



**BRANDON  
UNIVERSITY**

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# EDUCATION

Bachelor of Arts/  
Bachelor of Education  
Integrated Program  
Handbook

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

*If found, please return to the Education Office, Room 102 in the  
Education Building.*



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## Welcome to BU!

### **Welcome to the Integrated Program (IP) Bachelor of Arts/Bachelor of Education in the Faculty of Education at Brandon University!**

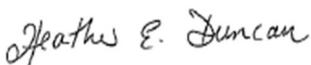
You have selected an exciting program and course of study. Over the next five years you will work to complete your Bachelor of Arts and your Bachelor of Education degrees concurrently. These two degrees will help you develop your skills, advance your knowledge, and entitle you to apply on completion for certification as a teacher in the province of Manitoba. Each semester you and your cohort will complete one Education course in addition to Arts and Science courses.

This handbook is designed to help guide you throughout your degrees, provide you with helpful checklists to keep on top of your courses, track your progress in your degrees, and ensure you are ready for field placement when the time comes at the end of year three.

We encourage you to use this handbook over the next five years, to fill in the pages and checklists, and to keep this as your guide to resources and contacts.

Once again, welcome to the Faculty of Education at Brandon University. We are excited to have you with us and we look forward to getting to know you over the coming years!

Sincerely,



Heather E. Duncan, PhD  
Dean  
Faculty of Education

## Important Contacts and Links

### Faculty of Education

270 18<sup>th</sup> Street  
Education Building, Rm. 102  
Brandon, MB R7A 6A9

☎ 204-727-9626

✉ [FacultyEd@BrandonU.ca](mailto:FacultyEd@BrandonU.ca)  
<https://www.brandonu.ca/education/>

### Student Services

270 18<sup>th</sup> Street  
A. E. McKenzie Building, Rm. 102  
Brandon, MB R7A 6A9

☎ 204-727-9737

### Services Offered:

- **Academic Advising**  
<https://www.brandonu.ca/academic-advising/>
- **Counselling Services**  
<https://www.brandonu.ca/personal-counselling/>
- **Indigenous Peoples' Centre**  
<https://www.brandonu.ca/ipc/>
- **Additional services can be found online at:**  
<https://www.brandonu.ca/student-services/>

*You are strongly encouraged to book an appointment each year with your Student Services, Academic Advisor to help you keep your degrees and teachable subjects on track.*

**Your Advisor:** \_\_\_\_\_

## **E-portfolio link**

<https://ed-ip-portfolio.brandonu.ca/>

## **Residence**

270 - 18th Street  
Ancillary Services, McMaster Complex  
Brandon, MB R7A 6A9

☎ 204-727-7394

✉ [Residence@BrandonU.ca](mailto:Residence@BrandonU.ca)  
<https://www.brandonu.ca/residence/>

## **Healthy Living Centre**

2010 Louise Avenue  
Brandon, MB R7B 0L4

☎ 204-727-9756

<https://healthylivingcentre.ca/>

## **Financial & Registration Services**

270 - 18th Street  
Second Floor, Clark Hall  
Brandon MB R7A 6A9

☎ 204-727-9724 or 204-727-7313

✉ [FinReg@BrandonU.ca](mailto:FinReg@BrandonU.ca)  
<https://www.brandonu.ca/finance/>

