



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 6 map](#)).

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).
- **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 *'detailing the requirement with regard to practicum placement'*.
- **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 or Common Law Status** - If you are hoping to have your marital or common law relationship taken into consideration, you will need to provide proof of marriage (certificate), or common law status (mortgage, rental agreement, utility bills showing both names. (Block out confidential information not required for proof.)

Please be reminded that any situation described above that you have indicated pertains to you, will not be taken into consideration if you fail to provide the respective documentation by the date indicated on the respective Student Information form.