



## Fall/Winter 2023-24 Advising: Year 2 Intermediate-Senior Undergraduate Student Services

### Course Enrollment

Your enrollment for Year 2 will begin  
**June 19, 2023 at 9:00 AM.**

**Teacher candidates must enroll in the following courses:**

- ED/EDPR 3000 section A – catalog number: **G92S01**
- ED/EDPR 4000 section A – catalog number: **H21K01**
- Education electives – see options on next page

The BEd Student Services office will be enrolling you into required Year 2 courses by end of July. **Please note:** you will not be enrolled in required Year 2 courses until you complete your enrollment in your practicum (EDPR) courses. Any delay in your enrollment may limit our choices for available course sections.

### Course Schedule

Year 2 Intermediate-Senior BEd Schedule		
	<b>FALL</b>	<b>WINTER</b>
<b>Monday</b>	EDPR 3000 Practicum	EDPR 4000 Practicum
<b>Tuesday</b>	EDPR 3000 Practicum	EDPR 4000 Practicum
<b>Wednesday</b>		Elective (ED/EDUC) course
<b>Thursday</b>	EDFE 3200	EDFE 4200 Elective (ED/EDUC) course
<b>Friday</b>	YYYY 4000: IS Teaching Subject - A EDFE 3100	YYYY 4001: IS Teaching Subject – B

Course offerings are subject to change. Please visit the [York Courses page](https://www.yorku.ca/edu/students/undergraduate-programs/bed-program-calendars/) for the most recent information. Refer to the BEd Program Calendars (<https://www.yorku.ca/edu/students/undergraduate-programs/bed-program-calendars/>) in mid-July for updated course and practicum schedules.

### Course Descriptions

The courses listed below are required to complete your BEd requirements. Schedules will vary.

**EDFE 3100 3.00 Teaching for Diverse Classrooms:** This course examines issues of curriculum, learning and teaching in relation to culturally and linguistically diverse learners, including issues relating to First Nations, Métis, Inuit perspectives and cultures, ELL, identity, socio-economic class, social justice, and immigration in the Ontario context.

**EDFE 3200 3.00 Content Into Practice:** Students will examine the nature of curricular content as outlined by the Ontario Ministry of Education. Focusing on the engagement of diverse students in meaningful, educational experiences, topics include policy expectations, lesson planning, curriculum development and delivery, and classroom management.

**EDFE 4200 3.00 Research Into Practice:** Students will connect evidence-based and innovative teacher research to their practice. To cultivate a life-long curiosity and critical inquiry into their professional practice, students will consider, explore, and implement a range of approaches for the study of teaching and learning.

**EDPR 2000 3.00 Practicum (Introduction):** This orientation practicum provides the experience of working collaboratively with a mentor in school-based practicum placements. Students will develop strategies and skills for articulating and demonstrating their development as beginning teachers through the integration of theory and practice.

**EDPR 3000 3.00 and EDPR 4000 3.00 Practicum:** This course provides the experience of working collaboratively with a mentor in school-based practicum placements. Students will develop strategies and skills for articulating and demonstrating their development as beginning teachers through the integration of theory and practice.

**YYYY 4000 3.00 Teaching YYYY in the Intermediate-Senior Divisions – A\*:** This course examines the theories, philosophies, knowledge, policies and practices specific to teaching and learning YYYY in the intermediate and senior grades.

**YYYY 4001 3.00 Teaching YYYY in the Intermediate-Senior Divisions – B\*:** This course examines the theories, philosophies, knowledge, policies and practices specific to teaching and learning YYYY in the intermediate and senior grades. **Part A is a prerequisite for this course.**