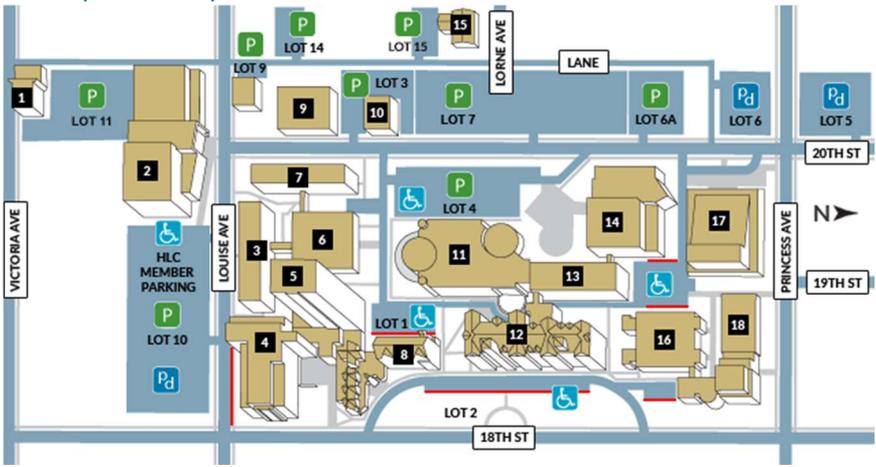
## **Book Store**

270-18th Street  
Knowles-Douglas Building  
Brandon, MB, R7A 6A9

☎ 204-727-9732

<https://www.bkstr.com/brandonustore/home>

# Campus Map



<b>1. Jeff Umphrey Centre — UB</b> Glen P. Sutherland Gallery of Art	<b>7. Darrach Hall (Men's Residence)</b> <b>8. Knowles-Douglas Students' Union Centre</b> Brandon University Students' Union	<b>13. A.E. McKenzie Building — MCK</b> Admissions Office
<b>2. Healthy Living Centre — HLC</b> Main Gym Henry Champ Gym	Mingling Area Bookstore	Student Services <b>14. Queen Elizabeth II Music Building — QEB</b> School of Music
<b>3. Flora Cowan Hall (Women's Residence)</b>	Elephant Room	Lorne Watson Recital Hall
<b>4. John R. Brodie Science Centre — BB</b> Faculty of Science Theatres A & B Applied Disaster and Emergency Studies	<b>9. Physical Plant Building</b> <b>10. Power Plant Building</b>	Music Library <b>15. BU Early Learning Centre</b>
<b>5. McMaster Hall (Co-Ed Residence) — MH</b> Ancillary Services Rural Development Institute — RD	<b>11. George T. Richardson Centre</b> John E. Robbins Library — LI J.R.C. Evans Theatre — JRC Indigenous Peoples Centre — IPC	<b>16. Education Building — EB</b> Faculty of Education
<b>6. Harvest Hall</b> Louis Riel Room Down Under	<b>12. Clark Hall/Original Building — CHO</b> Faculty of Arts Senior Administration	<b>17. Western Manitoba Centennial Auditorium — WMCA</b> <b>18. Dr. James &amp; Lucille Brown Health Studies Complex — HSB</b> Faculty of Health Studies He Oyate Tawapi (Ceremony Room)

 **Permit Parking**  
8:00 a.m. – 4:30 p.m., Mon- Fri

 **Pay & Display Parking**  
\$0.60 per hour, up to 8 hours

 **Accessible Parking**  
Located in front of Clark Hall

 **Metered Parking**  
\$0.01 per min., up to 100 min.

## Spotlight on BU CARES

At the heart of all that we do at BU CARES are rural and Indigenous students. Our partners, collaborators, participants, researchers, and students all share one focus: we believe that working together to identify and answer our questions can improve rural and Indigenous students' experiences with education. To do this, we offer research services and support to community members and organizations, as well as supporting faculty and students in their research endeavours. BU CARES was founded 11 years ago and since then has been awarded over \$2.3 million for research projects, involving topics such as youth homelessness in rural areas, pathways to educational and employment success, engaging youth in community change, and sexual exploitation of children and youth. The reports and publications from these projects are all freely available on our website (BrandonU.ca/BU-cares) Every Monday BU CARES also publishes a 2-page condensed summary entitled Research Connection highlighting current research projects by Brandon University Researchers. These publications are a great way to stay up to date with the latest research across disciplines. Research Connection current and past issues are available on our website.



