



# BRANDON UNIVERSITY



## BACHELOR OF EDUCATION AFTER DEGREE INFORMATION PACKAGE

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# FACULTY OF EDUCATION APPLICATION REQUIREMENTS

The Faculty of Education has a set of requirements needed within, or in addition to, the undergraduate degree to be eligible for application. While a student is completing an undergraduate degree, they will want to be familiar with the requirements of applying to the 2-year Bachelor of Education After Degree, to make sure they are also fulfilled. Students need to apply by the January 15 early deadline or March 1 (or if applicable the extended deadline due date) general intake deadline for admission that fall.

## **Degree Requirements:**

**An undergraduate degree with a minimum GPA of 2.5**

**NO D GRADES ACCEPTED TOWARDS TEACHABLE SUBJECTS.**

**Appropriate number of credit hours in two accepted teachable subject areas:**

### Senior Years

30 credit hours in first teachable subject area

18 credit hours in second teachable subject area

### Early and Middle Years

18 credit hours in first teachable subject area

12 credit hours in second teachable subject area

### Additional Provincial Core Requirement Courses:

6 credit hours in English Literature (or French Literature, not a combination)

6 credit hours in Math (including 62.152 Contemporary Math for BU students)

6 credit hours in Science (Biology, Chemistry, Geology, Physics, Astronomy)

6 credit hours of History and/or Geography (a combination, or one subject only – Native Studies I and II are also acceptable courses toward this requirement)

For information regarding acceptable teachable subjects, please see our **Frequently Asked Questions** Page. A **Music teachable** will have additional pre-requisites. Please refer to the FAQ for that information.

## **Additional Requirements:**

- **Official Transcript** Brandon University students do not need to submit a transcript as we can access it
- **Cover Letter and Resume**
- **Three References**
- **\$100 Application Fee**
- **Criminal Records Check & Child Abuse Registry Check** (due after acceptance, dated May or later in the same year of entry)

# HOW TO APPLY

## Dates to Note

### Application Deadlines:

Early Bird – January 15

Final – March 1

### Official Transcripts Due:

June 15

#### Step 1 Not a BU student?

You will need to apply to General Admissions to become a Brandon University student.  
<https://www.brandonu.ca/future-students/apply/>

If you are first applying to admissions you will need to do so ahead of January 15th to meet the deadline

#### Step 2 Admissions confirmed you to proceed to step 2 or already a BU student?

Complete Online Application with your BU student # at  
<https://www.brandonu.ca/education/programs/after-degree-program/how-to-apply-after-degree-program/>

#### Step 3 What do you need for the application?

Your current resume and cover letter of intent

Three references. Have your referees email forms from their work account or personal email to FacultyEd@brandonu.ca

#### Step 4 Application Fee

Pay \$100 application fee Online, In person or By Mail to Faculty of Education Office. Cheques payable to Brandon University

#### Step 5 Once accepted

Submit a Criminal Record Check and Child Abuse Registry Check dated May or later in the year of acceptance

**Original Records Checks** are due by **July 31** and must be submitted to the Education Office (Field Experience)

## WHAT TO EXPECT IN THE ONLINE B.ED. A.D. APPLICATION

**Name, Address, Student Number, Phone Number, Email, Degree, Date of Conferral (graduation), GPA (minimum 2.5)**

**Stream Selection:** Choose Early Years or Middle Years or Senior Years. There is a section to briefly indicate why you have chosen that stream. If you have applied into one stream and it is full, your application will be considered in another stream if there is room, and you meet the requirements.

**Teachable Subjects:** Indicate your first and second teachable and list the courses from your transcript to show appropriate number of credit hours based on which stream you have selected. No D grades are accepted towards teachable subjects. Additionally, if you choose the Early or Middle Years Stream, you must list the courses to show you meet the provincial core requirements: 6 credit hours English (or French) **Literature**, 6 credit hours in Math (including 62.152, Contemporary Math\*), 6 credit hours in Science and 6 credit hours of one or a combination of History/Geography (Native Studies I and/or II is also acceptable for this requirement). **Please Note:** If you are still completing any courses that you are listing, you can enter or TBA or TBD in the grade column. \*62.152 requirement is waived for Math majors/minors. Please refer to our **Frequently Asked Questions** page regarding a list of teachable subject areas.

