

Peel Site – (PJ and IS)

2012 Consecutive Teacher Education Program
Faculty of Education, York University

Checklist

- You are required to **submit the acceptance of the offer of admission**, along with the enrolment deposit of \$450 **before** you attend the advising session for your site. If you attended York University before, you must ensure that your student account is clear of all outstanding amounts, and that the enrolment deposit is paid in full.

- You should have already **activated your Passport York account**. If you were a previous York University student, you should be using your original York student number, and the Passport York password you had created. If you require assistance, please call (416) 736-5800.

- **Obtain a Police Record Check NOW!** School Boards require that all teacher candidates involved in a practicum placement in Ontario schools must complete a satisfactory Vulnerable Sector Police Record Check. This must be obtained prior to having direct contact with students. Without this, teacher candidates will not be allowed to attend placement in schools. We recommend you apply as early as possible in order to have your Police Record check in time to start your September practicum. It is advisable to request two original copies. Please bring a copy on August 31st for your file at the site. Please see “Police Record Checks” on page 3 for complete information and application instructions.

That’s it! You’re ready for classes on August 27th!! Be sure to:

- Attend school on **Monday, August 27th, as this is the first day of classes!!** This is NOT an Orientation Week!!!

Police Record Check with Vulnerable Sector Screening for Volunteer Purposes

All Teacher Candidates (TCs) involved in a practicum placement in Ontario schools are required to complete a Police Record Check with Vulnerable Sector Screening prior to having direct contact with students. Without a satisfactory Police Record Check, TCs will not be allowed to participate in practicum assignments. TCs should begin the process by mid-May since processing times can vary and may take up to 2-3 months during times of high volume. TCs are required to obtain the Police Record Check in the jurisdiction where they live, not where they may be placed. Please see details below for some jurisdictions. If your jurisdiction does not appear below please go to your local police station.

Barrie Residents

For information, please go to Barrie Police website at <http://www.police.barrie.on.ca/node/79> They can also be reached at 705-725-7025.

Durham Region Residents (Ajax, Whitby, Uxbridge, etc.)

For information, please go to the Durham Regional Police website at http://www.drps.ca/internet_explorer/whatsnew/whatsnew_view.asp?ID=7272. They can also be contacted at 905-579-1520, ext. 4104.

Peel Region Residents (Brampton, Mississauga, Caledon, Streetsville, etc.)

Form A, "Vulnerable Sector Police Records Search" can be accessed at the website below or directly from Peel Police Headquarters, 7750 Hurontario St., Brampton, telephone number 905-453-2121 ext. 390.

http://www.peelpolice.on.ca/Police_Records/Criminal_Records_Search/Searches_For_Volunteers.aspx

Please note special instructions for TCs with a practicum placement with the Peel Board (Public). (This does not apply to TCs with placements in the Dufferin-Peel (Catholic) Board.

TCs with a practicum placement in the Peel Board (Public) are required to submit the original copy of their criminal report to Lisa Cruickshank, Employee Relations Officer, Criminal Record Check, Peel District School Board, 5650 Hurontario Street, Mississauga, ON. **The report must be dated within 6 months.** If you require multiple originals of the Police Record Check, i.e., if you will be placed in Peel and another board during the year, please request multiple copies when you submit your application to the Peel Police Services. If you require additional information regarding the Peel Board (Public) Police Record Check policy, please contact Lisa Cruickshank at 905-890-1010, X-2408 or at lisa.cruickshank@peelsb.com

Toronto Residents (East York, Etobicoke, North York, Scarborough, Toronto)

Toronto Police Services requires a signature from an authorized York University representative. TCs must pick up the appropriate form from the Practicum Office, 108 Winters College, Keele campus. TCs must present photo ID to obtain the form and signature. The completed form must be taken to 40 College Street (between Bay and Yonge) for processing.

Please note special instructions for TCs with a practicum placement with the TDSB (Public). (This does not apply to TCs with placements in the TCDSB (Catholic) Board.