*BU CARES often hires work-study students to aid with research and projects in their offices; be sure to keep an eye out for postings!*

270 18<sup>th</sup> Street  
Education Building, Rm. 110  
Brandon, MB R7A 6A9

✉ [CARES@BrandonU.ca](mailto:CARES@BrandonU.ca)

<https://www.brandonu.ca/bu-cares/>

Integrated Program Map

Year	1	2	3	4	5
Theme	<b>Who am I?</b> <i>Autobiography &amp; Positionality</i>	<b>Who are My Students?</b> <i>Child Development, Seeing and Responding to the Individual Child</i>	<b>What is Inquiry?</b> <i>Methods, Assessment, Judgment, Survival</i>	<b>Who are We?</b> <i>Community, Social Justice</i>	<b>What does it Mean to be a Reflective Teacher?</b> <i>e-portfolio Presentation/Interview</i>
Field-Experience	Embedded in Seminar 1 & Seminar 2 (0 weeks)	Embedded in Classroom Management (0 weeks)	Beginning last week in April or first week in May (6 weeks)	Beginning last week in April or first week in May (6 weeks)	13 weeks (similar to AD program) (13 weeks)
Fall Term Course/s	Teacher Identity Becoming Tomorrow's Teacher	Child Development and the Learning Process	ELA Methods	Aboriginal Studies	Using ICT Student Literacy Interventions Math Methods Social Studies Methods
Winter Term Course/s	Power, Privilege and Positionality Schools as Complex Spaces	Classroom Management	Evaluation and Assessment	Children with Exceptionalities	IP Capstone Course Electives (2) Science Methods

Course that is Already on the Books

New Course

# Bachelor of Arts – Liberal Arts Requirements

## 3-YEAR MAJOR

Students seeking the B.A. 3-Year degree with a Liberal Arts Distributed Major must complete 90 credit hours consisting of:

Required Courses		
<b>Choose:</b>	6 credit hours in either History and/ or Geography	6
<b>Plus:</b>	6 credit hours in any combination of Native Studies, Philosophy, Religion	6
<b>Plus:</b>	6 credit hours of English Literature	6
<b>Plus</b>	6 credit hours in any combination of Anthropology, Economics, Political Science, Psychology	6
<b>Plus:*</b>	18 credit hours from one of the following departments: Aboriginal or Visual Arts, Business Administration, Drama, English, Literature ( <i>see note 1 below</i> ), French, Geography (courses selected from or B.A. requirements), History, Music (Arts), or Native Studies ( <i>see note 1 below</i> )	18
<b>Plus: **</b>	12 credit hours from one of the following departments (no overlap permitted with courses/subject areas applied to 18 credit hours identified above): Aboriginal or Anthropology, Business Administration, Drama, Economics, English Literature ( <i>see note 1 below</i> ), Fine Arts, French, Gender and Women’s Studies, Geography (courses selected from the B.A. requirements), History, Justice Studies, Languages (Classical Studies), Music (Arts), Native Studies, Philosophy, Political Science, Religion, Rural and Community Studies, Sociology and Physical Education. ( <i>see note 2 below</i> )	12
<b>Note 1:</b> A maximum of 3 credit hours of Creative Writing may be used within English Literature Concentration		
<b>Note 2:</b> A minimum of 12 credit hours must be at the 300 or 400 level between these two concentrations.		
<b>Must achieve 2.00 GPA for Major requirement</b>		<b>Major Total</b> <b>54</b>
<b>Plus:</b>	Liberal Education requirements (see page 38 of the Undergraduate Course Calendar):	
	Natural Science (6 credit hours), Social Sciences (6 credits) and Natural Sciences (6 credits)	
<b>Plus:</b>	Electives	
<b>Must achieve 2.00 GPA for Graduation requirement</b>		<b>Degree total</b> <b>90</b>
<b>Note 3:</b> A maximum of 45 credit hours may be at the 100 level (including a maximum of 6 credit hours of 090/091).		
<b>Note 4:</b> Cross-listed courses may not be applied to more than one requirement.		
<b>Note 5:</b> A maximum of 12 credit hours of Physical Education courses may be applied to this degree.		



