

 <b>BRANDON UNIVERSITY</b>	<b>Professional Standards Policy (Undergraduate Program)</b>	<b>Approved by:</b> Education Faculty Council
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> January 2007	<b>Updated:</b> May 2018

### 1.0 Policy General Purpose

The Faculty of Education is obligated to ensure that undergraduate students graduating from the Faculty of Education (i.e., pre-service teachers) meet the highest academic and professional standards. The Bachelor of Education degree provides professional preparation to pre-service teachers. It prepares them to undertake their responsibilities as professionals. Professional behaviour for pre-service teachers reflects descriptors identified in the Manitoba Teachers' Society (MTS) 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. Pre-service teachers are expected to organize their schedules so that they can attend all classes (See [Faculty of Education Attendance Policy](#)). As students in the Faculty of Education at Brandon University are considered pre-service teachers, they are held to the same expectations as teachers and expected to follow the professional standards as set by the Manitoba Teacher Society.

### 2.0 Policy Guidelines

Pre-service teachers in the Faculty of Education are required to conduct themselves in an ethical and professional manner at all times. The standards of professional behaviour that follow provide direction to Faculty and pre-service teachers with respect to academic and professional matters such as: attendance, participation, course failures, maintaining acceptable standards in field experience, and the meeting of other expectations of conduct and performance in a professional Faculty. Failure to maintain professional standards, as outlined in this document, will result in referral to the Professional Standards Committee of the Faculty of Education (PSC) (See [Professional Standards Committee Procedures Policy](#)). 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.

Upon referral, the PSC may take one or more of the following courses of actions including, but not limited to:

- i) Issuing a verbal warning
- ii) Documenting a violation of professional conduct and its consequence in a written letter to be included in the pre-service teacher's record
- iii) Recommending to the Dean:
  - a. The removal of a pre-service teacher from a course(s) including field experience courses (See [Process for Removal from Practicum Policy](#))

- b. A suspension of a pre-service teacher from the Faculty of Education for a period of time
- c. The required withdrawal of a pre-service teacher from the Bachelor of Education program

The Faculty of Education's right to require a student to withdraw prevails notwithstanding any other provision in the faculty's policy manual.

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

The Faculty of Education is a professional faculty. A pre-service teacher will be treated as a pre-professional, and it is expected that they will work and behave as professionals in course work and interactions with faculty, staff, their peers, and partners and students in school divisions. Pre-service teachers are expected to:

- 1.1 Organize their schedule so that they can attend and participate in all classes. Participation in class activities may be considered in the assigning of a grade. (General Calendar 3.12.1; See [Faculty of Education Attendance Policy](#))
- 1.2 Notify their instructor before, or if unable to do so, immediately after any absence from class. (General Calendar 3.12.1; See [Faculty of Education Attendance Policy](#))
- 1.3 Meet the academic standards of their program (Section 3, Academic Standards).
- 1.4 Adhere to the [Brandon University Academic Integrity Policy](#)
- 1.5 Adhere to copyright laws and regulations.
- 1.6 Interact respectfully and appropriately in both in-person and online spaces with faculty, staff, their peers, and partners and students in school divisions.

### ***2. Academic Dishonesty***

The [Brandon University Academic Integrity Policy](#) underlines the importance of all members of the BU community respecting and upholding the fundamental values of honesty, trust, fairness, respect, responsibility, and courage (ICAI, 2014) in every academic activity. Students are responsible for ensuring they understand and adhere to these values. Activities that depart from these values include, but are not limited to, the following: plagiarism, cheating, academic interference, falsification, and aiding others to depart from academic integrity.

Students found responsible for having departed from academic integrity will be subject to remedies and/or sanctions. Depending on the scope and impact of the departure as well as the student's level of study and past academic integrity history, remedies and sanctions range from mandated educational activities through failure on an assignment/failure in the course to expulsion from the University and revocation of credentials/degrees granted.

All departures from academic integrity will be recorded in the BU Academic Integrity Repository, and certain sanctions will result in a notation on the student's transcript. The full Academic Integrity Policy, including definitions of academic integrity's fundamental values, examples of activities that depart from academic integrity, and processes undertaken in cases of suspected departures from academic integrity, is available at [www.brandonu.ca/senate-office/senate-policies](http://www.brandonu.ca/senate-office/senate-policies).

Within the Faculty of Education, breaches of academic integrity or incidents of academic dishonesty may be referred to the Professional Standards Committee for review (See [Professional Standards Committee Procedures Policy](#)). In general, academic dishonesty of any kind will be taken very seriously.

