



# Consecutive Education Toronto Intermediate/Senior

## Checklist

- You are required to **submit the acceptance of the offer of admission**, along with the enrolment deposit of \$300 **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 by visiting** <http://www.yorku.ca/computing/students/accounts/passportYork.html>. 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 complete a satisfactory Police Record Check with Vulnerable Sector Screening. 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 completed in time to start your September practicum. Please see "Police Record Check Procedures" on page 2 for complete instructions.

That's it! You're ready for classes!! The first day of classes is on **Monday, August 26<sup>th</sup>**, at **9:00 AM SHARP!** This is **NOT** an Orientation day!

### **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.

<p><b>Residents of Barrie, Durham, and Regions outside the GTA</b></p> <p>Information can be accessed on the Regional Police Services Website.</p>
<p><b>Peel Region Residents (Brampton, Mississauga, Caledon, Streetsville, etc.)</b></p> <p>Information can be accessed on the Peel Regional Police website, <a href="http://peelpolice.on.ca/en/">http://peelpolice.on.ca/en/</a>. The Peel Police Headquarters is located at 7750 Hurontario Street, Brampton. Telephone number 905-453-3311, ext. 4391.</p> <p><b>Special Instructions for Peel Board (Public):</b> If you will be requesting to be placed in Peel (Public) and another board during the year, please request multiple copies of your Police Records Search when you submit your application to the Peel Police Services. 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. <b>The report must be dated within 6 months.</b></p> <p>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 <a href="mailto:lisa.cruickshank@peelsb.com">lisa.cruickshank@peelsb.com</a>.</p>
<p><b>Toronto Residents (East York, Etobicoke, North York, Scarborough, Toronto)</b></p> <p>Toronto Police Services requires a signature from an authorized York University representative. TCs must pick up the "Disclosure Form" from the Practicum Office, 108 Winters College, Keele campus between the hours of 9:00-3:30 pm weekdays. TCs will be required to present photo ID showing their current address.</p> <p>Signed and verified completed consent forms must then be mailed to: Toronto Police Services, 40 College Street, Toronto, ON M5G 2J3 and must include a payment of <b>\$16.95</b>. Payment must be in the form of a Certified Cheque obtained from your bank, or a Money Order obtained from your bank or post office. Please make cheque/money order payable to the Toronto Police Services.</p> <p><b>Special Instructions for TDSB (Public):</b> TCs that will have a TDSB (Public) placement will need to take the original record check from Toronto Police Services to the TDSB police record check office: Room 107, 17 Fairmeadow Ave, Toronto, ON for verification.</p>
<p><b>York Region Residents (Thornhill, Richmond Hill, Markham, Newmarket, etc.)</b></p> <p>Information can be accessed on the York Regional Police website, <a href="http://www.yrp.ca/homepage.aspx">http://www.yrp.ca/homepage.aspx</a>, where you can download the VSS form. Once you have completed the form, it can be taken to any of the following locations for processing:</p> <ul style="list-style-type: none"> <li>• North location: 47 Don Hillock Drive, Aurora.</li> <li>• South location: Hillcrest Mall, 9350 Yonge Street, Richmond Hill.</li> </ul>

# STUDENT INFORMATION

## Admissions

1. A refund for the \$300 enrolment deposit can only be issued for applicants who decide to cancel acceptance of our offer by **June 30, 2013**. Email (to [mpowell@edu.yorku.ca](mailto:mpowell@edu.yorku.ca)) or letters must be received by the BEd Student Services Office by this due date. Please note: tuition is applied to your student account as of July 1.
2. After enrolment, York University will ask you to pay a \$300 enrolment deposit. You have already paid this amount and do not have to pay another \$300 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 clarification.
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, visit <http://sfs.yorku.ca/fees/additional/index.htm>.

## 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 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. Additional support may also be available through York University's Counselling & Disability Services, at <http://www.yorku.ca/cds>.
3. If you need to request a letter from the Registrar to confirm yours status and/or 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/>.
4. Tuition for the 2012-2013 academic year was \$6,491.70 for Domestic students. The university will send you an invoice for year-long and Fall 2013 courses in August, with payment due September 10<sup>th</sup>. Late fees apply to any amount owing after this date. Your enrolment deposit will be credited to your student account, and you can view your student account statement at <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/>.
5. Students can access their own tax forms at <http://sfs.yorku.ca/fees/taxforms/index.htm>.
6. Your YU-card can be obtained at the Red Zone (Monday – Thursday, 10:30 am – 4:30 pm, <http://redzone.yorku.ca/>). You can also obtain a YU-card by visiting the YU-card Office ([www.yorku.ca/yucard](http://www.yorku.ca/yucard)) in Room 200 of the William Small Centre (Monday & Tuesday, 9 am – 7 pm; Wednesday – Friday 9 am - 4 pm).

7. You will be assigned a Faculty of Education e-mail account (@edu.yorku.ca) in August. Your Faculty of Education email account 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 information for your site, as well as general information about the program. Please visit <http://myedu.blog.yorku.ca> for program and site-related updates before the start of the program.

### **Petitions and Deferrals**

1. 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.
2. 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.
3. **Failing a course: Any final grade below C+ constitutes failure. You will be ineligible to continue, and must petition for reinstatement.**
4. 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.
5. Reinstatement is not guaranteed. If your petition is granted, you may not necessarily return to your original site. Please note the Petitions Committee reserves the right to reinstate you to the Part-Time program in order that you may complete your studies.
6. Some matters cannot be petitioned. For instance, the curriculum and the number of practicum hours are non-negotiable.
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.