# Bachelor of Education Requirements

## Province of Manitoba Required Courses

The Professional Certification Unit of Manitoba Education requires that individuals seeking certification in the Province of Manitoba as Early Years or Middle Years teachers must have successfully completed, as part of their university studies, **6 credit hours of English literature or French literature, 6 credit hours of history and/or geography, 6 credit hours in mathematics and 6 credit hours in science.** These **24 credit hours** are required for certification.

Subject/Course	Cr.Hrs
<b>Literature: (Choose either English or French)</b>	<b>6</b>
English: Choose any literature course	
French: Choose courses 58:FREN: 275 and above	
<b>Mathematics:</b>	<b>6</b>
62:152 Contemporary Math*	<b>3</b>
Any math course at the 100 level or higher	<b>3</b>
<b>Science:</b>	<b>6</b>
Any courses offered from the Departments of Biology, Chemistry, Geology, Environmental Science or Physics (except for courses at the 090 level)	
<b>Geography and/or History:</b>	<b>6</b>
Any courses listed in either department.	

## Teachable Subjects

You will need to select two teachable subjects to specialize in, you will require 18 credit hours in your first teachable subject and 12 credit hours in your second teachable subject. Provincial required courses in designated major can be utilized towards teachable credit course.

It is important to have your teachable subjects selected by the end of your second year, to ensure you have sufficient time to complete the necessary number of courses. This is something you should speak to your advisor about at your yearly appointment.

**First Teachable Subjects (18 credit hours):**

Art	Geography
Biology*	History
Chemistry*	Indigenous Language
Computer Science*	Mathematics*
Drama/ Theatre	Music
English Literature**	Native Studies
French	Physical Education*
General Science*	Physics*

### Second Teachable Subjects (12 credit hours):

Anthropology	Geography
Art	History
Biology*	Indigenous Language
Chemistry*	Law***
Computer Science*	Mathematics*
Drama/Theatre	Music
Earth Science*	Native Studies
Economics***	Philosophy
English Literature**	Physical Education
Environmental Studies	Political Science***
French	Sociology

#### Notes:

\* Please consult the Education Office for specific advising if you are interested in these teachable areas.

\*\* Students may count 3 credit hours in Creative Writing toward the requirements for English Literature as a teachable subject.

\*\*\* These subjects acceptable for Middle Years Stream Only

## Degree Requirements

Students in the Bachelor of Arts/Bachelor of Education (A.D.) Integrated Program must complete **90 credit hours** in Year 1 though Year 4 to fulfill

the Liberal Arts Distributed Major degree requirements (page 208 of the Undergraduate Course Calendar), including two teachable areas of 18 and 12 credit hours, and Provincially-required courses as noted above.

They also must complete **60 credit hours** in Education consisting of 30 credit hours in Year 1 through Year 4, AND 30 credit hours in Year 5, as outlined below. Year 1 through Year 4 may be completed part-time over a longer time period (keeping in mind Education courses stale date after 7 years), but Year 5 in Education must be completed full-time.

### Field Placement Acknowledgement

*You will have field placements in the Spring of Year 3 and Year 4, which will occur between May and June, as a result you will not be free for vacation or summer employment until after the first week of June.*

I \_\_\_\_\_ hereby confirm that I have read the above and understand that I will have field placements in the Spring of my third and fourth years of study and that attendance is mandatory. **These field placements will begin the first Monday following the Winter Exam period and run for six weeks.** Thus I will not be available for vacations or summer employment until after field placement is complete.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Year 1

Courses		Cr. Hrs
<b>Required:</b>		<b>6</b>
<b>Term 1</b>		
02:210	Teacher Identity: Becoming Tomorrow's Teacher	3
<b>Term 2</b>		
03:250	Power, Positionality and Privilege: Schools as Complex Spaces	3

### Year 2

Courses		Cr. Hrs
<b>Required:</b>		<b>6</b>
<b>Term 1</b>		
04:255	Child Development and the Learning Process	3