If you choose a **Music Teachable**, please note these pre-requisite courses:

SY Instrumental Stream— 66.474 Beginner Instrumental Techniques, 66.378/379 Elementary Conducting, 66.478 Advanced Conducting & Score Study and 66.475 Advanced Instrumental Techniques

SY Choral Stream— 66.378/379 Elementary Conducting, 66.478 Advanced Conducting and Score Study

Elementary (K-8) Stream—66.378/379 Elementary Conducting

**Cover Letter and Resume:** Have these ready to upload. Emphasize work/volunteer experiences in an educational or other teaching setting, and/or with children or adolescents. Your cover letter should discuss your intent for learning about Education, or why you chose Education, etc.

**Three References:** There will be an area to download forms to distribute to your references. These must be received by January 15 or March 1 (or if applicable the extended deadline due date). Please have your referee email the completed form, from their work account, to [facultyed@brandonu.ca](mailto:facultyed@brandonu.ca) The form is also available on the Education website.

**Criminal Record Check and Child Abuse Registry Check:** Are not needed at time of application, but both need to be received at the Education Office (Field Experience) by July 31 prior to

beginning the program. Your **checks must be dated May 1 or later in your year of entry**. If you wish to retain the originals you may but, we must see the originals here in the office and make our own copies.

**Official Transcript** showing proof of graduation must be received by June 15 if you have not yet graduated at time of application. If your undergraduate degree is from Brandon University, you do not need to submit a transcript as we can access it.

**Application Fee:** \$100 non-refundable fee is required January 15 or March 1 (or if applicable the extended deadline due date) to complete your application. You may pay online or bring/send cash/cheque/money order to the Education Office.

**NOTE IF YOU ARE NOT CURRENTLY A BU STUDENT:** You must apply to General Admissions to obtain a student number before you can apply online to the B. Ed. AD. Program. **This can take up to 2 weeks so apply well before the deadline** in order to then complete the Education Application by January 15<sup>th</sup> or March 1<sup>st</sup> (or if applicable the extended deadline due date).

If you have any questions or concerns with the application process or requirements, please feel free to contact the Office Assistant for Admissions/Advising at any time at [facultyed@brandonu.ca](mailto:facultyed@brandonu.ca) or 204-727-9626.

# ACCEPTANCE INTO THE EDUCATION PROGRAM

## Criteria Admission is Based On

- GPA is the most important (but not the only) factor. A minimum GPA of 2.50 is required. Students should know that meeting minimum requirements does not guarantee acceptance into the program.
- Relevant Experience and Skills
- Cleared Records Checks
- Teachable Subjects Related to the Program (No D Grades accepted towards teachable subjects)
- Cover Letter (Shows writing skills and speaks to intent)
- Rationale for Stream Selection
- 3 Completed Reference Forms

## Advice to be More Competitive

- If your GPA is hovering around 2.50 we encourage you to take a class (or more than one) in your teachable subject area to help bump it up.
- Consider completing a third teachable, or, for Senior Years, even just 3 or 4 courses in another teachable subject area.
- Volunteer or work experience with children, or in an educational setting. Ideally you have been working on this previously, not just in your application year. For example: School Volunteers, Day Cares, After School Programs, Lunch Programs, Coaching, Sunday School, YMCA, Summer Camps, etc.
- Some of your references are from your volunteer or work experiences with children or in an educational setting.

## Important Notes

- January applicants will be notified of their acceptance via email on or before March 15, and March applicants will be notified by May 1.
- A registration package will be emailed to student accounts in late May.

## FREQUENTLY ASKED QUESTIONS

Q: What is a teachable subject?

A: Teachable subject areas refer to the areas in which a student is interested in teaching. The Province of Manitoba requires that teachers have at least 2 teachable subject areas within their Bachelor of Education degree. Your teachable subjects do not necessarily have to be your major or minor, as long as you have enough credit hours to satisfy the requirements of your stream.

