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DIRECTOR’S WELCOME

Dear Teacher Candidate,

On behalf of the Faculty and our administrative staff, it is our pleasure to welcome each of you to our innovative two-year Teacher Education Program at the University of Ottawa. We anticipate that this will be both a challenging and exciting year for all of us to live and learn together on the traditional unceded territories of the Algonquin people. During the next two years, you will have many unique opportunities within our comprehensive program to develop as professional educators within a variety of international, national, and local learning communities.

In the coming weeks, your Bachelor of Education program will proceed as follows:

**Orientation Day**
- The **orientation** for all **Year 1** teacher candidates will be from **9:00 a.m. to 11:30 a.m.** on **Tuesday, September 5, 2017** at **Marion Hall Auditorium**. (140 Louis Pasteur Private); and
- Cohorts will meet for their orientations during that day or week. (an email from the cohort lead will be sent to you with details in August)
- The **orientation** for all **Year 2** teacher candidates will be from **11:30 a.m. to 2:30 p.m.** on **Thursday, September 14, 2017** at **Tabaret Hall, Room 112**.

**First Classes**

**Tuesday, September 5, 2017** as follows:
- **9:00 a.m. - 11:30 a.m.** **Year 1**: Orientation & **PED 3150 Becoming a Teacher Through Inquiry in Practice**.
- **Other courses for Year 1** commence on **Thursday, September 7, 2017**. Please see your personal schedule.
- **Year 2**: First Day of Practicum - continue in schools for the week.
- **Courses for Year 2** commence on **Monday, September 11, 2017**. Please see your personal schedule.

In order to determine the room for your class, identify your section available on your personalized course timetable via [uoZone](http://uoZone).

During the orientation sessions, you will be introduced to the philosophy and educational aims underpinning our program and to important information relating to the academic calendar, professional learning workshops, practicum and academic courses. You will gain an overview of the courses and program expectations. Orientation is an essential element of the Teacher Education program and attendance at all relevant sessions is mandatory. In addition, for cohort groups, we will arrange an orientation and activities to start to develop your learning community.

During the first week on campus, it is important that you take the time to ensure all necessary registration processes have been completed. You will need to consult your University of Ottawa portal uoZone and your uOttawa email account. These will be the primary means through which we will share important information with you during the coming months.

**Structure of the program**

This is a full-time professional program that is structured around the university fall and winter semesters. The schedules for year 1 and 2 teacher candidates are different due to their practicum placements. For the most part, teacher candidates will take five courses in fall (September - December) and five courses in winter (January - April) and a yearlong professional seminar course (PED 3150/ PED 3151). A calendar is provided in this handbook for reference. Each teacher candidate will be part of one of the following cohorts: Comprehensive School Health; French as a Second Language; Developing Global Perspectives; Imagination-Creativity and Innovation or Urban Education. Each of these cohort programs is offered in particular divisions. You will have the opportunity to develop particular strengths in the areas one of these cohort programs.
Classes are generally scheduled from 8:30 a.m. to 11:30 a.m., and/or 11:30 a.m. - 2:30 p.m. arriving on time for the commencement of all classes and attendance in all classes are the expected professional standard within the program.

In addition to your regular classes there are professional learning workshops and opportunities offered by our educational partners including the Ontario College of Teachers (OCT), the Ministry of Education, the Ontario Teachers’ Federation (OTF) and their affiliates (ETFO, OECTA, OSSTF) and the Qualifications Evaluation Council of Ontario (QECO). The following professional learning events are mandatory for teacher candidates.

**Year 1 teacher candidates:**
- September 13 (8:30 a.m. - 3:00 p.m.)- Federation Day
- November 2. (2:30-4:00 p.m.) - Ontario College of Teachers Presentation
- November 29 - Building Futures
- November 30- CSL Poster Display
- April 27- PED 3150- Last Class

**Year 2 teacher candidates:**
- November 2 (1:00-2:30 p.m.) - Ontario College of Teachers Presentation
- January 29- Building Futures
- February 7 (8:30 a.m.- 3:00 p.m.)- Federation Day
- March 22 (11:30 a.m. – 2:30 pm) - Collaborative Inquiries Sharing
- April 27- PED 3151 Last Class

There will also be a number of workshops and conferences throughout the year that are valuable opportunities to enhance your own preparation as a beginning teacher. Please pay special attention to uoCal on our website. This is where you will find a wide range of events and professional learning throughout the year. These activities will enhance the work you are doing in class and in CSL/practicum. The workshops have limited space and therefore prior registration is essential.

**CSL and Practicum**

The enclosed calendar of the Teacher Education program shows the scheduling of community service learning and practicum.

**Year 1 teacher candidates** commence their **community service learning** every Wednesday starting September 20, 2017 for term 1 for 10 weeks. You will participate in a variety of in-school initiatives and you have the opportunity during these weeks to identify key questions to examine during your subsequent on-campus classes. **Reading Week is the week of October 23, 2017.** Final day of on campus classes for the fall semester is Friday, December 1, 2017. **Practicum starts for three weeks on Monday, December 4 to 22, 2017.** The end of term is December 21, 2017.

