

2016 Bachelor of Education Applicant Handbook



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OVERVIEW & WELCOME

The Consecutive Bachelor of Education program builds on Trent University's reputation for high standards in teaching and research, a deep commitment to excellence in classroom teaching and a focus on the individual. Through learning and classroom experience, Trent's teacher education program supports you as you become the teacher you want to be. I believe you will find our program provides the ideal foundation for embarking on your teaching career.

All applicants are encouraged to read this Applicant Handbook very carefully. This information is provided as a supplement to the information found on the Ontario Universities' Application Centre TEAS website. Please ensure that you have reviewed all information as part of your application process.

Thank you for your interest in the Consecutive Bachelor of Education program at Trent University. If you have any questions about your application, please do not hesitate to contact us.

Dr. Cathy Bruce, Interim Dean
School of Education & Professional Learning

CONTACT INFORMATION

Trent University Education Admissions
1600 West Bank Drive
Peterborough, ON K9J 7B8
705-748-1011 ext. 7738
1-888-739-8885
educationadmissions@trentu.ca
www.trentu.ca/BEd

PROGRAM INFORMATION & TEACHING DIVISIONS

***The Consecutive Bachelor of Education Program is offered at the School of Education & Professional Learning at the Trent University campus in Peterborough.*

The two year, full-time Consecutive Bachelor of Education degree program prepares students to teach in either the Primary/Junior (Kindergarten - Grade 6) or Intermediate/Senior (Grades 7-12) divisions.

PRIMARY/JUNIOR PROGRAM (K- 6)

While there are no specific prerequisites for the Primary/Junior program, applicants are encouraged to demonstrate a range of curriculum expertise in the subject areas listed below:

- Arts (Dramatic, Musical, and/or Visual)
- Computer Studies
- English and/or French
- Mathematics
- Science
- Social Studies (Geography, History)

INTERMEDIATE/SENIOR PROGRAM (7-12)

Trent University offers the following teaching subjects:

- Biology
- Chemistry
- Computer Studies
- Dramatic Arts
- English
- French (Second Language)
- Geography
- Health and Physical Education
- History
- Mathematics
- Native Studies
- Physics
- Visual Arts

SUBJECTS IN DEMAND

Trent is particularly interested in helping to address the provincial teacher shortages in the following disciplines: Chemistry, Computer Studies, French, Mathematics, Native Studies and Physics. We strongly encourage applicants with expertise in these curriculum areas to apply to our Intermediate/Senior program.

TEACHING SUBJECT REQUIREMENTS

All applicants are required to have:

- five (5) full undergraduate course equivalents in the first teaching subject, AND
- three (3) full undergraduate course equivalents in the second teaching subject

As part of the Profile of Experience, all applicants are required to provide the course codes and names of the courses to be used toward the teaching subjects by December 5, 2015. (Course descriptions may be required).

Applicants concerned about the eligibility of particular courses towards teaching subject requirements prior to application are encouraged to contact Education Admissions.

Students who have taken courses at Trent University do not need to provide course descriptions, but must still complete the course listings information in the Profile of Experience.

Transfer credits received for community college, International Baccalaureate, Advanced Placement and CEGEP courses cannot be used toward teaching subjects.

Notes: French as a Second Language requires five full course equivalents as a first teaching subject, or four full credit equivalents as a second teaching subject.

We strongly recommend that students applying to History have one full credit in Canadian History. We also strongly recommend that students applying to Computer Studies have one full credit in computer programming or software design.

Please be advised that classes may not be offered in all teaching subjects if there are an insufficient number of qualified applicants. Trent University reserves the right to cancel a Teaching Subject at any point.

TEACHER CERTIFICATION

In Ontario, you must be registered with the Ontario College of Teachers to teach in the province's publicly funded schools. Graduates of the Bachelor of Education program at Trent University will be recommended to the Ontario College of Teachers for registration. Visit www.oct.ca for more information.

ADMISSION REQUIREMENTS

1. ACADEMIC REQUIREMENTS

A minimum average of 70 per cent on the last 10 full-year university undergraduate courses (last 20 semester courses or equivalent) completed prior to the application deadline is required for all programs. Academic qualifications of applicants (including those completing the final year of an undergraduate degree) will be assessed as of December 1, 2015.