Q: Do all courses qualify as teachable subjects?

A: No, not all courses in an undergraduate degree are acceptable teachable subject areas. At Brandon University, the Faculty of Education accepts the following teachable subject areas:

### **Currently Accepted Teachable Subject Areas:**

- ✓ Art
- ✓ Computer Science
- ✓ English
- ✓ French
- ✓ Geography
- ✓ General Science
  - At the **Early/Middle Years** level, **General Science is only accepted as a First Teachable** (18 credit hours). It must include 3 separate science disciplines. There must be a minimum of 3 credit hours of course work at the 200 level or above.
  - At the **Senior Years** level, a **General Science First Teachable** must meet the teachable area 30 credit hour requirement. It must include 2 separate science disciplines. There must be a minimum of 3 credit hours of course work at the 300 level or above.
  - At the **Senior Years** level, a **General Science Second Teachable** must meet the teachable area 18 credit hour requirement. It must include 2 separate science disciplines. There must be a minimum of 6 credit hours of course work at the 200 level or above.
- ✓ History
- ✓ Human Ecology (EY or MY Only)
- ✓ Indigenous Languages
- ✓ Mathematics
- ✓ Music - Additional pre-requisites dependent upon stream listed under other course requirements below.
- ✓ Native Studies
- ✓ Physical Education
- ✓ Science (Biology, Chemistry, Physics)
- ✓ Theatre/Drama
- ✓ **2<sup>nd</sup> Teachable Subjects Only:** Anthropology, Earth Science, Environmental Studies, Philosophy, Psychology, Sociology.
- ✓ **2<sup>nd</sup> Teachable Subjects Only for SY or MY Only:** Economics, Law, Political Science.

Q: How many courses do I need for my first and second teachable subjects?

A: For Early and Middle Years, you must have 18 credit hours (6 courses) in your first teachable subject area and 12 credit hours (4 courses) in your second teachable subject area. No D grades are accepted towards teachable subjects.



For Senior Years, you must have 30 credit hours (10 courses) in your first teachable subject area and 18 credit hours (6 courses) in your second teachable subject area. No D grades are accepted towards teachable subjects.

Q: Are there any other course requirements?

A: If you intend to teach **Early or Middle Years**, the Province of Manitoba requires that you have core courses in order to make you a well-rounded teacher. These core requirement courses would be normally taken within your undergraduate degree and include:

- 6 credit hours of English Literature (or French Literature – not a combination of the two)
- 6 credit hours of Math (including 62.152 Contemporary Math for BU Students)
- 6 credit hours of Science (Biology, Chemistry, Geology, Physics, Astronomy)
- 6 credit hours of History and/or Geography (one subject area only, or a combination of the two. Native Studies I & II are also acceptable)

If you are applying to the After Degree Program with a **Music Teachable**, there are additional pre-requisites dependent upon stream:

- SY Instrumental Stream: 66.474 Beginner Instrumental Techniques, 66.378/379 Elementary Conducting, 66.478 Advanced Conducting & Score Study and 66.475 Advanced Instrumental Techniques
- SY Choral Stream: 66.378/379 Elementary Conducting, 66.478 Advanced Conducting and Score Study
- Elementary (K-8) Stream: 66.378/379 Elementary Conducting and Score Study

Q: What else do I need to know?

- Deadline for applications is **January 15 or March 1** of each year - apply online at <http://www.brandonu.ca/education/programs/>
- In years past, appeals have been considered. However, due to the competitiveness of the program, the Dean is unable to review or accept appeals.
- The decision of the Admissions Committee is final.
- A **minimum GPA of 2.50** is required.
- Late applications may be accepted if there are spaces available. Contact [facultyed@brandonu.ca](mailto:facultyed@brandonu.ca) or 204-727-9626 to inquire.