The winter semester commences on Monday, January 8, 2018. You will continue your **practicum** on Wednesdays at your assigned schools for 10 weeks. **March Break is the week of March 12, 2018.** Your **practicum** continues for six-weeks from March 19th to April 26th, 2018. The final day of term is Friday, April 27th, 2018.

**Year 2 teacher candidates** commence their **practicum** on September 5, 2017 for term 1. They remain in their practicum schools until September 8, 2017 followed by ten weeks of practicum on Wednesdays and then a four-week block of **practicum** from November 27 to December 22, 2017.

The winter semester commences on Monday, January 8, 2018 in **practicum** and continues to January 26, 2018. **March Break is the week of March 12, 2018.** Your three-week **CSL placement** is from April 9 to 26, 2018. The final day of term is Friday, April 27th, 2018.
Course and Schedule Details

Please note that the Teacher Education program is a full-time professional program and that you need to schedule time outside of classes for group meetings, professional learning, project work and any additional community service learning projects.

At the commencement of each course, your professors will provide you with a course outline describing the course objectives, required readings, assignments, and Faculty regulations. Each course will require the purchase of reading materials to support your learning. We recommend that you allot up to $800 for the purchase of required course textbooks and other materials. Many of your courses will have a hybrid or on-line component; it will be your responsibility to become familiar with the on-line platforms.

All Year 1 teacher candidates take PED 3141 Curriculum Planning, Implementation and Assessment Part 1 and PED 3150 Becoming a Teacher through Inquiry into Teaching as hybrid courses that are both on-line and face-to-face courses. You will be introduced to these courses early in the fall semester and details about on-line access will be given then.

All Year 2 teacher candidates take PED 3151 Enacting Collaborative Inquiry in Professional Practice as a hybrid course that is both on-line and face-to-face course. You will be introduced to this course early in the fall semester and details about on-line access will be given then.

Digital Hub Strategy

Throughout the program, you will be developing your professional knowledge, skills, and presence in your course work, community service learning and practicum experiences, and your personal professional learning. An essential component of the teacher education program is the ability to demonstrate the teaching competencies and knowledge identified by the Ontario College of Teachers and to clearly articulate your growth as a professional. This includes a digital professional presence that reflects who you are as a developing teacher. All teacher candidates will be expected to create, develop and curate a digital hub to reflect their learning. More information will be provided at Orientation and through your PED 3150 or PED 3151 courses.

Compulsory Attendance

The Baccalaureate of Education is a program that requires your full participation and attendance is compulsory. The types of activities that occur in teacher education classrooms cannot be replicated with a set of notes and access to power point slides. You need to be in attendance in order to experience the full range of learning that is essential to becoming a teacher.

As a professional program, there is an expectation that teacher candidates will display an ethical standard of behaviour appropriate to the profession of teaching from the commencement of their program. You are expected to be familiar with the Faculty of Education Regulation on Professional Ethics, which can be found in pages 16 and 17.

During community service learning and practicum, you are required to be in school for full days over a considerable number of weeks. Classes and practicum times must take precedence over all other commitments since, at the completion of your program we are required to make a recommendation to the Ontario College of Teachers for your certification. While we do appreciate that many teacher candidates have to maintain some level of employment during their studies, it is critical that your work commitments do not encroach on the professional expectations of your teacher education program.

Please note, due to the intensive nature of the Teacher Education program and the need to accommodate in-school practicum placement, reading week is replaced by March Break. March Break is the week of March 12, 2018.

Looking Forward

Being an educator is an amazing profession and one that will give you great joy as well as many challenges. The B.Ed. program will require you to create, advocate, and participate within a diverse array of learning communities. You will be afforded multiple opportunities to critically question what you can bring to the education of children, young people and
colleagues. As teacher candidates of 2017-2018, you will have the opportunity to influence the lives of children and young people for the next thirty years. That is an exciting endeavour!

**French as a Second Language**

The fastest growing market for teachers are those trained in French as a Second Language. There are many opportunities to improve your French language skills over the course of your teacher education program at the University of Ottawa. You can have your skills assessed, register for a course or find an immersion opportunity. Please refer to the [Official Languages and Bilingualism](https://www.officiallanguages.gc.ca) website.

We look forward to welcoming Year 1 teacher candidates to our program on September 5, 2017 and to meeting each of you during the course of the year. We look forward to welcoming back Year 2 teacher candidates on September 14, 2017.

Sincerely,

Nicholas Ng-A-Fook and Tracy Crowe

Director and Assistant Director of Teacher Education, University of Ottawa
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REGISTRATION: REQUIRED DOCUMENTS

Deadline: September 1, 2017

If you have not yet submitted the documents listed below, please send them to the Academic Secretariat, Faculty of Education, 145 Jean-Jacques Lussier, room 369, Ottawa, Ontario, K1N 6N5. These documents are required to complete your file and comply with all Faculty admission and registration requirements.

Proof of degree:

You must submit an official transcript indicating the date and title of the degree conferred or a certified copy of the original of your diploma bearing the stamp or seal of a Notary Public or a Commissioner of Oaths. Teacher candidates who submitted their proof of degree at the time of admission have satisfied the requirement.

