



Faculty of Education

# Teacher Education Program Handbook

## Summer 2023-2024

Please note that final appendices  
will be added August 2023.

**Welcome to Brock University**

**St. Catharines Campus**  
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# 1. Introduction

## 1.1 About the Teacher Education Program Handbook

Welcome to the Brock Teacher Education Program. This handbook is intended to introduce teacher candidates to essential aspects of the B.Ed. Teacher Education Programs. The handbook is intended for use by candidates enrolled in the Concurrent year 5 and year 6 (CY5, CY6); Consecutive year 1 and year 2 (CY1, CY2) and Technological Education (Tech Ed) for the 2023-2024 academic year at Brock University. The handbook is also intended as a reference for use by instructors and administrative staff in providing guidance and directing candidate concerns appropriately.

This handbook outlines the policies, procedures, and practices that the Teacher Education Program follows. All Teacher Education programs also adhere to the policies and procedures described in the [Brock University Undergraduate Calendar](#)



Alt text: Screenshot of Brock University 2023-2024 Undergraduate Calendar webpage.

Teacher candidates are advised to familiarize themselves with this handbook and the undergraduate calendar prior to starting coursework, and early on, in the program. Particular attention should be given to the academic regulations and code of conduct as well as the sessional dates and glossary of terms.

I have familiarized myself with the Undergraduate Calendar.

Teacher candidates should consult this handbook before requesting information via email from program personnel due to the delay in responding to email requests which are generally processed in the order received.



## 1.2 Brock Email & Communication

Brock's policy requires that all email communication related to your program at Brock should be handled through your Brock email. Therefore, **all communication from Brock will be sent to your Brock email. All communication that you send as a teacher candidate must be sent from your Brock email.** Teacher candidates are expected to check their Brock email daily Monday – Friday (holidays excepted) to stay abreast of important program information. Email sent to your Brock email is considered received.

Program email addresses for teacher candidates are as follows:

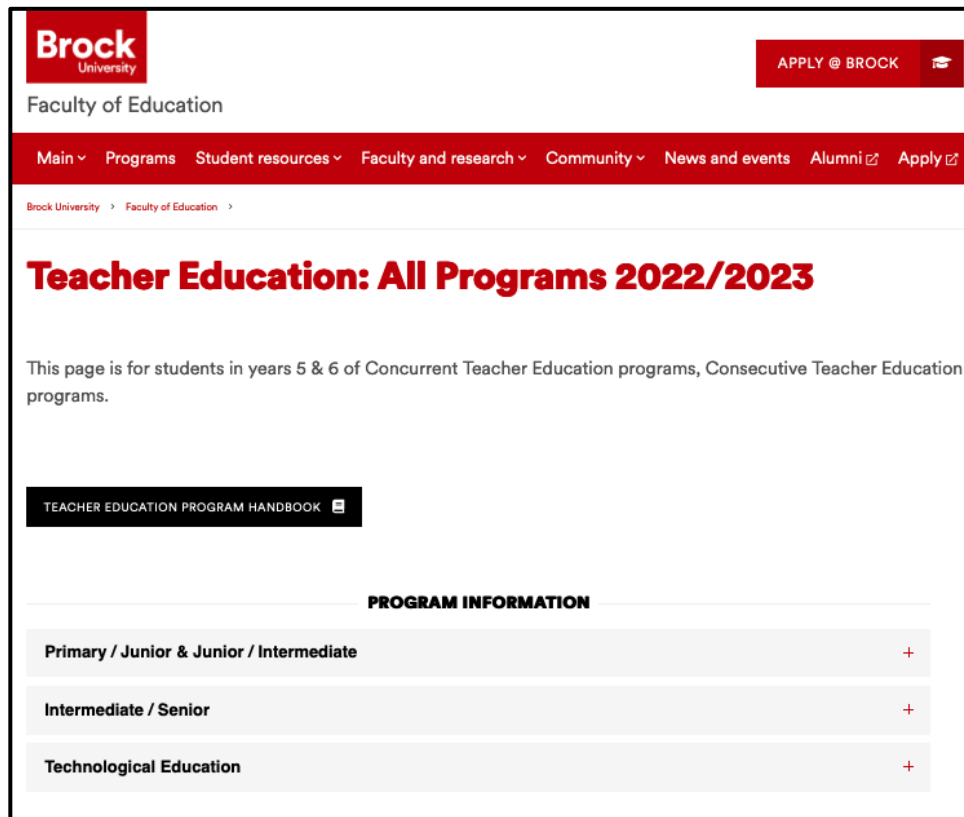
<b>Teacher Education Course Program Inquiries</b>	<a href="mailto:teaccounts@brocku.ca">teaccounts@brocku.ca</a>
<b>Teacher Education Practicum Inquiries</b>	<a href="mailto:foepracticum@brocku.ca">foepracticum@brocku.ca</a>
<b>Professional Development Inquiries</b>	<a href="mailto:foepl@brocku.ca">foepl@brocku.ca</a>
<b>Faculty of Education Student Advising</b>	<a href="mailto:foeadvising@brocku.ca">foeadvising@brocku.ca</a>

Teacher candidates should use these email addresses **only** to communicate with administrative staff. Issues related to courses should be directed to individual instructors or course team leads. Due to the volume of emails received at particular times of the year a response may be delayed by several days. In some instances, a response will only be forthcoming once there is an update or resolution.

Specific contact information for the administrative and leadership roles in the Faculty of Education can be found on the Faculty of Education contact page under **Teacher Education & Technological Education Teacher Education.**

## 1.3 Finding Program Resources: Orientation and Student Resources Website

**Student Resources Website:** This is a critical first stop throughout your program. On the Student Resources Website, you will find a link to this handbook, information specific to your division (PJ, JI, IS) or program (Tech Ed), information and policies related to practicum, general information to support you in becoming a teacher, ministry resources, timetables, calendars, course overviews, as well as links to academic advising and wellness and learning supports. This site is updated regularly so please visit it at least once each term.



Alt text: Screenshot of Student Resources Website

I have familiarized myself with the Student Resources Website

### **Instructional Resource Centre (IRC)**

The Instructional Resource Centre (IRC) curriculum libraries at the St. Catharines and Burlington campuses offer practical print and multimedia resources related to elementary and secondary level teaching and curriculum study. The IRC also provides teacher candidates with media production facilities and instructional supply sales. Online teaching resources and services are also available. Please visit the [IRC website](#)



## 1.4 Mission Statements

### Faculty of Education

Our programs are built on principles that respect differences, advance social justice, and expand global and community awareness. We strive to create a learning environment where our students gain the knowledge, skills, and dispositions they need to have maximum impact on the lives of their students and the communities they serve after they graduate.

### Teacher Education Program

Teacher candidates at Brock University participate in a field-based program grounded in research, responsive to the professional needs of beginning teachers and based on the Ontario College of Teachers' *Standards of Practice for the Teaching Profession* and the *Ethical Standards for the Teaching Profession*.

## 1.5 Roles & Responsibilities of Administrators and Instructors in All Programs

Specific contact information for the following administrative and leadership roles can be found at the teacher education website, under the "Contacts" link.

### Director

The Director provides academic and administrative leadership for the Teacher Education program which comprises the components of the teacher education course work and teacher education practicum.

### Assistant Director

The Assistant Director works closely with the Director to provide academic and administrative leadership for the Teacher Education Program.

### Administrative Coordinators

The Administrative Coordinator, St. Catharines Campus, Administrative Coordinator, Burlington Campus, and the Administrative Assistant provide administrative leadership and support to the Teacher Education program. They assist, seek approval, and are supervised by the Director.

### **Primary/Junior/Intermediate Coordinator**

In close consultation with the Program Director and Assistant Director, the Primary/Junior/Intermediate Coordinator provides academic and administrative leadership for the PJI program, including coordinating PJI instructional team meetings and service on committees related to PJI programming; collaborates with the PJI course Team leads, including the PJI PCC Course Team Lead by attending Advisor Meetings in their PJI Coordinator role.

### **Intermediate/Senior Coordinator**

In close consultation with the Program Director and Assistant Director, the Intermediate/Senior Coordinator provides academic and administrative leadership for the IS program, including coordinating IS instructional team meetings and service on committees related to IS subject teachable courses; collaborates with the IS course Team leads, including the IS PCC Course Team Lead by attending the PCC course team meetings in their IS Coordinator role.

### **Intermediate/Senior Technological Education Coordinator**

In close consultation with the Program Director and Assistant Director, the Intermediate/Senior Technological Education Coordinator provides academic and administrative leadership for the Intermediate/Senior Technological Education program, working closely with teachable subject team leaders and service on committees related to Technological Education courses.

### **Academic Advisors**

The Academic Advisors in the Faculty of Education provide information and guidance related to academic planning and the decisions students make to navigate university systems to complete a degree. The FOE Academic Advisors provide support to students from Year 1 to Year 6 of the Concurrent program, and year 1 and year 2 of the Consecutive program.

### **Coordinator, Professional Development for Students, Recruitment and Retention**

The Coordinator, Professional Development for Students, Recruitment and Retention, provides recruitment and retention support for the faculty and coordinates professional development events for teacher candidates throughout the year. Additionally, this role connects students to university resources related to job and volunteer activities and liaises with key professional organizations and agencies on behalf of the Teacher Education Program.

## **Placement Office**

The Placement Office works closely with school boards, Principals, Associate Teachers, Practicum Advisors, and other partners in the field to secure and support teacher candidate placements. Practicum related information received from school boards, the Ontario College of Teachers, the Ministry of Education, etc. is shared with teacher candidates through this office.

## **Course Instructors**

Course instructors provide teacher candidates with specialized instruction in a broad range of foundational and curricular subject areas. In addition to instruction in the curricular areas they are certifying to teach, teacher candidates receive instruction in the following educational foundations throughout their coursework:

- school law, ethics, and professionalism
- instructional methods
- assessment and evaluation
- classroom dynamics and
- special education

## **Course Team Leads**

Course team leads provide subject matter oversight and professional leadership to an instructional team. For instructors, they are the next point of contact for most candidate issues related to course work that are not resolvable by an instructor.

## **1.6 Candidate Responsibilities in a Full-time, Professional Program**

It is the teacher candidate's responsibility to engage fully and meaningfully in all required aspects of program through study, active participation, professional communication, practice teaching and reflection.

This entails attending and being punctual for: all classes (which could be scheduled from 8 am to 10 pm over 5 days a week); all days at placement schools in which you are practice teaching; all required professional development events scheduled during the academic year whether in person or online.

Candidates are responsible for making arrangements related to housing, transportation, child-care, employment, and other personal matters to enable them to meet all requirements of the program for professional certification.

## 2. Program Conceptual Model

### 2.1 A Professional Learning Community

The teacher candidates, Brock faculty members, instructors, administrative staff, and our schoolboard partners – including Associate Teachers – comprise a professional learning community that supports one another throughout the program. Central to our professional learning community is Cohort. Every teacher candidate is a member of a cohort. One of the important roles of Cohort is to provide teacher candidates with peer, faculty, and instructor support, in terms of course work at Brock University and teaching experiences in schools.

### 2.2 The Triple-C Model

Brock's Teacher Education program fluidly integrates theory and practice through a unique "Triple-C" model: Cohort, Coursework & Community.

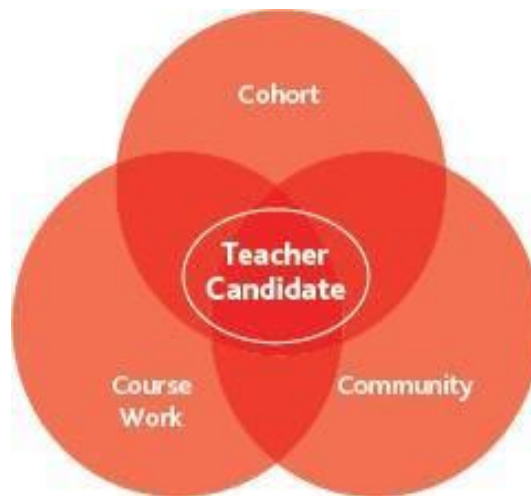
**Cohort:** A peer, faculty, and instructor support network in year 1/5 and year 2/6. Teacher candidates become members of a group based on program and practice teaching areas. The group is mentored and supported by Practicum Instructors forming a year-long professional learning community.

**Year 1/Year 5 Cohort** includes your practice teaching courses, which vary by program. These courses include: EDBE 8F01 *Teaching in the Ontario Context* and EDBE 8P02 *Integrating Teaching, Learning & Assessment*/EDBE 8Y30 *Teaching and Learning: Theory to Practice* for P/J/I; and EDBE 8D01 and EDBE 8G91 *Professionalism/Law/Principles of Teaching* for I/S and Technological Education respectively.

**Year-2/year 6 Cohort** is considered a Professional Collaborative Community (PCC).

**Coursework:** A study of the theoretical and practical foundations and curriculum subjects of elementary and secondary level teaching in Ontario. Course work directly informs teaching and teaching experiences inform understanding of coursework.

**Community:** A partnership with school boards, the Ministry of Education, the Ontario College of Teachers, the Ontario Teachers' Federation, and other stakeholders. This community supports learning and partners with Brock (e.g., professional development) to ensure teacher candidates graduate understanding the Ontario context for teaching and learning.



Alt text: Three overlapping circles. Top is labeled cohort, right most is labeled community, leftmost is labeled course work. Intersection and overlap is labeled teacher candidate.

## 2.3 Community Partners in Education

The Teacher Education program works in partnership with key stakeholders who are committed to excellence in Ontario public education.

### The Ontario College of Teachers

Teachers who desire to work in publicly funded schools in Ontario are required to be certified to teach in the province and must also be members of the Ontario College of Teachers (OCT). The Ontario College of Teachers is accountable to the public for how it carries out its responsibilities.

The Ontario College of Teachers:

- ensures Ontario students are taught by skilled teachers who adhere to clear professional standards of practice and ethical standards of practice
- establishes professional and ethical standards of practice and conduct
- issues teaching certificates and may suspend or revoke them
- accredits teacher education programs and courses
- provides ongoing professional learning opportunities for members

### The Ontario Ministry of Education

The Ontario Ministry of Education administers the system of publicly funded elementary and secondary school education in Ontario. The Ministry commitment to promoting a strong, vibrant, publicly funded education system is focused on three goals:

- high levels of student achievement
- reduced gaps in student achievement and
- high levels of public confidence in public education.

The Ontario Ministry of Education regularly liaises with both teacher candidates and instructors in Brock's Teacher Education program, highlighting new Ministry resources and initiatives throughout the province. A number of Brock professors in the Faculty of Education work closely with the Ministry on research and curriculum development projects.