TC's who will be doing a TDSB placement, will need to take the original record check from Toronto Police Services to the TDSB police record check office, 17 Fairmeadow Ave, Toronto, ON. M2P 1W6, room 107, and have it verified.

York Region Residents (Thornhill, Richmond Hill, Markham, Newmarket, etc.)

TCs can download the appropriate form from the York Region Police website at http://www.yrp.ca/docs/forms/YRP149_Vulnerable_Sector_Screening.doc or obtain a form at one of the York Region Police Customer Service locations (e.g., Hillcrest Mall), complete it and have it processed. For more information, please call 1-866-876-5423, ext. 6759 or go to <http://www.yrp.ca/community-policing/how-do-i/vulnerable-sector-screening.aspx>.

NEW STUDENT ADVISING

ADMISSIONS

1. A refund for the \$450 enrolment deposit can only be issued for applicants who decide to cancel acceptance of our offer by **June 30, 2012**. Email or letters must be received by the BEd Student Services Office by this due date.
2. After enrolment, York University will ask you to pay a \$450 enrolment deposit. You have already paid this amount and do not have to pay another \$450 to secure your spot in your courses.
3. Some Consecutive students were granted admission, provided that they meet a condition as specified in their offer letter. Conditional admits should be resolved prior to the start of the program in August. Students who fail to meet their conditions will not be permitted to continue in the program. If you are unsure whether or not you are a conditional admit, please contact the BEd Student Services Office for verification.
4. Teacher Candidates are automatically enrolled in the mandatory student health plan for the Faculty of Education. This plan is sponsored by various student associations, with benefits being negotiated periodically. Benefits and costs vary from plan to plan. For more information on charges and opting-out, visit <http://sfs.yorku.ca/fees/additional/index.htm>.
5. If you have a documented disability, it may be helpful to disclose this information to your Course Directors. They may be able to support you more effectively with placement decisions and/or accommodations in assignments if this is something that you share with them from the outset.

WHILE YOU ARE IN THE PROGRAM

1. Most of the university's online resources can be found by visiting the York University Web site for Current Students, <http://yorku.ca/yorkweb/cs.htm>. The demographic information listed on your practicum placement form is based on what you submitted when you applied to the Ontario Universities' Application Centre. Please verify that the information is correct; if not, please update the information on the form, as well as online at <http://yorku.ca/yorkweb/currentstudents/myonlineservices.html>.
2. If you need to request a letter from the Registrar to confirm enrolment for scholarship, financial aid or employer purposes, please complete the form available from the Registrar's Office web site, <http://registrar.yorku.ca/program/letters/>.
3. Tuition for the 2011-2012 academic year was \$6,226.80. The university will bill you for year-long and Fall 2012 courses in August, with payment due September 10th. Late fees apply to any amount owing after this date. For information on additional fees, visit <http://sfs.yorku.ca/fees/additional/index.htm>
Your \$450 enrolment deposit will be credited to your student account (see <http://sfs.yorku.ca/services/statements/index.htm>). To view acceptable methods of payments and to find information on refunds, student bursaries and awards, visit <http://sfs.yorku.ca>.
4. Students can access their own tax forms at <http://sfs.yorku.ca/fees/taxforms/index.htm>.

5. Your YU-card can be obtained by visiting the YU-card Office (www.yorku.ca/yucard) in Room 200 of the William Small Centre. The RED Zone hours will be Monday to Thursday 10:00 a.m. to 4:30 p.m. Our hours as of May 7th will be Monday 9:00 a.m. to 7:00 p.m. and Tuesday to Friday 9:00 a.m. to 4:00 p.m. (3:00 p.m. on Fridays in June/July/August).
6. You will be assigned a Faculty of Education e-mail account in August. Your Education email will be the primary vehicle for communication of program related material. You will be expected to check it regularly for messages from your Course Directors and University offices, for the duration of the program.