Candidates who will be graduating in the fall of 2017 must submit a letter from their Faculty by the deadline, certifying that they have completed the requirements of the degree. You will need to provide proof of your degree when received.

Courses to satisfy Teaching Option requirements:

If you have received an offer of admission that is conditional upon successful completion of courses required to be eligible for the teaching option and the mark for this course does not appear on your final transcript, please ensure that an official transcript providing proof of successful completion of the course is sent to the Academic Secretariat of the Faculty. (This process is not required for courses completed at the University of Ottawa).

Police Record Check:

Teacher candidates are required to have an updated police record check for each year of the program. This document is required to participate in Community Service Learning and the practicum. All public and private school board principals require a police record check including the vulnerable sector screening. You must submit a photocopy (keep the original) of this document to the Academic Secretariat (in keeping with the Safe Schools Act, 2000). Please check the following link for details: Police Record Check. Placement in Community Service Learning and practicums will be withheld until this document is received. The University of Ottawa will not be held responsible if the requirements of the program cannot be met due to failure to submit this document.

Workplace Training:

Prior to entering schools for CSL or Practicum, all public school boards require the completion of workplace safety training. Teacher candidates must complete the workplace training appropriate to the school board where your placement has been confirmed. Additional information will be sent from the Practicum Office.

All documents submitted become the property of the University of Ottawa. You are responsible for keeping copies of all required documents. The Faculty of Education will not issue copies. We reserve the right to cancel your registration if not all necessary documents are received by September 1, 2017.
IMPORTANT SESSIONAL DATES

FALL 2017 SESSION:
Orientation YEAR 1 (compulsory): September 5, 2017
Orientation YEAR 2 (compulsory): September 14, 2017
Last day for full refund of 100%: September 29, 2017
Date on which final grades are posted on the web and are considered official: January 18, 2018

WINTER 2018 SESSION:
Courses start January 8, 2018
Last day for full refund of 100%: February 2, 2018
Date on which final grades are posted on the web and are considered official: May 12, 2018

HOLIDAYS:
Labour Day: September 4, 2017
Thanksgiving: October 9, 2017
Holiday break: University closed December 22, 2017 to January 3, 2018
Family Day: February 19, 2018
Easter Break: March 30 to April 2, 2018

Please note: Due to the intensive nature of this professional Teacher Education Program, teacher candidates will replace a study break in February 2018 with March break in March 2018.
GENERAL INFORMATION

UoZone Portal
Once you are registered, uoZone is your University of Ottawa one-stop web portal. We invite you to use it for general information concerning Academic essentials, Faculty and University regulations, Keys to your success, Campus life etc.

Change of Address
You must inform the University through uoZone of all changes to both permanent and/or mailing addresses.
Questions? Consult the FAQ uoZone at frequently asked questions (FAQ) Website
One password, one Website, many Web tools for teacher candidates ...uoZone!

Timetable
Your personalized timetable is available in uoZone.

Please make sure to verify your personalized timetable the last week before the beginning of classes. Some changes may occur.

Changes to Registration
Changes to the selection of elective courses may be made only if there are places available in the courses. You must send an email to educprog@uottawa.ca or submit the signed Modification / Cancellation of Registration form available at the Academic Secretariat of the Faculty.

Faculty policies and procedures regarding a wide range of regulations can be found at Faculty Regulations on the website.

Emergency Contacts
Telephone communication in case of emergency: Academic Secretariat 613-562-5804
When teacher candidates are on-campus, a staff member from the Academic Secretariat will go into the classroom to inform the teacher candidate immediately. When teacher candidates are in the schools, it is your responsibility to give the school’s phone number to the people concerned.

Support for Teacher Candidates
Please note that the Teacher Education program is a full-time professional program that requires considerable time beyond classes, community service learning, and practicum. At times, you need to schedule time outside of classes for group meetings, professional learning, project work and any additional community service learning projects. We recognise that the expectations and workload in the teacher education program may be significantly different from other university degrees and that at times balancing other commitments and responsibilities can interfere with your education. Your professors, Director’s Office and the support staff are committed to supporting your success in the program.

If you find yourself struggling with the expectations of the program or the workload of a course, your first line of support is your course professors. If you have further questions or concerns please make an appointment to see Nicholas Ng-A-Fook or Tracy Crowe through teached@uottawa.ca

Compulsory Attendance
The Baccalaureate of Education is a program that requires your full participation and attendance is compulsory in on-campus courses and field experiences: community service learning and practicum.
The following statement will be found in all course syllabi:

*Due to the concentrated nature of the Teacher Education Program and the considerable public responsibility inherent in the profession of teaching, attendance at all classes in the B. Ed. program is compulsory. Many of the objectives for this course are achieved during class time. Most classes include activities or discussions that enable students to contribute to the professional development of everyone in the class. As required by the Ontario College of Teachers and indicated in the Teacher Education Calendar, attendance is mandatory in the Teacher Education Program and will be recorded during each class.*

Of course, circumstances may occasionally arise which make attendance impossible. In the event that you must be absent, students must inform the professor by telephone or e-mail either prior to the class or as soon after the class as possible. The professor will provide an assignment/task designed to ensure that the student meets the objectives of that class and he/she will require a written response from the student. The nature of this assignment and the due date for submission will be determined by the professor. Students who are absent on the submission date for an assignment are expected to submit the assignment through an alternative means on the due date (i.e. email). Assignments received after the due date will be considered late assignments (see below). Students who exhibit a pattern of irregular attendance will be brought to the attention of the Program Director and will be required to show cause why they should be allowed to undertake the practicum and/or continue in the program.

