

UNIVERSITY OF LETHBRIDGE
FACULTY OF EDUCATION

**Education 2500 – Orientation to Teaching
Waiver Policy**

A student may petition to have Education 2500 (EDUC 2500) waived on the basis of previous paid or volunteer classroom experience.

A Waiver of EDUC 2500 does not carry university course credit. Once admitted into the Faculty of Education, the student must replace EDUC 2500 with another Education elective.

Only the following school settings will be acceptable for earning a waiver:

- Public school within Canada
- Separate school within Canada
- Charter or Private school within Canada with *prior* approval from the Assistant Dean, Student Program Services, Faculty of Education

The following documentation is required:

1. Letter of request written by the applicant for a Waiver of EDUC 2500 submitted to Student Program Services, Faculty of Education, by **February 1**.

This letter must include a description of classroom experiences, including grade level of the children involved (grades K-12) and the time spent teaching/assisting/observing, for a minimum total of **120** hours. Please include your personal contact information such as phone number, email address, mailing address, and U of L ID# if applicable.

2. Letter(s) of reference written by the supervising teacher(s) submitted to Student Program Services, Faculty of Education, by **May 1**.

Letters **must state specifically the total number of hours** – not the number of days or weeks, completed by the student. The teacher(s) will provide a description of duties performed by the student as well as identifying the student's suitability to teaching including a **favourable recommendation to the teaching profession**.

- Although the Waiver request is due **February 1**, applicants have until **May 1** to acquire the school hours and submit their reference letters.
- All reference letters must be on school letterhead and include a teacher's signature. Supervising teachers must have current teacher certification. Students

should select only one or two supervising teachers within one school.

- Experiences must be in a **Canadian** school classroom setting under the supervision of a certified teacher where grades K-12 curriculum is taught.
- Activities outside the regular school day will not be considered as part of the 120-hour requirement. (e.g. coaching, play or musical production, adult education, tutoring, field trips, etc.)
- A student must have a minimum GPA of 2.5 to be eligible for a Waiver.
- **A high school student's Work Experience course does not count towards the fulfillment of the 120 hours.** Additionally, any volunteer experience while still a high school student will not be considered.
- Students in the U of L Combined Degrees program are not normally eligible for a Waiver of EDUC 2500. It is expected that students in the Combined Degrees program will take the EDUC 2500 course or its equivalent from a transfer institution.
- Students who have previously taken EDUC 2500 but either failed the course or were not recommended are not eligible for a Waiver of EDUC 2500.
- Students who receive a waiver of EDUC 2500 must complete Professional Semester III in Alberta (due to TQS requirements).
- A Waiver of EDUC 2500 is valid for two years from the time of approval.**

EDUC 2500 WAIVER DEADLINES

Waiver Request: February 1

Supporting Documents: May 1

It is the candidate's responsibility to arrange for documentation to be submitted to:

Student Program Services
Room TH 421, Faculty of Education
University of Lethbridge
4401 University Drive
Lethbridge, AB T1K 3M4

Phone: 403.329.2254

edu.sps@uleth.ca

Fax: 403.329.2372

If you intend to apply to the Faculty of Education, please note the following deadlines:

Application Deadline: February 1

Application Document Deadline: March 1

January 10, 2018