



UNIVERSITY OF
CALGARY

Undergraduate Programs in Education

Field Experience II Placement Guide

Important Dates,
Placement Information Form Guide,
Field Experience II FAQ

Posted: Fall 2021

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EDUC 465: Field Experience II

Dates:

March 14th - April 22nd, 2022+

+Field II is four weeks.

- Start and end dates will depend on the timing and duration of the Spring holiday at each school.
- Ensure that you are available for the entirety of the six weeks stated.
- Your schedule will depend on your placement school and will be confirmed when placements are finalized, and your Field Instructor is assigned.
- Field Experience II, III, IV students do not follow university breaks, including term breaks.
- Field Experience will take place in schools, in person for all students.

Field Experience Seminars

Pre-service Teachers in Field Experience II will be required to attend two field experience seminars. The first field seminar will give the Field Experience Instructor an opportunity to discuss the field experience and go over expectations and responsibilities as well as provide Pre-service Teachers with an opportunity for clarification. The second field experience seminar will take place either on-campus or via Zoom and will occur at the conclusion of the field experience and will provide an opportunity for Preservice Teachers to discuss their experiences. The Field Experience Instructor may also allocate this time for concluding assignments. The Field Experience Seminars are considered an integral part of the field experience and attendance is mandatory.

Important to note:

1. The field experience seminars are mandatory; they are a required part of the Field Experience course.
2. The field experience seminars are determined by your placement location, not your pathway.

Calgary & Area Placements - Seminar Details

Seminar I: Wednesday, March 2, 2022; 9:00AM-12:00PM or 1:00PM-4:00PM

Seminar II: Thursday, April 21, 2022; 9:00AM-12:00PM or 1:00PM-4:00PM*

**Please ensure you are available for both times, as seminars will not be assigned until placements are finalized and your Field Instructor is assigned. As a reminder, Field Experience Seminars are mandatory and are a required part of the Field Experience course.*

Your seminars are on-campus, and in-person – please plan accordingly. These sessions are not available via zoom or recorded.

Community-based students with a Calgary and Area placement: You are expected to attend your assigned seminar, on-campus.

Out of Area Placements - Seminar Details

Seminar I: Anticipated: Wednesday, March 2, 2022*

Seminar II: Anticipated: Thursday, April 21, 2022*

**Seminar dates and times will be confirmed by the instructor, as seminars will not be available until placements are finalized and your Field Instructor is assigned. As a reminder, Field Experience Seminars are mandatory and are a required part of the Field Experience course.*

Your Seminars are held over online (zoom).

The Placement Information Form

The Field Experience team uses the information collected through the form to determine your preferences, ineligible sites, potential conflicts of interest, residential address during Field Experience and access to a vehicle or public transportation.

We strongly encourage you to include your preferences, professional and educational background, and interests in this form as this information helps us and our educational partners choose the most appropriate placement and partner teacher for you.

The location of your placement will be determined by three elements: attention to diversity of experience, attention to teachable subject area and willingness of a partner teacher to volunteer to mentor. Your residential location will be considered although it is secondary to those elements.

Every effort is made to place student teachers within a reasonable traveling distance from their place of residence, however, based on available school sites, this cannot be guaranteed. While we aim to secure a placement for you within a 60-minute commute of your home, travel times could be up to 90 minutes (one-way).

Securing and finalizing Field Experience placements has been significantly more challenging this past year due to COVID. We appreciate your flexibility, especially with any changes regarding your placements.

Other Reminders

Mandatory Seminars are scheduled for each practicum. These dates were posted on the UPE Field Experience webpage in July. Seminars are determined by your Placement Location, not your pathway.

We cannot guarantee that you will be placed in your preferred school board/division(s). When you complete your placement information form, we encourage you to include many areas, school boards and areas of interest in your preferences. With this greater flexibility, we will make every effort to place you in the best placement possible!