## **Year 2 Intermediate-Senior Electives**

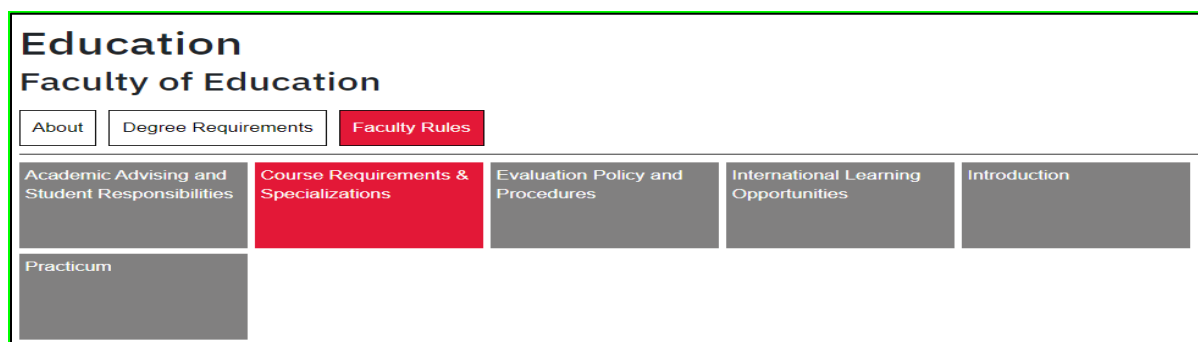
Intermediate/Senior Teacher Candidates are required to complete a total of three elective (ED/EDUC) courses to satisfy your BEd requirements. Most candidates completed one elective course in their first year, and some of you may have completed an elective in the interim. The elective options below will fit your Year 2 schedule and allow you to complete your requirements.

Please note that there is no guarantee of getting into the elective course that you would prefer. You are encouraged to consider alternate options for such courses. Year 2 elective course options are offered in the winter term. EDUC electives will be posted before June 19<sup>th</sup> on the BEd Program Calendars

Visit: <https://www.yorku.ca/edu/students/undergraduate-programs/> and select **BEd Program Calendars Yr2 Advising package.**

## **Academic Calendars**

Visit <https://calendars.students.yorku.ca/> to see the full requirements/courses for the BEd program.



## **Academic Advising**

### **Office Hours**

<p style="text-align: center;"><b>Faculty of Education</b> <b>Undergraduate Student Service, 128 Winters College</b> Email <a href="mailto:osp@edu.yorku.ca">osp@edu.yorku.ca</a></p>
<p style="text-align: center;"><b>9:00 am to 4:00 pm Monday to Thursday</b> <b>10:00 am to 4:00 pm Friday</b></p> <p style="text-align: center;"><b>June, July and August: offices close at 3:00 pm on Friday</b></p>

### **Individual Advising**

When on campus, teacher candidates (TCs) can visit the BEd Student Services office to ask questions. Please visit <https://www.yorku.ca/edu/students/undergraduate-programs/undergraduate-student-services-advising/> to book individual advising appointments for anything to do with satisfying your BEd program requirements.

### **Practicum**

Teacher Candidates are expected to be in their host classrooms as scheduled on the program calendar. Teacher Candidates are not permitted to alter the practicum program calendar in any way to facilitate personal commitments. Attendance is mandatory for all practicum placement days and meetings.

TCs should be ready to actively engage with the teaching, learning and/or activity during all practicum days while classes at the university are in session, and during all teaching blocks.

TCs are expected to treat attendance in their practicum as they would if they were an Ontario Certified Teacher. This means reporting any absence from practicum (in writing via professional email) to the Mentor Teacher AND the Practicum Facilitator on the evening before, or prior to, the start of the school day.

All missed practicum days must be made up. Make up days for excused absences (e.g., illness, religious observance, inclement weather etc.) should be scheduled in collaboration with Site Coordinator/Mentor Teacher and/or Practicum Facilitator. Please note that Reading Week has also been designated for Practicum Makeup Days. All practicum days will be carefully tracked to ensure that you have sufficient days for certification by the Ontario College of Teachers.

### **Practicum Placement Preference Window**

Teacher Candidates (TCs) entering Year Two of the Bachelor of Education program were required to enter their selection of zone preference for their school placement by April 14, 2023, to have equal opportunity to be placed in one of their three preferred zones.

**Please note that TCs are NOT permitted to select specific schools or to arrange their own placements.** All placements are arranged by the Practicum Office with our partner schools/school boards:

- Dufferin-Peel Catholic School Board
- Peel District School Board
- Toronto District School Board
- Toronto Catholic School Board
- York Region District School Board
- York Catholic School Board

Year 2 TCs that requested a school placement for 2023-2024 will see a section assigned on their TC profile until a school placement is confirmed (late August), at which time the school placement information will appear.