## SAMPLE PROGRAMS

Early Years – Year 1		Middle Years – Year 1		Senior Years – Year 1	
<b>Term 1</b>		<b>Term 1</b>		<b>Term 1</b>	
01.271	Field Experience	01.271	Field Experience I	01.271	Field Experience I
01.441	Classroom Management	01.441	Classroom Management	01.362	Professional Teachers
02.458	Introduction to ELA methods	02.459	Introduction to ELA Methods (MY)	01.441	Classroom Management
03.361	Using ICT in Education	03.362	Using ICT in Education (MY-SY)	03.352	Instructional Methods (MY-SY)
03.365	Math Methods (EY)	03.366	Math Methods (MY)	04.256	Adolescent Development & Learning Process
<b>Term 2</b>		<b>Term 2</b>		<b>Term 2</b>	
01.371	Field Experience II	01.371	Field Experience II	01.371	Field Experience II
01.361	Professional Teacher	01.362	Professional Teacher (MY-SY)	03.362	Using ICT in Education (MY-SY)
04.255	Child Development/ Learning Process	03.354	Science Methods (MY)	04.354	Evaluation and Assessment
04.353	Evaluation & Assessment	04.354	Evaluation & Assessment	<b>Choose Two Corresponding Method Courses</b>	
<b>Choose One Education Elective or Open Methods course</b>		Choose One Education Elective or Open Method course			

Early Years – Year 2		Middle Years – Year 2		Senior Years – Year 2	
<b>Term 1</b>		<b>Term 1</b>		<b>Term 1</b>	
01.474	Field Experience III	01.474	Field Experience III	01.474	Field Experience III
02.381	Teaching Indigenous Studies	02.381	Teaching Indigenous Studies	02.381	Teaching Indigenous Studies
02.476	Social Studies Methods (EY)	02.477	Social Studies Methods (MY)	04.254	Adolescent Exceptionalities
03.353	Science Methods (EY)	04.254	Adolescent Exceptionalities	<b>Choose Two Corresponding Method courses</b>	
04.253	Childhood Exceptionalities	04.256	Adolescent Dev/ Learning Process		
<b>Term 2</b>		<b>Term 2</b>		<b>Term 2</b>	
01.475	Field Experience IV	01.475	Field Experience IV	01.475	Field Experience IV
02.342	Foundations of Lit Learning & Teaching	02.342	Foundations of Literacy Learning and Teaching	02.455	Teaching, Reading, Thinking
<b>Choose Three Education Electives or Open Methods</b>		<b>Choose Three Education Electives or Open Methods</b>		<b>Choose Three Education Electives or Open Methods</b>	

**FOR EXAMPLE PURPOSES ONLY. PROGRAMS ARE SUBJECT TO CHANGE.**

## OVERVIEW OF STUDENT TEACHING

### Field Experience Placements

	YEAR 1		YEAR 2	
	1 <sup>st</sup> Placement	2 <sup>nd</sup> Placement	3 <sup>rd</sup> Placement	4 <sup>th</sup> Placement
<b>Course #</b>	01.271	01.371	01.474	01.475
<b>Duration</b>	5 weeks	7 weeks	6 weeks	7 weeks
<b>Expectation</b>	Observe and interact with students daily	Interact with students and teach two lessons daily	Prepare/teach at least two units	Take over the class for the last 3 – 4 weeks
	Prepare/teach at least 2 lessons per week	Prepare/ teach one unit	Teach full time for 1-2 weeks by the end of practicum	Prepare/teach all lessons and unites

### Concurrent Music Program Field Experience Placements

During the five year program in music, music education students will go into the field 4 times for student teaching:

Year 1 – No student teaching

Year 2 – 01.271 First Placement in Spring/Summer Session (April to May) 5 weeks

Year 3 – No student teaching

Year 4 – 01.371 Second Placement in Winter Session Term II (March to May) 7 weeks

Year 5 – 01.474 Third Placement (non-music) in Fall Session Term I (Oct to Nov) 6 weeks

Year 5 – 01.475 Fourth and Final Placement in Winter Session Term II (March to May) 7 weeks