Any requests must be submitted via the Placement information form. To ensure accuracy, requests submitted via email are not recorded due to the high volume of emails the UPE Field Office receives.

A note about our Out of Area Placements

Out of Area placements are offered by the local school district superintendent's and human resources offices. When securing your placement, we work closely to ensure the School District has all the information they need to secure the best possible placement.

Your Out of Area placement will be offered by the School District, based on your program, pathway, placement information form submission, residential location AND placement school and partner teacher availability, subject and grade expertise, interest, and commitment to supporting our pre-service teachers.

Action Items:

The Field Experience Placement information form is now available. This form is required and will ensure we have the correct information to secure your Field Experience placement.

1. Register for your Field Experience courses through the UCalgary Student Centre – You will not have access to the Placement Information Form if you have not registered for your Field Experience Course.
2. Log in to the Student Field Experience (SFE) portal, here: <https://sfe.ucalgary.ca/>
3. Please ensure you have read through the FAQ document above.
4. Complete the Placement Information form.
 - We strongly encourage you to include your preferences, professional and educational background, and interests in this form as this information helps us and our educational partners choose the most appropriate placement and partner teacher for you.
 - We encourage you to include many areas, school boards and areas of interest in your preferences. With this greater flexibility, we will make every effort to place you in the best placement possible!
5. After submitting the form, we ask you log in again, and confirm your submission saved correctly.
6. Please check your Fall and Winter registration and ensure that you are enrolled in your classes. The Field Team's communications rely on your registration in the appropriate Field Experience courses.
7. Please complete this form by the deadline set by the UPE Field Experience Team.

Please ensure your submission is reflected in your Field Experience II (EDUC 465) placement information form.

If your submission is not visible, please resubmit immediately.

Completing the Placement Information Form

Reminder: In your Student Centre (<https://my.ucalgary.ca/>) remember to register in your Field Experience course, if you have not done so already. You will not have access to the field form unless you are registered.

Accessing the Student Field Experience (“SFE”) Portal

Please log onto SFE here: <https://sfe.ucalgary.ca>

- You will need your eID and password
- Use a desktop computer (not phone)
- Use Google Chrome

Your Student Information

- All information in the grayed-out boxes is automatically populated from your Student Centre. If any of the information is incorrect, please check your Student Centre.

Mail Address

- All information in the grayed-out boxes is automatically populated from your Student Centre. If any of the information is incorrect, please check your Student Centre.

Please Update This Student Information

- If applicable – Please enter your preferred name if different from how it appears in your Student Center (e.g. nickname or shortened version of your name).



**This system times out after 10 min.
Please go back and submit and save as you go along.**

Placement Area/Zone

Please Choose One (1) Option - Choose Calgary and Area or Out of Area Placement

Depending on your choice, the form will change.

- At this point you will need to decide if you are requesting an Out of Area Placement **OR** a Calgary and Area Placement. You may NOT choose both.

A) Calgary and Area Placements ("CAA")

- These placements occur in school divisions in the City of Calgary and surrounding area. Please refer to our map, [here](#)
- While we aim to secure a placement for you within a 60-minute commute of your home, travel times could be up to 90 minutes (one-way).
- Any student may request an CAA placement. Field Experience placement areas are based on eligibility and may require additional approvals, depending on your program, pathway, and location.

Reminder: Your placement will be made by the Directors of Field Experience, with attention to diversity of experience, attention to teachable subject area and willingness of a partner teacher to volunteer to mentor.

B) Out of Area Placements ("OOA")

- Out of Area placements are field experience placements in rural and remote areas. These placements occur in school divisions that are not considered Calgary and area.
- Any student may request an OOA placement*.
*Field Experience placement areas are based on eligibility and may require additional approvals, depending on your program, pathway, and location.
- Field experience placements can be arranged across rural and remote areas of Alberta, the Northwest Territories, the Yukon, in rural and remote British Columbia, and Indigenous Schools.
- While we aim to secure a placement for you within a 60-minute commute of your home, travel times could be up to 90 minutes (one-way). We will do our best to accommodate requests for an OOA Placement, but we cannot guarantee an out of area placement.
- If a suitable OOA placement is not available, you will be contacted by a Director of Field Experience to discuss alternatives.