### **The Ontario Teachers' Federation**

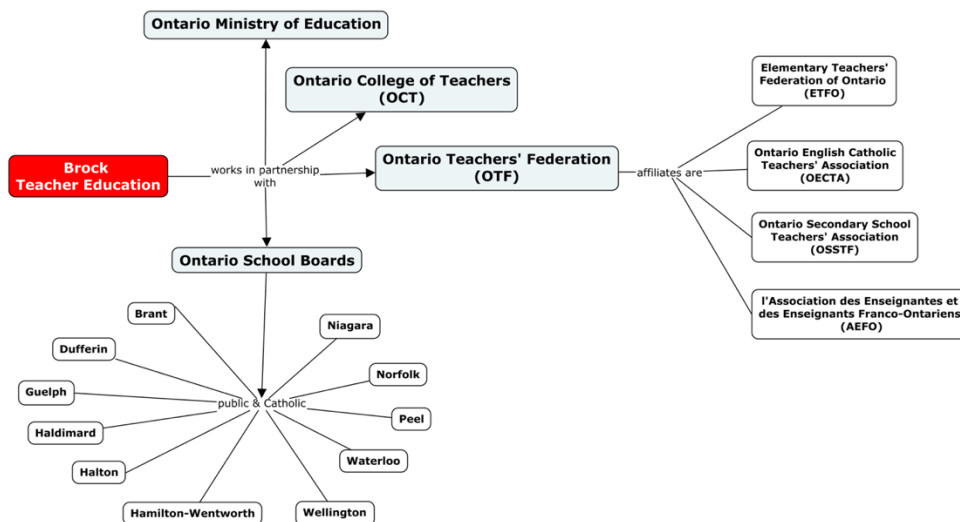
The Ontario Teachers' Federation (OTF) represents all teachers in Ontario's publicly funded schools. It is the unifying voice safeguarding their profession, pensions, and public education. There are four affiliate organizations:

- Elementary Teachers' Federation of Ontario (ETFO)
- Ontario English Catholic Teachers' Association (OECTA)
- Ontario Secondary School Teachers' Federation (OSSTF)
- l'Association des Enseignantes et des Enseignants Franco-Ontariens (AEFO)

### **Ontario School Boards**

Brock enjoys a successful collaborative relationship with many partner boards across the province. We regularly place in over 40 school boards per year. The Teacher Education program is pleased to work in partnership with public and Catholic school boards throughout the regions of Niagara, Brant, Haldimand, Norfolk, Halton, Peel, Hamilton-Wentworth, Waterloo, Wellington, Dufferin, and Guelph.

Information on school boards can be found at the [Student Resources website](#). Teacher candidates are encouraged to familiarize themselves with the websites of the school boards at which they complete their practice teaching placements.



Alt text: A concept map showing the different partners which are described above.

### 3. The Program of Study: Course work

#### 3.1 Essential Competencies Required for Successful Completion of the Program

To successfully complete the Teacher Education program, teacher candidates are required to adhere to the [Brock Student Code of Conduct](#) and to demonstrate the following essential competencies, as observed and assessed by instructors, Practicum Advisors, and Associate Teachers.

Failure to demonstrate these essential competencies will generally lead to failure in the program.

##### *Professionalism*

- a commitment to lifelong learning and professional growth, as exemplified by the Ontario College of Teachers' *Professional Learning Framework for the Teaching Profession*
- an understanding of and commitment to professionalism, as exemplified by the Ontario College of Teachers' *Standards of Practice for the Teaching Profession* and the *Ethical Standards for the Teaching Profession*
- an understanding of Ontario educational law, policies, regulations, and legislation
- the ability to deal with complex and sometimes stressful teaching situations that require stamina, adaptability, and the ability to meet

multiple demands simultaneously

### *Theory into Practice*

- the ability to apply pedagogical theory to educational practice
- the ability to reflect on the relationship between personal beliefs and professional practice
- the ability to utilize critical thinking skills (e.g., questioning, gathering, organizing, analyzing, and decision-making) to enhance one's teaching practice
- an understanding of the foundations of education (e.g., psychological theories, sociological theories, anthropological theories)
- a sound knowledge of teaching methodologies (e.g., direct instruction, inquiry based-learning, co-operative learning, differentiated instruction, project-based learning)
- a sound knowledge of the curriculum/subject matter

### *Teaching Practice*

- the ability to create a safe and supportive learning environment for students
- the ability to be culturally responsive to students' diverse needs
- the ability to have and enact an understanding for human diversity and equity (e.g., race, culture, spirituality, gender, sexual identity, ability, social economic status, etc.)
- the ability to implement effective classroom management strategies
- the ability to effectively integrate expectations from the Ontario curriculum into teaching
- demonstrate organizational skills through daybooks, lesson plans, and unit design
- the ability to employ a wide variety of student and teacher-directed learning strategies
- the ability to employ imagination and creativity in teaching
- the ability to facilitate students' development of critical thinking and research skills
- the ability to integrate instructional technologies into teaching
- the ability to model the proper usage of oral and written language
- the ability to incorporate assistive devices where necessary
- the ability to develop clear and assessable learning goals for students



- the ability to design and adapt a wide variety of assessment, evaluation, and reporting strategies in teaching to meet individual learning needs

### *Student Learning*

- an understanding for how students learn and develop
- an understanding of the role of self-efficacy in the learning process
- a demonstrated rapport with students
- the ability to promote a love of learning in students
- the ability to model for students' curiosity, enthusiasm, and a joy for teaching and learning
- the ability to model an understanding of equity, diversity, inclusion (e.g., race, culture, spirituality, gender, sexual identity, ability, social economic status, etc.)
- the ability to understand, enact, and respect diverse range of learning strengths and the needs of students
- the ability to teach an inclusive and differentiated curriculum that responds to diverse student needs
- the ability to promote in students a sense of self-worth and mutual respect for others and the world around them

### *Professional Relationships*

- the ability to relate effectively to and collaborate with colleagues
- a demonstrated ability to communicate with students, colleagues, parents/guardians, and other educational partners
- the ability to participate actively in the school culture during practice teaching placements
- a demonstrated respect for and responsiveness to professional feedback

## **A. Teacher Education Programs: Overview**

### *Concurrent Teacher Education Program*

The Concurrent Teacher Education Program is for students who are beginning their university undergraduate studies and wish to pursue a career in teaching. Through the program, students are offered an opportunity to complete the Teacher Education Bachelor of Education (B.Ed.) degree program (leading to an Ontario Certificate of Qualification and Registration - OQR) while earning their undergraduate degree. Teacher candidates develop teaching-related skills, knowledge, and experiences throughout their program.

In Year 3 of their program, teacher candidates complete their first course (EDBE 8P15 or EDBE 8P50) that contributes to their professional B.Ed. degree. In Years 5 and 6, teacher candidates complete the remaining B.Ed. certification courses which are offered at the St. Catharines or Burlington campuses. Completion of year 5 and 6 leads to an honours undergraduate degree and a B.Ed. degree and an Ontario Certificate of Qualification and Registration (annual license to teach in Ontario) from the Ontario College of Teachers (OCT).

### *Consecutive Teacher Education Program*

The consecutive program is for students who have already completed a university degree. In Years 1 and 2, teacher candidates complete B.Ed. certification courses which are offered at the St. Catharines or Burlington campuses. Completion of the two-year program leads to a B.Ed. degree and an Ontario Certificate of Qualification and Registration (annual license to teach in Ontario) from the Ontario College of Teachers (OCT).

### *Consecutive & Multi-Session Technological Education Teacher Education Program*

The Technological Education program is for candidates who have a combination of industry experience (minimum five years) providing evidence of technological competency in their broad-based technology area and relevant Certificate of Qualification (CofQ), and/or post-secondary education as applicable. Teacher candidates complete a B.Ed. or Certificate of Education over four semesters, becoming eligible to apply to the OCT for a Transitional Certificate of Qualification and Registration after successful completion of the first session of the program. Teacher candidates requesting a transitional certificate may still complete the program within the original consecutive program timeline or may opt to take up to five (5) years to complete all program requirements in the *Multi-Session* program.

## **B. Primary/Junior & Junior/Intermediate Teacher Education Program: Coursework & Flow**

The program is four (4) semesters, taken over two (2) academic years.

Teacher Education programs at Brock embrace the integration of theory and practice. Candidates are placed in partner schools early in their program and move through a planned course of study including in excess of 80 days in Ontario classrooms.

Instruction in professional practice takes place under the supervision of practicum advisors, practicum instructors and Associate Teachers, working with teacher candidates in schools throughout the regions of Niagara, Brant, Haldimand, Norfolk, Halton, Peel, Hamilton-Wentworth, Waterloo, Wellington, Dufferin, and Guelph.

Brock teacher candidates have opportunities to personalize their learning through optional professional development and may qualify for an alternative placement experience in their final year.

**Primary/Junior** program: Certifies candidates to teach Kindergarten through Grade 6. No teachable subject.

**Junior/Intermediate** program: Certifies candidates to teach Grades 4 through 10, emphasizing elementary school. One teachable subject. The Junior/Intermediate teachable subjects include: Dramatic Arts, English, French as a Second Language, Geography, Health and Physical Education, History, Mathematics, Music – Vocal, Science - General and Visual Arts.

### *Flow of the PJ & JI Program and Year at-a-Glance*

Year 1/ Year 5		Year 2 / Year 6	
Fall	Winter	Fall	Winter
12 weeks classes	4 weeks teaching block	6 weeks classes	6 weeks classes
2-week teaching block 1	12 weeks classes	6 weeks teaching block 2	6 weeks teaching block 3

### *Beginning of Program Annual Orientations*

Year 1 & Year 5 Teacher Candidates:

- attend a mandatory, **Beginning of Program Orientation (attendance required)**. This is generally held the Tuesday following Labour Day. This event is virtual but is live/SYNC. Details are communicated via your Brock email in August. This a required part of your program.

Year 2 & Year 6 Teacher Candidates:

- attend Focus Week. This generally begins the Tuesday following Labour Day and ends on the Friday. Details are communicated to your Brock email in August. Attendance is mandatory.

### *Coursework*

The P/J/I B.Ed. program is a blend of coursework and classroom experiences that connect the theoretical and philosophical foundations of teaching to the pedagogical experiences of teaching in the classroom. The Program Overview (located on the [Student Resources website](#)) provides a list of foundational and curriculum subject based coursework to be completed to satisfy the requirements of the Bachelor of Education, resulting in recommendation to the Ontario College of Teachers for certification. Teacher candidates must register

for, and complete, all these courses during the program.

### *Course exemptions*

As an accredited program the structured scaffolding within the program provides specific opportunities to develop knowledge, skills, and dispositions. As a result, course exemptions based on completion of comparable courses at Brock or elsewhere are not allowed.



**PLEASE NOTE: It is the responsibility of the student to ensure that they have enrolled in all required courses.** Failure to do so could result in inability to progress in the program in a normal fashion. Teacher candidates who do not register for, and satisfactorily complete, the Year 1 courses within the fall and winter terms of Year 1 will not progress to Year 2 until all courses have been successfully completed. Teacher candidates who do not register for, and successfully complete, the Year 2 courses in the fall and winter terms of Year 2 will not graduate. Extenuating circumstances may be considered at the discretion of the Program Director.

More detailed information and course descriptions are located on the [Brock University Undergraduate Calendars](#).

### *Practicum Requirements for Certification*

The Teacher Education Program schedules 95 practicum days divided over three (3) separate practicum placements, during the two-year program. While teacher candidates are required to complete a minimum of 80 days of practicum for certification to meet OCT requirements, the Teacher Education Program schedules 95 days to benefit teacher candidates and/or to attend to any extenuating circumstances. In addition to successfully completing placements in required divisions and teachables, teacher candidates must complete all scheduled practicum days for the academic year (for an outline of your practicum dates, review the calendar for your specific division). Note that all practicum placements are measured by days, practicum hours are not taken into consideration.

#### **Primary/Junior division certification:**

- one (1) placement in Primary (Grades 1-3, or K; recommend taking the optional *Early Primary Learning in Kindergarten Classrooms* optional course) and one (1) placement in a Junior classroom (Grades 4-6)

**Junior/Intermediate division certification:**

- one (1) placement in a Junior classroom (Grades 4-6) and one (1) placement in an Intermediate classroom (Grades 7-8).
- Intermediate placements are not made in Grades 9-10, although the certification for J/I is for Grades 4-10. This is done because of the difficulty of finding placements for these areas.

Policies and procedures about successful course and practicum completion are found in this handbook in Section 6 called "Program Policies, Procedures, & General Information."

**C. The I/S Teacher Education Program: Coursework & Flow**

The program is four (4) semesters, taken over two (2) academic years and embraces the integration of theory and practice.

Teacher candidates are placed in partner schools in the second term of their program. They move through a planned course of study including three (3) practicum placements in Ontario classrooms.

Instruction in professional practice takes place under the supervision of practicum advisors, practicum instructors and Associate Teachers, working with teacher candidates in schools throughout the regions of Niagara, Brant, Haldimand, Norfolk, Halton, Peel, Hamilton- Wentworth, Waterloo, Wellington, Dufferin, and Guelph.

Brock teacher candidates have opportunities to personalize their learning through optional courses.

**Intermediate/Senior division certification:**

- Certifies to teach Grades 7 through 12, emphasizing secondary school.
- Requires two (2) teachable subjects, a primary teachable subject, and a secondary teachable subject. Subjects offered each year may vary.

The Intermediate/Senior teachable subjects include:

Dramatic Arts, English – First Language, French as a Second Language, Geography, History, Mathematics, Health and Physical Education, Science – Biology, Science – Chemistry, Science – General, Science – Physics and Visual Arts.

### Flow of the I/S Program and Year at-a-Glance

Year 1/ Year 5		Year 2 / Year 6	
Fall	Winter	Fall	Winter
12 weeks classes	12 weeks classes	6 weeks classes	6 weeks classes
2-week transition week	5 weeks teaching block 1	6 weeks teaching block 2	6 weeks teaching block 3

### Beginning of Program Annual Orientations

Year 1 & Year 5 Teacher Candidates:

- attend a mandatory, **Beginning of Program orientation (attendance required)**. This is generally held the Tuesday following Labour Day in September. This event may be virtual or F2F but is always live/SYNC. Details are communicated via your Brock email in August. This is a required part of your program.

Year 2 & Year 6 Teacher candidates:

- attend Focus Week. This generally begins the Tuesday following Labour Day and ends on the Friday. Details are communicated to your Brock email in August. Attendance is mandatory.

### Coursework

The I/S program is a blend of coursework and classroom experiences that connect the theoretical and philosophical foundations of teaching to the pedagogical experiences of classroom teaching. The Program Overview (located on the [Student Resources](#) website) provides a list of coursework that teacher candidates are expected to complete to satisfy the requirements of the Bachelor of Education, resulting in recommendation to the Ontario College of Teachers. Teacher candidates must register for and complete all these courses during the program.



**PLEASE NOTE: It is the responsibility of the student to ensure that they have enrolled in all required courses.** Failure to do so could result in inability to progress in the program in a normal fashion. Teacher candidates who do not register for, and satisfactorily complete, the Year 1 courses within the fall and winter terms of Year 1 will not progress to Year 2 until all courses have been successfully completed. Teacher candidates who do not register for, and successfully complete, the Year 2 courses in the fall and winter terms of Year 2 will not graduate. Extenuating circumstances may be considered at the discretion of the program director. More detailed information and course descriptions are located on the [Brock University Undergraduate Calendars](#).

### ***Practicum Requirements for Certification***

The Teacher Education Program schedules 95 practicum days divided over three (3) separate practicum placements, during the two-year program. While teacher candidates are required to complete a minimum of 80 days of practicum for certification to meet OCT requirements, the Teacher Education Program schedules 95 days to benefit teacher candidates and/or to attend to any extenuating circumstances. In addition to successfully completing placements in required divisions and teachables, teacher candidates must complete all scheduled practicum days for the academic year (for an outline of your practicum dates, review the calendar for your specific division). Note that all practicum placements are measured by days, practicum hours are not taken into consideration.

