

Languages Canada
Quality Assurance Committee

Template for Practicum Equivalence Letter

The amendment to teacher qualifications, item #6 states: "In the case of a degree including the methodology component but not a practicum, the program's Academic Leader would need to submit a letter which indicates that the holder's teaching experience is sufficiently equivalent."

Change proposed further to QAC meeting November 25th:

This letter should only be completed after a minimum of 20 hours of observed teaching, within the probationary period (3 months), in the Member's program. The teacher's contract could only be extended once this practicum condition is satisfied.

Please review Standard E1a under Teaching Staff.

This template is for guidance only; you may prefer an alternative format that includes the headings below.

Name of Member Program

Date

Name of teacher

Degree(s)

English language teaching experience

Employment in your program (period of time, type of course)

Observed teaching hours in your program

Observer(s)

Reason(s) you consider that the holder's teaching experience is sufficiently equivalent.

Signature of Academic Leader

Date