<b>Term 2</b>		
01:441	Classroom Management	3

**Note: The six education courses as identified in year 1 – 3 must be completed prior to first practicum placement**

### Year 3

<b>Courses</b>		<b>Cr. Hrs</b>
<b>Required:</b>		<b>6</b>
<b>Term 1</b>		
02:458	ELA Methods	3
<b>Term 2</b>		
04:353	Evaluation and Assessment (EY-MY)	3
<b>Spring</b>		
01:271	Field Experience I	3

**Note: The eight education courses as identified in year 1 – 4 must be completed prior to second practicum placement**

### Year 4

<b>Courses</b>		<b>Cr. Hrs</b>
<b>Required:</b>		<b>6</b>
<b>Term 1</b>		
02:381	Teaching Aboriginal Studies	3
<b>Term 2</b>		
04:253	Inclusive Education/ Children with Exceptionalities	3
<b>Spring</b>		
01:371	Field Experience II	3

### Year 5

To enter Year 5 of the program, you must meet the following:

- Have completed your Bachelor of Arts (90 credit hours);
- Completed your teachable subject credit hours;
  - First teachable – 18 credit hours
  - Second teachable – 12 credit hours
- Completed the Professional Certification Unit of Manitoba Education required courses (24 credit hours);
- A minimum GPA of 2.50 (C+) in both degrees (Arts and Education);
- Completed practicum placements 01:271 and 01:371; and
- Valid and clean CRC and CARC.

**Notes: Permission from the Dean is required for exceptions from the above requirements**

If you have any questions or concerns with respect to your eligibility to enter Year 5, require assistance with selecting courses or registering for Year 5, or any other Education inquiries, please contact the Office Assistant, Undergraduate Programs in the Faculty of Education.

Courses		Cr. Hrs.
<b>Required:</b>		<b>18</b>
01.351	Integrated Program Capstone Course	3
02.342	Student Literacy Interventions	3
02.477	Social Studies Methods (MY)	3
03.353	Science Methods (EY)	3
03.361	Using ICT in Education	3
03.366 or	Mathematics Methods (MY)	3
03.365	Mathematics Methods (EY)	3
<b>Plus:</b>	two Education Electives (dependent on current course offerings)	<b>6</b>
<b>Note: Not necessarily offered each year</b>		
01.440	Teachers as leaders	3
01.443	Educator and the Law	3
02.320	Creative Activities	3
02.324	Teaching Drama	3
02.333	Teaching French as a Second Language (MY)	3
02.334	Teaching English as an Additional Language	3
02.355	Art Methods	3
02.455	Environmental Science Methods	3
03.467	Internet for Educators	3
04.257	Positive Behavioral Interventions and Supports for Adolescents	3
04.352	Positive Behavioral Interventions and Supports for Children	3
04.451	Counselling Skills for the Classroom Teacher	3
05.451	Physical Education Methods (EY)	
05.452	Physical Education Methods (MY)	3
<b>Plus:</b>		<b>6</b>
01.474	Field Experience III	3
01.475	Field Experience IV	3
<b>Must achieve 2.5 GPA to meet Graduation requirement</b>		<b>Degree Total</b>
		<b>60</b>

## Record Checks – Checklist

You are required to have a valid Criminal Record Check (CRC) and Child Abuse Registry Check (CARC) in order to attend micro-practicums and field placements.

Your first micro-practicum is in the first half of Winter Term of Year 1 (January – February), if your record checks are not submitted prior to

the course Add/Drop date then you will be deregistered from the course – *note that micro-practicums are different than Field Placements.*

Your record checks are **valid for two years** from the date they are issued, this means over the course of the Integrated Program, you will require 3 sets of record checks.