### ***3. Academic Standards***

#### **Academic Failure**

The Bachelor of Education is a professional degree program. Therefore, high academic standards are expected of pre-service teachers.

- 3.1 Bachelor of Education pre-service teachers must meet the academic standards of their program and must pass all field placements to graduate with the B.Ed and be considered for recommendation by the Dean of Education for professional certification by the Professional Certification Unit of Manitoba Education and Training:
  - a) B.Ed(AD) see General Calendar 6.3;
  - b) B.A./B.Ed. 5-Year Integrated see General Calendar 6.3.5;
  - c) B.Mus/B.Ed 5-year concurrent see General Calendar 7.4.4

### ***4. Professional Standards***

In general, a teacher candidate is obligated to act with integrity and diligence in carrying out their professional responsibilities. The teacher candidate's behaviour and conduct in relation to others ought to be characterized by consideration, respect, and good faith.

A teacher candidate may be referred to the Professional Standards Committee if they:

- 4.1 are unable to meet the academic standards of their program in coursework or the standards of competence in field placement in spite of efforts to support their development as a teacher candidate;
- 4.2 compromise their professional judgment through self-interest or a conflict of interest;
- 4.3 demonstrate 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 fail to respect the confidentiality of information concerning pupils, peers, and school personnel
- 4.5 are impaired by substance use while participating in any activity related to the teacher education program recognizing that reasonable accommodation for the needs of individuals is required by the Manitoba Human Rights Code;
- 4.6 are charged or convicted of a criminal offence which is of such a nature as to place their fitness for teaching in question;
- 4.7 are sanctioned for an egregious or repetitive acts of academic dishonesty
- 4.8 experience 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
- 4.9 engage in behaviour contrary to the Manitoba Teachers' Society Code of Professional Practice.

## ***5. Field Experience***

Successful performance of pre-service teachers in their practicum placements is a vital element of their readiness for professional practice. Professional growth during practicum must be observable. Cooperating teachers, faculty supervisors, and the Director of Field Experience must be satisfied that individual pre-service teachers are professionally prepared. Where continuing concerns have been identified, successful completion of the field experience portion of the program may not be possible. A teacher candidate must pass their final field experience placement before a recommendation for certification will be considered by the Dean. The following are significant requirements of the field experience practicum:

- 5.1 Attendance, daily participation, and professional conduct are required throughout all field experience practica.
- 5.2 A teacher candidate who fails or withdraws from a field experience practicum may be referred to the Professional Standards Committee at the discretion of the Director of Field Experience.
- 5.3 A teacher candidate who fails any two field experience practica is normally subject to mandatory withdrawal from the program.
- 5.4 A teacher candidate who fails to demonstrate professional suitability/conduct will be subject to the [Removal from Practicum Policy](#) and normally be subject to a status review by the Professional Standards Committee.

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

Applies to all students in Faculty of Education programs.

### **4.0 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, and the policies of the Brandon University Faculty of Education.

<https://www.brandonu.ca/education/about-us/faculty-of-education-policies/>

### **5.0 Approval Process**

Faculty of Education

### **6.0 Appendices**

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

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## **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.

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## Code of Professional Practice (English)

The Code of Professional Practice establishes the required standards of conduct for all members of The Manitoba Teachers' Society, whether acting in an employed position under a Collective Agreement, or acting in an appointed or elected position. A member's professional behaviour must reflect the spirit as well as the letter of the Code.(1)

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**Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:**

1. A Member's first professional responsibility is to the Member's students;
2. A Member acts with integrity and diligence in carrying out professional responsibilities;
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
4. A Member's conduct is characterised by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A Member shall not be considered in contravention of this Article in the following circumstances:
  - a) consulting with the Society or the Member's Local president;
  - b) taking any action that is allowed or mandated by legislation;
  - c) where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;
7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
8. A Member makes an ongoing effort to improve professionally;
9. A Member adheres to collective agreements negotiated by the Society and its Local;
10. A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals; and
11. A Member upholds the principles and protections outlined in the Manitoba Human Rights Code, and develops an environment that is free from all forms of discrimination, hate, and oppression.

*(The Society approved new Bylaws at its 2024 AGM. Bylaw IV includes the Code of Professional Practice that applies to all teachers who are members of the Society. Bylaw IV also outlines what constitutes professional misconduct and how the Code is enforced. The Society's Constitution and Bylaws outline the remedies or sanctions that can be imposed against any teacher who violates the Code of Professional Practice.)*