## STEPS TO OBTAIN CRIMINAL RECORD CHECK (CRC) AND CHILD ABUSE REGISTRY CHECK (CARC)

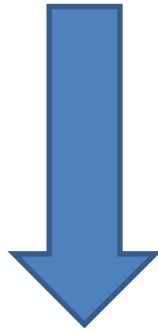
1. Apply for a CRC (including vulnerable sector) at your local police or RCMP Detachment. The Child Abuse Registry Self-Check Application forms are available online at [http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html). CARC forms are also available at the Faculty of Education Main Office. You will require 2 pieces of identification such as: SIN#, Band & Status #, Passport, Birth Certificate, MHSC (6 digit #), Driver License, Baptism Certificate, Marriage/Divorce Certificate, Government Issued ID, Professional Cards – Nursing Card, Pilot License, Canadian Citizenship Card or Firearms License. Credit Cards or Photo ID Cards from universities are not accepted as forms of identification.
2. Any CRC that indicates a possible record will be examined to determine whether the record is relevant to the applicant's honesty, integrity and or suitability to the profession and whether the offence(s) constitute reasonable grounds to deny admission to the program and/or for teacher certification. Terms, conditions or limitations on registration, in accordance with the Professional Certification Unit may be applied.
3. The Field Experience office will require a record of the disposition of charges. A "Certification of No Criminal Record" can only be obtained with a submission of a set of fingerprints. This is the students' responsibility.
4. A school may deny entrance of a Student Teacher depending on the severity and circumstances of charges.
5. If a student incurs charges after the CRC & CARC are submitted it is imperative that the circumstances are discussed with the Director of Field Experience immediately. Failure to do so may jeopardize continuation in the Faculty of Education.
6. Remember that it can take 4 to 8 weeks to receive a CARC & 1 - 2 weeks for a CRC to be returned.

**RECORDS CHECKS ARE DUE JULY 31 (AFTER ACCEPTANCE) AND MUST BE DATED THE MONTH OF MAY OR LATER IN YEAR OF ENTRY TO THE EDUCATION PROGRAM**

If you have any questions regarding Records Checks or Field Experience please contact the Office Assistant for Field Experience at 204-727-9647. Website <http://www.brandonu.ca/education/field-experience-2/>

## PROFESSIONAL OPPORTUNITIES

**Bachelor of Education  
After Degree**



**Master of Education**

Four Specializations Available

<https://www.brandonu.ca/education-graduate-studies/>

For more information about our Graduate Studies please refer to the Graduate Calendar or contact the Office Assistant for the Graduate Studies Program

204-727-7406 or [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca)

## PROGRAMS LEADING TO CERTIFICATION

1. **Bachelor of Education After Degree (2 year)** – This degree is designed for students with a BA, BSc, BGS, BMus or equivalent degree who wish to teach. The program is tightly structured and offers three different routes: Early Years (K-4), Middle Years (5-8), and Senior Years (9-12). Sequencing in the three routes must be strictly followed.
2. **Concurrent Bachelor of Music/Bachelor of Education After Degree (5 year concurrent)** – This degree allows music education students to complete the requirements for the BMus and the BEd AD concurrently, rather than sequentially. Before applying for admission to the BEd AD portion of the program in Year 2, students must choose a teaching career in the public schools either in Elementary/Choral or Secondary Instrumental. The secondary program includes a required 18 hour minor in a subject area other than music. This requirement must be complete prior to registration in the methods courses for the second teaching area.

### Professional Programs

1. **Graduate Diploma in Education** – The Graduate Diploma in Education serves two purposes. First, it allows students to undertake advanced course work for general interest, or for upgrading their knowledge-base for salary classification purposes. Second, it also permits students to qualify for special certificates offered by the provincial department of education and youth without being registered in a master's program. Specializations: Curriculum and Instruction, Educational Administration, Guidance and Counselling, Special Education and Thematic.
2. **Master of Education** Curriculum and Instruction, Educational Administration, Educational Guidance and Counselling or Special Education – Students entering the Master of Education degree have the following options:
  - a. Course work only route – requires 36 credit hours of course work.
  - b. Project route – requires 30 credit hours of course work and a 6 credit hour project.
  - c. Thesis route – requires 27 credit hours of course work and a 9 credit hour thesis.