**The deadline to submit your record checks is September 1  
or after the age of 18 years old**

*For your CRC you will need to visit the police department or RCMP detachment in the community where your permanent address is located. For the CARC you may request the form online at:*

<https://web22.gov.mb.ca/AbuseRegistry>

**Year 1**

CRC: \_\_\_\_\_

CARC: \_\_\_\_\_

**Year 2**

CRC: \_\_\_\_\_

CARC: \_\_\_\_\_

**Year 3**

CRC: \_\_\_\_\_

CARC: \_\_\_\_\_

**Year 4**

CRC: \_\_\_\_\_

CARC: \_\_\_\_\_

**Year 5**

CRC: \_\_\_\_\_

CARC: \_\_\_\_\_

## Integrated Program E-Portfolio

You will be creating an e-portfolio throughout your 5 year program at BU. The link to the e-portfolio site is <https://ed-ip-portfolio.brandonu.ca/> and you will use your BU username (e.g. LASTFI35) and password to enter the Wordpress site.

Your course instructors will likely ask you to reflect on your course work and experiences in each course in the program. If they do not, remember to take a little bit of time to think about what you are learning in the program each term through your courses and your classroom experiences. This will make it much easier for you when you enter the Integrated Program Capstone Course in Year 5.

## Important Reminders

*In your third and fourth years, you will have a mandatory six-week placement starting the first Monday following the Winter Exam period. This means you will not be available for vacations or summer employment until after this placement is complete – usually by the second week of June.*

In order to participate in Field Placements, you must have a valid CRC and CARC. If you do not have these record checks, you may be de-registered from courses that require them. (See page 13).

You must also have two teachable subjects, with no D grades (you must earn a grade of 60% or higher). Your first teachable requires 18 credit hours and your second requires 12 credit hours. It is important to select these subjects as early as possible, but no later than the end of your second year, in order to have sufficient time to complete the courses. Also keep in mind that you must meet the Provincial Core Requirements within your Liberal Arts Degree, which include 6 credit hours of each of the following: Math, Science, History and/or Geography, and English or French Literature.

You are encouraged to go for an annual advising appointment with Student Services, to ensure your Liberal Arts Degree and teachable subjects are on track.

**✓ Eligibility for Year 5:** The following are the prerequisites for your final year of the Integrated Program, which will be full-time in Education.

- A minimum 2.50 (C+) GPA in both degrees (B.A. and B.Ed.);
- Liberal Arts Degree completed;

- Two teachable subjects completed (18 credit hours and 12 credit hours);
- A minimum of one Field Placement (preferably two) completed; and
- A valid CRC and CARC.

*If these requirements are not met in full, you will not be allowed to enter Year 5.*

# Appendix A – Faculty of Education Administrative Policies

## Attendance Policy

It is important to note that each instructor may have a different attendance policy, however there are general attendance guidelines for the Education program, as it is a professional degree.

More information on the policy can be found online at:

<https://www.brandonu.ca/education/deans/education-policies/> under the Undergraduate Program Policies section.

**Approved by:** Education Faculty Council

**First Approved: May 2007**

**Updated: May 2018**

### 1.0 Policy General Purpose

The Faculty of Education is a professional faculty. In professional faculties, teaching contact hours matter. Class participation is an essential element. Professional faculties are distinct in this way from undergraduate programs, in which participation in class activities may not be required. Students are expected to organize their schedules so that they can attend all classes. When students are present they not only learn from other students and their instructors, but contribute their own experiences and knowledge. Attendance and participation are expected of pre-service professionals. Participation in class activities may be considered in the assigning of a grade.

### 2.0 Policy Guidelines

As pre-service professionals, the Faculty of Education expects exemplary academic performance from students, including:

- Attendance and class participation is expected.
- It is a student’s professional obligation to provide professors with written documentation, in advance where possible, for each absence.
- Professors may require students to complete additional assignments to make up for absences.

- Appeals of any disputed course grade are made following the Grade Appeals procedures (see General Calendar Grade Appeals).

### **3.0 Scope of the Policy**

Applies to all students in Faculty of Education programs.

### **4.0 Definitions**

None

### **5.0 Reference to Other Policies**

The Faculty of Education Professional Standards policy states that:

2.1.2 Students are expected to attend and participate in all classes. Participation in class activities may be considered in the assigning of a grade. (General Calendar 4.2.1).