To access and view your section and/or placement location, in **early September**, please go to [practicum.edu.yorku.ca](http://practicum.edu.yorku.ca) and use your Passport York credentials to log in, then click on TC Placement Profile to access and view your section and/or placement location.

Placement Request Information		
<b>Study Level 2 - EDPR3000</b>		
Section	TDSB - Zone 4	Practicum Facilitator
School placement will be posted by the end of August or upon confirmation by your Placement Facilitator.		
<b>Study Level 2 - EDPR4000</b>		
Section	TDSB - Zone 4	Practicum Facilitator
School placement will be posted prior to the start of the semester OR upon confirmation by your Practicum Fa		

If you do not have a section assigned under Placement Request Information, please send an email to [practicumoffice@edu.yorku.ca](mailto:practicumoffice@edu.yorku.ca).

### ***Criminal Record Check/Vulnerable Sector Screening (VSS)***

All Teacher Candidates (TCs) enrolled in a BEd program must have a valid VSS for every year in the program. At the start of the program in September, all TCs must have a cleared VSS document with an issued date of no later than August 1. TCs should re-apply for a new VSS prior to the expiry date of the existing one every year. Processing time should take between 2-4 weeks but can be much longer in cases where fingerprinting may be required. For this reason, TCs should begin the process early to ensure their VSS is never expired. Contact your local Police Services Office to find out how long their processing time is and begin your application accordingly in order to always have a valid document.

**Without a clear VSS document, you will not be allowed to participate in practicum assignments.**

School boards, practicum schools, community organizations, course directors and practicum facilitators will demand that you show your original VSS document prior to attending your practicum. Please keep your original document with you so at all times so that you can produce this document as requested. TCs placed in specific school boards may be asked to forfeit their **original VSS** document. For this reason, you may need to request a second copy at the time of application. Most Police Services will provide a second copy at a nominal charge.

### How and Where Do I Obtain a VSS?

TCs must obtain their VSS from the police services office based on where they reside. We have provided information below for some jurisdictions. If you live in a jurisdiction that does not appear below please check your local police website or go to your local police station to request a VSS.

Information about Criminal Background Checks with Vulnerable Sector Screening VSS is available on the Mentoring and Teaching Resource Room (MTRR) <https://mtrr.blog.yorku.ca/criminal-background-checks/>. We encourage all Teacher Candidates (TC's) to review the information carefully.

## Peel Region Residents

Information can be accessed on the Peel Police website [peelpolice.on.ca/en/index.asp](http://peelpolice.on.ca/en/index.asp). The Peel Police Headquarters is located at 7750 Hurontario Street, Brampton. Telephone: (905) 453-2121 (X-4391).

## York Region Residents

Information can be accessed on the York Regional Police website, [www.yrp.ca/en/index.asp](http://www.yrp.ca/en/index.asp), where you can download the VSS form.

## Residents of Barrie, Durham & Regions Outside of the GTA

Information can be accessed on the Regional Police Services Website.

## Toronto Residents (your postal code will begin with “M”)

### How do you know that your information is safe?

1. Your information is uploaded via Microsoft Forms and OneDrive which is a secure service within York's Office 365 environment.
2. Your final VSS document is sent via a York University OneDrive file, which is only accessible by you—with your Passport York sign-in credentials—and the staff member who created the file for you. This form will be deleted two weeks after you have been notified that it is available.
3. Once your VSS document has been processed, your original documents and information will be deleted within 2-3 weeks.
4. Access to student records and information is governed by York University's [Policy on Access to Information and Protection of Privacy](#) and complies with the [Freedom of Information and Protection of Privacy Act](#).

**Instructions for Students:** This Criminal Record Check/Vulnerable Sector Screening (VSS) application is **only** for Toronto residents (i.e., students whose home postal code starts with “M” only.)

Processing time varies. Students are advised to check the Toronto Police Service website to determine current processing time, then begin the application accordingly.

**School boards will not allow students to begin placement without a current Criminal Record**

**Check/Vulnerable Sector Screening (VSS).** Students are strongly advised to order 2 copies of the document.

By completing this process, you agree that:

- the information you are providing is true,
- you are agreeing to the terms and conditions outlined by Toronto Police Service\* on the form, and
- you understand York University’s purpose in collecting the information\*\*.