Teacher candidates are expected to make up any absences during community service learning and practicum. Teacher Candidates are reminded to keep their students health and safety in mind in the case of an illness. In the event of an absence, notify the school and the Associate Teacher well in advance of the beginning of the school day. Any lesson plans and materials for the day must be e-mailed to the Associate Teacher. Notify the Practicum office at practica@uottawa.ca and the Faculty Representative (PED 3150/3151 professor) of all absences. A medical certificate must be provided to the Practicum Office in the event of absences totaling 3 days or more. A Teacher Candidate who leaves a practicum for any reason other than illness, without permission of the Director of Teacher Education, will be considered to have failed the placement. Following an interview and possible remediation, a make-up round may be arranged. The fee for a failed practicum will be applied. In extenuating circumstances collaboration between you, your Associate Teacher, your PED 3150/3151 professor and the Director’s Office will determine next steps.

**Late Assignment Policy**

The following statement will be found in all course syllabi:

*Assignments which are submitted after the due date without an agreed-upon extension are considered late assignments. The penalty on late assignments in all courses in the Teacher Education Program amounts to a grade loss of 5% per day up to a maximum of 10 days, after which time assignments will not be accepted.*

**Failure to submit assignments results in a grade of “EIN” (Failure/Incomplete). Such symbol is equivalent to a grade of “F” (failure with no make-up).**

**Professional Ethics**

As a professional program, there is an expectation that teacher candidates will display an ethical standard of behaviour appropriate to the profession of teaching from the commencement of their program. You are expected to be familiar with the Faculty of Education Regulation on Professional Ethics, which can be found on pages 14 and 15.

**Foot Patrol**

If you have a late class or work late on campus and you would feel more comfortable having someone to walk with to your destination, the University of Ottawa Foot Patrol is available Monday to Friday from September to April. Call 613-562-5800 ext. 7433 or try using the free yellow button on most payphones on campus during those hours and a team of two
patrollers will escort you anywhere or within a 45-minute walking distance from the University to your destination.

**Office of the Ombudsperson**

At the Office of the Ombudsperson, it all starts with listening. This service offers a safe place where members of the university community can seek advice, assistance and information to resolve an academic or administrative problem in a confidential, independent, and impartial manner. It can also examine final decisions to ensure their fairness.

**Financial Aid and Awards**

There are a number of scholarships, bursaries and awards available to teacher candidates. Please refer to the [Financial Aid and Awards](#) web site.

**Teacher Candidate Emergency Fund**

The Teacher Education Teacher Candidate Emergency Fund provides limited short-term loans to teacher candidates who are experiencing temporary difficulties. Contact [taught@uottawa.ca](mailto:taught@uottawa.ca) or by phone at 613-562-5800 ext. 4068 for more information.

**Ancillary fees**

Please consult the [Ancillary fees](#) website for more details.

These fees are automatically charged to your account. The Ancillary fees for 2017-2018 will be published on the [University fees](#) page by mid-July.

**Supplemental Practicum Placement Fee:**

In case of a practicum that results in a redeemable failure, a supplemental practicum is offered to the teacher candidate.

The administrative fee for a supplemental practicum is $ 612.

**Supplemental redeemable failed course:**

A $ 44 supplementary fee is required for a redeemable failed course.

**Access Service – For teacher candidates needing adaptive measures**

If barriers might prevent you from integrating into university life and you may need adaptive measures to progress (physical setting, accommodations for assignments, arrangements for exams, learning strategies, etc.), contact Access Service right away:

- In person at the Desmarais Building, Room 3172, Laurier Avenue East;
- Online at [Access Service](#);
- By phone at 613-562-5976

Access Service designs services and implements measures to break down barriers that would otherwise impede the learning process for teacher candidates with health problems (mental or physical), visual impairments or blindness, hearing impairments or deafness, permanent or temporary disabilities, or learning disabilities.

**Health Services**

Many services are provided on campus; please refer to [Health Services](#) on the University web site. A list of Emergency phone numbers can be found at [SASS- Emergency Services](#).

**How Ready Are You? Emergency Preparedness**

Please find information regarding what to do in terms of emergencies on campus on the University of Ottawa web-site [How Ready Are You?](#). Please download [UOAlert](#) to your personal electronic device.
Career Services and Faculty Job-Board

There are many job-related services provided by the University Career Development Centre, please consult their web site. In addition, the Faculty provides a job and volunteer board on the Faculty web site; please take the time to browse the Job and Volunteer Board.

