for *non-Native Education majors* is successful completion of one methods course in Native Education (EDUC 3700). (Can be approved for Out of Zone locations.)
- **4578 - Early Childhood Education** – Offered in **Fall** or **Spring** in Kindergarten - Grade 3 classrooms. Note that there are **two** pre-requisite courses for this internship for students admitted prior to the 2017-2018 Calendar. Contact the Student Program Service Advisor for pre-requisites that pertain specifically to the calendar year that you were admitted under. (Can be approved for Out of Zone locations in Spring or Fall.)

You will need to submit the **Application for PS III Specialization and Internship Options** form by the **due date** of the respective semester **PS III Student Information form**. The form is available on the [PS III Forms & Guidelines website](#) or through Student Program Services.

An appointment with the Student Program Services Advisor will ensure that you have or will be able to obtain any required courses prior to the internship.

Fine Arts Internships are **no longer offered** beginning in the Fall 2019 semester. Students admitted as BFA (Art or Drama), or BMus (Music) and those admitted under those three teachable majors, would then choose from 4571 Elementary Education in Spring, 4572 Secondary Education in Fall, or from either of the Specialization or Internship Options available. FE would still endeavor to identify Art, Drama and Music instruction opportunities for interns as was the practice previously.

SECTION III: PLACEMENT COMPETENCY/BEST FIT INFORMATION

Minor

If you have *completed* a teachable minor, please indicate so in the box provided. This information may be used to identify a suitable internship placement for you.

Additional Competency Subjects

Often, schools are not able to provide you with full time instruction in your teachable major, (most especially in the case of non-core subject majors). In such instances, we will need to place you with a teacher who instructs multiple subjects or levels, or in some cases with two teachers.

In an effort to make the best match available, please indicate subjects other than your major or minor that you would feel comfortable instructing (and at what level). For example, a Drama major student might feel competent teaching Social Studies up to grade 10, English to grade 7 and Elementary Core (Math, Science, Social English). This should be indicated as 10- Social, 7- English, El. Core. Please feel free to add specifics i.e. El. Choral rather than Music, and Digital Media instead of Art.

“School Type” Preferences

The Assistant Dean of Field Experience will determine suitability for selections made in the French Immersion and Alternative Outreach categories.

Division Preferences

Division I is Grades K-3, Division II includes Grades 4-6, Division III includes Grades 7-9, and Division IV includes Grades 10-12. Kindergarten is listed as a separate selection for Early Childhood Education internships.

The **4572 – Secondary Education** internship (offered in Fall) has Division **III** and **IV** selections.

The **4571 – Elementary Education** internship selection (offered in Spring) has Division **I** and **II** selections.

The **4583 – Technology in Education** internship is offered at the *secondary level* (Division **III** or **IV**) in **Fall** and at the *elementary level* (Division **I** or **II**) in **Spring**.

*Note the Division level exceptions for the above applies to those students who have applied for an **Out of Zone** location by the respective due date, (i.e. a student could choose an elementary level for the 4583 - Technology in Education internship in Fall). Should a student **not be approved for an Out of Zone location**, their Zone 6 Division preferences for that particular semester will be used instead.

The **4582 - Inclusive Education** internship (offered in Spring) has **Kindergarten**, Division **I** and **II** selections.

The **4578 - Early Childhood Education** internship (offered in Spring and Fall) has **Kindergarten** and **Division I** level selections.

The **4576 - Native Education** internship (offered in the Fall) has placement opportunities in either of the four divisional levels.

SECTION IV: INTERNSHIP LOCATION INFORMATION

You may want to consult the **Zone 6 map** on this [Placement Schools/Areas](#) web page. The most north western border begins south of High River around Nanton, and includes Blackie, Arrowwood, Gleichen, and Bassano.

Placement Address

You will be placed in a **Zone 6** school within a daily commutable distance (where possible within 70 kms)

from the city you live in. We will do our best to take your identified Zone 6 city, town and rural school preferences into consideration. If you have specific location interests, you are welcome to indicate them in the area provided, however preferences cannot be guaranteed.

Rural Internship Opportunities

Rural Internship Opportunities may be available to students who are interested. These include commutable locations as well as distant placements.

Alberta Education Rural Practicum Program (See this [PS III Forms and Guidelines web page](#) for additional information.)

