



AIMS OF THE PIE PROGRAM:

CSL introduces Partners in Education (PIE), a pilot program that aims to acknowledge Community Partners' valuable contribution by providing learning opportunities.

PIE will provide space each term (Fall/Winter) for individuals from non-profit partner organizations to be guest students in a CSL Designated Course or courses offered through the Faculty of Extension. This program aims to support and enhance the capacity of the individuals and organizations that contribute to our curricular program each term.

CRITERIA:

- Applicant must currently be in at least their second term as a CSL Community Partner.
- Applicant must have supervised a minimum of 4 students by the course start date.
- Applicant must be an off-campus not-for-profit organization. Employees of the University of Alberta, schools, and the City of Edmonton are not eligible.
- Applicant cannot currently be enrolled at a post-secondary institution.
- Course must be for professional or educational purposes.
- Applicant must have time and permission from employer to participate fully in the course during normal work hours.
- Admission is subject to CSL Program discretion.

TIMELINE: (please contact the Communications & Program Coordinator for exact dates)

(For Fall courses)

MID-JULY	Request for Applications
EARLY AUGUST	Application Deadline
LATE AUGUST	Notification of Approval
EARLY SEPTEMBER	Classes Begin

(For Winter courses)

MID-NOVEMBER	Request for Applications
EARLY DECEMBER	Application Deadline
MID-DECEMBER	Notification of Approval
EARLY JANUARY	Classes Begin



PLEASE NOTE:

- Courses within the Faculty of Business are not eligible. Other courses which may be ineligible: Physical Education, Law, languages.
- Students can access the UofA libraries through the Edmonton Public Library (EPL). Visit an Edmonton Public Library with your EPL library card and ID and ask for the TAL (The Alberta Library) card. EPL will issue a separate card. The student can bring a TAL card, and ID, to a University of Alberta Library and uses it to take out books. The student may want to let a librarian know they will be using a TAL card before taking books out.
- The CSL Program cannot guarantee availability of courses or spaces for enrollment in a particular class. These factors are subject to instructor and program discretion.
- The PIE Program cannot guarantee enrollment in courses. Course enrollment will be subject to instructor approval and space availability.
- The CSL Program does not fund textbooks, ancillary fees, field trips, or student services.
- Individuals must meet any/all pre-requisites for the course/program.
- PIE students cannot displace a fee-paying student.
- University of Alberta policy and CRA regulation states that whenever tuition is paid on behalf of a student, a T4A statement will be issued as it is a taxable benefit.

QUESTIONS?

Contact Jill Flaman flaman@ualberta.ca, 780.492.2037

PARTNERS IN EDUCATION (PIE) APPLICATION FORM

PERSONAL INFORMATION			
Name:		Age:	
Mailing Address:			
Email:		Phone:	
Level of Education:		Are you a previous U of A student or employee?	
Name of Employer:			
Number of Years in the Non-Profit Sector:			
Are you applying for the program as:			
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Pre-study Preparation	<input type="checkbox"/> Personal Interest	<input type="checkbox"/> Other



CSL SUPERVISION HISTORY

Please list the terms you have supervised CSL students

TERM:	NUMBER OF STUDENTS SUPERVISED:
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In 600 words or less, on a separate piece of paper please describe:

- Why you want to take a university class (including your background)
- What subject areas you're most interested in pursuing
- How you hope this opportunity will benefit your professional development or educational interests

U of A COURSES OF INTEREST + INSTRUCTORS *(Please list up to 5)*

To view a current list of courses on Main Campus, please visit [Bear Tracks](#) (the U of A online registration system). Please note: On-line registration is not available.

To view a current list of courses at the Faculty of Extension, please visit their [website](#). Please note: On-line registration is not available.

Course Number/Name:	Instructor:
Course Number/Name:	Instructor:
Course Number/Name:	Instructor:
Course Number/Name:	Instructor:
Course Number/Name:	Instructor:

If you plan to take a course that takes place during paid work hours, please have your supervisor authorize your application form here:

Supervisor

Signature

CHECKLIST

- I have read the PIE guidelines.
- I have considered the time commitment required for the PIE program.
- I have received permission from my employer (if necessary) to pursue this opportunity.
- I have attached my Statement of Interest.

Signature

Date

Protection of Privacy

The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Student's personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and contracted or public health care providers as required. Personal information is protected under the Alberta Freedom of Information and Protection of Privacy Act. For further information contact the Administrative Director, Administration, Interdisciplinary Studies, Community Service-Learning and the Centre for Writers, Suite 400, Arts & Convocation Hall, Faculty of Arts, University of Alberta or call [780.492.9557](tel:780.492.9557).