



BRANDON UNIVERSITY



BACHELOR OF EDUCATION AFTER DEGREE INFORMATION PACKAGE

Table of Content

Faculty of Education Application Requirements	1
How to apply	2
What to Expect in the Online B.Ed. A.D. Application.....	3
Acceptance into the Education Program	5
Frequently Asked Questions	6
Sample Programs	8
Overview of Student Teaching.....	9
Steps to Obtain Criminal Record Check (CRC) and Child Abuse Registry Check (CARC).....	10
Professional Opportunities	11
Programs Leading to Certification	12
Professional Certification	13
Important Contacts.....	14
Faculty of Education Reference form	15

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 by the 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 have access to 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

- Apply to Central Admissions at: <https://www.brandonu.ca/future-students/apply/>
- Note:** For applicants who have graduated from Brandon University in 2021 or later, the Central Admissions applicaiton fee is waived.

Step 2

- Once cleared by Central Admissions, apply for the After Degree at: <https://www.brandonu.ca/education/programs/after-degree-program/how-to-apply-after-degree-program/>
- If you are not currently a BU student, you will need your BU student number from Central Admissions before you can apply. This could take up to 2 weeks

What do you need for the AD applicaiton.

- 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

Application Fees

- \$70 (Domestic) or \$140 (International) Central Admission fee.
- \$100 After Degree application fee.
- Fees can be paid: Online, In person or By Mail to Faculty of Education Office. Cheques payable to Brandon University

Once Accepted

- Submit a Criminal Record Check (including vulnerable sector) **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 refer to our **Frequently Asked Questions** page regarding a list of teachable subject areas. **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.

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

SY Instrumental Stream

- 66.474 Beginner Instrumental Techniques and Methods,
- 66.378/379 Elementary Conducting and Score Study,
- 66.478 Advanced Conducting and Score Study, and
- 66.475 Advanced Instrumental Techniques and Methods.

SY Choral Stream

- 66.378/379 Elementary Conducting and Score Study, and
- 66.478 Advanced Conducting and Score Study

Elementary (K-8) Stream

- 66.378/379 Elementary Conducting and Score Study.

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 The form is also available on the Education website.

Criminal Record Check (including vulnerable sector) 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 Central 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 15th or March 1st (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 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 should be 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
- ✓ **2nd Teachable Subjects Only:** Anthropology, Earth Science, Environmental Studies, Philosophy, Psychology, Sociology.
- ✓ **2nd 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 and Methods,
- 66.378/379 Elementary Conducting and Score Study,
- 66.478 Advanced Conducting and Score Study, and
- 66.475 Advanced Instrumental Techniques and Methods.

SY Choral Stream:

- 66.378/379 Elementary Conducting and Score Study, and
- 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/>
- 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 or 204-727-9626 to inquire.

SAMPLE PROGRAMS

Early Years – Year 1		Middle Years – Year 1		Senior Years – Year 1	
Term 1		Term 1		Term 1	
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
Term 2		Term 2		Term 2	
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	Choose Two Corresponding Method Courses	
Choose One Education Elective or Open Methods course		Choose One Education Elective or Open Method course			

Early Years – Year 2		Middle Years – Year 2		Senior Years – Year 2	
Term 1		Term 1		Term 1	
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	Choose Two Corresponding Method courses	
04.253	Childhood Exceptionalities	04.256	Adolescent Dev/ Learning Process		
Term 2		Term 2		Term 2	
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
Choose Three Education Electives or Open Methods		Choose Three Education Electives or Open Methods		Choose Three Education Electives or Open Methods	

FOR EXAMPLE PURPOSES ONLY. PROGRAMS ARE SUBJECT TO CHANGE.

OVERVIEW OF STUDENT TEACHING

Field Experience Placements

	YEAR 1		YEAR 2	
	1 st Placement	2 nd Placement	3 rd Placement	4 th Placement
Course #	01.271	01.371	01.474	01.475
Duration	5 weeks	7 weeks	6 weeks	7 weeks
Expectation	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. 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. ***The CRC and CARC are two different documents and need to be applied for separately.
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.

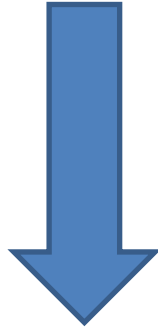
RECORDS CHECKS ARE DUE JULY 31 (AFTER ACCEPTANCE) AND MUST BE DATED THE MONTH OF MAY OR LATER IN YEAR OF ENTRY TO THE EDUCATION PROGRAM

If you have any questions regarding Records Checks or Field Experience, please contact the Office Assistant for Field Experience at 204-727-9647.

Website: <https://www.brandonu.ca/education/field-experience/>

PROFESSIONAL OPPORTUNITIES

**Bachelor of Education
After Degree**



Master of Education

Four Specializations Available

<https://www.brandonu.ca/master-education/graduate-level-programs/>

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

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

Master of Education.

Brandon University offers the following graduate level programs designed for teachers interested in the continuing process of professional learning:

- a. Curriculum and Pedagogy,
- b. Educational Administration,
- c. Guidance and Counselling, and
- d. Inclusive Education.

Students entering the Master of Education degree have the following options:

- a. Course work only route – Students complete 36 credit hours of course work in the course route.
- b. Thesis route – Students complete 27 credit hours of course work and a 9-credit hour thesis in the thesis route.

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 <https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=115/2015>

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 N.
Russell MB R0J 1W0
1-800-667-2378 (within Manitoba) or 1-204-773-2998
certification@gov.mb.ca

Evaluations of International Teaching Credentials - Click on the following link:

<https://www.edu.gov.mb.ca/k12/profcert/wes.html>

IMPORTANT CONTACTS

Need Help?

Faculty of Education

Brandon University
270-18th Street
Brandon MB R7A 6A9
204-727-9626
facultyed@brandonu.ca

Central Admissions

Brandon University
270-18th Street
Brandon MB R7A 6A9
204-727-7356 or 204-727-9784
admissions@brandonu.ca

Finance and Registration

Brandon University
270-18th Street
Brandon MB R7A 6A9
204-727-9724 or 204-727-7313
finreg@brandonu.ca

Professional Certification Unit

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

Student Services

270-18th Street
Brandon MB R7A 6A9
204-727-9739

For questions about **Financial Aid** please visit <https://www.brandonu.ca/future-students/tuition/> or <https://www.edu.gov.mb.ca/msa/planning-for-your-future/what-is-manitoba-student-aid.html>

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.) _____

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				
In your estimation, how would you rate this candidate potential as a teacher?	Exceptional		Above average	Average

Additional comments you would like to offer:

Signature: _____

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