

Faculty of Education - Field Experiences

SUPPORTING DOCUMENTATION for PROFESSIONAL SEMESTER I, II and III PLACEMENT CONSIDERATION

PLEASE NOTE: Acceptance of an Offer of Admission to the Faculty of Education indicates your acceptance of the possibility of having to commute daily to and from or to be temporarily billeted (Sunday to Thursday nights) for practicum placements within Zone 6 ([Zone 6map](#)).

In making practicum placements, special consideration will be given **only to those students submitting the required supporting documentation for that particular practicum or internship**. While such circumstances will be considered in making practicum placements, they *do not guarantee* that students will be placed locally, or within a daily commutable distance.

The following are situations which Field Experience staff endeavor to take into consideration when making placements, including a brief description of the supporting documentation requirement for each.

- Family situation** (e.g. dependent children) - If you checked the box indicating that you have a dependent family member, you will need to provide a copy of their Alberta Health Care card or their birth certificate.

- Employment** - Students must provide a letter of employment (on letterhead and signed by their supervisor) which includes the business name; supervisor name and phone number; and days/hours of work (i.e. Mon. & Thurs. 5:00pm -9:00pm)
 - **Please note:** *The U of L Calendar states: “Students entering the Faculty of Education should note that practicum placements include locations anywhere within Zone 6. Students must be prepared to travel. Some locations require relocation Monday to Friday. The coordination of practicum or internship and employment cannot be guaranteed. Students may provide a signed letter from their employer that includes: supervisor name, phone number, and planned work schedule (ie. weekend hours) to Field Experiences with the understanding that employment may well not be accommodated.”*

- Health** - If you have a health issue requiring specific consideration, (such as that affecting placement location travel or billet situations), you will need to provide a signed doctor’s note on letterhead ‘*detailed the situation as it pertains to practicum placement, while also indicating that you are able to participate in the internship*’.

- **Involvement in university sanctioned extra-curricular activities** - Current participation in "*university sanctioned*" extra-curricular activities may be taken into consideration for placement purposes. This does not refer to intramural or non-university activities. Students must provide supporting documentation from their U of L coach or director etc., which includes dates and times of season/event (pertaining to the respective practicum or internship) for consideration. Please refer to the 'Attendance Policy' of the respective semester handbook.
- **Marital Status** - If you are hoping to have your marital status taken into consideration, you will need to provide proof of marriage (certificate).
- **Common Law Status** *may* be taken into consideration if there are significant opportunities available after the above have been considered. If you are hoping to have your common-law relationship taken into consideration, you will need to provide proof of said common law status which may be in the form of: an Independent Partner Agreement; a mortgage, rental agreement and/or utility bills showing both names. (Block out confidential information not required for proof.)
- **Voluntary Activities** *may* be taken into consideration if there are significant practicum opportunities available, after all of the above have been considered. If you are hoping to have a voluntary activity taken into consideration, you will need to provide a letter of documenting such (on letterhead and signed by the person responsible for the activity) which includes the activity name; supervisor name, and days/hours of volunteer activity.

Please be reminded that any situation described above that you have indicated pertains to you, will not be taken into consideration if you do not provide the respective documentation by the date indicated on the respective Student Information form, or if it does not satisfy the requirement for consideration.