# PROFESSIONAL CERTIFICATION

Manitoba Teaching Certificates are awarded on the recommendation of the Faculty of Education but are issued by the Professional Certification Unit of Manitoba Education. Manitoba Teaching Certificates provide certification from Kindergarten to Grade 12.

## Requirements

The minimum requirements for a Permanent Professional Certificate in Manitoba are an undergraduate degree beyond the Manitoba Senior 4 standing, plus a two-year Bachelor of Education.

The minimum requirements for a Permanent Professional Certificate in Manitoba are regulated under the Education Administration Act. The Regulation can be accessed at <http://web2.gov.mb.ca/laws/regs/e010e.php>

## Professional School Personnel Certification in Manitoba

Certification for Professional School Personnel is a provincial responsibility therefore the requirements for certification are not the same from province to province.

A valid Manitoba certificate must be held in order to be employed as professional school personnel in Manitoba. Professional school personnel include the classroom teacher, clinician, vocational teacher, school counsellor, special education teacher and special education coordinator, and level 1 and level 2 administrator.

The information given is of a general nature only and subject to change. For more specific information, please contact the [Professional Certification Unit](#).

## Professional Certification Unit

PO Box 700  
402 Main Street  
Russell MB R0J 1W0  
1-800-667-2378 (within Manitoba) or 1-204-773-2998  
[certification@gov.mb.ca](mailto:certification@gov.mb.ca)

Evaluations of International Teaching Credentials:  
<http://www.edu.gov.mb.ca/k12/profcert/certificates/iet/index.html>

## IMPORTANT CONTACTS

### Need Help?

#### Faculty of Education

Brandon University  
270-18<sup>th</sup> Street  
Brandon MB R7A 6A9  
204-727-9626  
[facultyed@brandonu.ca](mailto:facultyed@brandonu.ca)

#### General Admissions

Brandon University  
270-18<sup>th</sup> Street  
Brandon MB R7A 6A9  
204-727-7356 or 204-727-9784  
[admissions@brandonu.ca](mailto:admissions@brandonu.ca)

#### Finance and Registration

Brandon University  
270-18<sup>th</sup> Street  
Brandon MB R7A 6A9  
204-727-9724 or 204-727-9735  
[finreg@brandonu.ca](mailto:finreg@brandonu.ca)

#### Professional Certification Unit

PO Box 700  
402 Main Street  
Russell MB R0J 1W0  
1-800-667-2378 (within Manitoba) or  
1-204-773-2998  
[certification@gov.mb.ca](mailto:certification@gov.mb.ca)

#### Student Services

270-18<sup>th</sup> Street  
Brandon MB R7A 6A9  
204-727-9739

For questions about **Financial Aid**  
please  
visit <https://www.brandonu.ca/future-students/tuition/> or  
[www.studentaid.gov.mb.ca](http://www.studentaid.gov.mb.ca)



## Faculty of Education Reference form

IN SUPPORT OF THE AFTER-DEGREE APPLICATION

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Referee Information:** \_\_\_\_\_

**Occupation/ Position** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Number of years you have known the candidate:** \_\_\_\_\_

**Relationship to candidate: (ie. Supervisor, colleague, employer, teacher, etc.)** \_\_\_\_\_

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Please complete the following chart by placing check marks in the appropriate box rating for the student's suitability for teaching.

SKILLS	OUTSTANDING	GOOD	FAIR	POOR
Cooperation				
Communication				
Energy				
Enthusiasm				
Flexibility				
Humour				
Initiative				
Leadership				
Organization				
Responsibility				
Sociability				
Tolerance				
Problem solving				
Team Player				
<b>In your estimation, how would you rate this candidate potential as a teacher?</b>	Exceptional		Above average	Average

**Additional comments you would like to offer:**

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**Signature:** \_\_\_\_\_

Reference forms can be emailed to [FacultyEd@brandonu.ca](mailto:FacultyEd@brandonu.ca). Reference forms must be emailed from the reference's work or personal email (if applicable).