In the interim, we have set up a blog where you will find general information about the program, as well as information for your site. Please visit <http://myedu.blog.yorku.ca>.

PETITIONS AND DEFERRALS

1. Some matters are not petitionable. For instance, the curriculum and the number of practicum hours are non-negotiable.
2. If you encounter any problems while in the program, it is in your best interest to discuss the situation with your Site Director and/or Course Directors as soon as possible to determine what action you need to take. If you are unable to complete the program as prescribed, you will not be able to graduate.
3. Deferral of final grades submission: Arrangements need to be made with the Course Director, and a Deferred Standing Agreement form must be completed and submitted by the Teacher Candidate to the BEd Student Services Office, once you have come to an agreement. Your Course Director must sign the form to verify the agreement.
4. Failing a course: Any final grade below C+ constitutes failure. You will be ineligible to continue, and must petition for reinstatement.
5. Withdrawal from courses/program: If you decide to withdraw from your program, you will need to formally notify the Faculty of Education by completing a Program Withdrawal Form and return it to the BEd Student Services Office. In order to resume your studies, you will need to petition for reinstatement if you have earned some credits towards your BEd degree. Otherwise you will need to reapply.
6. Reinstatement is not guaranteed. If your petition is granted, you may not necessarily return to your original site. Please note that the Petitions Committee reserves the right to reinstate you to the Part-Time program to complete your studies.
7. The amount of fees eligible for a refund will be determined by the University refund table. Please refer to <http://sfs.yorku.ca/refunds/index.htm>. If you would like to dispute fees owed, you will need to submit a financial petition to the Office of Student Financial Services.

CLASS CANCELLATION POLICY

During inclement weather, Course Directors at the off-campus sites may choose to cancel their classes. It is the Course Director's responsibility to ensure teacher candidates are informed with sufficient notice. The decision as to whether or not classes will run will be made by a specific time (e.g. between 5:30 am and 7:00 am for morning classes, between 10:00 am and 11:00 am for afternoon classes) and teacher candidates should:

- If it's an On-site day check Peel District School Board website
- If it's a Practicum day check the board of your Host School
- If it's a snow day consult the course Moodle site for further directions on assignments
- Check the York U website

MAIN CAMPUS INFORMATION

While you are taught at the off-campus Peel Region Site please note that the Faculty of Education administrative offices for Student Services, Professional Development, as well as Education technical support are located at the main Keele campus for York University. To contact the BEd Student Services Office via email, send your messages to osp@edu.yorku.ca.

Faculty of Education, York University
128 Winters College
4700 Keele Street
Toronto, Ontario M3J 1P3

BEd Student Services (416) 736-5001
Student Client Services (416) 736-5440
University Main Line (416) 736-2100
Faculty of Education Reception (416) 736-5002

TEACHING SITE INFORMATION

The location for the delivery of Consecutive program classes you have been accepted into is the Peel Region Site. Teachable subjects for the Intermediate Senior Division will be taught at main campus.

