

<b>Faculty of Education Policy</b>	<b>Policy B -5</b>
<b>Criminal Records Check and Child Abuse Registry Check</b>	<b>Revised June 2008</b>

Brandon University's Student Records policy states, " Education students registering for field experience courses are required to provide evidence of current and acceptable adult criminal records checks and child abuse registry checks."

This policy requires that all students applying to the Faculty of Education, including all students applying to Faculty of Education teacher training projects, must complete a criminal records check and a child abuse registry check prior to the commencement of the first field experience placement. The Faculty or Project may require such checks to be completed early, if deemed necessary. The checks must have been completed in the same year of the student's acceptance into the program.

It is the responsibility of the student to ensure that all matters related to the criminal record check and child abuse registry check have been completed successfully. Failure to complete such checks at the appropriate time will result in the student being ineligible for the field experience practicum.

Within the Faculty of Education, and Faculty of Education teacher training projects, students are required to submit original copies of their criminal records check and child abuse registry check to the Director of Field Experience or, for students in a Faculty of Education teacher training project, the Director of PENT, BUHEP or BUNTEP. The submitted criminal record check and child abuse registry check forms must be received at least one month before the commencement of classes, August 1 for on-campus B.Ed. AD students, for that program.

If a student's criminal record check or child abuse registry check indicate that the student has a record, the Director of Field Experience, or the Director of the Project where the student is enrolled, will require the student to proceed to have the specific charges determined and provide evidence of the disposition of the charges prior to field placements. In the event that a student has a criminal record involving violence towards a person, drug trafficking, or similar charges, or appears on the child abuse registry, the information will be forwarded to the Professional Standards Committee, *which in conjunction with the provincial Director of Professional Certification*, will determine whether the student should be a candidate for the teaching profession.

If a record exists which would disqualify a student from entry into the profession, the student will be advised that no recommendation for certification will be made until a pardon is granted by the federal government.

It is the student's responsibility to report immediately any charge(s) that may be incurred after the Criminal and Child Abuse Checks have been submitted to the Faculty of Education. Failure to report any change to the CRC/CARC status may result in expulsion from the program.

<b>Faculty of Education Policy</b>	<b>Policy C - 3</b>
<b>Out-of-Province Field Experience Placement</b>	<b>Approved June 2007</b>

Brandon University's Faculty of Education has traditionally served southwestern Manitoba and adjacent communities in Saskatchewan. The Faculty of Education encourages students to experience a number of placements (rural and urban) in a variety of settings. In order to be recommended for certification, it is essential that our students have a successful record of pre-service placements in Manitoba. As a result, students are generally expected to complete a minimum of three out of four placements in Manitoba. Additional placements outside the province may be considered in extenuating circumstances.

Students who demonstrate that they have observed the Professional Learning Climate and Academic Standards, as set out in the Professional Standards Policy at Brandon University, and that they have experienced exemplary student teaching assignments may apply for placement out-of-province. In most cases this would be the final placement.

Students are expected to accept responsibility for any expenses over and above what Brandon University normally assigns for a practicum. (Examples: Transportation, immunization, insurance, Cooperating Teachers and Faculty Advisors, new Criminal Record and Child Abuse Registry Checks). Students are expected to conduct themselves in accordance with the morals and expectations of the school &/or country.

It is understood that supervisory reports would be filed in accordance with standard procedures established by the Field Experience Director, before a final recommendation on the student's right to be certified as a teacher would be sent by the Dean of the Faculty of Education to the Department of Education's Teacher Education and Certification Committee.

Students are expected to submit their application, in full with documentation, by the deadline published in the handbook. A non-refundable fee may be charged.

### **1. Out of Province, Canadian Placements**

Brandon University respects the fact that other provinces offer pre-service training, and we do not wish to intrude in their placement territories.

- 1.1 Students are expected to identify locations that are not in direct competition for space with areas traditionally utilized by universities in the home province.

### **2. Out of Province, International Placements**

Brandon University may provide international placement opportunities during the regular placement period where such an agreement exists.

- 1.2 Criteria used to select students will be based on: multi-culture experience, coursework, attendance, student teaching reports, Grade Point Average, financial resources, and references.

<b>Faculty of Education Policy</b>	<b>Policy D - 1</b>
<b>Professional Standards Policy</b>	<b>Approved January 12, 2007</b>

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

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. Any person may submit a letter of concern regarding the program-related conduct of a Faculty of Education student.