Registration with the Ontario College of Teachers (OCT)

Teacher candidates must register with the Ontario College of Teachers to be certified as a teacher in Ontario. This is usually done at the beginning of your second year in the program. Representatives from the OCT will present on November 2, 2017. Registration forms are available on the OCT Website.

Proof of Degree and Transcripts Required for Registration with the Ontario College of Teachers

Teacher candidates who have attended an Ontario university can securely and conveniently request all Ontario university transcripts (Teacher Education and other undergraduate/graduate studies) through the Ontario Universities Application Centre (OUAC). It is recommended to wait until the degree is conferred before the Teacher Education transcript is requested (around May 25).

If you have not attended an Ontario university, you must contact the Registrar’s Office of the institution where you completed your studies to arrange for your official transcript to be sent to the Ontario College of Teachers.

It is the teacher candidate’s responsibility to have their transcripts sent to the Ontario College of Teachers.

Recommendation to the Ontario College of Teachers

In your graduating year, in June, the Faculty will submit a report for all teacher candidates who have successfully completed the requirements for the BEd degree to the Ontario College of Teachers. The Faculty must provide your OCT number. Please send your OCT number to the Faculty’s Academic Secretariat by May 2017 via educprog@uottawa.ca.

If you have a balance owed to the University, we cannot recommend you for certification to the College of Teachers. This includes tuition fees, unpaid fines levied by University services such as Library, Parking, Sports Services, etc.

Ontario College of Teachers
101 Bloor Street West, Toronto, (ON), M5S 0A1
Telephone: 416-961-8822
E-mail address: info@oct.ca
Telephone: 1-888-534-2222 (toll free)
OCT Website

Registration for Degree (Degrees are not awarded automatically)

In order that their names be submitted to Senate, teacher candidates in their final year who expect to complete their degree requirements must fill in the registration for degree form. The form is available through the Convocation web site. The Faculty can only send a recommendation to the Ontario College of Teachers if the degree is granted.

The Faculty must receive the final marks for courses prior to May 15 for teacher candidates registered for spring convocation and prior to September 15 for teacher candidates registered for fall convocation. Teacher candidates who are doing a make-up practicum will not be able to attend Spring Convocation since the degree will be conferred after the ceremony.
Note: You must ensure that the courses in which you are registered meet the requirements of the degree sought.

**Letter of Eligibility**

If required by a school board for hiring purposes, teacher candidates can obtain from the Faculty a letter of eligibility indicating successful completion of the program at the end of their studies. An administrative fee of $20 is applicable. The request must be made at the academic secretariat of the Faculty and must be made 48 hours in advance to allow adequate time for the preparation of the letter. **Letters will be available in mid-May.** It is the teacher candidate’s responsibility to check the hiring requirements of school boards. Letters of eligibility do not replace certification from the Ontario College of Teachers.

**Unqualified Supply Teaching**

Our TELC (Teacher Education Liaison Committee) which represents the teacher federations in Ontario have asked us to remind teacher candidates of the potential risks of unqualified supply teaching in Ontario or in other jurisdictions. Although you are an associate member of OTF and are expected to act according to the Standards of Practice, you do not have the same protection provided to full members if an allegation, an incident, or significant issue arises. As you are pursuing teaching as a career, any incident or investigation of an allegation may impact upon your ability to complete the Teacher Education program or be certified by the Ontario College of Teachers. We want you to be well aware of the risks.
PRACTICUM EXPERIENCE

All Teacher Candidates must complete an in-school community service learning placement and practicum in the 2017/2018 school year. All placements will be made in the Ottawa area in one of our partnering boards of education: OCDSB, OCSB, UCDSB, or CDSBEO. Your PED 3150 or PED 3151 professor will supervise your practicum experience.

The Practicum experience is made up of two components: community service learning and evaluated practicum.

For Year 1 teacher candidates’ 2017/2018 community service, learning will consist of one day a week (Wednesdays) from September to November 2017.

For Year 1 teacher candidates’ 2017/2018 practicum will consist of a three-week block from December 4 to 22, 2017 and one day a week (Wednesdays) from January 10 weeks followed by an six-week block from March 19 to April 26, 2018.

For Year 2 teacher candidates’ 2017/2018 practicum will consist of a week block from September 5 to 8, 2017 and one day a week (Wednesdays) for 10 weeks followed by a seven-week block from November 27, 2017 to January 26, 2018.

For Year 2 teacher candidates 2017/2018 community service learning will consist of a mandatory three-week block from April 9 to 26, 2018. Teacher candidates are free to volunteer in their practicum schools or create an extra-curricular community service-learning placement on Wednesdays in the fourth term of the program.

Placement Process

Year 1 teacher candidates should have submitted their practicum placement preferences, a postal code as requested on the practicum placement form available on the Teacher Education registration kit Website. These preferences were to be registered upon receipt of the Offer of Admission. The Practicum Office who begins their placement work in the spring and summer makes all placements.

If your local address changes during the year, please update it on your uOZone. This does not mean that your practicum preferences will automatically be updated to reflect the changes made on uOZone, please contact the practicum office. The practicum preferences are locked to your original submission.

