

DEADLINES AND SITE CONFIRMATION POLICIES FOR ALE PLACEMENT SITES
(ACCELERATED AND TRADITIONAL FORMATS)

ALE Deadlines for Site Selection

- **Traditional ALE Format:** ALE I and II is completed over two consecutive semesters. Students start on site hours on the 8th week of the ALE I semester (total of 100 hours on site hours in the second half of the semester). ALE II onsite hours start on the first week of the ALE II semester (total of 200 hours on site hours for the full semester). **Students work on ALE site selection with their Faculty Advisors during the first few weeks of the ALE I semester. All ALE placements are confirmed by the end of the 7th week of the ALE I semester.**
- **Accelerated ALE Format:** ALE I and II is completed in one semester. Students start ALE I onsite hours on the first week of the semester (total of 100 hours on site hours in first half of the semester). Students start ALE II onsite hours on the 8th week of the semester (total of 200 on site hours during the second half of the semester). Students in the accelerated format will meet with the ALE Faculty Advisor early in the semester (prior to enrollment in the accelerated ALE) for selection of the ALE site.

For Students Planning an Accelerated ALE for Fall Semester: If students are enrolling in accelerated ALE for fall semester, ALE site selection and confirmation is completed during spring semester. **Students need to attend the required Accelerated ALE Orientation Meeting during spring semester. Placement sites are confirmed by April 11th.**

For Students Planning an Accelerated ALE for Spring Semester: If students are enrolling in accelerated ALE for spring semester, ALE site selection and confirmation is completed during fall semester. **Students need to attend the required Accelerated ALE Orientation Meeting during fall semester. Placement sites are confirmed by November 11th.**

For Students Planning an Accelerated ALE for Summer Semester: If students are enrolling in accelerated ALE for summer semester, ALE site selection and confirmation is completed during spring semester. **Students need to attend the required Accelerated ALE Orientation Meeting during spring semester. Placement sites are confirmed by April 11th.**

Required Accelerated ALE Orientation: All students planning an accelerated ALE practicum are required to attend an orientation meeting. The purpose of this meeting is to review the requirements for completing ALE in the accelerated format and the process for site confirmation. If students do not attend this meeting they will not be able to enroll in the accelerated format. The orientation meeting date and time will be sent to students at the start of each semester.

Missed ALE Site Confirmation Deadlines:

- **Traditional Format:** If sites are not confirmed by the deadline, students will need to withdraw from the course and enroll in ALE I in the following semester.
- **Accelerated Format:** If sites are not confirmed by the deadline, students will be dropped from ALE II. Students will be expected to enroll in the traditional format for ALE I and II (with ALE I and II completed over two consecutive semesters).

ALE Preparation Classes: All students enrolled in the traditional and accelerated format are required to attend ALE preparation classes schedule during the first half of the ALE I semester in HEA649. These preparation class hours are applied to the ALE I - 100 hour requirement.

ALE Faculty Advisor Policy for Site Confirmations and Site Interviews: Students need the approval of the ALE Faculty Advisor before scheduling an ALE site interview. **All new sites need to be approved by the ALE Faculty Advisor before the interviews are scheduled. Students should not contact sites without the approval of the ALE Faculty Advisor.** Students in the traditional format will meet with their ALE Faculty Advisor during the first few weeks of the ALE I semester to begin working on site selection. Students in the accelerated format will meet with the ALE Faculty Advisor early in the semester prior to enrollment in the accelerated ALE.

Important Note: ALE Faculty Advisors are not available to assist in student placements during winter and summer breaks. Students need to plan on ALE site confirmations during the fall or spring semesters when ALE Faculty Advisors are available for advising and ALE site confirmations.