Intermediate/Senior placements are made in a Grade 7-12 classroom:

- one (1) placement is specific to the teacher candidate's primary teachable, and
- another placement may be in the secondary teachable.
- At least one (1) placement will be in the Intermediate division and at least one (1) placement will be in the Senior division.

Policies and procedures about successful course and practicum completion are in this handbook in Section 6 called "Program Policies, Procedures, & General Information."

### **D. The I/S Consecutive and Multi-Session Technological Education Teacher Education Programs: Coursework & Flow**

The program is four (4) semesters, taken over 16 months continuous (consecutive) or up to five (5) years (multi-session), and embraces the integration of theory and practice, allowing candidates time to learn, reflect and grow as beginning teachers. Teacher candidates move through a planned course of study with a focus on pedagogy reflective of future - ready learners and includes three (3) practicum placements in school boards across Ontario. Instruction in professional practice takes place under the supervision of instructors, practicum advisors, and Associate Teachers, working with teacher candidates in schools throughout Ontario. Brock University's Technological Education Teacher Education program (B.Ed. or Certificate of Education) provides candidates with the professional education necessary to become certified teachers in Ontario.

Intermediate/Senior Technological Education teachable subjects include:

Communications Technology, Computer Technology, Construction Technology, Green Industries, Hairstyling and Aesthetics, Health Care, Hospitality and Tourism, Manufacturing Technology, Technological Design, and Transportation Technology.

## Tech Ed program certification:

- Certifies to teach at the secondary level Grades 9 through 12
- Graduates achieve a single subject broad-based technology (BBT) basic qualification in Grades 9 and 10, and Grades 11 and 12 in area of expertise

### Flow of the Tech Ed Program and Year at-a-Glance

#### Technological Education Intermediate/Senior



Alt text: Year 1 and Year 2 overview of the Technological Education Program

### Pathways to Complete the Tech Ed Program

The Tech Ed program is a blend of coursework and classroom experiences that connect the theoretical and philosophical foundations of teaching to the pedagogical experiences of classroom teaching. The Program Overview (located on the [Student Resources website](#)) provides a list of coursework that teacher candidates must register for, and complete to satisfy the requirements of program. Failure to enroll in the required courses could result in the inability to progress through the program as scheduled and potentially delay graduation. Regardless of intake (June or January) or pathway to completion you choose (Consecutive, Multi-Session option 1, or Multi-Session option 2), the Tech Ed program begins the same by completing all term 1 courses through to the end of practicum block 1 which completes the first session of the program. At this point, you can continue through terms 2-4 and complete the (consecutive) program, or you may apply to OCT for a transitional certificate of qualification and registration

<https://www.oct.ca/public/professional-standards/how-teachers-are-certified/certificates> and continue through terms 2-4 and complete the (multi-session option 1) program in the same timeframe. Alternatively, after receiving



your transitional certificate, you may take up to five (5) years to complete the (multi-session option 2) program, provided you maintain good standing with OCT.

**Note:** With a transitional certificate you may be hired by a school board before completion of your program, and your teaching time may be considered towards practicum requirements.

### *Beginning of Tech Ed Program Orientation*

Tech Ed Teacher candidates attend virtual beginning of program community building activities where you will meet with instructors, get to know cohort colleagues, and learn more about the program structure and expectations. You will also complete an online orientation.

### *Practicum Experiences for Certification*

The Teacher Education Program schedules 90 practicum days divided over three (3) separate practicum placements, during the program. While teacher candidates are required to complete a minimum of 80 days of practicum for certification to meet OCT requirements, the Teacher Education Program schedules 90 days to benefit teacher candidates and to attend to any extenuating circumstances. In addition to successfully completing placements in required divisions and teachables, teacher candidates must complete all scheduled practicum days for the academic year (for an outline of your practicum dates, review the calendar for your specific division). Note that all practicum placements are measured by days, practicum hours are not taken into consideration.

I/S Technological Education teacher candidates experience practice teaching in their Broad-Based Technology at the Grade 9-10 and 11-12 levels (at least one (1) placement in the Intermediate division and one placement in the Senior division).

If a Technological Education teacher candidate is working on a transitional certificate, permission must be received in advance, to have the teaching experience considered towards Block requirements and be registered in the appropriate course code and duration.

Policies and procedures about successful course and practicum completion are located in this handbook in Section 6 called "Program Policies, Procedures, & General Information"

## 3.2 Professional Development (PD) Events

Just as teachers commit to ongoing professional learning to augment their knowledge and practice, teacher candidates participate in professional development (PD) to augment their coursework and field experiences. Some PD events are required while others are optional. Teacher candidates must attend the required events as they are considered a part of your program. Optional experiences are discretionary, but candidates are encouraged to attend one optional PD event each term of the program. PD experiences are not evaluated for marks. An overview of the annual PD plan is shared through the [Student Resources website](#). Times and locations are finalized closer to each event. Some optional events have fees associated with them.

**Note: Events may be held in person or virtually, and at either campus or off campus. Students are responsible for their own transportation to professional development events.**

## 3.3 Optional Non-Credit Courses

In addition to required courses, the Teacher Education Program offers a variety of optional non-credit courses for which regular course fees apply, but the courses are not required to complete the professional program. Optional non-credit courses appear on official transcripts but may be taken in addition to the program courses, and as such, are graded on a Satisfactory/Unsatisfactory marking scale; most are delivered online.

Advantages of Optional courses:

- Positions the teacher candidate for success in the desired practicum placements. Some placements require unique qualifications and optional courses allow teacher candidates to gain these. (For example, do you want to teach in a Catholic school or an early learning environment/kindergarten setting? For a kindergarten placement, the kindergarten optional course is recommended. The Religion optional course is not required for a placement in the Catholic schools, but many boards expect teacher candidates to have knowledge of the Catholic curriculum and consider the course as extremely valuable for successful teaching in their schools.)
- Builds a unique professional portfolio. The job market for beginning educators is competitive. Although not part of the official program course load these courses do appear on transcripts and allow you to stand out from the crowd.

This is a professional degree – enjoy it! Optional courses, like optional professional development events, allow teacher candidates to explore topics of interest, in greater depth, with people who share that interest.

Teacher candidates are encouraged to reference the optional courses they take at Brock in their CVs, cover letters, and interviews when applying for teaching jobs, in order to demonstrate their commitment to ongoing professional development and advanced studies in a particular topic area.

### **3.4 Accessible Learning & Volunteer/Job Opportunities**

#### **Accessible Learning**

Student Accessibility Services (SAS) provides support for students with accessibility needs, as well as personal counselling and student health services. Student Accessibility Services (SAS) advocates for accessibility for students and provides resources and education opportunities for staff and faculty to ensure a welcoming environment in compliance with Ontario Human Rights Commission (OHRC) guidelines and the Accessibility for Ontarians with Disabilities Act (AODA). For more information, please visit their website: <https://brocku.ca/sas/>

#### **Volunteer/Job Opportunities**

Education/teaching related volunteer and paid opportunities outside of your program are posted on the *Professional Opportunities* tile of the **Student Resources website**

Volunteer and professional development opportunities are also found on the **Experience BU website**

Other job opportunities will be posted on the **Career Zone website**

## 4. The Program of Study: Practice Teaching Experience

The Primary-Junior, Junior-Intermediate, and Intermediate-Senior (including Technological Education) programs consist of a progression of courses which both scaffold and are influenced by a series of in-school and professional experiences. The progression through courses over the two years of study is designed to provide breadth and depth of knowledge in foundational subjects (such as method of instruction) as well as subject specific knowledge, most profoundly for secondary teachers. The structure of the teaching blocks organized through the programs contributes significantly to teacher candidate knowledge about, and success in, the teaching profession.

### 4.1 Roles and Responsibilities Related to Practice Teaching Experiences

#### Teacher Candidates

Teacher candidates study the foundations of education, the curriculum subjects they are qualifying to teach, and complete practice teaching experiences in schools.

On both the St. Catharines and Burlington campuses, and in schools, teacher candidates are expected to demonstrate the same high level of professionalism and commitment to students and learning that practicing teachers demonstrate. This includes:

- a commitment to the principles outlined in the Ontario College of Teachers' *Standards of Practice for the Teaching Profession* and the *Ethical Standards for the Teaching Profession* (including supporting advisories such as the Advisory on social media);
- a commitment to personal and professional growth throughout the program;
- a striving towards a standard of excellence in assigned tasks, including class participation at Brock and practice teaching responsibilities in schools;
- a commitment to collaborative interpersonal relations, including consideration for the perspectives of others; and
- a respect for the confidentiality of relationships with school partners, peers, and instructors.

## **Practicum Instructors and Advisors**

Practicum instructors and advisors advise, guide, mentor, and often act as an advocate for the teacher candidate during the field experiences.

Practicum instructors lead the professional practice courses taken by teacher candidates in year one and year two. Both practicum instructors and practicum advisors work with teacher candidates to develop their teaching skills through coursework as well as by supervising, observing, and assessing each teacher candidate's practice teaching placements.

Practicum instructors and practicum advisors work closely with the teachers and principals in the schools in which teacher candidates are placed.

The practicum instructor or practicum advisor overseeing a teacher candidate's practicum is a teacher candidate's first point of contact for program-related information, including information about practice teaching placements and for handling questions and concerns during placements. Teacher candidates are encouraged to contact their Practicum Instructors and Practicum Advisors if they have questions about their practice teaching placements.

For specific course-related information, teacher candidates are advised to contact their course instructors.

## **Placement Office**

The Placement Officers work with partner school boards to arrange practicum placements for teacher candidates. Notices regarding Practicum Placements are sent to teacher candidates via the Practicum Office. These notices also include information on the Ontario College of Teachers' Temporary Certificate.

## **Practice Teaching Coordinator**

The Practice Teaching Coordinator works closely with the Director, Assistant Director, Practicum Advisors, and the Placement Office to provide teacher candidates who are experiencing difficulty in a practice teaching placement with additional supports and remediation strategies.

## **Director, Teacher Education**

The Director provides academic and administrative leadership for the Teacher Education program, which includes oversight of practicum, supported by the Practice Teaching Coordinator, the Placement Office Manager, Placement Officers, and the Administrative Assistant, Practicum.

## Associate Teachers

Associate Teachers fulfill a very significant role in teacher education providing professional guidance to teacher candidates during practice teaching placements (also known as teaching blocks). Prior to, during, and/or following a practice teaching placement, Associate Teachers liaise with Practicum advisors with the aim of providing teacher candidates with practicum experiences that meet their needs and assessments that reflect their professional growth. Normal practice is to introduce teacher candidates gradually to teaching responsibilities with a single lesson the first day and additional lessons each subsequent day.

Associate Teachers and teacher candidates work as teams, to share classroom duties, and to decide mutually on respective roles, under the direction of the associate teacher. In subsequent teaching blocks, a teacher candidate's workload is normally increased as Associate Teachers and principals ascertain that the program and the students are well served by an increase in teacher candidate responsibilities.

An associate teacher's responsibilities include the following:

- welcoming teacher candidates and orienting them to the school and classroom routines;
- discussing with teacher candidates the instructional needs of students and the expectations for planning quality learning experiences for students;
- guiding teacher candidates in their choice of appropriate instructional methods, classroom routines, and instructional materials etc.;
- supervising teacher candidates and observing their professional and ethical behaviours;
- providing teacher candidates with honest, straightforward, and where possible, positively framed, assessments of their teaching performance. Strengths should be highlighted. Weaknesses should be identified, along with specific suggestions for improvement;
- supporting the professional growth of teacher candidates in partnership with Practicum Advisors and the requirements of Brock's Teacher Education program (e.g., Brock Lesson Plan template);
- conferencing with both Practicum Advisors about the progress of teacher candidates; and
- completing a formal assessment (and an assessment mid-practicum checklist) of the teacher candidate's performance, following the procedures outlined by the Teacher Education Program.

It is emphasized that legal responsibility for the supervision of elementary and secondary school students remains with the associate teacher and school staff. Teacher candidates who have a concern in this regard should contact their Practicum Advisors.

## 4.2 The Practice Teaching Experiences

Teacher candidates are assigned a practice teaching placement in each of the divisions they are qualifying to teach:

<b>Primary</b>	Grade K-3
<b>Junior</b>	Grades 4-6
<b>Intermediate</b>	Grades 7-10 (JI placements occur in grades 7-8; IS placements occur in grades 7-10)
<b>Senior</b>	Grades 11-12
<b>Technological Education</b>	Grades 9-12

Alternative setting placements (e.g., museums, outdoor education sites, international) may be options (when offered) at the end of Block 3. Refer to the Student Resources website for details about alternative setting placement options.



### Transportation to Placements & Required Events

**Transportation to school placements, required off-campus courses, and professional development events is the responsibility of each teacher candidate.** Brock cannot control changes to public transportation schedules. Students relying on public transportation should review the schedule for the full year to understand the impact on their ability to get from campus to home or placement schools. All **teacher candidates should budget and plan to commute 60-90 minutes (each way) to their assigned placement schools.**

### Health and Safety Compliance

Teacher candidates complete Health and Safety Training specific to the school board where the placement occurs. Information about how to complete the training is sent prior to the beginning of the placement.



## **Practicum (Practice Teaching) Blocks**

Successful completion of practice teaching is an essential element of the teacher candidate experience in the program. Under the guidance of Practicum Advisors and Practicum Instructors and Associate Teachers, teacher candidates complete teaching experiences or practicums.

Practicums are blocks of time where the teacher candidate spends the full day at a school in a classroom of a host associate teacher who serves as mentor and guide. Each block is scaffolded to reflect the experience and the course work completed by the teacher candidate prior to the teaching practicum.

Teacher candidates take on all aspects of teaching responsibility including:

- planning, assessment, evaluation and classroom climate.
- maintaining a functional daybook during teaching blocks (required).
- use the Brock Lesson Plan template to develop their lessons during practicum.
- at the discretion of Practicum Advisors, teacher candidates may have the option of using an abbreviated lesson plan format during their final year.

### *Lesson Planning & Daybooks*

Through the submission of one or more lesson plan(s), each teacher candidate demonstrates a high level of proficiency in lesson planning utilizing the Brock Lesson Plan template. A downloadable version of the template will be made available to teacher candidates on the Resources website and to associate teachers.

The keeping of a Daybook is required for all teacher candidates. A teacher candidate's daybook:

- contains identification of the owner and school, and notes provided by the associate teacher related to school policies and routines etc.;
- contains lesson plans for all practice teaching blocks, and units for Practicum 2 and 3;
- contains student seating plans and mark lists;
- contains descriptions of class routines and schedules for supervisory duties (e.g., cafeteria);
- contains newsletters, the principal's memos, timetable information, and notes for the school or class;
- must be presented to the associate teacher before the teaching day begins, with at least the lessons for that day; and
- contains the teacher candidate's reflections at the end of each lesson/experimental strategy, as well as the comments of the associate teacher.

*Range of Experiences and Performance Expectations (see appendix A)*

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Year 1, P/J/I, Block 1, Fall/Winter: supervised by Practicum Advisor/Instructor

- is normally 6 weeks in length
- teacher candidates will be able to teach a minimum of 50%, but no more than 75% at the end of the teaching block

Year 2, P/J/I Block 2, Fall: supervised by Practicum Advisor/Instructor

- teacher candidates will be able to teach a minimum of 75% of the day, increasing to 100% at the end of the teaching block

PJI

Year 2, P/J/I Block 3, Winter: supervised by associate teacher

teacher candidates will be able to teach 100% throughout the placement.