1. Please click on the link below to fill out the Microsoft online form with accurate information. You must log in with your *Passport York* username **followed by @yorku.ca**. (If your *Passport York* username is abc, you would log in with [abc@yorku.ca](mailto:abc@yorku.ca).)  
<https://forms.office.com/Pages/ResponsePage.aspx?id=GBNTNBFw1E-H8KQ4FsSb0DxZgd65o3VMjVe9PwFZru9UNjVZNUJUM1YzTFFISjAxTVU5MEw5NDIKRi4u>
2. As part of your submission, you must upload a high-resolution image of:
  - **Your York student ID Card.** (**NOTE FOR YEAR 1:** Your enrollment in the BEd practicum courses will be verified by the faculty prior to proceeding with this application) **and**
  - **One piece of legal government-issued photo ID indicating your current Toronto home address with postal code beginning with “M”.**
3. Before submitting the form, double-check that you have not made any errors and that the information is correct. **Incorrect or incomplete submissions cannot be processed!**
4. If you have any questions, please email [vss@edu.yorku.ca](mailto:vss@edu.yorku.ca).

5. When you have successfully submitted the form, you will receive an automated email confirming the submission of your application. The Academic Programs Office team will review your submission; this process could take up to a week to complete.
6. Once reviewed and processed, you will receive a notification on your York University email that your form is now ready for download. If you have not previously accessed your York University email, please see <https://uit.yorku.ca/student-services/email/>.
7. Follow the link and instructions provided in the notification in order to obtain a signed PDF form.

\* The terms and conditions outlined on the application form from the Toronto Police Service are as follows:

I hereby request the Toronto Police Service to undertake a police reference check on me by searching the appropriate data banks both, national and local to which the Service has access, and to provide me with a summary of any information revealed pursuant to the Police Reference Check Program. I understand that, in addition to information on any previous convictions against me, information on charges that are ongoing will be disclosed in my reference check.

More information on the Police Reference Check Processor the categories of information that may be disclosed in a reference check is available at [www.torontopolice.on.ca](http://www.torontopolice.on.ca) or by calling (416) 808-7991. I understand that the results of my reference check will be mailed only to me at the current address that I provide above.

I also consent to a search being made in the automated criminal records retrieval system maintained by the RCMP to find out if I have been convicted of and been granted a pardon for any of the sexual offences that are listed in the schedule to the Criminal Records Act. If I am suspected of being the person named in the criminal records for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the commissioner of the RCMP to the solicitor general of Canada, who may then disclose all or part of the information contained in that record to the Toronto Police Service or other authorized body. I understand that the Toronto Police Service will then disclose that information to me.

Forms not initialed and signed as required will not be processed. Please provide a copy of the executed form to the applicant.

Personal information on this form is collected and disclosed pursuant to the Police Service Act. The Municipal Freedom of Information and Protection of Privacy Act and the Criminal Records Act and will be used to disclose personal information only to the applicant upon receipt of the applicant's written consent. Questions should be directed to: Police Reference Check Program, (416)808-7991.

Additional information is also available on the Service's website at [www.torontopolice.on.ca](http://www.torontopolice.on.ca). This information may or may not pertain to the subject of this inquiry. Positive identification can only be confirmed through submission of fingerprints. This is a detailed account of Canadian police information only for the abovenamed applicant. If the applicant has resided in any country outside of Canada a separate vulnerable sector screening would need to be applied in each of those countries identified.

**\*\* FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)** By submitting the form, you agree that you have fully and carefully read the application information and agree to abide by the policies published therein. All information provided in this form is true and correct. Protection of Privacy: Personal information in connection with this form is collected under the authority of Freedom of Information and Protection of Privacy Act and The York University Act, 1965. The information will be used to verify your personal information in order for a staff member in the Faculty of Education to be able to complete and sign the Toronto Police Service's Criminal Record Check/Vulnerable Sector Screening (VSS) application form, which you will then submit to Toronto Police Service for processing. If you have any questions about the collection of this information by the Faculty of Education at York University, please contact: Information and Privacy Coordinator, York University, Kaneff Tower, Room 1050, 4700 Keele Street, Toronto, ON M3J1P3, tel. 416-736-2100 Ext. 20359.