Students requesting Out of Area placements should note we will NOT entertain requests for locations that are home to educational institutions that offer Bachelor of Education degrees (the location is generally considered the city and surrounding area).

- We will NOT consider requests for the City of Edmonton, Red Deer or Lethbridge proper, however, we will consider placement requests for areas within a 90-minute drive of those city centers.
- The intention of Out of Area placements is to support and facilitate Field Experiences in rural and remote areas.

Reminder: Out of Area placements are offered by the local school district superintendent's and human resources offices.

- When securing your placement, we work closely to ensure the School District has all the information they need to secure the best possible placement.
- Your Out of Area placement will be offered by the School District, based on your program, pathway, placement information form submission, residential location AND placement school and partner teacher availability, subject and grade expertise, interest, and commitment to supporting our pre-service teachers.

Degree and Academic Plan

Calgary and Area

Information in the greyed-out boxes is automatically populated from UCalgary Student Centre records. If any of the information is incorrect, please contact the UPE Advising team, upe@ucalgary.ca

Out of Area

You have been accepted into the Bachelor of Education Program in either Elementary or Secondary. Please note that over the course of your program, you will normally be given field experiences in the two divisions within your route.

Elementary v. Secondary Boxes

If you a 4 Year Bachelor of Education Community Based student, you have been admitted into a K-12 pathway. To assist us in finding you a placement please indicate your preference for Elementary or Secondary placement.

Elementary

Early Childhood Education – Select Division I
Division I - Grades K-3
Division II - Grades 4-7

Secondary

Division III - Grades 6-9
Division IV - Grades 10-12

Out of Area Placement Preferences

Your options include Public, Separate/ Catholic, Indigenous, French Immersion, and Francophone.

- We strongly encourage you to choose several placement types/ school boards.

Local Address / Location

This is your address/residence during Field Experience.

- This section MUST be completed, including Quadrant and Community.
- Please provide the address where you will be living DURING field experience.
- This address will inform our placement location and eligibility.



If you move, please inform upefield@ucalgary.ca immediately.

Calgary & Area Quadrant

- Select the quadrant of the city you reside in (**not where you prefer to be placed**).
- **OUR QUADRANTS ARE UNIQUE** - Choose carefully! Please ensure you select the correct quadrant as it is considered during the placement process.
- Please refer to our map to select the correct quadrant, [here](#)
 - You will notice the quadrant zones include a color - this is to flag our Calgary and area quadrant zones are not the same as City of Calgary - and are designed to consider your transportation!

Calgary & Area Community

- Select the community (neighborhood) you will be residing in during your Field Experience placement (**not where you prefer to be placed**).
- If your neighborhood is not listed, please enter the information in the "Other Community" text box.

Out of Area Quadrant:

- Quadrant: Select **".Out of Area."**

Out of Area Community:

- Community: Select **".Out of Area."**
- *Reminder: Out of Area Field Experience placements are intended to support Rural & Remote Field Placements.*

Transportation

- Please choose whether you will be travelling to and from your placement using a car or public transit.
- If you leave it as “Not Specified” we will assume you are driving a car.

Transportation considerations

- While we aim to secure a placement for you within a 60-minute commute of your home, travel times could be up to 90 minutes.
- If using public transportation, our rule for public transit is maximum 90 minutes from your home to the school (one-way) on Calgary Transit. If you have access to a car, DO NOT choose “public transit” because you think we will place you closer to your home.
- If travelling by car, our rule is maximum 90 minutes from your home to the school (one-way).
- Out of Area Field Experience placements are made with the understanding you have access to a vehicle. We cannot make accommodations for transit in areas outside of Calgary - please ensure you are able to get to the places requested.