Applicants who present a college/applied degree, or who have less than 10 full-year university courses (20 semester courses, or a combination is acceptable) completed at the time of application, will be assessed on a case-by-case basis. Transfer credits received for community college, International Baccalaureate, Advanced Placement and CEGEP courses, as well as graduate-level university courses, will not be considered in the admission average calculation.

All applicants must complete an undergraduate degree and program prerequisite courses at an accredited degree-granting institution by April 29, 2016.

All applicants must provide confirmation of completion of degree requirements as well as completion of courses counted towards teaching subjects (Intermediate/Senior applicants only) by July 1, 2015. (Applicants completing a degree in summer 2015 must provide confirmation of degree completion before Trent's consecutive education program begins at the end of August. The degree must be conferred no later than fall 2016 convocation).

Applicants who have completed four-year honours or graduate degrees will be given preference. Mature students must meet the same admissions requirements as all applicants.

Applicants who have selected multiple programs at Trent University are expected to prioritize the choices in the order they would like to be considered. Successful applicants will be offered admission to one program selection only.

Applicants who have applied for more than one program option do not need to send more than one copy of required documents.

2. RELATED EXPERIENCE

Selection of applicants is based upon equal weighting of academic achievement and related experience. Applicants must complete a Profile of Experience outlining experiences related to teaching. Fulfillment of the minimum requirements does not guarantee admission, and Profiles of Experience will not be read if academic requirements are not met.

3. PROFICIENCY IN ENGLISH

English is the normal language of instruction and communication at Trent University. Therefore, applicants must demonstrate a command of English sufficient to meet the demands of classroom instruction, written assignments, and participation in tutorials and discussions.

All applicants are required to meet one of the following criteria:

1. They have studied full time for at least three years in a recognized educational institution where the language of instruction and examination was English and which was located in a country where the dominant language spoken is English.
2. They have achieved the required level of proficiency on one of the following English language tests:

TOEFL (Test of English as a Foreign Language):

- Paper-based (PBT) and Test of Spoken English (TSE): A score of at least 600 on the paper-based TOEFL, with scores of at least 58 on each of the listening and reading components, 5.5 on the Test of Written English (TWE) and a minimum score of 60 on the TSE.
- Internet-based (IBT): An overall score of 100.

IELTS (International English Language Testing System): An overall score of at least 7 on the Academic Module of IELTS with scores of at least 6.5 in reading and listening and scores of at least 7 in writing and speaking.

MELAB (Michigan English Language Assessment Battery): An overall score of 92.

CAEL (Canadian Academic English Language Assessment): An overall score of 70.

Results of English Language Proficiency assessments must be submitted to Education Admissions by **December 5, 2015**.

Please be advised that English language proficiency score requirements are subject to change. Candidates are expected to have a demonstrated proficiency in English. The University reserves the right to require English language testing, upgrading or withdrawal from the program if candidates do not meet the expected level of proficiency.

HOW TO APPLY

It is the responsibility of the applicant to ensure that the following documents are submitted by the required deadlines. Applicants are encouraged to check their myTrent portal account (www.trentu.ca/mytrent) to ensure that documents have been received.

1. TEAS APPLICATION

Applications must be submitted through the Teacher Education Application Service (TEAS) <http://www.ouac.on.ca/teas>. The application will open on September 15, 2015 and close on **December 1, 2015**, for classes beginning in August 2016.

2. TRANSCRIPTS

Official transcripts from every university attended must be submitted to Education Admissions, Office of the Registrar by **December 5, 2015**.

Students who have attended universities on a letter of permission or international exchange must provide an official transcript from the institution attended. Unofficial copies will not be accepted.

Applicants currently registered at Trent University, or who have graduated from Trent University, are not required to submit transcripts but should arrange to send transcripts for all university courses completed at any other university they have attended.

Official transcripts from Ontario universities must be ordered via the OUAC by completing the TEAS Transcript Request Form (TRF).

Transcripts from outside Ontario must be ordered directly from the institution, and submitted to Trent University, Education Admissions. **Do not** send transcripts for secondary school, community college or CEGEP.