### **Main Campus Information**

Please note that the Faculty of Education administrative offices for Student Services, Professional Development, as well as Education technical support are located at the Keele campus for York University. To contact the BEd Student Services Office via email, send your messages to [osp@edu.yorku.ca](mailto: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  
Faculty of Education Reception (416) 736-5002  
York Student Client Services (416) 736-5440  
York University Main Line (416) 736-2100

## **TORONTO I/S SITE INFORMATION**

Your site is the **Toronto I/S** site. The site office is located at Room **3150 Technology Enhanced Learning building** on the York University Keele campus. The classroom for your classes is Room 234 York Lanes. The telephone number for the Toronto I/S site office is (416) 736-2100 ext. **20319** and fax number is **416-650-8080**.

## **PRACTICUM PLACEMENT**

Issues of equity, diversity, social justice, Education for Sustainable Development and Aboriginal issues are central to the instructional focus. 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. **Your site for the Consecutive program is not your practicum placement.** Please complete the necessary practicum placement form.

Following classes, **in the last week of August, at** the beginning of September students will spend one week observing their assigned host school. Students will have a total of three block practicum placements over the year, the majority of which will be spent in a secondary school setting with a period in an elementary school during the **month of January.**

Placements will be arranged in one of two collaborating boards (Toronto District School Board or the Toronto Catholic School Board). Due to the size of our collaborating boards, students must be willing to travel extensively across the Toronto (i.e. Etobicoke, Scarborough) for placements.

## **COURSES**

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.

### ***Catalogue #s appear as Letter-Number-Number-Letter-Number-Number***

<b>Title</b>	<b>Name</b>	<b>Code</b>	<b>Credit</b>	<b>Cat. No.</b>
Communication & The Education Process	CMYR	2400	3.00	U44F01
Teaching & Learning for Inclusive Classrooms	EDUC	2000	6.00	E90P01
The Adolescent & The Teacher	EDUC	3310	3.00	Y37K01
Models of Education	EDUC	3400	3.00	Q50N01
Aspects of Foundations	FNDS	3330	3.00	B48Y01
Practicum Seminar 1	PRAC	2100	0.00	X24C01
Practicum Seminar 2	PRAC	3100	0.00	V88Z01

## **Your teaching subject courses (Teaching XXXX in the I/S Division)**

Intermediate/Senior (I/S) teacher candidates are required to be enrolled in courses specific to their teaching subject. Please complete the Enrollment Authorization form, and return it to your site advisor.

### **Optional: Religious Education: Teaching in Catholic Schools**

Open to York University Faculty of Education students, this course is intended to introduce pre-service Teacher Candidates to professional practice and to extend knowledge and skills in the delivery of Ontario Catholic curriculum. The course is offered twice a year, is 36 hours in length and is comprised of 10 hours online and thirteen two-hour face-to-face sessions. More information on registering for this course will be available at the end of August.



## **GENERAL SITE INFORMATION**

### **Assignments**

The Course Director for each of your courses will provide information regarding assignments – due dates, etc. once you begin the program. **Please submit your assignments using the following format:**

On the outside, front cover of the assignment, please indicate:

Your Name - Surname (comma), First Name

Indicate P/J; or I/S

Name of the Course Director

Name of Assignment

Due Date of Assignment

### **Personal Property**

Lecture rooms are used by other groups throughout the year in the evenings and weekends. Please do not leave personal property in any of the lecture rooms and ensure your name appears on all personal items.

### **Garbage & Recycling**

Please ensure your table and area is free from all garbage at the conclusion of each class. Please use recycling receptacles provided by the University located in the classroom.

### **Site Secretary's Desk**

The site secretary is located in **TEL 3150**. Office hours are Monday, Tuesday and Friday from 8:30 am to 4:30 pm. Please do not remove or borrow any items from the secretary's desk without permission from the secretary.

### **Photocopying, Telephones, Fax**

Students are not allowed to use the copier or the telephones in the office. Please try to make arrangements for your photocopying needs at your mentor school or off-site. FESA and Scholastic volunteers may use the office telephone for business-related matters.

### **Procedures for Reporting Lateness or Absences**

Until you are on Education email, if you are going to be late or absent (all day or partial) from class and/or practicum, please call the site before 8:30 am 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 late for practicum, please call the mentor school and follow your school's procedures for reporting lateness. Once you have an Education email account, you will be required to email any absences (class or practicum) prior to 8:30 am to the site secretary as well as the course director of the class and/or the course director who supervises you at your mentor school. If it is a practicum day, you must email the course director who supervises you at your mentor school, and your mentor teacher, prior to 8:30 am.

### **Ordering of Books, Materials, etc.**

If you order books/materials from a book publisher or supplier, please have these mailed to your residence and not to the site.

### **Computer Lab**

Students are not allowed to bring food or beverages into the computer lab.

### **Children**

Teacher Candidates with children must advise their children's school(s) of their schedule and provide the site telephone number AND their mentor school telephone number (for both terms) should an emergency arise. Please make sure you change this information at the completion of the program in May.

# 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.

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

No. Classes begin the last week of August, and 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. 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 \$300 enrolment deposit again after I enrol online for classes?**

No, the original \$300 enrolment deposit 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.

## ACADEMIC ADVISING

**11. 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.

**12. 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.

## GPA REQUIREMENTS

**13. 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

## 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. If you choose to register for these courses, the Office of Research and Professional Development will forward the AQ registration to OCT after June convocation. For more details, visit <http://edu.yorku.ca/profdev/index.php> 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**

As a York University student, you have access to a range of services here at York. Please visit <http://yorku.ca/yorkweb/currentstudents/campuservices/index.html> to familiarize yourself with the services that are available. In addition, we have listed some support services below:

#### **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/eslolic/keele/default.asp>

#### **Aboriginal Education**

Randy Pitawanaquat 416.736.5252 ext. 22607 [rpitawan@yorku.ca](mailto:rpitawan@yorku.ca)