With respect to the notion of conflict of interest, the Practicum Office will not place teacher candidates in a school where a family member or other relations work or attend, nor will teacher candidates be placed with Associate Teachers with whom they already have an established relationship. Please notify the Practicum Office by email at practica@uottawa.ca should there be a conflict of interest.

Practicum placements are coordinated through the Practicum Office and are determined by availability of Associate Teachers within the required divisions and subject areas. According to OCT regulations, placements must be in a school in Ontario with an OCT certified teacher. While every effort is made to allocate teacher candidates to local placements it is not unusual for teacher candidates to have to travel up to 90 minutes to and from school, especially if relying on public transport. Teacher candidates must arrange their own transportation to and from practicum.

Practicum placements will NOT be changed unless a teacher candidate has a situation of exceptional circumstances. We encourage teacher candidates who have any kind of health issue or disability to contact the Academic Success Service (SASS) office to arrange for the support needed during practicum.

Any concern regarding practicum placement should first be addressed to your PED 3150 or PED 3151 professor.

Teacher candidates who have been unsuccessful in the first practicum will be required to complete a make-up practicum determined by the Director of Teacher Education’s Office in conjunction with the Practicum Office.
In order to allow the Associate Teacher to communicate with the teacher candidate, we share the teacher candidate’s @uOttawa email address with the Associate Teacher. Your email address will be protected at all times in compliance with University policies on personal information and with any other legislation governing personal information.

This information will be kept for the period of the practicum placement to satisfy the requirements of the practicum. If you have questions in this regard, please consult the Access to Information and Protection of Privacy Website.

All teacher candidates are required to obtain a copy of the CSL/Practicum Guide 2017-2018. It is included in the Teacher Education Agenda 2017/2018, which will be available in early September for a small fee from room 0024 in the basement level of the University Centre. An on-line version can be found on the faculty web site.

Teacher candidates can email the Practicum Office at practica@uottawa.ca.
FACULTY OF EDUCATION REGULATION ON PROFESSIONAL ETHICS

As future teachers, graduates of the Faculty of Education’s Bachelor of Education and Certificate of Education programs will be responsible for the physical safety, the psychological health and educational well-being of students (children, adolescent or adult) in schools. In Ontario, teacher candidates are associate members of the Ontario Teachers Federation and subject to its standards of professional ethics during their practicum. Under the Ethical Standards for the Teaching Profession of the Ontario College of Teachers, teachers must also demonstrate care, integrity, respect and trust in all of their interactions with students, parents, other teachers, school personnel and with members of the public.

While the Faculty of Education recognizes that its teacher candidates are learning their professional responsibilities as teachers, it expects all of its teacher candidates to demonstrate that they have the knowledge, attitudes and capacities needed to be responsible for the physical safety, the psychological health and educational well-being of students (children, adolescent or adult) before they are placed in a school or other practice teaching situation. It further expects that they will at all times demonstrate care, integrity, respect and trust in their interactions with each other, with the representatives of the Faculty of Education and during their practicum with students (children, adolescent or adult), parents, other teachers, principals, other school personnel and with members of the public.

The following procedures apply to this regulation:

Prior to the Practicum

a) Only those teacher candidates who demonstrate that they can act with care, respect, integrity and trust and that they have the knowledge, attitudes and capacities needed to be responsible for the physical safety, the psychological health and educational well-being of students (children, adolescent or adult) will be placed in the practicum.

b) If a teacher candidate has not demonstrated the required qualities (care, integrity, respect or trust), or if the Faculty has well founded reason the believe that the teacher candidate may endanger the physical safety, psychological health or educational well-being of students (children, adolescent or adult), the director of the Teacher Education or Formation à l’enseignement program may deny a practicum placement to the teacher candidate. In the absence of the program director, the decision to refuse a practicum must be made by the Vice-Dean Academic Programs or the Dean.

The teacher candidate must be informed in writing of this determination and the reasons for it within five working days.

During the Practicum

a) A teacher candidate will be immediately withdrawn from the practicum if he or she puts at risk the physical safety, the psychological health or educational well-being of students (children, adolescent or adult), or otherwise demonstrates an absence of care, respect, integrity or trust. A student who personally withdraws from the practicum will be considered to have failed it.

b) Such determination may be made by the school principal, by another school board official such as a director of education, or by the Director of Teacher Education or of Formation à l’enseignement, the Vice Dean (Academic Programs) or the Dean of Education. The teacher candidate must be informed in writing of this determination and the reasons for it, normally within five working days of the withdrawal from the practicum.

c) In the event of such a determination, the teacher candidate will only be placed in another practicum by the Director of Teacher Education or of Formation à l’enseignement, or in his or her absence the Vice-Dean (Academic Programs) or the Dean of Education, when the teacher candidate demonstrates that he or she:

   i) No longer poses a risk to students (children, adolescent or adult);

   ii) is capable of acting with care, respect, integrity and trust, and;
iii) Has the knowledge, attitudes and capacities needed to be responsible for their physical safety, psychological health and educational well-being.