2.1.3 If a student must be away, it will be discussed with the instructor before, or if unable to do so, immediately after the absence. (General Calendar 4.2.1). 2

### **6.0 Approval Process**

Faculty of Education

### **7.0 Appendices**

N/A

### **Procedures**

Inquiries may be directed to the Office of the Dean of Education at [DeanOfEd@BrandonU.ca](mailto:DeanOfEd@BrandonU.ca) or 204-727-9616.

## **Professional Standards Policy (Undergraduate Program)**

**Approved by:** Education Faculty Council

**First Approved:** January 2007

**Updated:** May 2018

### **1.0 Policy General Purpose**

The Faculty of Education is obligated to ensure that students graduating from the Faculty of Education meet the highest academic and professional standards. The Bachelor of Education degree provides professional training to pre-service teachers. It prepares them to act and perform as professionals. Professional behaviour for pre-service teachers covers those things identified in the Manitoba Teachers' Society Professional Code of Practice as well as a set of obligations for academic and professional performance at Brandon University and the Faculty of Education.

The Faculty of Education is a professional Faculty. Students are expected to organize their schedules so that they can attend all classes. Class participation is an essential element in applied learning. Students are resources, as well as learners. When students are present they not only learn from other students and their instructors, but contribute their own experiences and knowledge. Attendance and participation are expected of pre-service professionals.

Students in the Faculty of Education at Brandon University are considered pre-service teachers and have the same expectations as teachers. They are expected to follow the same standards as set by the Manitoba Teacher Society.

## **2.0 Policy Guidelines**

Students in the Faculty of Education are required to conduct themselves in an ethical and professional manner at all times. The standards of professional behaviour outlined below provide direction to Faculty and students with respect to academic and professional matters such as, completion of assignments, participation, course failures, maintaining acceptable standards in field experience, and the meeting of other expectations of performance in a professional Faculty. Failure to maintain professional standards, as outlined, in part, in this document, will result in referral to the Professional Standards Committee of the Faculty of Education.

The Professional Standards Committee (PSC) may recommend to the Dean that the student withdraw from the Faculty of Education, pursuant to this policy, when the student has been found unsuited, on

consideration of competence of professional fitness, for the practice of teaching. A student may be required to withdraw at anytime throughout the academic year or following the results of examinations at the end of any academic term. The Faculty of Education's right to require a student to withdraw prevails notwithstanding any other provision in the Faculty's policy manual.

Any person may submit a letter of concern regarding the program-related conduct of a Faculty of Education student to the Chair of the PSC via the Administrative Assistant to the Dean of Education.

### **1. Professional Learning Climate**

The Faculty of Education is a professional Faculty. Generally students in the Faculty already have a first degree. A student will be treated as a pre-professional, and it is expected that s/he will work and behave as professionals in course-work and interactions with Faculty and partners in school divisions. A student is expected to organize her/his schedule so that s/he can attend all classes.

**1.1** A student is expected to produce work that is of high quality and meets the criteria outlined by instructors.

**1.2** A student is expected to attend and participate in all classes. Participation in class activities may be considered in the assigning of a grade. (General Calendar 4.2.1)

**1.3** If a student must be away, it will be discussed with the instructor before, or if unable to do so, immediately after the absence. (General Calendar 4.2.1)

**1.4** A student will diligently follow academic regulations governing academic study and research and be familiar with the academic dishonesty policies. (General Calendar 4.2.2)

**1.5** A student will adhere to copyright laws and regulations.

**1.6** A student will respect faculty and other students in the class.

### **2. Academic Dishonesty**

A Faculty of Education student is expected to maintain academic and

intellectual integrity in their course-work. Brandon University's General Calendar outlines the likely consequences of academic dishonesty and misconduct. (See 4.2.2 General Calendar)

Within the Faculty of Education, breaches of academic integrity or incidents of academic dishonesty may be referred to the Professional Standards Committee for review. In general,

- 2.1** Academic dishonesty of any kind will be taken very seriously.
- 2.2** An incident of academic dishonesty will normally result in a grade of F – AD, at a minimum.
- 2.3** A second incident of academic dishonesty will result in automatic expulsion from the program.

