Student Guide

Teacher Education - BEd
2016 - 2017

Faculty of Education
613-562-5804 | educprog@uOttawa.ca
education.uOttawa.ca
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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 several 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 2 teacher candidates will be from **9:00 a.m. to 11:30 a.m.** and Year 1 teacher candidates will be from **1:00 p.m. to 3:30 p.m.** on **Tuesday, August 30, 2016 at Marion Hall Auditorium**. (140 Louis Pasteur Private). A Lunch will be provided by the Faculty; and
- Cohorts will meet for their orientations during that week. (an email from the cohort lead will be sent to you with details in August)

First Classes

**Tuesday, August 30, 2016 as follows:**

- **10:00 a.m. - 11:30 a.m.** Year 1: PED 3150 *Becoming a Teacher Through Inquiry in Practice*.
- **1:00 p.m. - 2:30 p.m.** Year 2: PED 3151 *Enacting Collaborative Inquiry in Professional Practice*

In order to determine the room for your class, **identify your section available on your personalized course timetable** via uoZone. In the last week of August, consult the notice boards on arrival at Lamoureux Hall (LMX).

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 development workshops, practicum and academic courses. You will meet with your professor of PED 3150 *Becoming a Teacher Through Inquiry in Practice* or PED 3151 *Enacting Collaborative Inquiry in Professional Practice* and 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 scheduled from 8:30 a.m. to 11:30 a.m., 11:30 a.m. - 2:30 p.m. and/or afternoon 2:30 p.m. to 5:30 p.m.
On Thursdays and Fridays you may have a class from 11:30 a.m. to 1:00 p.m. or 1:00 p.m. to 2:30 p.m. Arriving on time for the commencement of all classes is an expected professional standard within the program. In addition to your regular classes there are professional development 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 14 - Federation Day
- October 6 a.m. - Ontario College of Teachers Presentation
- November 9 - Building Futures
- January 19 - CSL Poster Display
- April 24 - 26 - Teaching Choices

**Year 2 teacher candidates:**
- October 6 a.m. - Ontario College of Teachers Presentation
- January 18 - Building Futures
- January 25 - Federation Day
- March 23 - Collaborative Inquiries Sharing
- April 24 - 26 - Teaching Choices

There will also be a number of 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 the schedule for Professional Development activities on Thursday mornings (9:00 a.m. to 11:00 a.m.) throughout the year. These activities will enhance the work you are doing in class. The Professional Development workshops have limited space and therefore prior registration is essential. Also note that our program includes the Teaching Choices Symposium, which will be a 3-day mandatory conference on April 24-26, 2017.

**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 21st, 2016 for term 1 and a two-week block from December 5-16, 2016. 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. Final day of classes for the fall semester is Friday, December 16th, 2016.

The winter semester commences on Monday, January 9, 2017. You will continue your practicum observation on Wednesdays at your assigned schools. Your practicum is an eight-week practicum from February 6th to April 7th, 2017. The final day of term is Wednesday, April 26th, 2017.

**Year 2 teacher candidates** commence their practicum on September 6, 2016 for term 1. They remain in their practicum schools until September 16, 2016 followed by six weeks of community service learning on Wednesdays and then a six-week block of evaluated practicum from November 7 to December 16, 2016.

The winter semester commences on Monday, January 9, 2017. You may continue projects in your practicum school as Community Service Learning or prepare for your three-week CSL placement from April 3 to 21, 2017. The final day of term is Wednesday, April 26th, 2017.

**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.

**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.

**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. This includes attendance at the Teaching Choices Symposium from April 24th to 26th, 2017.

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 14 and 15.

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, there is no study break in February for Year 1 teacher candidates.**

**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 2016-2017 you will have the opportunity to influence the lives of children and young people for the next thirty years. That is an exciting endeavour!

We look forward to welcoming you to our program on August 30 and to meeting each of you during the course of the year.

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: First week of September 2016

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 2016 must submit a letter from their Faculty by the first week of September 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. Your PED 3150 or PED 3151 professor will provide you the appropriate weblink.

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 all necessary documents are not received by the first week of September.
IMPORTANT SESSIONAL DATES

FALL 2016 SESSION:
Orientation (compulsory): August 30, 2016
Last day for full refund of 100%: September 30, 2016
Date on which final grades are posted on the web and are considered official: January 19, 2017

WINTER 2017 SESSION:
Courses start: January 9, 2017
Last day for full refund of 100%: January 30, 2017
Date on which final grades are posted on the web and are considered official: May 17, 2017

HOLIDAYS:
Labour Day: September 5, 2016
Thanksgiving: October 10, 2016
Holiday break: University closed December 23, 2016 to January 2, 2017
Family Day: February 20, 2017
Easter Break: April 14 to 17, 2017

Please note: Due to the intensive nature of this professional Teacher Education Program, Year 1 teacher candidates do not get a study break in February 2017.
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 via Infoweb 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.