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Year 1, I/S, Block 1, winter: supervised by Practicum Advisor/Instructor

- teacher candidates will be able to teach one class per day & observe two other classes

IS

Year 2, I/S, Block 2, Fall: supervised by Practicum Advisor/Instructor

- teacher candidate will be able to teach two classes per day & observe one other class
- Year 2, I/S, Block 3, Winter: evaluated by associate teacher
- teacher candidate will be able to teach three classes per day.
- 

Year 1, Tech Ed, Block 1: supervised virtually by Practicum Advisor/Instructor

- teacher candidate will be able to teach one class per day & observe two other classes
- Year 2, Tech Ed, Block 2: supervised virtually by Practicum Advisor/Instructor

- teacher candidate will be able to teach two classes per day & observe one other class

Year 2, Tech Ed, Block 3: evaluated by associate teacher

- teacher candidate will be able to teach three classes per day. If a Technological Education teacher candidate is working on a transitional certificate, it may be possible for the teacher candidate to use applicable teaching experience towards Block 2 and/or 3 practicum requirements. A Technological Education teacher candidate can contact the Placement Office for more information on the requirements and policies for this process when hired on an LTO (please note that not all experience will be applicable and practicum time cannot be banked towards future practicum requirements).

Tech  
Ed

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### *Expectations for Practicum Experiences*

Teacher candidates are expected to attend each session of the practicum as professionals in the field. It is expected that:

- (a) all instances of dress, grooming, and speech will be in accordance with the expectations of the schools;
- (b) daily arrival and departures to and from schools will be in accordance with the school expectations for punctuality;
- (c) any required absences will be reported to Practicum Advisors and Associate Teachers before the teaching sessions;
- (d) accepted professional behaviour will be displayed in all dealings with students, school personnel, and university personnel. If conflicts arise, teacher candidates are expected to seek assistance through their Practicum Advisors.

Teacher candidates should be aware that assessment and the assigning of grades must and will be based on wider domains that encompass the attitudes, deportment, and responses that model high ethical standards, reflectivity, responsibility, and a desire to learn and grow.

Assessments will reflect the extent to which teacher candidates have demonstrated genuine progress in learning how to learn and how to assist others to learn.

Teacher candidates are expected to conduct themselves on campus and in their practice, teaching schools in a professional and ethical manner. This includes demonstrating the following:

- demonstrating a commitment to personal and professional growth throughout the year;
- endeavoring to achieve a standard of excellence in assigned tasks, participation, and practice teaching roles;
- demonstrating such interpersonal qualities as cooperation and consideration for the perspectives of others; and
- demonstrating a commitment to principles valued in society, such as honesty, reliability, and equality of rights without gender, racial, or ethnic bias.

## **Associate Teacher Absence during Practica**

Should an Associate Teacher be absent, teacher candidates must not be left on their own, be asked to take on unsupervised responsibilities in the school or be employed as a supply teacher. A qualified supply teacher may serve as an associate teacher and work temporarily with the teacher candidate; however, in the case of the extended absence of their Associate Teacher, the placement assignment will be re-evaluated through consultation with the principal, Practicum Advisor, and Placement Office.

## **Staff Meetings and Professional Activity Days at Schools during Practicum**

Teacher candidates are required to attend staff meetings that are scheduled on days when they are at the school site. Teacher candidates are expected to take part in workshops, meetings and any other professional development activity planned, as would any other member of the school staff, if the activity is scheduled on a day when teacher candidates are assigned to their school site. However, teacher candidates should visit with their Associate Teachers and Principals to determine if their presence is welcome.

## **Labour Action during a Practicum**

Teacher candidates may, if they wish, join their Teacher Federation's information pickets (e.g., distributing pamphlets during lunch). Teacher candidates are not to go into the school during any strike action day(s). During any strike action, teacher candidates must not take on any activities from which teachers have refrained. If teacher candidates choose to participate in a strike picket, insurance policy (e.g., Brock, MTCU, OTF) does not cover you.

## **4.3 Evaluation of Practica**

Teacher candidates' performance for each practicum is rated by the Associate Teacher and the Practicum Instructor or Practicum Advisor.

### **Mid-term Evaluation (Appendix B)**

Associate Teachers are highly encouraged to use the mid-term evaluation (see Appendix B) to provide feedback to the teacher candidates they are mentoring in the middle of their practice teaching block. The evaluation is not related to a mark but is instead available to support the learning of the teacher candidate and guide a conversation between associate teacher and teacher candidate.

## **Final Summative Evaluation (Appendix B)**

The summative evaluation of a teacher candidate's performance for each practicum is rated on the Associate Teacher Practicum Evaluation Form by the Associate Teacher and the Practicum Advisor or practicum instructor. Although the evaluations are similar for all programs, please see Appendix B for the templates for the evaluation form used for teacher candidates in the program.

Although these forms remain the same for each of the practicum blocks, the expectations for their completion are different. Ratings relate to the expectations for the current level of preparation and therefore, as teacher candidates progress through the program, they are held to a higher standard of performance.

In addition, there is an overall rating for each practicum:

- Excellent, Good, Satisfactory, Unsatisfactory are the rankings for teacher candidates.

NOTE: It is possible for the teacher candidate to receive an Excellent ranking in their first block because they are successfully performing the expectations at the level of that block. A teacher candidate's score may be lower on other blocks – not because they have lowered performance efforts, but due to an increase of expectations.

### **4.4 Teacher Candidates Experiencing Difficulties during Practicum**

If issues or concerns arise in a placement, the Practicum Advisor is the first point of contact. Teacher candidates should contact the Practicum advisor/Instructor immediately with the concern and should not wait for problems to become unmanageable.

#### **Reasons for Withdrawal from a Practicum**

Teacher candidates should anticipate that, when their conduct affects the quality of teaching or learning, the climate of a school, and/or the well-being of others, Associate Teachers will discuss the issues with them and note areas of concern in their formal assessment reports.

Associate Teachers are also requested to contact the Practicum Advisor early on when a teacher candidate's performance is judged to be problematic. The performance of such teacher candidates will be jointly assessed by the Associate Teacher, a Practicum Advisor and as necessary, the Practice Teaching Coordinator and possibly the Director/Assistant Director.

Results of these assessments will determine the eligibility of the teacher candidate to proceed in the practice teaching placement. In determining a course of action, the following factors will be taken into consideration:

- if the teacher candidate’s response to counseling is positive and task oriented;
- if the teacher candidate shows an adequate level of understanding of personal strengths and weaknesses; and
- if the candidate is able to work with the associate teacher and Practicum Advisor to construct a feasible plan of action for improvement and professional growth.

**The following may be considered cause for the immediate withdrawal of a teacher candidate from a practice teaching placement:**

- **a charge by school personnel and/or Brock personnel of physical, emotional, or sexual abuse, drug or alcohol abuse;**
- **assessment by school personnel and/or Brock personnel that the teacher candidate’s behaviour seriously or chronically affects the emotional or physical health of students;**
- **in the opinion of the Teacher Education program, the associate teacher, or the school principal, evidence that continued placement could have a detrimental effect on the school’s students, staff, or program.**

**In the situations above, the option to repeat the practicum course practica may be refused and the teacher candidate’s right to continue in the Teacher Education program may be revoked, depending on the seriousness of the situation.**

### **Placement Difficulties Due to Communication & Professional Relations**

Teacher candidates and Associate Teachers approach placement with different perspectives and expectations. Topics that are commonly negotiated between teacher candidates and Associate Teachers include appropriateness of dress, punctuality, the amount of teaching required by the teacher candidate during each block, the amount of feedback provided to the teacher candidate by the associate teacher. A difference in perception of what constitutes professionalism or appropriate attitudes towards teaching, and many other topics could arise.

Difficulties can arise within these negotiations. Teacher candidates and Associate Teachers are provided with the roles and responsibilities, as well as practicum expectations for the block, outlined in this Program Handbook. It is hoped that both teacher candidates and Associate Teachers would review these roles and responsibilities, followed by an open and frank dialogue in

discussions that are mutually respectful, with empathy and conduct reflective of the OCT *Ethical Standards for the Teaching Profession*. Additionally, all teacher candidates and Associate Teachers are encouraged to contact the Brock Practicum Advisors for advice and assistance in resolving any such issues as soon as they become apparent.

Difficulties do arise in professional relationships that are more serious in nature, such as sexual harassment, racial harassment, equity, professional ethics, etc. Professional relationships are governed by University, Federation, and school board policies, as well as federal and provincial legislation. Problems of this nature should be reported immediately to the Practicum Advisor, who must inform the Practice Teaching Coordinator and Director of the Teacher Education program. The Practice Teaching Coordinator and Director will consult on a regular basis on all ongoing cases, with the support of practicum advisors, and administrative assistance in the placement office when practice teaching blocks require changes. Professional misconduct by the teacher candidate may result in removal of the teacher candidate from the program.

### **Failure to Complete Practicum**

The Practice Teaching Coordinator will prepare a **Teacher Candidate Referral Contract** for any teacher candidate who does not complete a practicum for any reason. A referral meeting may be held with the Practice Teaching Advisor, Director, Assistant Director, and/or Practicum Advisors with the teacher candidate to discuss the contract. The contract will be signed by the Practicum Coordinator, Director, and the Teacher Candidate. A failing grade will normally be assigned to the practicum course and the teacher candidate will normally be required to enroll in the course again to repeat the practicum (thus paying the tuition fee again). Teacher Candidates who leave a block **for any reason** will normally receive a failing mark for that placement and be required to re-take, and pay again for, the practicum course for credit. A backdated withdrawal may be provided for medical or compassionate reasons with the approval of the Director. A teacher candidate may only re-take a practicum course once; unsuccessful completion of repeated practicum will normally result in removal from the program.

### **Unsatisfactory Rating of the Practicum**

The Practicum Associate Teachers are encouraged to notify the Practicum Advisor immediately when a teacher candidate is having difficulties in the practicum, especially if the resulting mark will be a *Satisfactory* or below. The Advisor will meet with the Associate Teacher and the teacher candidate to discuss the situation and determine a course of action. If appropriate, one or more faculty members and the Practice Teaching Coordinator will observe the teacher candidate's performance in the classroom in order to provide the Associate Teacher with a second opinion and additional feedback for the

teacher candidate. Together, the Associate Teacher, the teacher candidate and the Practicum Advisor will identify next steps.

**The Practice Teaching Coordinator will prepare, in consultation with the teacher candidate and their Practicum Advisor, a Teacher Candidate Referral Contract that outlines performance criteria for the next block for each teacher candidate with an overall mark of *Satisfactory or below* on the evaluations of any block. Supervision in Block 3 is required if a teacher candidate's mark on the practicum evaluation is *Satisfactory or Unsatisfactory*. An offer will be extended to the Practicum Advisor first to complete supervision, and if the **Referral Policies and Procedures****

Under exceptional circumstances, when a teacher candidate's performance and/or department are not consistent with the expectations of the Teacher Education program, as described in the Teacher Candidate Handbook, the Brock University Undergraduate Calendar, course outlines, and/or Brock University Code of Conduct, the procedures below may be followed by the Teacher Education Program:

1. The instructor (or Practicum Advisor(s) or associate teacher(s), if applicable) may confer informally with the teacher candidate about the problem or concern, with the goal of communicating clear expectations (in writing is ideal) and developing a timeline for planned improvement.
2. If the expectations and the timeline for planned improvement are not met satisfactorily, the instructors (or practicum advisor(s) or associate teacher, if applicable) will confer with the Practice Teaching Coordinator (for matters related to practice teaching), Student Accessibility Services staff (if applicable), and the Director.
3. At this point, a **Teacher Candidate Referral Report** will normally be drafted, signed by the Practice Teaching Coordinator, Director, and Teacher Candidate, and retained by the Practice Teaching Coordinator, with copies distributed to all parties as appropriate. The report will include the following: name and student number of the teacher candidate, date of the report, information about the problem and the reasons for referral (including timeline if appropriate), supporting documentation (if available), and a plan of action for remedying the problem. In the case of a severe problem, a plan of action may recommend immediate withdrawal from the Teacher Education program, in which case the **Teacher Candidate Referral Report** will immediately be elevated to the Office of the Dean/Associate Dean for further action.



4. During the preparation of the **Teacher Candidate Referral Report**, the teacher candidate may be requested to co-develop a plan of action and a timeline for remediation of the problem. In cases where problems are resolved, no further action will be taken, if, in the opinion of the instructor, Practice Teaching Coordinator and Director there is a satisfactory resolution of the problem.
5. If the problem is not resolved, a Referral Committee will normally be formed to recommend further action. Membership on the Referral Committee should comprise the teacher candidate and as appropriate, one or more instructors, Practicum Advisor/Instructor, the Practice Teaching Coordinator, the Assistant Director, the Director, and a representative from Student Accessibility Services (in the case of teacher candidates who are registered with the office).
6. In the case of concerns about coursework, the Director may choose with proper regard to Brock University's privacy policies, to contact the teacher candidate's instructors (and associate teacher(s), if applicable) to gather data on the teacher candidate's performance and deportment in the program overall. This communication will be conducted confidentially. Concerning the findings, and in consultation with the Practice Teaching Coordinator, if applicable, the Director may recommend updating the **Teacher Candidate Referral Report**.
7. If the problem is not resolved and the candidate is not satisfied with the actions taken by the Referral Committee, the teacher candidate may appeal to the Office of the Dean. The Dean (or Associate Dean as his/her designate) will accept, reject, or amend the actions taken by the Referral Committee and inform the candidate and the Program.
8. Following the decision of the Dean/Associate Dean, the teacher candidate may appeal to the Student Appeals Board. Teacher candidates are advised to consult the *Brock University Undergraduate Calendar* and information at the Brock University website related to appeal policies and procedures at the university level.

During the entire referral process, all parties are requested to make and keep dated notes related to advice, expectations, requirements, and timelines that have been communicated to the teacher candidate. All correspondence with the teacher candidate will be conducted either in person, over email (with a reply requested), or by registered mail, in the case of a teacher candidate who is no longer in the vicinity.

## **Divergent Associate Teacher and Practicum Advisor Reports**

If the practice teaching assessment report that is completed by an associate teacher is clearly divergent from the practice teaching assessment report that is completed by the Practicum Advisor, the following procedures may be followed at the discretion of Practicum Advisors:

- a conference time may be arranged for further dialogue between the Associate Teacher and the Practicum Advisor, with or without the teacher candidate present;
- where feasible, additional Practicum Advisor observation times may be scheduled;
- the Practice Teaching Coordinator may be consulted and asked to review the circumstances and the assessment reports. In situations where a final grade is Unsatisfactory or Marginal, the Practice Teaching Coordinator may choose, in consultation with the Practicum Advisor, which report to use in determining a Pass/Fail standing, and whether a make-up teaching placement is warranted;
- Teacher candidates will not be allowed to request an additional placement for the purpose of acquiring a higher mark.

## 4.5 Other Important Information



### Making Placements

**All placements are arranged by the Placement Office**, in consultation with Practicum Advisors/Instructors and school board personnel. **Teacher candidates are not allowed to contact schools, teachers, or principals to request or arrange their own placement. This creates a conflict of interest and may conflict with school board placement policies. Any placements arranged by the teacher candidate will be revoked, this includes having a school contact the Placement Office to request a placement for a specific teacher candidate.**

Each school board uses a different placement procedure (e.g., school board central placement officer assigns TC; Brock placement officer contacts schools). Because Brock cannot control how placements are made and when placements are approved by each school board, teacher candidates may learn of their placements at different times than their peers.