### **3. Academic Standards**

#### **Academic Failure**

The Bachelor of Education is a post-baccalaureate professional degree. Academic standards expected of pre-service teachers should be consistently above the normal standards of an undergraduate degree.

- 3.1** A student is expected to achieve a GPA of 2.5 or better.
- 3.2** A grade of 'F', in any course, may result in a review of the student's program status in the Faculty of Education by the Professional Standards Committee of the Faculty of Education. Such a review may result in the student's being placed on probation, or being suspended from the program

### **4. Professional Standards**

In general, a student is obligated to act with integrity and diligence in carrying out her/his professional responsibilities. The student's behaviour and conduct in relation to others ought to be characterized by consideration, respect, and good faith. A student respects the confidentiality of information concerning pupils in schools.

A student may be required to withdraw from the Bachelor of Education program if s/he:

- 4.1** is unable to meet standards of competence in a teaching or school setting in spite of efforts to support their development as a teacher candidate;
- 4.2** compromises her/his professional judgment through self-interest or a conflict of interest;
- 4.3** demonstrates exploitive, destructive, or injurious behaviour or conduct with respect to pupils and/or teachers in schools, colleagues, faculty or staff or a member of the general public;
- 4.4** is impaired by substance abuse while participating in any activity related to the teacher education program recognizing that reasonable accommodation for the special needs of individuals is required by the Manitoba Human Rights Code;
- 4.5** is convicted of a criminal offence which is of such a nature as to place in question her/his fitness for teaching and for which s/he has not received a pardon;
- 4.6** a physical or mental condition which impairs essential teaching performance, recognizing that reasonable accommodation for the special needs of individuals is required by the Manitoba Human Rights Code; and/or
- 4.7** engage in behaviour contrary to professional codes of conduct expected of a certified teacher.

## **5. Field Experience**

The performance of pre-service teachers in their practicum placements is a vital element of their readiness for professional practice. The supervision and support provided during this phase of their education is recognized by all. Likewise, professional growth during practicum must be observable. Cooperating Teachers, Faculty Advisors, and the Director of Field Experience must be satisfied that individual students are professionally prepared. Where continuing concerns have been identified, successful completion of the field experience portion of the program may not be possible. If a student fails the final field experience placement, recommendation for certification will not be considered.

The following are significant requirements of the field experience practicum.

**5.1** Attendance and daily participation are required in the field experience practicum.

**5.2** A student who fails or withdraws from a field experience practicum is automatically subject to a status review by the Professional Standards Committee of the Faculty of Education.

**5.3** A student who fails to meet the expected standards in a practicum may be referred to the Professional Standards Committee of the Faculty of Education.

**5.4** It is the responsibility of cooperating teachers and Faculty Supervisors to identify a student who is not experiencing success, as early as possible.

### **6. Bachelor of Education (5 Year Integrated)**

A B.A./B.Ed. 5-Year Integrated student must maintain a minimum 2.5 GPA over the B.A portion of the program. A student may be denied the privilege of continuing in the B.Ed. portion of the program if one or more of the following points apply:

**6.1.** A student has been suspended due to poor academic performance,

**6.2** A student has been on probation and has a grade point average of less than 2.5, or

**6.3** A student has not successfully completed one or more practical placements

**6.4** A student has been referred to the Professional Standards Committee and has been recommended for withdrawal from the program.

### **3.0 Scope of the Policy**

Applies to all students in Faculty of Education programs.

#### **4.0 Definitions**

M.T.S. – Manitoba Teachers’ Society

PENT – Program for the Education of Native Teachers

#### **5.0 Reference to Other Policies**

The references in this document pertain to Brandon University and/or Senate policies as outlined in the General Calendar and in the Senate Policy Document.

#### **6.0 Approval Process**

Faculty of Education

#### **7.0 Appendices**

Faculty of Education students are expected to adhere to the Manitoba Teachers’ Society – Code of Professional Conduct (on the following page)