If you have selected an Out of Area Placement

- Final placement decisions are made in the Undergraduate Programs in Education office and are contingent on placement availability. Preferred school divisions are not guaranteed.
- The faculty will assign student teachers to specific schools, partner teachers and supervisors/instructors for the field experiences.
- Under NO circumstances shall student teachers contact a field site regarding their placements until they have been confirmed and posted by the faculty.
- Pre-arranging placements with specific schools and/or teachers is NOT permitted.

If you are requesting "Out of Area" under areas for school placement, please include the following:

1. The community you will reside in **during** your Field Experience
2. The school division(s)/ jurisdictions you are interested in
3. Towns/hamlets/communities you could be placed in (a minimum of 5 is required)



Reminder! This system times out after 10 min.

Please go back and re-submit and save as you go along.

After submitting the form, we ask you log in again, to confirm your submission saved correctly.

Ineligible Sites for Consideration of School

You will not be placed in schools where you attended or from which you graduated within the last 5 years or where family or friends presently attend, work, or have a professional affiliation.



Note: It is your responsibility to notify the Undergraduate Programs in Education of ineligible schools where a conflict of interest may exist. Failure to comply with these conditions could jeopardize successful completion of the field experience.

Please include all ineligible sites and information in the Placement Information Form

Out of Area placement considerations

- Exceptions may be made in remote communities.
- List any ineligible schools as requested; if necessary, the Director of Field Experience will discuss this with you.

All Students - Please list:

- Schools you attended or graduated from within the last 5 years
- Schools where family or friends presently attend or work
- All schools where you coach and/or volunteer

Other Strengths

List any additional preferences/ information that you wish to be made known (qualifications/ interest in other teachable subject areas, specific training, etc)

- Comment on your background knowledge, expertise, or experiences that you have had outside of your academic studies that may be useful in a school setting.
- We cannot make any guarantees, but we do try and use this information to make the best possible placement.
- For Field Experience III & IV, we ask you please list additional information that will assist us in facilitating your placement, keeping in mind that your placement must be 50% in your teachable subject area.



Please limit this section to a few bullet points.

We strongly encourage you to include your preferences, professional and educational background, and interests in this form as this information helps us and our educational partners choose the most appropriate placement and partner teacher for you.

You encourage you to comment on your background knowledge, expertise, and experiences that you have had outside of your academic studies that may be useful in a school setting.

For example,

- If you are in **Fine Arts**, please describe your area of focus within your specialization (for example: Visual Arts - ceramics, digital, and others; Drama; Dance - Ballet, Jazz, etc.).
- If you are in **Music**, please indicate whether your specialization is instrumental/band or choral and if you can teach both.
- If you are in **Second Languages**, please provide your language(s) and level of proficiency (for example: DELF or DELE)
- If you are in **Secondary Science**, please indicate which sciences you are willing to teach (Biology, Chemistry, Physics).
- If you have **other areas of expertise**, please provide additional information. If you are interested in having an experience in a Career and Technology Studies (CTS) placement, particularly for Field Experience II, please let us know the area of interest and your background in that area.

What are we looking for?

Many of our students have diverse backgrounds, and interests and areas of expertise that include languages, sports, specialized skills, trades, or interests. This section helps us better understand your strengths, professional goals and other considerations when securing your placement.

- Like you, our Partner Teachers also have very diverse teaching assignments, and getting a better sense of your interests helps make the best match possible!

Change of Specialization



Note: If you have requested a change of specialization or grade route (elementary/secondary) with the UPE office, please also note this in the “other strengths” box. This will allow us to plan more effectively.

Areas for School Placement

Your placement will be made by the Directors of Field Experience, with attention to diversity of experience, attention to teachable subject area and willingness of a partner teacher to volunteer to mentor.