Leading up to the start date of the placement, all placements that have been secured at that time will be released to teacher candidates. Some may not receive a placement on that day, which means that the Placement Office is still working on finding suitable placements. If a teacher candidate finds themselves in this situation, the Placement Office will send the teacher candidate an email to keep them informed of their placement status.

This may leave some teacher candidates feeling concerned or anxious, but please rest assured that the Placement Office is aware that a placement is still needed and is working diligently to ensure everyone receives their placements as soon as possible. **It is not atypical for a small number of teacher candidates to have placements confirmed 24 hours prior to arriving at the school.**

Once a placement is communicated to the teacher candidate, the teacher candidate arranges to contact the associate teacher. A program is worked out that meets the needs of the associate teacher and the teacher candidate. Associate Teachers may contact the Practicum Advisors for any clarification. Teacher candidates are expected to increase their teaching load as the practice teaching period progresses and to maximize opportunities to participate in the school activities and get to know the school culture.

## Out-of-Region (OOR) Placements for P/J, J/I, and I/S Teacher Candidates

It is expected that teacher candidates will generally complete Practicum 1 and 2 in a family of schools within their assigned school board. Some teacher candidates will want to teach in a school that falls outside of our partner school board areas but within the province of Ontario for Practicum 3.

Teacher candidates should note that **(a) they do not make arrangements themselves for their alternate setting placement, (b) it is normal for teacher candidates to have placements confirmed 24 hours prior to arriving at the school and (c) fulfillment of their request is not always possible or advisable.** An Out-of-Region or alternate setting placement may be revoked by the Teacher Education program with consideration for the teacher candidate's teaching performance in Practicum 1 and 2, and the individual's course work.

Teacher candidates should note that Brock, in consultation with principals and Associate Teachers, will exercise its right to deny teacher candidates practice teaching make-up weeks for Practicum 1, 2 or 3. Make-up weeks will only be granted after consultation among the Director, Practicum Advisor and the Practice Teaching Coordinator.

## School Visits by Brock Practicum Advisors

Note: Teacher candidates should review and be familiar with the assessment criteria and program as laid out in the course syllabus associated with each practicum.

Assessment and evaluation of practice teaching is critical to the success of teacher candidates. A Practicum Advisor will observe teacher candidates teaching at least once during each of the first two practica and, at their discretion, the final practica. Their virtual visits are arranged in cooperation with the associate teacher. Normally, observations are for a full class period or more and may be scheduled more than once.

Often a pre-observation/post-observation period is set aside for discussion with the associate teacher. A post-observation conference is conducted between the teacher candidate and the Practicum Advisor. This is normally confidential and does not require the attendance of the associate teacher. It is not unusual, however, for the associate teacher to be invited. An assessment report is completed by the faculty advisor with a copy provided to the teacher candidate. While the report is confidential, teacher candidates are encouraged to share their Advisors' observations with their Associate Teachers.

Associate Teachers are invited to contact Practicum Advisors for clarification,

debriefing, and assistance related to completing the practicum assessment report. In all but exceptional cases, the report should be completed before the end of the practicum and discussed with teacher candidates prior to the last day of the practicum. A copy of the associate teacher report is sent back to Brock, Teacher Education Program.

### **Ontario College of Teachers Transitional Certificate of Qualification and Registration**

Technological Education teacher candidates who have been issued their OCT transitional certificate and have secured an LTO teaching position may be eligible to have their LTO teaching count toward their Block 2 and 3 practicum placements. For the teaching time to count toward practicum requirements, the teaching has to take place in a grade level within the teacher candidate's division area and in either the teacher candidate's BBT subject area or Exploring Technology. Teacher candidates must request permission in advance from the Placement Office in advance to confirm if the teaching assignment can count towards practicum requirements.

If a Technological Education teacher candidate has his or her transitional certificate and has received permission to use LTO teaching experience towards a practicum requirement, the teaching experience must take place during the same term that the Block 2 or 3 placement is scheduled. The placement days cannot be banked and then used towards a future placement (i.e., cannot be applied to a placement in the next term).

More information on practicum requirements can be found on the Student Resources website. For more information on the OCT's transitional certificate, visit the college's website (<https://www.oct.ca/public/professional-standards/how-teachers-are-certified/certificates>).

## 5. Professionalism

### 5.1 Professional Dispositions

The term, “professional disposition,” refers to the attitudes and attributes valued by the profession. The Ontario teaching profession’s notion of professionalism is expressed most articulately in the Ethical Standards for the Teaching Profession and Standards of Practice for the Teaching Profession. Dispositions are defined as “intra- and inter-personal skills, or the expected behaviours for how teachers interact appropriately with others in professional settings and relationships (OADE, n.d).” These relationships begin immediately – from a teacher candidate’s first contact with the staff of the Teacher Education program, to the manner in which they conduct themselves with their classmates and instructors. Other relationships are developed as teacher candidates interact with Associate Teachers, other teachers in the schools, and principals. And a final relationship evolves between the teacher candidate and their students and their parents. The manner in which a teacher candidate interacts with students, parents, colleagues, classmates, instructors, and support staff in the schools and at the university must meet the expectations for professionalism.

### 5.2 Professionalism in Schools

**All teacher candidates must complete a satisfactory vulnerable sector checks for each year that they are in their program.**

The Teacher Education Program reserves the right to withdraw from the program a teacher candidate who does not have an acceptable vulnerable sector check by the date communicated during the acceptance process and prior to a scheduled practice teaching placement.

In advance of practice teaching placements, Practicum Instructors/Advisors will discuss with teacher candidates the expectations for professionalism in schools. Teacher candidates are expected to:

- arrive at their schools sufficiently early each morning to ensure adequate preparation for the day. Expectations for teacher candidate arrival and departure times are normally set by Associate Teachers, but will, at a minimum, comply with school laws (i.e., teacher candidates must be present at least 15 minutes before school opening and after school closing);
- familiarize themselves with and follow the school’s policies and routines

regarding matters such as safety, timetables, discipline, field trips, equipment, and absences, etc.;

- accept the tasks and teaching duties that are assigned by Associate Teachers or school staff. Early on in a school placement, teacher candidates are encouraged to discuss with Associate Teachers the expectations Associate Teachers have for teacher candidates and to arrive at a mutual acceptance of the teacher candidate's responsibilities. Teacher candidates are to follow the guidance of Associate Teachers and school staff in terms of the roles or responsibilities they will or will not assume;
- maintain a daybook that includes all of the required lesson plans and information for each day's teaching and learning activities, as well as timetables, worksheets, and other materials as suggested by Practicum Advisors and Associate Teachers. The daybook must be current and presented to Associate Teachers prior to the beginning of classes and to Practicum Advisors during a visit;
- be available for discussions with Associate Teachers and remain in the school until any reviews of the day's teaching have been completed and suggestions for subsequent tasks have been discussed;
- use non-teaching classroom time to complete pedagogically appropriate activities, such as observing the teaching methods used by Associate Teachers and other staff, working with individual students, supervising group activities, preparing bulletin boards, and assessing student performance etc.;
- supervise the playground, corridor, and/or lunchroom when requested and when under the guidance of a certified teacher;
- where appropriate and when invited, attend, and participate in the school's professional development day activities, parent-teacher interviews, and staff meetings;
- conference as appropriate with the principal and/or vice-principal about school administration, specific educational issues, or professional growth and development;
- always act during school placements as professionals in the field. It is expected that:
  - all instances of dress, grooming, and speech will conform to

the expectations established by schools;

- any required absences will be reported in a timely manner (i.e., prior to the beginning of the school day) to Associate Teachers and *Practicum Advisors*. Additionally, absences must be reported to the placement office through the **Practicum Absence Reporting Form** accessed through their instructor. Resources for any lessons the teacher candidate was preparing to teach must be made available to the Associate Teacher.
- professional behaviour will be displayed in all dealings with students, school personnel, parents, Practicum Advisors, and others in the school.

### 5.3 Teacher Professionalism and Associate Membership in the Ontario Teachers' Federation

Various documents provide teacher candidates with an understanding of the expectations required of the teaching profession such as the [Brock Student Code of Conduct](#).

#### Legislation Governing Teacher Candidates Behaviour

Under the Teaching Profession Act, "...every student in a teachers' college or in a college of education in Ontario is an associate member of the Federation." As such, it is expected that teacher candidates will adhere to the responsibilities and duties of a teaching professional described in the act.

Therefore, teacher candidates are bound by the same legislated provisions as are practicing teachers. The Education Act, Section 264(1), specifies the legislated duties of a teacher, including TECs, as follows:

- 1) 264.(1) It is the duty of a teacher and a temporary teacher:
  - a) to teach diligently and faithfully the classes or subjects assigned to the teacher by the principal;
  - b) to encourage the pupils in the pursuit of learning;
  - c) to assist in developing co-operation and co-ordination of effort among the members of the staff of the school;
  - d) to maintain, under the direction of the principal, proper order, and discipline in the teacher's classroom and while on duty in the school and on the school ground;
  - e) in instruction and in all communications with the pupils in regard to discipline and the management of the school,
    - i) to use the English language, except where it is impractical to do so



- by reason of the pupil not understanding English, and except in respect of instruction in a language other than English when such other language is being taught as one of the subjects in the course of study, or
- ii) to use the French language in schools or classes in which French is the language of instruction except where it is impractical to do so by reason of the pupil not understanding French, and except in respect of instruction in a language other than French when such other language is being taught as one of the subjects in the course of study;
  - f) to conduct the teacher's class in accordance with a timetable which shall be accessible to pupils and to the principal and supervisory officers;
  - g) to participate in professional activity days as designated by the board under the regulations;
  - h) to notify such person as is designated by the board if the teacher is to be absent from school and the reason therefore;
  - i) to deliver the register, the school key and other school property in the teacher's possession to the board on demand, or when the teacher's agreement with the board has expired, or when for any reason the teacher's employment has ceased;
  - j) to use and permit to be used as a textbook in a class that he or she teaches in an elementary or a secondary school,
    - i) in a subject area for which textbooks are approved by the Minister, only textbooks that are approved by the Minister; and
    - ii) in all subject areas, only textbooks that are approved by the board; and
  - k) to perform all duties assigned in accordance with this Act and the regulations. RS.O. 1990, c. E.2, s. 264 (1); 2003, c. 2, s. 20 (1).

### **The Ontario College of Teachers Standards of Practice and Ethical Standards**

Similarly, teacher candidates should fully read and familiarize themselves with the *Ethical Standards and Standards of Practice for the Teaching Profession*, as these standards serve as the foundational expectations of professional behavior of the teaching profession. Along with the *Professional Learning Framework*, they outline the principles of professional practice, ethical behaviour, and ongoing learning for the teaching profession in Ontario. Developed by the Ontario College of Teachers (OCT), the standards are designed to “describe what it means to be a member of the teaching profession in Ontario. They describe the goals, principles and aspirations of teachers dedicated to student learning” (Ontario College of Teachers, 2016, <https://www.oct.ca/public/professional-standards>).

The teacher education program at Brock adheres to the principles that are outlined in the above *Standards* and these principles are referenced frequently throughout the program. Additionally, these standards serve as the basis of the assessment and evaluation of teacher candidates in the program. **Note: Teacher candidates are encouraged to download the flyer that references these standards in an easy-to-reference format** ([at: Standards for the Teaching Profession](#) ).

## **The Standards of Practice for the Teaching Profession (OCT)**

### *Commitment to Students and Student Learning*

Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. Members facilitate the development of students as contributing citizens of Canadian society.

#### **Examples of Commitment to Students and Student Learning**

- Participate in after-school programs (e.g., Tutoring, Reading & Math programs; Computer Camps; Physical Education programs)
- Work closely with Associate Teacher to integrate students with autism into classrooms
- Use a speaker headset for children who are hearing impaired
- Promote being Canadian and proud
- Incorporate differentiated instruction strategies in teaching
- Participate in IEP meetings and incorporate into instruction

### *Professional Knowledge*

Members strive to be current in their professional knowledge and recognize its relationship to practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to inform professional judgment in practice.

#### **Examples of Professional Knowledge**

- Engage in action research around personal teaching practice
- Use Experience Plus to highlight professional learning
- Lead workshops for colleagues and classmates
- Engage in a Professional Learning Community
- Develop a self-reflective teaching practice
- Take AQ courses

### *Professional Practice*

Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation, resources, and technology in planning for and responding to the needs of individual students and learning communities. Members refine their professional practice through ongoing inquiry, dialogue, and reflection.

### ***Examples of Professional Practice***

- Engage in collaborative planning with Associate Teachers and colleagues
- Participate in on-going learning opportunities (AQ; workshops; advanced degrees)
- Adhere to IEP expectations and having separate work for students based on Special Education Teacher recommendations
- Continually work to meet student needs and expectations
- Develop an ALP – Annual Learning Plan – teachers discuss their plan with Principal
- Engage in developing a school success plan

### ***Leadership in Learning Communities***

Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. Members maintain and uphold the principles of the ethical standards in these learning communities.

### ***Examples of Leadership in Learning Communities***

- Engage in Literacy Night or other school-based activities involving children and their parents
- Engage in socials for the school faculty
- Develop relationships with colleagues for team teaching or team planning opportunities
- Engage in PLC meetings
- Engage in faculty and other school-based meetings
- Volunteer outside of the school (YMCA programs, PALS programs)

### ***Ongoing Professional Learning***

Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.

### ***Examples of Ongoing Professional Learning***

- Attend PD Day workshops
- Take AQ courses
- Personal reading of educational books, curriculum ideas
- Action research related to personal teaching situations and practice
- Trying new teaching ideas in class, re-evaluating
- Collaborative planning/teaching strategies

## **The Ethical Standards for the Teaching Profession (OCT)**

### *Care*

The ethical standard of Care includes compassion, acceptance, interest, and insight for developing students' potential. Members express their commitment to students' well-being and learning through positive influence, professional judgment, and empathy in practice.

### *Respect*

Intrinsic to the ethical standard of Respect are trust and fair-mindedness. Members honour human dignity, emotional wellness, and cognitive development. In their professional practice, they model respect for spiritual and cultural values, social justice, confidentiality, freedom, democracy, and the environment.

### *Trust*

The ethical standard of Trust embodies fairness, openness, and honesty. Members' professional relationships with students, colleagues, parents, guardians, and the public are based on trust.

### *Integrity*

Honesty, reliability, and moral action are embodied in the ethical standard of Integrity. Continual reflection assists members in exercising integrity in their professional commitments and responsibilities.

## The Professional Framework of Learning for the Teaching Profession (OCT)



Alt text: Three overlapping circles. Top circle is labeled Ethical Standards for the Teaching Profession, Rightmost is labeled Standards of Practice for the Teaching Profession; Leftmost is labeled Professional Learning framework for the Teaching Profession. The overlapping region is labeled Teacher Professionalism.

The OCT's *Professional Learning Framework for the Teaching Profession* (2016) is described by their website as "one component of a collective vision of teacher professionalism in Ontario that was collaboratively created by both the profession and the public."

Note: Teacher candidates are encouraged to download the booklet prepared by the OCT that explains in detail and provides more information about this critical expectation of professional behavior located at: [Professional Learning Framework for the Teaching Profession](#)

### 5.4 Confidentiality

Teacher candidates are expected to follow the policies and procedures for maintaining confidentiality of their students, which includes respecting the integrity of all academic and personal information related to all students, by never disclosing such information to a third party, except within strictly professional contexts for the purpose of supporting and assisting learners and their families, or when legally required to do so.