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

The Faculty of Education is a professional Faculty. Generally students in the Faculty already have a first degree. Students will be treated as pre-professionals, and it is expected that they will work and behave as professionals in their course-work and interactions with Faculty and partners in school divisions. Students are expected to organize their schedules so that they can attend all classes.

- 1.1 Students are expected to produce work that is of high quality and meets the criteria outlined by instructors.
- 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)
- 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 Students will diligently follow academic regulations governing academic study and research and be familiar with the academic dishonesty policies. (See 4.2.2 General Calendar)
- 1.5 Students will adhere to copyright laws and regulations.
- 1.6 Students will respect faculty and other students in the class.

### **1. Academic Dishonesty**

Faculty of Education students are 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 will 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**

#### **3.1. 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.

- 3.1.1 Students are expected to achieve a GPA of 2.5 or better.
- 3.1.2 An F grade, in any course, will result in a review of the student's program status in the Faculty of Education by the Professional Standards Review Committee of the Faculty of Education. Such a review may result in the student being placed on probation, or suspension from the program

#### **3.2 On-Campus Concurrent BGS/B.Ed/AD Academic Performance**

(Brandon University's Community-based teacher training programs – BUNTEP, PENT and BUHEP - continue to utilize a concurrent program delivery model. The information below does not apply to students enrolled in those programs.)

Students currently enrolled in the B.G.S./B.Ed. concurrent program must complete their B.G.S. degree by 2008. After 2008, only students who meet all other requirements and have a GPA of 2.5, or better, will be automatically admitted to the B.Ed. (AD) program. A student in the P.E.N.T., B.U.N.T.E.P. or B.U.H.E.P. program should consult with the program director.

Students may also be required to apply separately to the B.Ed. AD program or be denied admission if they have:

- 3.2.1 Been suspended due to poor academic performance,
- 3.2.2 Been on probation and have a grade point average of less than 2.5, or
- 3.2.3 Not completed the BGS portion of their program within 5 years of first entry.

### **4. 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 a 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.

- 4.1 Attendance and daily participation are required in the field experience practicum.
- 4.2 Students who fail or withdraw from a field experience practicum are automatically subject to a status review by the Professional Standards Review Committee.
- 4.3 Students who fail to meet the expected standards in a practicum will be referred to the Faculty of Education Professional Standards Review Committee.
- 4.4 It is the responsibility of cooperating teachers and Faculty Supervisors to identify students who are not experiencing success, as early as possible.

<b>Faculty of Education Policy</b>	<b>Policy D – 4</b>
<b>Extended Program Absence</b>	<b>Approved May 2007</b>

The Bachelor of Education (AD) program is a professional pre-service training program combining pedagogical theory with practical application in a classroom setting. This policy is intended to ensure that all graduates have current and relevant competencies when they are recommended for certification.

Normally, students complete academic coursework and field experience courses in sequence and on a continuing basis, culminating in the final field experience practicum usually completed just prior to graduation. For many reasons, students may have been absent or may withdraw from the program for extended periods of time.

Students who have withdrawn from the program and wish to resume their studies after more than one academic year immediately following their last course, including field experience must apply directly to the Professional Standards Review Committee for re-admittance to the program. The Professional Standards Review Committee will make recommendations to the Dean of the Faculty of Education on whether, or under what conditions, students may complete their program.

The Professional Standards Review Committee may recommend, among other things, that a student:

- a. be denied permission to re-enter the program,
- b. must re-apply for admission,
- c. must register again for any course(s) attempted unsuccessfully,
- d. must register for additional courses to upgrade knowledge, and/or
- e. must register for additional field experience, or
- f. must register again for the final field experience.



<b>Faculty of Education Policy</b>	<b>Policy D – 5</b>
<b>Attendance Policy</b>	<b>Approved: May 2007</b>

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. The Faculty of Education Professional Standards policy states that:

- 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)
- 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)

As pre-service professionals, the Faculty of Education expects exemplary academic performance from students. The Professional Standards Policy, in terms of attendance, implies that:

1. Attendance and class participation are mandatory.
2. It is a student's professional obligation to provide professors with written documentation, in advance where possible, for each absence.
3. Professors may require students to complete additional assignments to make up for absences.
4. After 3 unexcused absences in a regular course, students may be asked to withdraw from the course.
5. If a student has four or more unexcused absences in a regular course, course credit will not be awarded. Each application of this policy is subject to review by the Professional Standards Review Committee.