**Denial or Withdrawal from Practicum**

In the event that a teacher candidate is denied or withdrawn from the practicum under this regulation, a committee consisting of three regular professors will examine the case.

a) The committee must normally meet within ten working days of the written notification to the teacher candidate of the decision to deny a practicum.

b) The committee may make one of three decisions:

   i) It may uphold the denial of a practicum placement;

   ii) It may identify conditions that the teacher candidate must satisfy before being placed in a practicum; or,

   iii) It may authorize the placement of the teacher candidate in another practicum.

c) The teacher candidate may make a written submission to the committee and may request to appear before it.

d) The committee must provide written reasons for its decision.

e) In the event that the committee upholds the decision to bar the teacher candidate from the practicum, a grade of F will be noted on the teacher candidate's transcript for the practicum and the teacher candidate will be withdrawn from the program.

f) In the event that the committee identifies conditions that the teacher candidate must satisfy before being placed in a practicum, a grade of E will be noted on the teacher candidate's transcript for the practicum.

**Right of Appeal**

The teacher candidate may appeal the decision of the committee through the normal procedures associated with a grade appeal as defined by the Senate of the University of Ottawa.

**University of Ottawa: Policy on Sexual Violence**

The University of Ottawa will not tolerate any act of sexual violence. This includes acts such as rape and sexual harassment, as well as misconduct that take place without consent, which includes cyberbullying. The University, as well as various employee and teacher candidate groups, offers a variety of services and resources to ensure that all uOttawa community members have access to confidential support and information and to procedures for reporting an incident or filing a complaint. For more information, please visit [Sexual violence: support and prevention](#).
FACULTY OF EDUCATION ACTIVITIES

It is our pleasure to assist you in acquiring the skills and knowledge you need as a teacher. Throughout the next two years, we will organize a number of workshops and seminars that will be beneficial to your professional development. We have also invited some key organizations to share information with you about the profession of teaching. We encourage you to take advantage of as many of these activities as possible. Some events are mandatory for teacher candidates. You will be able to keep abreast of all the events to be held this year as indicated below. Please note that you must register for some events, as space may be limited. Registration will be done on line.

Stay up-to-date by checking daily the:

1. Faculty of Education Website
2. Social Media of the Faculty : Facebook page, Instagram, You Tube, Twitter
3. Your uoZone account
4. Your mail @uOttawa
5. Bulletin boards of the Faculty of Education and monitor in the lobby of Lamoureux Hall and in the Café Écolo.

We would like to invite you to submit any questions, comments you may have about the activities you are attending or suggest any new ones, which could be beneficial to your professional development. Your feedback will help us make improvements on an ongoing basis. You can reach the Marketing and Communication Services by E-mail at educom@uottawa.ca or in person in Lamoureux Hall, Room 322. We wish you all the best for this year!

PARTNERS IN EDUCATION

Several partners along with the Faculty of Education are involved in your development as a future teacher. Becoming familiar with the services provided by these partners is part of your professional responsibilities as a future teacher. These agencies all provide targeted professional development workshops and information sessions throughout the year (See UOCalendar for scheduled events).

The Ontario Ministry of Education

The Ministry of Education is responsible for providing legislation, policies, guidelines, and curriculum documents with regard to education in the province of Ontario. The Ministry of Education provides many resources and on-line workshops for all teacher candidates to introduce you to current Ministry of Education curriculum and policy initiatives priorities. In addition, the Ministry provides a variety of teaching resources to assist you in your classroom teaching at EduGAINS. Visit the Ministry of Education Website, for the links to all curriculum documents and policies.

The Ontario College of Teachers (OCT)

The College sets and regulates teaching qualifications and standards of conduct, registers members, and investigates and disciplines members charged with professional misconduct. Teachers who want to work in publicly funded schools in Ontario must be members of the College. Some private schools also require that their teachers be members of the College. The College has a broad mandate to license, govern and regulate the practice of teaching in Ontario. For more information, visit the OCT Website.
The OCT will be offering information workshops to all teacher candidates. These sessions will explain requirements for registration as a beginning teacher and the important procedures that you must undertake to ensure that registration is completed prior September of your graduation year.

**The Ontario Teachers Federation (OTF)**

OTF was set up by the Teaching Profession Act of 1944 as the professional organization for teachers in the province. All teachers (as defined in the Teaching Profession Act) are required by law to belong to the Federation as a condition of teaching in the publicly funded schools of Ontario. L'Association des enseignantes et des enseignants franco-ontariens (AEFO), the Elementary Teachers' Federation of Ontario (ETFO), the Ontario English Catholic Teachers' Association (OECTA), and the Ontario Secondary School Teachers' Federation (OSSTF) are affiliated with OTF. For more information, visit the [OTF Website](#).

**School Boards**

The following local school boards and their teachers welcome teacher candidates into their classrooms and schools for practicum.

- Ottawa Catholic District School Board (OCDSB)
- Ottawa Catholic School Board (OCSB)
- Upper Canada District School Board (UCDSB)
- Catholic District School Board of Eastern Ontario (CDSBEO)

To understand the responsibilities of all partners in practicum please refer to the [Practicum Website](#).