## 5.5 Academic and Professional Conduct Expectations at Brock

In addition to the policies of the Ontario College of Teachers and Ministry regulations, the Teacher Education Program's policies related to student conduct are governed by the general policies of Brock University (in Brock University Policies section) and bound by the *Brock Student Code of Conduct*. These policies set out penalties for various forms of misconduct and procedures for *Investigation and Discipline* in cases of allegations of such misconduct. Further information regarding academic integrity is found at <https://brocku.ca/academic-integrity/>.

## 6. Program Policies, Procedures, & General Information

### 6.1 Essential Skills and Abilities Required for Becoming a Teacher

The Ontario Association of Deans of Education (OADE) has developed the following characteristics that inform individuals considering a teaching career in Ontario schools. The following checklist provides a self-assessment of personal capabilities required for successful completion of a Bachelor of Education degree program. The OADE states, "The Essential Skills serve as a benchmark, outlining the requirements to meet the minimum standard necessary to ensure children's safety and learning. Failure to demonstrate any of the Essential Skills may result in removal from the Bachelor of Education degree program."

#### REQUIREMENT 1: COMMUNICATION SKILLS

Teacher candidate communicates clearly, non-verbally and verbally (in the language of instruction, orally and in writing), in various contexts.  
Specifically, the teacher candidate:

- ✓✓ Speaks with appropriate volume, vocabulary, and expression in the language of instruction at a level that provides for safe and accurate understanding of words and meanings.
- ✓✓ Communicates effectively to provide instructions and direction that can be understood by others.
- ✓✓ Asks questions, when needed, to clarify expectations and implied meanings (stated or unspecified details) in course work and on practicum.
- ✓✓ Receives and responds appropriately to oral and written communication from others.
- ✓✓ Responds appropriately to non-verbal signals received from others while considering individual differences in expression and associated meaning.
- ✓✓ Reads, comprehends, and writes, observing the conventions of writing (paragraphing, spelling, punctuation, capitalization, and grammar) at a satisfactory level.
- ✓✓ Models appropriate speech and writing and provides accurate feedback in real time.

## **REQUIREMENT 2: INTRA- AND INTER-PERSONAL SKILLS**

Teacher candidate interacts appropriately with others.  
Specifically, the teacher candidate:

- ✓✓ Accepts, interprets, and uses multiple forms of feedback (e.g., body language, tone of voice, verbal and written comments) to enact effective change (e.g., demonstrates flexibility and adaptability).
- ✓✓ Maintains appropriate interpersonal boundaries, both relational boundaries and physical boundaries.
- ✓✓ Works cooperatively and effectively with others.
- ✓✓ Models inclusive respectful behaviour
- ✓✓ Acts calmly and non-judgmentally in situations that are stressful or involve conflict.

## **REQUIREMENT 3: COGNITIVE AND METACOGNITIVE SKILLS**

Teacher candidate learns, and recalls in a timely manner, the discipline's content and points of understanding (concepts, postulates and methods), and demonstrates effective executive functioning skills.

Specifically, the teacher candidate:

- ✓✓ Learns new material on given topic within a subject to the level (depth and breadth) required for instruction (as outlined in the curriculum documents)
- ✓✓ Plans, organizes, and prioritizes academic/job tasks to meet (course and practicum) requirements.
- ✓✓ Responds to unanticipated problems in a timely manner with an appropriate and justifiable course of action.
- ✓✓ Sustains ongoing effort and persists in the face of challenges.



## REQUIREMENT 4: SUPERVISION SKILLS

Teacher candidate maintains awareness of others so as to ensure a safe environment. Specifically, the teacher candidate:

- ✓✓ Attends to the learners and their environment and takes appropriate action in order to maintain a safe environment.
- ✓✓ Manages multiple job duties simultaneously so as to ensure a safe environment.
- ✓✓ Works effectively in the presence of distracting stimuli so as to ensure a safe environment.
- ✓✓ Moves about the classroom, manages materials, and supplies, and supervises learners during classroom activities.

### Language Proficiency Policy

Teacher candidates' knowledge of and proficiency in using oral and written English language must be at a level that can support successful completion of the teacher education program and is a requirement for admission to the program. In some cases, those teacher candidates without the required level of proficiency will be required to withdraw from the program. In such cases, deferred admission for up to two years may be granted.

Practicum Instructors will notify the Director or Assistant Director of any teacher candidate who appears to lack the proficiency in oral and/or written English required for completion of the program. Where available, the Practicum Instructor will also include any feedback from Associate Teachers. In determining next steps, the Director will proceed as follows:

1. Interview the teacher candidate;
2. Confidentially request feedback from course instructors;
3. Arrange for an English proficiency test; and
4. Organize a Referral Committee once the test results are received.

The Referral Committee will normally comprise the Director, Assistant Director, the Practice Teaching Coordinator, and the Practicum Instructor. The Referral Committee will interview the teacher candidate and review the records of the practicum advisor, instructor comments, associate teacher notes, and the English proficiency test results in determining a course of action. During the interview, the teacher candidate may choose to be accompanied by a representative.

If the teacher candidate's lack of English language proficiency is not uncovered before a practice teaching placement, the Teacher Education Program will act similarly to the above on any expression of concern from an associate teacher.

### *Failure to Pass the Proficiency Test*

Normally, if the teacher candidate has failed the English proficiency test or an important sub- test, the teacher candidate will be suspended from the teacher education program until the test is passed. (All other policies regarding attendance and participation remain in effect.) Only two examination sittings will be permitted. If the teacher candidate cannot pass the subsequent test (or important sub-test), generally, he or she will be required to withdraw from the program. In that event, at the decision of the Referral Committee, admission may be deferred for up to two years.

The candidate may appeal the decision of the Referral Committee to the Dean and to the Senate Committee on Appeals. Teacher candidates are advised to refer to the *Brock University Undergraduate Calendar* for further details related to university appeals policies and procedures.

### *When Re-admission Has Been Deferred*

When re-admission has been deferred due to difficulties in language proficiency, re-admission within the next two years will be granted on successful completion of the proficiency test and an oral interview by the Director. All admission timelines, as set by the Registrar's Office, will apply.

### *On Successful Completion of the Written Test*

If the teacher candidate passes the English proficiency test at a satisfactory level, probationary continuation in the teacher education program may be granted. The Referral Committee may suggest further intervention strategies and a timeline for follow-up reports from Practicum Advisors and Associate Teachers.

## **Deferral of Admissions Policy**

Before the program begins, deferrals of admission into the Bachelor of Education program are made by the Office of the Registrar. They are allowed only for serious medical or compassionate reasons on a case-by-case basis, per the discretion of the Director of the Teacher Education Program. When requesting a deferral, applicants must submit their request and any appropriate documents (such as medical information or letter from a doctor) to the Admissions Office. This must be received no later than **June 1**, as registration takes place and placements are made at this time.

Deferrals for PJIS Consecutive applicants will be given for one academic year only. Any teacher candidate granted a deferral does not re-apply, but automatically becomes part of the next year's cohort. Any students removed from the program may submit a new application if they still wish to pursue a B.Ed. degree at Brock University.

**Program Time Limits:** The normal time frame for completion of the program is two academic years (August of Year 1 through May of Year 2). However, under extenuating circumstances, such as an incomplete practicum or a Temporary Withdrawal due to medical or compassionate reasons, some program requirements may need to be completed in the next academic year. The maximum time limit in which the program must be completed is three academic years from the date of first registration.

*\*see Tech Ed program time limits in page 15-16*

## 6.2 Academic Standards

In accordance with the *Brock University Faculty Handbook*:

"Evaluation of a student's performance in a course will be determined by employing such indices as examinations, seminar and classroom participation, papers, lab and studio activities, peer evaluation and any other normal class assignments. For each course, the grading scheme will reflect a reasonable diversity of these methods as is appropriate to the subject matter. When peer evaluation is used, that component cannot count for more than 25 percent of the final grade...

...At the beginning of each course, students will be advised in writing of the proposed manner in which evaluation will be carried out in each course. A student is expected to attend all lectures, discussion groups, seminars, and laboratory periods of the courses in which registered. Instructors must inform students about the relationship between attendance and their course grades early in each session. This should be indicated on the course outline...At the beginning of each course, students shall be advised in writing of the assignments required of them and the due dates of such assignments...Any penalties to be levied for late submission of an assignment must be transmitted to students in writing well before the due date of the assignment.

...To obtain standing in a course a student must complete the necessary term work, tests, and final examination, where the latter is required, to the satisfaction of the Department/Program."

## Grade Equivalents

In accordance with the *Brock University Undergraduate Calendar* FINAL GRADES ARE SUBMITTED IN NUMERICAL FORMAT (whole numbers only, no decimals). Practicum courses (blocks) are given either a numeric grade or a Pass/Fail. Blocks 1 & 2 receive a numeric grade and Block 3 receives a Pass/Fail grade. The PJIS & Tech PCC courses in Year 2 are given a Pass/Fail.

### **P1 (100 - 80)**

A grade of P1 is awarded to teacher candidates for excellent, comprehensive, and accurate work in which evidence of a certain flair for and comprehension of the subject is clearly evident.

### **P2 (79 - 70)**

A grade of P2 is awarded to teacher candidates who have a sound grasp of the most important goals of the course and whose work may be described as careful and competent.

### **P3 (69 - 60)**

A grade of P3 is awarded to teacher candidates whose work shows a very basic understanding of the task and an acceptable level of completion.

### **F (59 or lower)**

A grade of F is awarded to teacher candidates who have failed to satisfy the minimum requirements, have done unacceptable work, and/or have not completed the work within the time limit set by the instructor.

### **IN – (Incomplete)**

A temporary grade granted *only in exceptional circumstances* to a student who has been unable to complete some part of the term work in a course. A final grade must be submitted within 56 days of the last day of the examination period. (Attendance failures do not result in IN. Please see the attendance policy outlined in this handbook and in each course syllabus.)

### 6.3 Assessment, Grading, & Evaluation Policies

Unless otherwise advised by instructors, teacher candidates should note the following:

- marks for a course shall not be submitted to the Registrar until **ALL course components are complete**;
- if a teacher candidate has missing or incomplete components for a course when grades are due to the Registrar's Office, the instructor may assign a final mark of F to the course; the opportunity to resubmit assignments will be at the discretion of individual instructors or as noted in course outlines;
- at the discretion of course instructors, extensions to assignment due dates may only be granted in unusual circumstances or as noted in course outlines;
- there will be variations in course assignments across campuses, cohort groups, and between the Fall and Winter terms; and
- Given that Brock's Teacher Education program is a professional preparation program, teacher candidates should also expect that, as appropriate, instructors, Practicum Advisors, and Associate Teachers will be mindful of the Ontario College of Teachers' *Standards of Practice for the Teaching Profession* and the *Ethical Standards for the Teaching Profession* in determining the final grades for courses.

#### Feedback and Grade Submission Policy

The Teacher Education program recognizes the importance of timely and specific feedback for learning while recognizing the time required for faculty to provide detailed, comprehensive assessment and evaluation. In this light, we encourage all faculty to provide feedback on assignments as quickly as possible, while maintaining the integrity of the evaluation. Final grades must be submitted in accordance with university-wide grade submission policy; however, the program recommends that final grades for all courses within the program be submitted within two weeks of the final class whenever possible.

#### Penalties for Late Submission of Work

Although not ideal, there may occur an instance when a teacher candidate is not able to meet an assignment deadline. Unless otherwise indicated by the

instructor in their syllabus, penalties for late work are assigned as follows:

- An extension of time to complete the assignment may be granted, provided the teacher candidate has consulted with the instructor prior to the due date (otherwise, the instructor is under no obligation to accept the assignment). Late assignments may be penalized at a rate of 5% per day and may not be accepted more than 5 calendar days after the due date unless prior arrangements have been made with the instructor.
- An extension of time for assignment completion may be granted, without consultation with the instructor, due to illness or extreme compassionate circumstances. The instructor may request documentation.

### **Incomplete Standing in Program Courses**

Teacher candidates who are unable to complete all requirements of work for a course prior to the last day of classes will normally receive a failing grade (F) for the course.

In the event that a teacher candidate is unable to complete all course requirements they may request of their instructor, or the instructor at their discretion, in consultation with the course lead, may recommend assigning an Incomplete grade/standing in the course to the candidate. Decisions to offer an incomplete grade should be made equitably to all candidates within a course and across sections of the same course offered within the same duration.

If an instructor offers an incomplete grade, the instructor will then complete the *Incomplete Course* form, which identifies the grade the teacher candidate has without the missing marks for incomplete work. The instructor will communicate to the teacher candidate the required work to be completed and the deadlines by which such work must be submitted. This deadline is to fall within 56 days of the last day of class meeting of the relevant course.

If the required coursework is completed and marked prior to the 56-day limit, the instructor must complete a *Change of Grade* form to change the grade from an *Incomplete* to the new grade. Change of grade forms can be submitted by the instructor after the 56-day limit but should be done expeditiously and no later than 6 months so as not to impede the candidate's progress in the program or delay graduation. A teacher candidate registering one or more incomplete grades in courses in their final semester before their final teaching block should work to complete all work satisfactorily prior to the 56-day deadline. Failure to do so may delay graduation and may delay recommendation to the College of Teachers.

Teacher candidates who are assigned an *Incomplete* grade must agree in writing

(email) to complete all course requirements by the deadline set by the instructor and no later than 56 days after the last class meeting for the relevant course. If, after that period, the course is not completed, the grade recorded on the submitted *Incomplete Course* will be automatically recorded for that course. A grade lower than 60 will result in the need for the teacher candidate to re-take the course for credit and may delay the teacher candidate's progress in the program.

### **Incomplete courses and progress to practicum**

In the event that a teacher candidate is unable to complete/demonstrate all requirements in 2 or more courses in a single semester and has not registered 2 or more failing grades within the semester or across the program to date, a decision will be made by the Program Director in consultation with the candidate's instructors, placement administrators and the candidate as to their preparedness and suitability to proceed to practicum placement. The outcome of this consultation may result in the candidate being offered a leave of absence, a modified practicum timeline, or permission to begin practicum contingent on their successful completion of course requirements within the timelines set by their instructors.

Under no circumstances may a completion date exceed six months from the last day of the relevant class.

### **Incomplete or Failed Standing in Practica**

All Field Experiences (including Observation days and Practicum Blocks) must be completed in the order originally scheduled. If a placement block is incomplete or unsuccessful, it will be completed in the time period originally scheduled for the subsequent block. For example, if the Year 1 Block is incomplete, it will be rescheduled during Year 2 Block 2; subsequently, Year 2 Block 2 would be rescheduled to take place during the Year 2 Block 3 block, Year 2 Block 3 would take place during May or June.

If extraordinary circumstances prevent a teacher candidate from completing all practica before the end of June of Year 1, the Year 1 practica will be scheduled during the following academic year; in that case the teacher candidate would need to return for a third academic year to complete all courses and Practicum blocks for Year 2 of their program.

When a practicum is deemed failed or incomplete, the Associate Teacher will indicate this on the **Practicum Evaluation Form** and submit it to the online submission tool no later than two weeks after the conclusion of the practicum period.