## Communications

When corresponding with BEd Student Services via email ([osp@edu.yorku.ca](mailto:osp@edu.yorku.ca)), please indicate your student ID, as well as your first and last name. It is also helpful if you indicate the course name, course code, section and term when making references to courses and/or enrolments. This will expedite the process. Catalogue numbers are not necessary.

Find out what is happening in the Faculty of Education and York U by visiting:

- The [Career Centre's job postings](#) (which often include local school boards)
- The [Career Centre monthly online calendar](#) which includes workshops, events (including overseas Teaching Opportunities), and Employer Recruitment Sessions along with Tabling Sessions
- The [FESA Facebook](#) employment page
- The York U [Mentoring and Teaching Resource Room](#)
- The Faculty of Education [News & Events feed](#)
- Faculty of Education [Undergraduate Student Services newsletter](#).

## Grades

### **GPA Requirements**

**Teacher candidates are required to achieve a minimum C+ grade in each Education course, including electives.** This means that a grade less than a C+ in any education course would leave a teacher candidate ineligible to continue in the program.

- **Concurrent BEd** teacher candidates are required to maintain a minimum cumulative C+ average (5.0 gpa) in their undergraduate program to continue in the BEd program. Those pursuing the Junior/Intermediate or Intermediate-Senior division are expected to achieve a minimum grade of C+ in each course that is required to fulfill the requirements. Failure to do so may result in a suspension or involuntary withdrawal from the program or other appropriate recommendation at the discretion of the Faculty Advisor and the Associate Dean (Academic Programs).

All courses you are enrolled in will result in a grade submission at the completion of the course. **Be sure that you attend the section of the course that you enrolled in to avoid receiving an F grade.** Do not attend a course section that you are not enrolled in, as you will not appear on that class list and ultimately will not receive a grade for that class. Please verify you are attending the correct class and section by checking the Registration and Enrolment Module (REM).

### **Pass/Fail Grades**

For Practicum Seminar courses, teacher candidates are graded on a pass/fail basis for their combined performance in the seminar classes and practicum placements. Undergraduate courses that are awarded pass/fail grades can be counted towards your teaching subject, as long as the courses appear on the list in the undergraduate calendar for the teaching subject, or with the approval of the teaching subject advisor.

### **Grades Appeals**

A teacher candidate may request a reappraisal of a grade by making a formal request to the Associate Dean, Pre-Service **within fourteen days of the release of the final grade report.** The request must be in writing and should state clearly why the candidate believes that the grade should be re-evaluated.

Where written course work is to be re-appraised, only original work submitted and marked by the instructor shall be accepted. It is the responsibility of each candidate to retain this work and make it available if needed. Candidates should be aware that, in this process of blind review, the grade could be raised or lowered by the course director, Associate Dean or Petitions Committee. For more information on grade reappraisals, visit [www.yfs.ca/faculty-of-education](http://www.yfs.ca/faculty-of-education).

### **Deferred Standing Agreements**

Deferred standing may be granted to candidates who are unable to submit their outstanding course work on the last day of classes. To apply for deferred standing, students must reach an agreement directly with the course director for an extension to the course work deadline.

Any incomplete assignments or unmet practicum placement requirements will affect your eligibility to continue in the BEd program unless final grades are reported prior to the start of the next academic session. For example, a teacher candidate cannot complete practicum requirements or coursework for the previous year and start a new academic session at the same time. For more information on Deferred Standing Agreements, please visit <http://myacademicrecord.students.yorku.ca/deferred-standing>.

### **Academic Honesty**

Academic honesty is of the utmost importance in any learning endeavor. The university has designed an [Academic Integrity Module](#) to guide you as you complete your various course requirements. You should also visit <https://www.yorku.ca/secretariat/policies/policies/academic-honesty-senate-policy-on/> to familiarize yourself with the Senate Policies and Regulations on Academic Honesty.



## ***Petitions***

The complete petitions process for the Faculty of Education (at minimum, petition form and letter) is available at <https://www.yorku.ca/edu/students/undergraduate-programs/academic-petitions-and-grade-reappraisal/> and must be submitted online.