PRACTICUM PLACEMENT

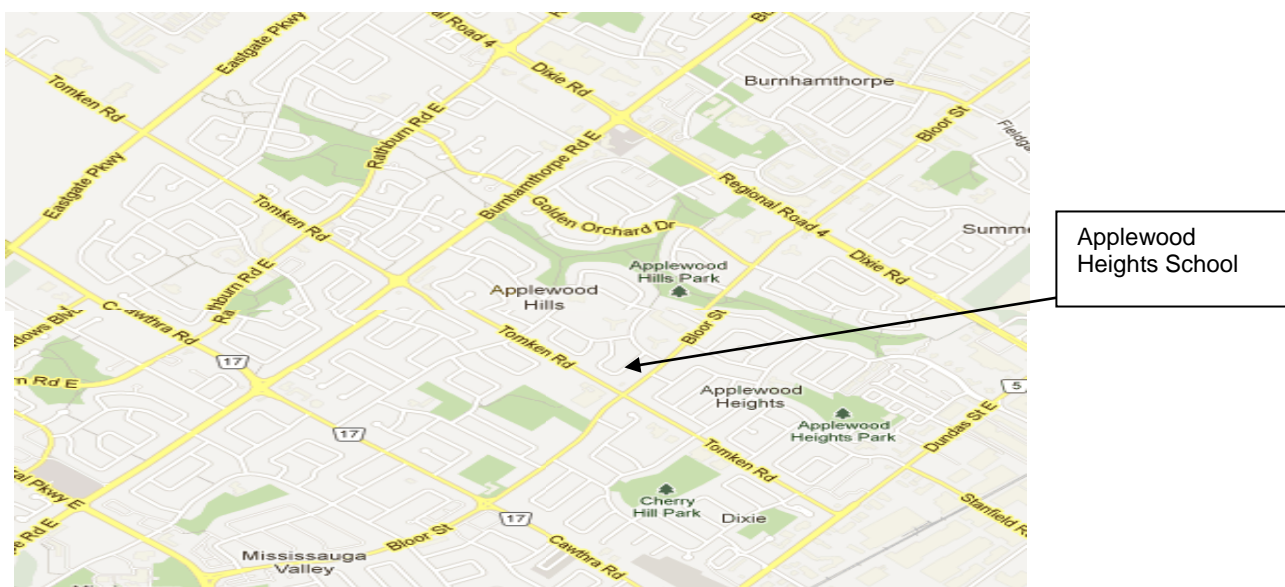
You will be placed in a school within Peel Region for your practicum placement. You will be notified of your practicum placement during your first week of classes in August. Placement information will not be available before this time. **Your site for the Consecutive program classes is not your practicum placement.** To aid in making a match please complete the necessary practicum placement form.

SITE DESCRIPTION

The Peel Region Site is located in Applewood Heights Secondary School at 945 Bloor Street East, Mississauga, ON L4Y 2M8. The school is located on the corner of Bloor and Tomken. The high school offers free parking but requires vehicle registration which will be processed on-site in August. The entrance and parking lot to be used for our Program is off of Tomken Rd. This consecutive teacher education site teaches BEd students in both the Primary/Junior and Intermediate/Senior divisions for Catholic and Public school boards. The York University Faculty of Education Site Office is located in Room 17. The office phone is 905. 277.8414.

Note: the office is closed June 15 until August 15 – do not leave messages during this time as they will not be retrieved.

SITE MAP



YOUR COURSES

The Consecutive Program runs Monday to Friday of the week of which you are expected to participate fully.

PRIMARY JUNIOR DIVISION

The common year courses are taught Monday, Thursday and Friday of the week at the site from 9:00 am to 4:00 pm with the exception of the Religion Course which will be from 5:00 pm to 8:00 pm. Class day and times are subject to change prior to August. The days and times may vary from week to week. Your Site Course Director will provide you with detailed information closer to the start of classes.

Cat #s appear as Letter-Number-Number-Letter-Number-Number

Teaching & Learning for Inclusive Classrooms	EDUC 2000 6.0	Cat # E23T01
Communication & The Education Process	CMYR 2400 3.0	Cat # C21D01
Socialization & Human Development	CMYR 2500 3.0	Cat # S97D01
Models of Education	EDUC 3400 3.0	Cat # Q43W01
Aspects of Foundations	FNDS 3330 3.0	Cat # N89S01
Teaching Curriculum in the P/J Division	PRIJ 3030 6.0	Cat # T33Y01
Teaching Language in the P/J Division	PRJL 3030 3.0	Cat # X95T01
Teaching Mathematics in the P/J Division	PRJM 3030 3.0	Cat # C71U01
Practicum Seminar 1	PRAC 2100 0.0	Cat # H57G01
Practicum Seminar 2	PRAC 3100 0.0	Cat # X15N01

Practicum Placements are scheduled for Tuesday and Wednesday of the week and will be arranged in the following collaborating boards (Peel District Public & Dufferin-Peel Catholic in Mississauga and Brampton).