## 6.4 Program Regulations

### Program Policies Overview

- Students must complete the required courses for the B.Ed. program in which they are enrolled with a minimum grade of 60 percent in each course. In the B.Ed. program, Year 1/5 teacher candidates will not be allowed to progress to Year 2/6 without successful completion of all coursework. In Year 2 programs, teacher candidates will not graduate until all required coursework and practica are completed.
- Students must successfully complete all full-time block practicum placements prior to graduation with a minimum grade of P3 or *Satisfactory*.
- Students must attend a **Beginning of Program/Orientation** Day (normally the first week of classes in each year of the program) as well as mandatory Professional Development events per the schedule provided yearly in August.
- Candidates must submit a Vulnerable Sector Check attestation form to the Administrative Assistant, Practicum, which is kept on file at the university. Teacher candidates should be prepared to provide the original Vulnerable Sector Check to the school (or school board) where they are assigned for practice teaching.
- in the schools and will not be able to fulfill the program practicum and placement requirements.
- For more specific program and course requirements please refer to the *Undergraduate Academic Calendar, Faculty of Education*.

### Change of Campus during the Program

**Teacher candidates are not normally allowed to change campuses once they have been assigned but may be granted a change of campus for compassionate or extenuating circumstances at the discretion of the Director if there are spaces available on the campus.** Requests to change campuses may be considered after a leave of absence or deferment of a year so that arrangements can be made to accommodate the TC on the other campus.



## **Change of campus between Year 1/Year 5 and Year 2/Year 6:**

**Teacher candidates are not normally allowed to change campuses between Year 1/Year 5 and Year 2/Year 6** but may be granted a change of campus for compassionate or extenuating circumstances at the discretion of the Director **if there are spaces available on the campus in year 2.**

## **Failing the Program**

Primary/Junior/Intermediate teacher candidates fail the program and are removed from the program under these conditions:

- (a) failure in EDBE 8F01 and EDBE 8Y02 in Year 1; or EDBE 8P40, EDBE 8P41 and EDBE 8P47 in Year 2 or
- (b) failure in 2 other course combinations.

Intermediate/Senior teacher candidates fail the program and are removed from the program under these conditions:

- (a) failure in EDBE 8D01 and EDBE 8P70 in Year 1 or EDBE 8P74, EDBE 8P75 and EDBE 8P76 in Year 2, or
- (b) failure in 2 other course combinations.

Intermediate/Senior Technological Education teacher candidates fail the program and are removed from the program under these conditions:

- (a) failure in EDBE 8G91 and EDBE 8R70 (or equivalents) in Year 1 OR EDBE 8R74, EDBE 8R75 and EDBE 8R76 (or equivalents) in Year 2, or
- (b) failure in 2 other course combinations.

Teacher candidates who fail the teacher education program may apply for re-admission.

## **Failing Courses in the Program**

A grade below 60 in any course in any of the programs is below the **Progression and Graduation** requirement of the B.Ed. program. Depending upon the program, the teacher candidate may follow these procedures to return to the program in good standing.

Teacher candidates failing any other single course will be required to successfully repeat that course in order to be awarded a B.Ed. degree and be recommended to the Ontario College of Teachers for an Ontario Certificate of Qualification and Registration. As noted in the Undergraduate Calendar,

Teacher candidates wishing to proceed to Year 2/Year 6 of their teacher education program must have achieved a passing grade in all Year 1/Year 5 teacher education courses. A teacher candidate who has not passed all Year 1/Year 5 teacher education courses will not be able to progress into Year 2/Year 6 of teacher education program without permission of the Director. A teacher candidate who fails one course may repeat that course once only without applying for re-admission. (The teacher candidate will need to register in the course again and pay fees as applicable). Courses must be repeated within a reasonable timeline as set by the Teacher Education Program and in compliance with the undergraduate calendar, Academic Regulations "G".

**Program Time Limits:** The normal time frame for completion of the PJIS programs is two academic years (August through May). However, under extenuating circumstances, such as an incomplete practicum or a Temporary Withdrawal due to medical or compassionate reasons, some program requirements may need to be completed in the subsequent academic year. The maximum time limit in which the program must be completed three academic years from the date of first registration.

## Grade Appeals

Candidates who have a question or concern regarding their grade in an assignment or course are expected to first discuss the matter with the course instructor. In the case of an unresolved disagreement, the teacher candidate is next advised to refer the matter to the Assistant Director/Director. If the issue is still not resolved to the satisfaction of the teacher candidate, the matter is next referred to the Associate Dean (on behalf of the Dean). If the teacher candidate is not satisfied with the decision of the Associate Dean/Dean, the teacher candidate may then appeal the matter to the Senate Committee on Appeals.

Teacher candidates are advised to refer to the *Brock University Undergraduate Calendar* for further details related to university appeals policies and procedures.

## Progression and Graduation Requirements

### Progression requirements:

- Teacher candidates progress from year 1/year 5 to year 2/year 6 of the program if they successfully complete the following ED BE credits with a minimum grade of 60 percent in in each course and a grade of P3 (*Marginal*) or Pass in all practica:
- P/J/I Consecutive complete 6.0 credits in year 1 and 4.0 credits in year 2
- P/J/I Concurrent complete 0.5 credits in year 3, 5.5 credits in year 5

- and 4.0 credits in year 6
- I/S Concurrent complete 0.5 credits in year 3, 6.0 credits in year 5 and remaining 3.50 credits in year 6
- I/S Consecutive complete 6.0 credits in year 1 and remaining 4.0 credits in year 2
- I/S Tech Ed Consecutive complete 6.0 credits in year 1 and 4.0 credits in year 2

Normally, **ALL assignments** for each course must be submitted in order to attain a grade for the course. Specific course requirements are delineated in the course syllabi, and it is at the discretion of the instructor whether the student will be allowed to submit incomplete work.

**Each practicum placement must be completed as a full-time, continuous teaching block in order to achieve a mark. Any changes are at the discretion of and approval of the Director.**

#### **Graduation requirements:**

Teacher candidates seeking the Bachelor of Education degree progress and graduate if they successfully complete all components of each required and elective course in the relevant program. B.Ed. teacher candidates must complete 10.0 EDBE credits with a minimum grade of 60 in each course, and a P3 (*Marginal*) or Pass in all practicum placements.

#### **When and How to “Apply to Graduate”**

Like all students in their final year, teacher candidates need to take steps to ensure they graduate.

1. September – confirm that you have completed and/or are registered in ALL courses necessary for graduation.
2. October - visit **the Office of the Registrar website**, open the ‘Graduation and Convocation’ tab and select the “Intent to Graduate Form”
3. December - begin your OCT application. You are coached on how to complete your application during a PL session in the fall. However, you can begin this process at any time. An OCT registration number is granted as you begin your application. A fee is associated with the application but does not need to be paid to begin the process and receive an OCT number.
4. Provide your temporary OCT number (given to you when you open your

OCT application) to the Office of the Registrar, via the my.brocku.ca portal, when asked (generally February of your graduating year). Please read "Certification" below.

## Teacher Candidate Awards

Teacher candidates who demonstrate exemplary abilities in the teacher education program are invited to apply or be nominated for a number of awards that are presented at convocation. Visit the BRIGHTSPACE website or [Student Awards web page](#) for specific details about the awards teacher candidates in the Faculty of Education can apply or be nominated for.

## Certification

The Ontario College of Teachers (OCT) requires each teacher candidate applying for membership in the OCT to submit a recommendation letter from the university where they completed their Teacher Education program. At Brock, this letter is automatically submitted on the teacher candidate's behalf upon successful completion of the program (successful completion of all coursework and practicum placements). Once the teacher candidate has convoked, the Faculty of Education submits a letter to the OCT recommending the teacher candidate for certification. This letter is submitted by Brock on the teacher candidate's behalf in mid to late June of each year, after convocation.

*Please note: Teacher candidates must ensure that the registrar has the most current OCT member number in order to send this letter. If the OCT member number is changed for any reason after graduation, the teacher candidate must contact the registrar at: [central@brocku.ca](mailto:central@brocku.ca)*

To facilitate the submission of this letter, all teacher candidates must register with the Ontario College of Teachers (OCT) and acquire a member number to submit to the Brock Registrar, via the my.brocku.ca prior to graduation. As well, once teacher candidates are awarded the Bachelor of Education degree (B.Ed.), they must provide the Ontario College of Teachers (OCT) with an official transcript of their B.Ed. degree.

The Math Proficiency test is no longer required as a result of a decision in 2022 by the Ontario Superior Court of Justice. The Ontario government is appealing this decision therefore updates will be provided as they are received.

[Math Proficiency Test No Longer a Certification Requirement | Ontario College of Teachers \(oct.ca\)](#)

## 6.5 Attendance and Participation

### Definitions

Attendance: In our program attendance policies are described in relation to the three sites of necessary and required learning experiences of our professional preparation program: courses, practica, and professional development.

- In the context of a course in our professional program, attendance is defined as any combination of:
  - in-person physical presence for face-to-face courses during the scheduled course meeting time for the entirety or near entirety of the scheduled time.
  - virtual presence for face-to-face courses during the scheduled meeting time with the consent and prior permission of the instructor.
  - virtual presence in online courses or sessions delivered synchronously during the scheduled course meeting time for the entirety or near entirety of the scheduled time.
  - in-person or virtual presence at meetings or office hour consultations requested or required by the instructor for all course types (on campus face-to-face, hybrid, online synchronous, asynchronous).
  - in-person or virtual presence at meetings required or requested by administrators (Director/Assistant Director) and/or coordinators (Practicum coordinator) in relation to academic progress.

**Participation:** In our program participation policies are described in relation to the three sites of necessary and required learning experiences of our professional preparation program: courses, practica, and professional development.

In the context of a course in our professional program, participation is defined as any combination of: instructor observable candidate behaviors or actions demonstrative of preparation for and engagement in learning, instructional, and assessment, or, evaluative activities relating to the stated course goals and curriculum content as well as the professional and ethical standards of the Ontario College of Teachers in all course modalities (face-to-face, hybrid, online synchronous, asynchronous)

## Professional Program

Brock's teacher education program is a professional preparation program. A professional program differs from a traditional undergraduate degree.

Regular attendance and overt participation in all courses and all course learning experiences is required in a professional preparation program. Please note policies in the Brock Undergraduate Calendar and in each course syllabus regarding attendance and participation.

## Attendance Policy for Courses

You are required to attend all sessions of all courses for which you are registered. Course instructors will take attendance at all scheduled course meetings, whether in-person or virtual.

Exceptional circumstances may require a teacher candidate to be absent or arrive late for a session of a course. You are responsible for contacting your instructor(s) before the scheduled meeting time(s) (e-mail) if absence or lateness is anticipated.

Exceptional circumstances include, but are not limited to: personal illness, personal injury, or immediate family member emergencies including bereavement (including pets and therapeutic or service animals). These are considered excused absences. Religious observances will also be considered an excused absence in accordance with the Faculty of Education and Brock University policies related to equity and diversity.

It is your responsibility to provide appropriate documentation relating to the exceptional circumstance that resulted in your isolated or ongoing absence or lateness, such as a Medical Declaration or Verification form or a funeral brochure, to your instructor(s) in reasonable timeframe. **See Brock's Medical Exemption Policy at: [Student absences and student medical notes policy – Office of the Provost and Vice-President, Academic](#)** and locate the medical forms at [Student Health Services](#)

Upon satisfactory receipt of this documentation by your instructor(s), you will be provided an opportunity to make up any missed quizzes or assignments that affect your final grade and course standing. It is your responsibility to complete these within the deadlines set by your instructor. You may be required to complete additional make-up assignments or course work to provide satisfactory alternative evidence directly related to the missed learning experiences, course content, or session goals.

All other absences are normally considered unexcused absences. You will not be provided an opportunity to make up quizzes or assignments for unexcused absences and may risk your standing in the course.

**You are required to attend and participate in** all sessions in all courses for which you are registered. However,

- IF excused absences are less than 17% (6 hours out of a 36 hour course or equivalent) of total number of course hours and satisfactory documentation is received within a reasonable timeframe, you will be provided an opportunity to make up any missed quizzes or assignments and may be required to complete additional make-up assignments or course work provide satisfactory alternative evidence directly related to the missed learning experiences, course content, or session goals.
- IF total absences, i.e., both excused and unexcused, are greater than 17% of total number of course hours in a single course the teacher candidate will be referred to the Program Director or Assistant Director by the instructor. The Program Director or Assistant Director will investigate the individual circumstances and documentation and may require meeting(s) with the candidate and instructors. The Director may, at their discretion, after consultation with the instructor, determine that due to the number of missed course hours the candidate is not able to progress further in the course as a result of not being able to provide sufficient evidence to the instructor of having demonstrated satisfactory participation in or engagement with course learning, instructional, assessment or evaluative experiences nor having had sufficient opportunities to observe and evaluate the candidate in relation to the professional and ethical standards of the OCT. The standard of sufficiency will be determined by the instructor. This applies to a course or, in some cases, a segment of a course that is taught in a discrete round.
- IF a candidate is referred to the Program Director or Assistant Director for total absences exceeding 17% of total number of course hours in more than one course in any semester of the program, the Program Director or Assistant Director will investigate the circumstances and documentation and may require meeting(s) with the candidate and instructors. The Director may, at their discretion and after consultation with the candidates' instructors, determine that due to the number of missed course hours in multiple courses the candidate is not able to progress further in the program as a result of not being able to provide sufficient evidence to the instructors of having demonstrated satisfactory participation in and engagement with course learning, instructional, assessment or evaluative experiences nor having had sufficient opportunities to observe and evaluate the candidate in relation to the professional and ethical standards of the OCT. The standard of sufficiency

will be determined by the instructor(s). The Director may offer the candidate a leave of absence or recommend withdrawal from the program (see requesting a leave of absence).

As noted in the Undergraduate Calendar, teacher candidates wishing to proceed to the final year of their teacher education program must have achieved a passing grade and be in good standing in all teacher education courses in the previous year.

Please note: Instructors, at their discretion, may assign make-up work for students who are absent from course learning experiences, assignments, or assessments. In recognizing that much of the required learning and application of concepts and ideas takes place in the context of in-class activities, make-up work is meant to ensure that the candidate participates and engages in appropriate and relevant learning experiences related to the course learning goals so that a valid evaluation of the candidate's knowledge, skills, or dispositions can be made. These learning experiences may not be identical to those experiences of other students who were not absent. Instructors will ensure that any assigned additional learning experiences are completed satisfactorily.

N.B. If an extended absence is required due, but not limited to, illness or bereavement, the teacher candidate may apply for an immediate leave of absence from the program. The candidate will be required to repeat courses and any relevant practica at the next earliest offering, normally the following academic year.

Punctuality at physical or virtual course sessions is important in our professional preparation program and in teaching. Habitual late coming is disruptive to the learning of other teacher candidates and impacts the quality of the learning environment and overall program satisfaction. Instructors will keep a record of any candidate(s) whose late coming results in disruption to the learning environment in their course records. Such notes may be referred to in deciding whether to recommend a candidate to the Ontario College of Teachers in relation to the professional standards.

When assignments are submitted late without just cause, marks may be deducted. A failing grade or incomplete for an assignment may be given if a teacher candidate demonstrates prolonged disregard for due dates.



## Attendance Policy for Professional Development (PD)

**Professional development activities** are central to the Teacher Education Program. Teacher candidates are required to attend all required professional development events and information sessions.