Alberta Education may be offering it's [Alberta Education Rural Practicum Program](#), which is an opportunity for students placed in '**distant**' rural locations to apply for stipends (usually in the amount of \$2,000 each). In order to be eligible for that funding, applicants would need to be placed in a rural school at least 150 kilometers, one way, from the U of L (your teacher preparation institution), and which may be in northern Alberta. If you are interested, indicate your preference(s) and identify any locations of interest to you in the box provided. (Note that you would have had to have submitted an Out of Zone Request by the respective due date in order to be placed in a rural school outside of the Zone 6 boundary).

Out of Zone Internships

Students may apply for an **Out of Zone** internship. These applications are available on the Field Experience [PS III Forms & Guidelines website](#) and at the Field Experience office. The Assistant Dean of Field Experience reviews the requests to determine suitability/approval. Due dates for Out of Zone applications are **January 15** for the Fall PS III semester and **August 31** for the Spring PS III semester. Out of Zone placements include **anywhere in Alberta not identified as a Zone 6 school**, but within Canada. If you have applied and are hoping for an Out of Zone placement location, indicate the address you plan to reside at in this section of the form.

Should a student **not be approved for an Out of Zone location**, their Zone 6 division preferences for that particular semester will be used instead. Your internship type preference may also need to be re-determined.

For example, if a student chose the 4571 Elementary Education internship in Fall, and was not approved for an Out of Zone placement, they would be moved to the 4572 Secondary Education internship and their preference for Division **III** or **IV** would be used. The other options available to the student whose priority is an elementary placement are:

- to contact the Student Program Services Advisor to explore the **4578 Early Childhood Education** Internship, or the **4576 - Native Education** Internship (keeping in mind that there are prerequisite course requirements for each).
- to wait and do a **4571 Elementary Education** Internship in Spring.

Note: If choosing either of these options, the student would need to **advise the Field Experience office** via email of this decision and in the case of the latter, would need to **drop the PS III Placeholder.**)

There is currently a moratorium on **International location placements to allow for a thorough review of this option.*

****Note that if you are placed in a semestered school in Spring** (which would only apply to Out of Zone approved internships that start in late January or early February), **you would not be finished your internship by the end of the Spring semester**. As a result, if it is your final semester **you would not be eligible for Spring graduation**. You would also be **unable to take Summer Session I courses**.

As mentioned in Section I: Contact Information above, in PS III, accommodation and travel arrangements and costs are the responsibility of the student. This includes those for Out of Zone location internships.

SECTION V: ADDITIONAL INFORMATION

If any of the information in this section applies to you and you wish to have it taken into consideration, you are required to provide the respective [supporting documentation](#) (as specified in that section). The sooner the

documentation is provided, the more likely it will be taken into consideration (in order of priority).

*Students should not expect that documentation provided later in the process will be prioritized over that provided in a timely fashion. **If supporting documentation is not provided, special circumstances will not be considered.*** If you have provided any of the documentation in the past, and it remains relevant, you do not need to re-attach it for PS III consideration, however you may wish to contact Field Experience to *confirm* that the documentation is on file.

For those with children, please be sure to **update information regarding schools** that they are attending. PS III Interns are reminded that they are to **be in attendance at their respective placement school 15-30 minutes before classes commence** and should *at least* expect to remain for that amount of time after classes are over. It is advised that any **employment not start until 5:00 p.m., and that coordination of practicum/internship with employment cannot be guaranteed.**

Notes

- **All placements** are made by Field Experiences. Students are **not** to contact district staff, school administrators, or teachers to discuss/arrange placements.
- You will want to refer to **2. Practicum Information** beginning on page 17 of the [Student Handbook](#).
- While not an admission requirement to the Faculty of Education, school jurisdictions and schools require student teachers to produce a current **Criminal Record Check** (including **Vulnerable Sector Check**), prior to the beginning of their practicum/internship.
- Students may also be required to submit an Alberta Children and Youth Services **Intervention Record Check**. (Presently Medicine Hat Public and Prairie Rose School Districts require this check.)
- **Students placed in Calgary Board of Education schools** must also complete, sign and submit a **Confidentiality and Ownership of Work Agreement** to their school administrator, prior to their internship start. (This form is provided to you by the Field Experience Office after placements are confirmed.)

We hope you have a rewarding internship experience!

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