The school placements are at specific schools that have a liaison with York University, and have agreed to participate with our protocols. Thus, you cannot arrange your own placement. You will be notified of your practicum placement in August.

INTERMEDIATE SENIOR

The common year courses are taught Tuesday and Wednesday of the week at the site from 9:00 am to 4:00 pm with the exception of the Religion Course which will be from 5:00 pm to 8:00 pm. Teachables are taught at Main Campus on Monday. Class day and times are subject to change prior to August. The days and times may vary from week to week. Your Site Course Director will provide you with detailed information closer to the start of classes.

Cat #s appear as Letter-Number-Number-Letter-Number-Number

Teaching & Learning for Inclusive Classrooms	EDUC 2000 6.0	Cat # K76K01
Communication & The Education Process	CMYR 2400 3.0	Cat # X74R01
The Adolescent & The Teacher	EDUC 3310 3.0	Cat # Q14H01
Models of Education	EDUC 3400 3.0	Cat # W96N01
Aspects of Foundations	FNDS 3330 3.0	Cat # U42J01
Practicum Seminar 1	PRAC 2100 0.0	Cat # Z10U01
Practicum Seminar 2	PRAC 3100 0.0	Cat # Z68E01
Teaching XXXX in the I/S Division	XXXX 3051 6.0	OSP will enroll you
Teaching XXXX in the I/S Division	XXXX 3051 3.0	OSP will enroll you

Practicum Placements are scheduled for Thursday and Friday of the week and will be arranged in the following collaborating boards (Peel District Public & Dufferin-Peel Catholic in Mississauga and Brampton).

The school placements are at specific schools that have a liaison with York University, and have agreed to participate with our protocols. Thus, you cannot arrange your own placement. You will be notified of your practicum placement in August.

SITE INFORMATION

York Rooms

York has designated rooms located within Applewood Heights Secondary School (AHSS) for delivery of our Program. The rules and protocol of our Host School must be adhered to in all instances – these will be reviewed in August. Name tags (YorkU card) must be worn at all times while on the premises and at your Mentor School. You will be given a clip and plastic pouch for this purpose in August. Remember while you are participating in your own education you are also a role model for the students of Applewood Heights School.

There is a dedicated room for use as a lunch/seminar room where there is a fridge, microwave, and coffee machine for students to use.

The Site Library

On-site we also have a small library. These resources may only be borrowed by consecutive students registered at the site for a specific time period and must be returned to this site. The Circulation Policy and Regulations apply to the borrowing of resources as instituted by the Faculty of Education's Education Resource Centre (ERC) on Main Campus.

Computer Lab

In our computer lab we have Apple Desktops as well as laptops and a laser printer, for use by teacher candidates and staff. A Passport York # will be required each time you log onto the computer. To be able to print you will have to set up a "printing account" at the site in September. Printing of materials in the lab is 10 cents per page. Students are not allowed to bring food or beverages into the computer lab.

Procedures for Reporting Lateness or Absences

You will be required to email any absences or lateness (class or practicum) prior to 8:30 am. to the site secretary, course director(s) of the class, mentor teacher's (if a practicum day) and/or the course director who supervises you at your mentor school. If you are going to be absent or late from class and/or practicum and cannot email, please call the site before 8:30 am at 905.277.8414 and speak clearly, leaving your name, a reason for your absence, the date and time of your call and a number where you can be reached. If you are in practicum you must also call the mentor school and follow your school's procedures for reporting lateness.

CONVOCATION

Convocation occurs only twice per calendar year (June and October). If you are ineligible to graduate in June, you will need to wait until October convocation. This means you cannot teach in the Fall. The earliest you would be able to teach would be the following January.

