



Field Experiences PS III Out of Zone Internship Request

Student Information:

Date: _____

Name: _____ ID: _____ Education Major: _____

Program: _____ High School Graduated from: _____

I am requesting a PS III placement in: Elementary or Secondary in Spring or Fall of _____ (year)

Location Information: Please list your preferred town or city location in order, below. Preferred locations provide Field Experiences with a starting point but are in no way guaranteed. You may include as many as three locations, but feel free to list fewer as well.

1. Town/City: _____ Province: _____

2. Town/City: _____ Province: _____

3. Town/City: _____ Province: _____

School Information:

If you have selected a location **other than Calgary and the surrounding towns (Airdrie, Okotoks, Cochrane, Chestermere)**, please list your preferred school location in order below. *Preferences are in no way guaranteed.* This information provides Field Experiences with a starting point in locations that we may not have previously placed students. Please be reminded that students are **not** to contact school administrators, teachers or superintendents to arrange/discuss placements.

1. School Name: _____ Principal Name: _____

Principal Email: _____ School Phone (incl. area code): _____

School Address: _____ City: _____ Province: _____

2. School Name: _____ Principal Name: _____

Principal Email: _____ School Phone (incl. area code): _____

School Address: _____ City: _____ Province: _____

3. School Name: _____ Principal Name: _____

Principal Email: _____ School Phone (incl. area code): _____

School Address: _____ City: _____ Province: _____

School Board Information: If multiple boards are applicable, indicate each in the order you used for the schools. Attach additional page if needed.

School Board Name: _____ Superintendent/Designate: _____

Phone (incl. area code): _____ Superintendent Email: _____

Supporting Documents: Submit the following two documents along with this form to Field Experiences.

- Your response to "What do you consider your strongest attributes that will benefit the students and teachers of the host school?"
- A brief autobiography

Notes:

- If you are approved for an **Out of Zone** PS III Internship placement in Spring **and** have selected or been placed at the Secondary level in a semestered school, your internship will start later (late January or early February) therefore you will not be finished your internship by the end of the university Spring semester. As a result, **you may not be eligible for Spring graduation**, nor is it likely that you will be able to take Summer Session I courses.
- Approval for Out of Zone placements is not guaranteed. Approval is primarily based on number of Out of Zone placements available, as well as student performance in PSI and PSII (including both practica and on-campus courses). Students who have encountered difficulties in either will not be eligible.
- Students who are approved for an out-of-zone location recognize that it is their responsibility to be proactive in being in contact with and responding to their University Consultants in a timely manner. Out of Zone placement supervision may be completed virtually, so it is imperative that student interns stay in close contact with their University Consultant throughout the practicum experience.