## ***Online Course Evaluations***

Students enrolled in university courses in the F, FW, W, WA, WB and Y terms will be asked to submit course evaluations via the web. Online evaluations are environmentally friendly and confidential. All students are encouraged to complete these important online evaluations.

## ***Student Financial Services***

### ***Ontario Student Assistance Program***

To be eligible for OSAP, a minimum of 9.00 credits per term is required. Teacher candidates who take more summer courses to lighten their loads in the fall/winter session may fall below the 9.00 credit minimum. Please refer to the York University OSAP website, <https://osap.yorku.ca/> for more information. For detailed information about your student financial account and any relevant fees, please visit the Student Financial Services website at [sfs.yorku.ca](https://sfs.yorku.ca).

### ***Other Awards and Bursaries***

Faculty of Education Awards and Bursaries are available to assist students in meeting the costs of their university education. Academic excellence and financial need are the primary criteria for an award. Bursaries are made based on financial need. For more details on each award and the deadlines, visit [sfs.yorku.ca/scholarships/](https://sfs.yorku.ca/scholarships/). **Please note that to be considered for any York University award or bursary, students must first complete a Student Financial Profile at [sfs.yorku.ca/aid/sfp/](https://sfs.yorku.ca/aid/sfp/).** Please remember to complete the Faculty of Education additional information form for the specific award or bursary.

### ***Status Confirmation Letter***

Do you need a letter to confirm that you are registered at York? In most cases, these letters can be accessed from <https://registrar.yorku.ca/program/letters>.

## ***Convocation ~ Applying to Graduate***

Concurrent BEd candidates must apply to graduate online at <https://registrar.yorku.ca/graduation/apply>, identifying both their undergraduate and Bachelor of Education degree programs for the same graduation session. **The application deadline will be March 1.**

Consecutive BEd teacher candidates do not apply to graduate.

It is the responsibility of the teacher candidate to request their transcripts by visiting <https://registrar.yorku.ca/transcripts>. For OCT certification, transcripts must be sent to the Ontario College of Teachers (OCT) **after degree conferral** indicating Degree(s) Conferred.

The Faculty of Education will automatically send recommendations to the OCT after degree conferral, if we have your OCT registration number. Please submit your OCT Registration Number by visiting the <https://www.yorku.ca/edu/students/undergraduate-programs/convocation/> page.

## ***Diploma***

The name which appears on a teacher candidate's diploma is the official full legal name, as it is recorded in the York University Student Information System. Teacher candidates should verify their official name by visiting <https://students.yorku.ca/student-personal-information>.



If the name that appears is not the correct full legal name, instructions are given on how a formal name change request (including documentation) can be submitted directly to the Registrar's Office, no later than May 1<sup>st</sup>.

## ***Additional Qualifications***

### ***Courses for New Graduates***

The Professional Learning Office offers the New B.Ed. Grad AQ Program which consists of a set of AQs that have been designed to explore and answer questions that may be unique to new teachers. These courses are specifically tailored for newly graduated teachers with limited classroom experience. The courses begin in May/June prior to convocation. The Professional Learning Office forwards the recommendation to the OCT once you have been certified. For more details, visit <https://www.yorku.ca/edu/professional-learning/aq-fundamentals-york-u/>. York BEd graduates receive a discount on every AQ course taken with the Professional Learning Office.

### ***Teaching Subjects***

Following completion of the BEd degree program, teacher candidates can contact the Professional Learning Office to inquire about Additional Basic Qualifications and adding teaching subjects to their BEd degree. Please note that ESL or Special Education are not teaching subjects but are Additional Qualification courses that can be taken after completing your BEd to qualify you to teach ESL or Special Education. For more information, visit <https://www.yorku.ca/edu/professional-learning/>.

## ***Deaf and Hard-of-Hearing Post-Baccalaureate Diploma***

Graduates of the Deaf and Hard-of-Hearing Education Program receive a post-baccalaureate diploma from York University. Courses are fully funded by the Ontario Ministry of Training, Colleges and Universities. Applicants to York University Faculty of Education's Deaf and Hard-of-Hearing Program need a BEd and need to be registered with the Ontario College of Teachers and have completed 2 courses in American Sign Language (ASL). For more information, visit <https://www.yorku.ca/edu/students/deaf-and-hard-of-hearing/>.