3. PROFILE OF EXPERIENCE

Once an application is submitted through the Teacher Education Application Service, applicants will be sent further information about completing the Profile of Experience online. The Profile

of Experience must be submitted by **December 5, 2015**. As program admission is based on an equal weighting of academic achievement and experiences, this is a critical part of the application.

Within the Profile of Experience, applicants are required to submit contact information for two referees. Referees will be contacted to verify information submitted in the Profiles.

Refer to the Profile of Experience instructions on page 10 for further details and tips regarding the completion of the profile.

4. EQUITY ADMISSION (IF APPLICABLE)

Trent University is committed to social justice and encourages applications from persons traditionally under-represented in the teaching profession. Applicants who are persons of Indigenous heritage, persons of a visible minority and/or persons with a disability may apply for equity admission in the Bachelor of Education Program.

The Equity Admissions form is available through an applicant's myTrent portal account (www.trentu.ca/mytrent) for submission by **December 5, 2015**. For questions regarding Equity Admission, please contact educationadmissions@trentu.ca.

5. PROOF OF PROFICIENCY IN ENGLISH (IF APPLICABLE)

Proof of English Proficiency (if applicable) must be submitted to Education Admissions, Office of the Registrar, Trent University by **December 5, 2015**. For questions regarding Proof of English Proficiency, please contact educationadmissions@trentu.ca.

PROFILE OF EXPERIENCE

Applicants will receive information regarding the submission of the Profile of Experience after submitting the TEAS application. All applicants should read the instructions below before completing the Profile of Experience online.

PROFILE OF EXPERIENCE

Trent University's School of Education & Professional Learning seeks to admit and educate future teachers who demonstrate a deep commitment to social justice, and a dedication to developing teaching practice that fosters inclusivity and ethical consciousness.

Admissions decisions are based on an equal weighting of academic achievement and related experience, as provided in this profile. **Completion of the Profile is mandatory** – applicants who do not submit a Profile by **December 5, 2015** will not be eligible for admission.

OVERVIEW

1. Prepare the Point-Form Experience Listing and Critical Reflections in your own words, without professional assistance. There is a limit of 500 words for each of the sections.
2. Carefully complete all sections of the online Profile fully and accurately. You may copy and paste your Point Form Experience Listing and Critical Reflections into the online Profile.
3. Contact information is required for two referees that can speak to the experiences discussed in the Critical Reflections section of the Profile. Letters of Reference will not be accepted. Family members are not acceptable referees.
4. Failure to comply with any of the above directions may result in an incomplete application, and your profile may not be processed.

PROFILE OF EXPERIENCE INSTRUCTIONS

All applicants are required to submit the Profile of Experience online. The following sections will be included in the online Profile of Experience, and will allow applicants to prepare a response.

- **POINT-FORM EXPERIENCE LISTING**

List in **point-form** the teaching, teaching-related or life experiences that you identify as significant in preparing you to be an educator. Identify the location, duration (with start and end dates), age group, and nature of your responsibilities, if applicable. Contact information is not required. There is a 500 word limit for this section.

- **CRITICAL REFLECTIONS**

Select **three** key teaching, teaching-related and/or life experiences (see explanation below) from your Point-Form Experience Listing. **Critically reflect upon the challenges you faced and the insights you have gained about teaching through these experiences. There is a 500 word limit for this section.**

Trent University believes that life experience, in addition to teaching-related experiences, can often be significant in preparing applicants for a career in teaching. You may choose to discuss how your personal experiences and identity have enhanced or impacted the development of your classroom teaching skills, your understanding of the teaching profession, and your awareness of the challenges facing Ontario's classrooms. This can include, but need not be limited to, issues around racial, ethnic, religious, and sexual identity, disabilities, socio-economic status, citizenship, gender, age, family status and/or the intersection of multiple forms of oppression. *Please ensure that your reflections address the impact your knowledge and experiences have had upon your teaching goals.*

ADMISSION DECISIONS

Admission decisions will be released on March 1, 2016. Online decisions can be viewed in myTrent or through TEAS. All admission decisions are final.

NOTES

- Students admitted to the consecutive education program at Trent are required to start classes during the last week of August. There are no alternative start dates.
- Applicants are responsible for submitting all required documentation. Incomplete applications will not be considered.