1. Use the York University convocation web site <http://yorku.ca/mygraduation/> as your main resource for convocation questions. Click on the link "Ready to graduate? A checklist" and you will be able to verify your official name that will appear on your degree as well as check your current address. Click on the link "Frequently Asked Questions" and you will find out how to get your diploma if you can't attend the June ceremony. **You do not have to apply to graduate.** Additional information on what to expect on the day of the ceremony as well as information for friends and family can be found on this web site.
2. Student accounts need to be reconciled prior to convocation. To check if you have any outstanding academic fees or parking tickets, please view your student account online at sfs.yorku.ca. Any fees owing to the Faculty of Education's ERC should be settled with the Education Resource Centre directly. Please visit room 3144 in the TEL building, Keele campus or call (416) 736-5259.
3. To teach in Ontario, you must apply for certification to the Ontario College of Teachers. The Faculty of Education will automatically send a recommendation for certification on your behalf to the College of Teachers after convocation. Please submit your OCT Registration Number to the BEd Student Services office online via Passport York to facilitate the process. The link for the OCT registration is available in SharePoint.
4. The onus is on the Teacher Candidate to send their transcripts to the Ontario College of Teachers. You will need to send transcripts showing degrees conferred for both your undergraduate (e.g. BA, BSc, etc.) and your BEd degrees. To order your York University transcripts, visit <http://registrar.yorku.ca>. **You must specify that you do not wish to have your transcripts sent until your degree is conferred.** OCT does not require a Master's degree for certification, however if students wish to send OCT the completed Master's degree (again showing conferral), OCT will gladly note that on your Certificate.
5. Information packages will be mailed to your homes with graduation information in April 2013 for June 2013 convocation.
6. It is advisable that teacher candidates ensure they have successfully completed the mandatory Education pre-service courses as set out in the Pre-Service Teacher Education Handbook for each program of study in order to avoid last minute disappointment.

LETTERS FROM YORK UNIVERSITY

Teacher Candidates can request that the university Registrar's Office generate letters on your behalf. Please go online to <http://www.registrar.yorku.ca/program/letters> to request letters confirming:

- enrolment and registration in the current academic session;
- if someone has already graduated from a previous session;
- if someone is a potential Teacher Candidate who will graduate at the next convocation, provided all degree requirements are fulfilled.

FREQUENTLY ASKED QUESTIONS

NEW TERMINOLOGY

1. **What is In-Service and Pre-Service?**

When you are certified to teach and you hold a teaching position, you are considered “In-Service”. While you are studying your Bachelor of Education program, the level of study is “Pre-Service”.

2. **What is being referred to when someone asks about my “undergraduate degree”?**

To differentiate between your first undergraduate degree (e.g. BA) and your BEd degree, when we ask about final transcripts for your undergraduate degree, we mean your BA or BSc. When we refer to Pre-Service, we are talking about your BEd degree.

ADMISSIONS

3. **As a conditional admit, do I need to send you my transcripts if I graduate from York?**

No, our offices can access your student record and can verify that you have conferred your degree.

4. **What does it mean when my offer letter states “Separate School Board”?**

The Separate School Board is the Catholic School Board. This means that at least one of your placements will be in a Catholic school. Changes to preferences for Catholic or public board placements need to be discussed with Site Directors and may not be granted. Please note,

5. **Can I miss the first week?**

No. Classes begin the last week of August and are not an optional part of the program. Attendance is mandatory.

6. **Can I switch Divisions, or change teaching subject(s)?**

Teacher candidates are considered and admitted to the program based on the division and/or teaching subjects they indicate in their application. As such, you may not be eligible to change your division or teaching subject(s). Once a Teacher candidate has graduated, the Faculty of Education recommends the candidate to the Ontario College of Teachers (OCT) – one time only. Upon graduation, you may take Additional Basic Qualification courses through the Office of Research and Professional Development to add another Division or teaching subject.

7. **Do I need a Police Record Check? If I already have a Police Record Check, do I need another?**

Yes, you will need this prior to each practicum placement as well as when you apply to the Ontario College of Teachers upon graduation. If you already have an approved record, check the expiry date on your documentation, as they are only valid for one year from the date of issue. Please see page 3 of this package for additional information.