- Final placement decisions are made in the Undergraduate Programs in Education office and are contingent on placement availability. Preferred school divisions are not guaranteed.
- The faculty will assign student teachers to specific schools, partner teachers and supervisors/instructors for the field experiences.
- Under NO circumstances shall student teachers contact a field site regarding their placements until they have been confirmed and posted by the faculty.
- Pre-arranging placements with specific schools and/or teachers is NOT permitted.

Calgary and Area

- You are asked to check as many boxes as possible below, to avoid limiting your placement options.
- **A minimum of three (3) school board divisions are required.**
- Please ONLY select School Boards/Divisions that you can access with your mode of transportation for the entire field experience.

Remember to check your submission!

Check to make sure your form submission was saved

Once you have submitted this form, please exit SFE and log back in to make sure all information was saved.



Field Experience II FAQ

Where will my placement be?

Every effort is made to place student teachers within a reasonable traveling distance from their place of residence, however, based on available school sites, this cannot be guaranteed. Placements may have a travel requirement of up to 90 minutes from your home. Our priority is to give you the best placement possible with a focus on partner teacher availability and school willingness to host preservice teachers.

Students admitted in the on-campus pathway should plan for a Calgary & Area placement. If you were admitted as an on-campus student, please anticipate completing your courses, including Field Experience, in Calgary and area.

Students admitted to the Community-based pathway seeking an Out of Area placement should include 3-5 towns or hamlets within a 90-minute drive of their rural or remote community, when completing the Placement Information Form. You may be placed in either the public or separate school district, so please include the names of both school boards.

Will my Field Experience be in the classroom this year?

YES! Please anticipate completing your Field Experience in the classroom. We intend to complete the 2021/22 Field Experience practicums in a face-to-face manner as that is what teachers will be doing, so far as we know at this time. We are emulating the realities of K-12 education in our placements. Should there be changes to that reality, we will emulate those changes also. This year the placements were face-to-face, in the classroom.

What if I have questions about special accommodations?

Special accommodations are best addressed by the Directors of Field Experience. If you are requesting accommodations for Field Experience, we recommend you contact the Directors of Field Experience directly, in addition to the University of Calgary Student Accessibility Services office, as appropriate. Recognizing that many accommodation requests are of a sensitive nature, we ask you please reach out to the appropriate contacts directly if your request is of a personal, health-related, or sensitive nature.

Directors of Field Experience

- Calgary & Area Field Experience Placements: Dr. Theodora (Dora) Kapoyannis, Director of Field Experience, On- Campus Program, theodora.kapoyannis@ucalgary.ca
- Out of Area Field Experience Placements: Dr. Astrid Kendrick, Director of Field Experience, Community-Based Pathway, astrid.kendrick@ucalgary.ca

Student Accessibility Services

- They work with the Director of Student Experience, Werklund School of Education, to ensure your Field Experience is well supported. We recommend this formalized process as ensures we secure your field experience placement with the information we need. Student Accessibility Services: <https://www.ucalgary.ca/student-services/access>

What are the Police Information Check requirements?

The UPE Field Experience team anticipates the 2021/2022 Police Information Check requirements and process will be available in July 2021.

- Police Information Checks (PICS) are required of all Bachelor of Education students heading into a field experience semester.
- PICs must be dated **AFTER July 1st, 2021** to be valid for Field Experience placements Fall 2021 and Winter 2022. Remember: A current, clear Police Information Check (PIC), including a Vulnerable Sector search, is required of all students participating in field experience.
- For more information, visit: <https://werklund.ucalgary.ca/undergraduate-programs/field-experience/police-information-checks>

Where can I find more information about Field Experience?

- Please visit our website, here:
<https://werklund.ucalgary.ca/undergraduate-programs/field-experience/field-experience-information>
- We also encourage you to review your role and responsibilities as outlined in the [Pre-Service Teacher Field Experience Handbook](#)

Contact

Please reach out if you have questions!

The Career and Field Experience Team

Undergraduate Programs in Education

upefield@ucalgary.ca