The local School Boards support the Faculty by welcoming teacher candidates for community service learning and practicum in their schools. They are also partners in providing professional learning throughout the year. School Boards throughout Canada participate in the Career Fair held at the University of Ottawa in February 2018. This fair as well as many other presentations throughout the year provide teacher candidates with the opportunity to speak with potential employers from both Canada and international destinations.

**Evaluation of Qualifications**

The [QECO](#) (Qualification Evaluation Council of Ontario) and [OSSTF](#) (Ontario Secondary School Teachers Federation) Certification Service provide an organized, uniform basis on which to evaluate teacher qualifications for salary purposes. Teacher candidates who plan on teaching in the publicly funded elementary or Catholic systems in Ontario must have their qualifications evaluated. Information can be found on the [QECO Website](#).

Teacher candidates who plan to teach in the public secondary schools in Ontario must have their qualifications evaluated by the OSSTF Certification service. Information can be found on the [OSSTF Website](#). An information session will be provided during the academic year.

QECO will also be visiting the Faculty in February 2018 to provide teacher candidates with essential information related to the evaluation of their qualifications. These procedures are essential to ensure that you are placed on the appropriate salary scale as a teacher in 2018-2019.
INFORMATION SERVICES

CONTACT PERSONS AT THE FACULTY OF EDUCATION

Office of the Director - LMX 332
Telephone: 613-562-5800 ext. 4068
Email: teached@uottawa.ca
Director
Nicholas Ng-A-Fook
Assistant Director
Tracy Crowe
Administrative Assistant
Stéphanie McCann

Practicum Office – 3rd floor
Telephone: 613-562-5800 ext. 4299
Fax: 613-562-5441
practica@uottawa.ca

Coordination officer, Field Placement Services
Nicole Leman
Practicum Assistant
Ellis Hayman

Academic Secretariat - 3rd floor
145 Jean-Jacques Lussier St.
Ottawa, Ontario, K1N 6N5
http://education.uottawa.ca/en
E-mail: educprog@uottawa.ca
Telephone: 613-562-5804
Toll Free: 1-800-860-8577
Fax: 613-562-5963

Academic Administrator
Joanne Chartrand

Academic Services Officer
Johanne Leblanc

Academic Assistant
Marie Beaulieu

Using E-mail
All messages from the Faculty of Education and the University will appear on uoZone or will be sent to your @uottawa.ca E-mail address. It is important that you access this account regularly.
FACULTY OF EDUCATION RESOURCE CENTRE

Equipped for teaching and learning
The Faculty of Education Resource Centre aims to support the programs of the Faculty of Education by providing a range of teaching and learning resources and services.

Resources
Take advantage of the many resources available to help you learn and teach such as
- Collections of books (e.g. picture books, children’s literature, graphic novels, etc.);
- educational kits;
- musical instruments;
- puppets;
- curriculum sets;
- audiovisual and computer equipment;
- software.

Services
The Resource Centre offers several valuable services for your classwork and practicum including
- Reference and research assistance offered by an education librarian;
- workshops on topics such as the effective use of SMART Boards;
- technical support regarding the Resource Centre’s equipment as well as on-campus Wi-Fi and printer network configuration for your laptop;
- spaces for self and group study;
- printing, photocopying and laminating stations.

Location
Lamoureux Hall, room 203 (LMX 203)

Hours of operation
To consult the hours of operation, please visit the Resource Center’s website.

For more information
Phone: 613-562-5861
Email: EduCentre@uOttawa.ca
Web: education.uOttawa.ca/en/resource-centre
HELPFUL PHONE NUMBERS ON CAMPUS

Students’ uOZone
75 Laurier Avenue East (Tabaret Hall).................................................................613-562-5700
Toll Free Number....................................................................................................1-877-868-8292
Fax............................................................................................................................613-562-5323

SERVICES FOR TEACHER CANDIDATES

Aboriginal Resource Centre
1 Stewart Street, 1st Floor, room 130 .................................................................613-562-5800 ext. 4566

Campus Activities Website
University Centre, room 318...............................................................................613-562-5800 ext. 4424

Financial Aid and Awards Website
55 Laurier Ave. East, room 3156 .................................................................613-562-5734

Foot Patrol Website
141 Louis-Pasteur.................................................................................................613-562-5800, ext. 7433

Health Promotion Website
University Centre, room 203...............................................................................613-562-5800 ext. 4521

Health Services Website
100, Marie-Curie, 3rd floor..................................................................................613-564-3950

Housing Service Website
Residential Complex, 90 University.................................................................613-562-5885

International House (SFUO) Website
University Centre, room 211-E & G.................................................................613-562-5800 ext. 4405

Off-campus Housing Website
100 Thomas Moore, room 102 ..........................................................................613-562-5621

Sports Website
Montpetit Hall
125 University......................................................................................................613-562-5800 ext. 4327
Minto Sports Complex
801 King-Edward...............................................................................................613-562-5789

Academic Success Services (SASS) Website
100 Marie-Curie Private (4th Floor, MCE).......................................................613-562-5101

Women’s Resource Centre Website
University Centre, room 220..............................................................................613-562-5800 ext. 5755