8. **Do I need a York University student card (YU card)? If I was a York student for my undergraduate degree, do I need to get another YU card?**

The YU card is required for all new teacher candidates starting our Consecutive program. If you were a York University student for your undergraduate degree, check the expiry date on your York University card. It is likely that you still have a valid university card and you do not need another one for the duration of the consecutive program. It is a form of identification that you can use for student discounts with various businesses including public transit. It is necessary for use of the library and athletics facilities at Keele and Glendon campuses.

ENROLMENT

9. Do I need to pay the \$450 enrolment deposit again after I enrol online for classes?

No, the original \$450 enrolment deposit you sent to the Faculty of Education is sufficient.

10. When I enrol in courses, I notice I have two courses offered on the same day at the same time. How is this possible?

Sometimes courses are taught every other week so it is possible to have two courses scheduled on the same day of the week at the same time and alternate weeks for teaching. Classes usually run from 9 am to 12 pm and 1 pm to 4 pm at our Consecutive sites on the designated academic days. Practicum hours will depend on the school in terms of when the school opens and closes.

GPA REQUIREMENTS

11. What are my GPA requirements?

A minimum C+ grade is required for each and every Education course. The official grading scale at York University is a 9 point scale, as shown below.

Grade	Grade Point	Description
A+	9	Exceptional
A	8	Excellent
B+	7	Very Good
B	6	Good
C+	5	Competent
C	4	Ineligible to continue
D+	3	Ineligible to continue
D	2	Ineligible to continue
E	1	Ineligible to continue
F	0	Ineligible to continue

ACADEMIC ADVISING

12. How can I get some academic advising while in the program?

In addition to having open communication with all your Course Directors, please feel free to book an individual advising appointment online using SharePoint. Appointments are not available during December and January.

13. What is SharePoint?

SharePoint is the Faculty of Education's communication hub. Students can use SharePoint for access to resources such as booking advising appointments, various Education-related forms, as well as archived and current newsletters. You need to use your Faculty of Education email account credentials to access SharePoint.

ADDITIONAL QUALIFICATIONS

14. Can I take Additional Qualification courses the summer immediately following completion of my BEd courses, even though I won't convocate until June?

Our Office of Research and Professional Development offers two AQ summer courses (Special Education Part 1 and ESL Part 1), that begin prior to convocation. The Office of Research and Professional Development forwards the AQ registration to OCT after June convocation. For more details, visit www.edu.yorku.ca/aq and click on "Special Additional Qualification Programs for New Graduates".

15. What is the Deaf and Hard-of-Hearing program?

York University offers the only post-graduate diploma in Canada, which offers BEd graduates additional university credit for courses related to teaching the Deaf and Hard-of-Hearing. Courses are fully funded by the Ontario Ministry of Training, Colleges and Universities. Applicants to York University Faculty of Education's Deaf and Hard-of-Hearing Program, do not need to order York University official transcripts for application. For more information, visit <http://edu.yorku.ca/deafed/>.

General directory to student services at York

<http://yorku.ca/yorkweb/currentstudents/campuservices/index.html>

Financial Assistance

Bennett Centre for Student Services

Phone: 416.872.YORK (9675) <http://sfs.yorku.ca/>

Counselling and Development Centre

Rm. N110, Bennett Centre for Student Services, 416.736.5297

<http://yorku.ca/cdc/>

- ❖ personal counselling
- ❖ support for learning disabilities
- ❖ support for psychiatric dis/abilities

Transgendered Bisexual Lesbian Gay Alliance at York (TBLGAY)

Room A449, Student Centre

Phone: 416.736.2100 ext. 20494 <http://yorku.ca/tblgay/>

ESL Support

416.736.2100 ext. 22940 <http://yorku.ca/eslolc/keele/default.asp>

Aboriginal Education

Randy Pitawanaquat 416.736.5252 ext. 22607 rpitawan@yorku.ca