## Attendance Policy for Teaching Blocks

In the context of a field placement in our professional program, attendance is defined as any combination of:

- in-person physical presence in the Associate Teacher's classroom during the school day.
- virtual presence on online platforms used for teaching and learning by the school or Associate Teacher
- in-person or virtual presence at meetings, interviews, and consultations requested or required by their Associate Teacher, Practicum Supervisor, Supervising School Principal.
- in-person or virtual presence at meetings or interviews required or requested by administrators (Director/Assistant Director) and/or co-ordinators (Practicum co-ordinator) in relation to academic progress.

### Participation:

In the context of a field placement in our professional program, participation is defined as any combination of: Associate Teacher and Faculty Advisor observable candidate behaviors or actions demonstrative of preparation for and engagement in learning, instructional, and assessment, or, evaluative activities relating to curricula for which the candidate has responsibility as well as the professional and ethical standards of the Ontario College of Teachers (face-to-face, hybrid, online synchronous, asynchronous)

**Absences from Field Placements: Full attendance is mandatory** at each field experience. Only legitimate absences are permitted (illness, bereavement, compassionate grounds, religious observances). These absences must be reported first to the Associate Teacher and school, and then to the Practicum Advisor and the Placement Office through the completion of a **Practicum Absence Reporting Form** (NOTE: This form can be obtained from your Practicum Advisor). This form must be completed for each day (or partial day) missed for each of the field experiences.

If a teacher candidate is absent from a field placement for legitimate reasons (illness, bereavement, compassionate grounds, religious observance) resulting in missing more than 5 days of the block, the practicum will be deemed Incomplete, and these days will need to be made up to pass the block.

If the teacher candidate is absent for reasons that are not excused absences, the teacher candidate fails the block. The teacher candidate will be required to re-take the course the following year, and complete another full block placement, for which additional fees must be paid.

In this instance, a **Teacher Candidate Referral Contract** must be completed and signed by the teacher candidate and the Practicum Advisor and submitted to the Practice Teaching Coordinator for approval. When the teacher candidate successfully completes the conditions of the contract, the advisors notify the Placement Office that the teacher candidate has successfully completed the days required.

Where absences are deemed to be unjustified, the student will not be permitted to schedule a make-up practicum and will be required to withdraw from the program. Scheduling of any permitted make-up practicum placements will occur at the discretion of the Placement Manager in consultation with the Practicum advisors, the teacher candidate, and the Placement Coordinator.

## 6.6 Withdrawal and Leave Procedures

Teacher candidates are identified as full-time students in the Teacher Education program and must be registered on a continuous basis from the point of admission to completion of the program unless they have applied for and received approval for inactive status or a leave of absence. A leave of absence from the program will be granted only in exceptional circumstances such as parental and maternity leave, medical leave, work leave that requires the student to leave the geographic area or compassionate grounds. Cases will be considered on an individual basis and must have the approval of the Director before they are submitted to the Registrar for approval.

A teacher candidate granted a leave of absence will not be registered and will not be required to pay fees for the duration of the leave. Students on leave will not be eligible to receive University fellowship support or other financial support from the University. In the case of funding by an external agency, the regulations of the granting agency will apply. The length of time for completion of the program will be extended by the duration of the leave. Leaves of absence are granted for one academic year of the program.

A teacher candidate will resume the program at the appropriate time, and the request to re- enter the program is the responsibility of the teacher candidate.

This request should be submitted no later than **February 1<sup>st</sup>** prior to the fall of the academic year in which the teacher candidate returns or 6 months prior to the start of the Tech Ed program. The notification will be submitted to the Faculty of Education Advising Office, who will notify the Teacher Education program. Incomplete courses must be re-taken after a leave of absence. No more than one leave of absence will be granted to a teacher candidate during the program. Teacher candidates unable to continue in the program at the conclusion of the leave of absence will be removed from the program, but may, in the future, re-apply for admission and be considered with other applicants at that time.



**To request a leave from the program, send a request in writing to the Faculty of Education Academic Advising Office. (foeadvising@brocku.ca).**

### *Voluntary Withdrawal*

Teacher candidates may withdraw voluntarily, without academic penalty, prior to deadlines published in the *Undergraduate Academic Calendar* (see Academic Dates for the appropriate terms). It is recommended that teacher candidates consult with the Advising Office or the Director's Office before withdrawing. In such cases, the students must drop all of their courses through the portal in order to withdraw from the program and the University.

## 7. University Policies

### 7.1 Disciplinary Procedures

Teacher Candidates are expected to adhere to the *Brock Code of Student Conduct* as noted earlier in this handbook and be familiar with disciplinary procedures in non-academic matters as outlined in the Brock undergraduate calendar. As such, but not limited to, the following actions are subject to disciplinary procedures:

- harassment;
- threatening behaviour;
- physical or emotional abuse of others;
- disregard for professional standards and/or instructors' expectations for attendance, deportment, and participation;
- plagiarism; and/or
- any behaviour that displays disregard for the rights of others and the goals of the teacher education program.

Sanctions may include suspension or expulsion from a course, the teacher education program, or Brock University.

### 7.2 Other Brock Policies

#### Accommodations Policy

"As part of Brock University's commitment to a respectful work and learning environment, the University will make every reasonable effort to accommodate all members of the University community with disabilities. If you require accommodations related to a permanent disability or temporary medical, or mental health and/or cyclical health condition to participate in this program, you are encouraged to contact Student Accessibility Services (SAS) (4th Floor, Schmon Tower, x3240) and to discuss these accommodation(s) with the professor/instructor well in advance of due dates and scheduled assessments." Students are responsible for contacting SAS to initiate services and for providing any necessary documentation.

New students can register with SAS by completing the New Student Registration Form, found at: <https://brocku.ca/health-wellness-accessibility/sas/new-students/>

Information regarding documentation guidelines for SAS can be found at: **SAS Documentation Guidelines**

New students can contact SAS with any further questions at: [askSAS@brocku.ca](mailto:askSAS@brocku.ca)

### **Family Status Accommodations Policy**

Teacher candidates who would like to apply for program accommodations due to extenuating family circumstances may contact the Director or Assistant Director.

### **Service Animals on Campus and on teaching blocks (Practicum) Policy**

Service animals on campus are an important accommodation for staff, faculty, teacher candidates, or visitors to the University. Service animals may go with a person with a disability anywhere people generally have access on campus, unless excluded by law, such as for health and safety reasons.

The definition of a service animal can be found at <https://brocku.ca/human-rights/accessibility/service-animals/>

Due to the differing nature of the populations served in JK-12 schools and University settings, and the associated risks and governing regulations, additional time may be required in securing a placement where a teacher candidate requires a service animal be present on-site during the placement. It is the candidate's responsibility to ensure that they have all records and documents required by a school board to secure a placement.

### **Respect Policy**

"Brock University is committed to building and maintaining a diverse and inclusive community where our students, staff, faculty, course participants, volunteers and visitors can work and learn in an environment that respects the dignity and worth of members of the Brock Community. Each individual has the responsibility for his/her own behavior and actions and for recognizing and supporting the right of all individuals to dignity at work and study and to maintain an environment in which this can flourish."

## **Academic Integrity Policy**

Academic integrity is a core value of the academic mission of Brock University and is defined as “the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. It is in the interest of the University’s academic mission that every student adheres to the highest standards of scholarly integrity. As such, academic dishonesty is taken seriously; engaging in behaviours that are in breach of, or otherwise seek to abuse the University’s academic policy will not be tolerated.”

## **Brock University’s Sexual Harassment Policy**

Definition from the Ontario Human Rights Code (1981, Section 4(2)):

“Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of birth, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, family status, or disability.”

Definition from the Ontario Human Rights Code (1981, Section 6(2)):

“Every person who is an employee has a right to be free from sexual solicitation or advance made by a person able to confer, grant, or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome, or a reprisal or a threat of reprisal for the rejection of sexual solicitation or advance where the reprisal is made or threatened by person able to confer, grant, or deny a benefit or advancement to the person.”

## **Dealing with an Incident of Sexual Harassment on Campus**

Harassment may be in person, but also online through any social media. Teacher candidates are advised to follow the policies and procedures as outlined by **Brock University's Office of Human Rights and Equity Services**

## **Dealing with an Incident of Sexual Harassment during a Practice Teaching Placement**

Because teacher candidates are first and foremost students at Brock University, they are advised to immediately contact the Office of Human Rights and Equity Services at Brock University who will provide guidance and work in confidence with teacher candidates. Teacher candidates also have the right to register a complaint with the school board and/or the Ontario Teachers’ Federation,

although it is recommended that this action only be taken following consultation with the Office of Human Rights and Equity Services.

Because Practicum Advisors and instructors at Brock University do not have the authority to deal with cases of sexual harassment involving teacher candidates; they must immediately notify Brock's Office of Human Rights and Equity Services of such complaints. It is important that Practicum Advisors and instructors immediately inform teacher candidates of this policy when an incident of sexual harassment is reported.

### **Accommodating Teacher Candidates with Diverse Needs**

Brock University is committed to being an accessible university to persons who study, work at, or visit our campus and to providing accessible service as outlined under the Accessibility for Ontarians with Disabilities Act (AODA). This entails fostering a community where all persons have equitable access to educational opportunities and in which the rights and dignity of the individuals are respected.

### **Principles Regarding Academic Accommodation of Students with Disabilities**

Section 1 of the Ontario Human Rights Code guarantees the right to equal treatment in services without discrimination on the grounds of disability. The scope of "educational services" includes the mastery of knowledge, academic standards, evaluation, and accreditation. It also encompasses the development of a student's personality, skills, physical and mental abilities to their fullest potential. The basic principles of respect for dignity, individualization and inclusion are intrinsic to the accommodation process, together with the shared responsibility of all parties to cooperatively engage in the process.

#### *Responsibilities of the Teacher Candidate*

Teacher candidates have the responsibility to acknowledge and adhere to the Ontario College of Teachers' *Standards of Practice for the Teaching Profession* and the *Ethical Standards for the Teaching Profession*. As such, where a teacher candidate has a disability or specific needs that, if undisclosed, may affect the quality of teaching or learning, the climate of the school, or the well-being of others, it is strongly advised that the teacher candidate make full disclosure of their disability to **Student Accessibility Services** at Brock University.

Timely disclosure to Student Accessibility Services will enable appropriate accommodations and supports to be put in place to assist the teacher candidate to achieve success in the teacher education program. All teacher candidates are expected to meet the academic and non-academic

requirements of the teacher education program, including practice teaching. Once appropriate accommodations are provided, candidates will have an equal opportunity to successfully meet the essential requirements of the program, with no alteration in standards or outcomes, although the manner in which the teacher candidate demonstrates mastery, knowledge, and skills may be differentiated.

### *Responsibilities of the Teacher Education Program and Educational Partners*

Once a need has been identified, all educational partners have a duty to provide reasonable accommodations in order to allow the teacher candidate access to educational services equally, unless to do so would cause undue hardship (i.e., an unreasonable burden that can be established through concrete evidence).

Accommodations apply to practice teaching as well as courses. Each teacher candidate's needs are unique and shall be considered on an individual basis. The Student Accessibility Services Office (SAS) facilitates the discussion and provision of academic services and supports to teacher candidates with disabilities/diverse needs. It is essential that all parties work together to identify and implement appropriate accommodations. An accommodation cannot be provided if it is deemed that the accommodation will pose a significant increase in the risk for harm to the teacher candidate, students, and/or staff in a school.

### *Teacher Education Procedures*

The guidelines below are intended to assist the Teacher Education program and teacher candidates with disabilities or diverse needs to successfully accommodate such needs, particularly during practice teaching placements:

1. Upon acceptance of admission to the Teacher Education program, teacher candidates with disabilities/diverse needs will be invited to self-identify to Student Accessibility Services Office (SAS) in order to access services and receive appropriate accommodations. It is the candidate's responsibility to provide any documentation that may be required.
2. All initial requests related to students with disabilities/diverse needs made directly to an instructor shall be referred by the instructor to the Student Accessibility Services Office. Once a need has been identified, the university has a duty to provide reasonable accommodations from that point forward, in order to allow the teacher candidate access to educational services equitably. In the interim, the Teacher Education Program, in consultation with the teacher candidate, will strive to provide reasonable accommodations. Teacher candidates are expected to actively participate in the accommodations process.



3. A team, which may include a Student Accessibility Services Case Manager, Director, Practice Teaching Coordinator, and Practicum Advisors, will collaborate with the teacher candidate to identify appropriate academic and/or practice teaching accommodations. With the permission of the teacher candidate, Practicum Advisors may request the involvement of the associate teacher and/or other personnel at the practice teaching placement school.
4. An agreed upon plan will be developed in accordance with the "Essential Competencies Required for Successful Completion of the Program," as outlined in the Teacher Education Program Handbook. The plan will outline the teacher candidate's responsibilities, the Program's responsibilities, the University's responsibilities, and the school's responsibilities as appropriate.
5. If an accommodation issue is unresolved and where a disagreement exists, within five days of being aware of the disagreement, the Student Accessibility Services Office will advise the teacher candidate of the appeal process.

On an annual basis, at the Beginning of Program Meeting, all instructors and Practicum Advisors shall be informed of Brock University's duty to accommodate teacher candidates with disabilities.

### **Social Media and Practice Teaching**

Increasingly, technology is embedded in every aspect of one's personal and professional life. Teacher candidates need to be familiar with key recommendations and policies of the Ontario College of Teachers and the school board they are teaching in when they begin their field experience. Please note the following as points of reference: **OCT Professional Advisory**

## 7.3 General Information and Procedures

### Inclement Weather Policy

Campus closures are posted on the University homepage at <https://brocku.ca/> and announced on local radio in accordance with the following Brock policy:

“The University will ‘close’ [to in-person classes] because of severe weather when normal operation would pose a significant danger to students, staff, faculty, and the community in attending classes or other activities held at the St. Catharines and/or Burlington campuses.”

In lieu of specific communication from the Program Director, in the event of a closure to in-person classes, it will be at the discretion of the course instructor in consultation with the course team lead whether the scheduled class time will be used for independent study, made up at another time or in some other way, or moved to a synchronous or asynchronous online/virtual session.

Given the variation in weather activity between Niagara and Burlington, there may be situations in which one of the campuses is not impacted and can continue with normal in-person operations.

However, since safe travel between campuses and between a campus and return to residence may be impacted, individuals will need to make decisions based on their personal circumstances and assessment of risk due to their local weather conditions.

During practica, teacher candidates are required to ask their associate teacher for the school board policy for inclement weather and follow the lead of the school they are placed at in terms of school closures due to inclement weather.

### Parking Regulations

Parking is permitted in designated areas only. Parking is enforced twenty-four hours a day, seven days a week. Parking on University Property in pay-per-use areas and metered parking is “paid parking” only. All vehicles parked on University Property must display a valid permit and/or permit and paid receipt as noted by signage and/or designated map(s) online.

Failure to comply with these Regulations may result in fines, the withholding of a degree or grades and/or the blocking of access to course registration, cancellation of parking privileges and/or towing away and storage of the vehicle at the owner’s risk and expense.

The Regulations apply to all motorized vehicles, including but not limited to motorcycles, motor scooters, mopeds, and motorized bicycles. The University shall not be responsible for any damage or loss to a motorized vehicle, or its contents, however caused. Damage or loss should be reported to Campus Security.

The complete Brock University Parking Rules and Regulations can be found at: <https://brocku.ca/parking-services/permit-information-2/>

Appendices: Please note that appendices will be added in August.