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.

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.

Teacher candidate Emergency Fund
The Teacher Education Teacher candidate Emergency Fund provides short term loans to teacher candidates who are experiencing temporary difficulties. Contact taught@uottawa.ca or by phone at 613-562-5800 ext. 4068 for more information.
Ancillary fees

The following courses require an additional fee for specialized materials.


These fees are automatically charged to your account. The Ancillary fees for 2016-2017 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.

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 October 6, 2016 at the Ottawa Little Theatre from 8:30-10:00 for Year 1 candidates and 10:30- noon for Year 2 candidates. 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.

Recommendation to the Ontario College of Teachers

In your graduating year, during the first week of 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.
It is the teacher candidate’s responsibility to have their transcripts sent to the Ontario College of Teachers.

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 website. The Faculty can only send a recommendation to the Ontario College of Teachers if the degree is granted.

The final marks for courses must be received by the Faculty 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 2016/2017 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 practicum experience will be supervised by your PED 3150 or PED 3151 professor.

The Practicum experience is made up of two components: community service learning and evaluated practicum. For Year 1 teacher candidates 2016/2017 community service learning will consist of one day a week (Wednesdays) from September to December 2016 and a two-week block from December 5 to 16, 2016.

For Year 1 teacher candidates’ 2016/2017 evaluated practicum will consist of one day a week (Wednesdays) in January for observation followed by an eight-week block from April 6 to April 7, 2017.

For Year 2 teacher candidates’ 2016/2017 evaluated practicum will consist of a two week block from September 6 to 16 and then a six-week block from November 7 to December 16, 2016.

For Year 2 teacher candidates 2016/2017 community service learning will consist of voluntary one day a week (Wednesdays) from January to April 2017 and a three-week block from April 3 to 21, 2017.

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. All placements are made by the Practicum Office who begins their placement work in the spring and summer.

Please enter your local address on Infoweb as soon as it is available. If your local address changes during the year, please update it on your Infoweb. This does not mean that your practicum preferences will automatically be updated to reflect the changes made on Infoweb. 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 Practicum Guide 2016-2017, which will be available in early September for a small fee from room 0024 in the basement level of the University Centre or on the Practicum Handbook Website.

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.

1. 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.

2. 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.

3. 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.

4. 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 online.

Stay up-to-date by checking daily the:

1. Faculty of Education Website
2. Social Media of the Faculty: Facebook page, Instagram, You Tube
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. In 2016-2017 the Ministry of Education will be providing 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 Carleton 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 through taking teacher candidates for community service learning and practicum. They are also partners in providing professional learning throughout the year. School Boards from throughout Canada also participate in the Career Fair held at the University of Ottawa in February 2017 where teacher candidates have 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 2017 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 commencing teacher in 2017-2018.
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
Christian David (Interim)

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

The primary aim of the Faculty of Education Resource Centre is to support the learning, teaching, research and administrative activities of the Faculty. To this end, the Centre offers a range of teaching and learning resources and services, including technological, that meet the diverse needs of the community of students, professors and staff within the Faculty of Education.

Resources

In addition to the Centre's collection of books, a whole host of educational kits, musical instruments, puppets, curriculum sets, audiovisual equipment and software are all available to help you learn and teach.

Services

The Centre offer year-round reference services, as well as assistance with research and the use of catalogues and databases. Additional services include consultation regarding your multimedia and technology needs, technical support, and an assortment of workshops on topics such as the effective use of SMART Boards. The Centre also offers printing, photocopying, laminating and sales of materials from envelopes to SMART Board cables—all in one convenient location. For more information, visit the Faculty of Education Resource Centre website, or contact us by telephone at 613-562-5861 or by email at educentre@uOttawa.ca.

HOURS OF OPERATION

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<tr>
<th>SEPTEMBER - APRIL</th>
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<td>JUNE, JULY &amp; AUGUST</td>
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OFFICIAL UNIVERSITY OF OTTAWA HOLIDAYS

The Resource Centre will be closed on the following dates:

- August 1, 2016 Civic Holiday
- September 3 - 5, 2016 Labour Day
- October 10 - 12, 2016 Thanksgiving
- December 23, 2016 - January 2, 2017 (inclusive) Holiday Period
- February 20, 2017 Family Day
- April 14 - 17, 2017 Easter
- May 22, 2017 Victoria Day
- July 1, 2016 Canada Day
HELPFUL PHONE NUMBERS ON CAMPUS

Infoservice
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

Community Life Service 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 Ressource Centre Website
University Centre, room 220....................................................................613-562-5800 ext. 5755