

Study Abroad Checklist: Jewish Teacher Education Program

International Education
Faculty of Education, York University



Israel and Golda Koschitzky
Centre for Jewish Studies

This checklist is provided as a resource for students who are planning on completing a study abroad program. “Study Abroad” refers to a program where students will study for one term or one year in another university; typically in the international in the case of the Jewish Teacher Education Program, this may be a stop-out year or study for one year (during Ed 2 or Ed 3) in a university in Israel.

If you are currently registered in the Jewish Teacher Education Program and you are interested in participating in a study abroad program:

- You must have completed your first year of the program before going to study abroad
- Attend an information session with representatives from the Jewish Teacher Education Program and International Education office
 - Consider a stop-out year or a year in Ed 2 or Ed 3 with practicum in a local school
 - Plan on participating in a summer Ulpan prior to the year abroad
- Complete your application for a study abroad program (called a “Letter of Permission” (LOP) form by the appropriate deadline from the Registrar’s Office
- Complete an application for the university of your choice
- Gather your reference letters from professors who know your work
- Arrange for Hebrew language screening to determine your Ulpan level; this process is done through the university in Israel (usually completed online)
- Mark your calendar for summer Ulpan dates
- Complete applications for scholarships available through York University Centre for Jewish Studies cjs@yorku.ca or 416-736-5823 (and speak to Merle Lightman)
- Check for additional scholarships with Professor Carl Ehrlich (ehrich@yorku.ca)
- Check www.masaisrael.org for additional funding to support *full-year* programs in Israel

When you are accepted to the program:

- You will receive an acceptance letter from the hosting university
- Ensure that all of the required paperwork (including acceptance letters) is on file at the International Education office in the Faculty of Education *and* in the Registrar’s Office
- Ensure that your proposed courses of study will be approved for your degree(s) by having the Letter of Permission signed by the International Education Coordinator, the Jewish Teacher Education Program (Professor Laura Wiseman), and your advisor from your undergraduate degree
- Ensure that your applications for funding resources are completed on time
- If accepted to Hebrew University, contact York University’s advisor in Israel (Professor Alex Pomson of the Melton Centre for Jewish Education at 011-972-2-588-1429 apomson@mscc.huji.ac.il)

When you are studying at the university in Israel:

- Email the International Education Coordinator and your program advisor(s) to let them know of any timetable changes that you would like to make, to ensure that any changes will be accepted for your degree before you enroll. Course descriptions and information will be required in order confirm
- Students must check their Faculty of Education e-mail accounts via webmail on a regular basis while out of the country

- At the end of the program, obtain a letter of course equivalents from Professor Alex Pomson at Hebrew University or the relevant contact at another university
- At the end of your program, ensure that you obtain copies of your transcripts, including:
 - Student copy for your own records
 - Two sealed official copies (university stamp over envelope closure) for the Registrar's Office and future applications
- Ask Registrar's Office in Israel to mail an official transcript to:
Office of the Registrar
York University
Bennett Student Services Building
Room W222
4700 Keele Street
Toronto, ON M3J 1P3 Canada

When you return to York University:

- E-mail Professor Laura Wiseman to set a date for an advising appointment, which should take place *prior* to the start of courses in the fall, preferably upon return to Toronto in the spring/summer
 - Discuss arrangements for practicum placements
- Provide a sealed official copy of your transcript to the York University Registrar's Office
- Provide a copy of your transcript to the International Education office in the Faculty of Education. (This can be the student copy, which will be photocopied in the office and returned to you)
 - Using prior documentation, the International Education office will verify the courses from your transcript that will count towards your Education degree
- Provide copies of your transcripts to your advisor in your undergraduate degree program
 - Your advisor will verify the courses from your transcript that will count towards your undergraduate degree
- Subsequently confirm in your [Passport York](#) account that the credits have been allocated to your Education or undergraduate degree correctly; allow several weeks for this process to be completed

Other Considerations:

- If you would like to complete part of your practicum at a school when you are completing your study abroad program, you will need to do the following:
 - Complete three components:
 - Practice teaching experience – documented by the hosting university
 - A related course to the practicum – held by the hosting university and related to the practicum placement
 - An online course component offered through York University; when completed, you must provide a copy to the International Education Coordinator
 - Ensure that by the end of your degree, you still meet the number of hours required by the Ontario College of Teachers (OCT) in order to earn your Ontario teaching certificate
 - Ensure that the International Education Coordinator at York University has detailed records of your course selections, transcripts, etc.
 - Ensure that you keep detailed records of your own, including emails related to your program, course selections, etc.

Please note: Since courses and programs may differ, students are responsible for ensuring that *all* steps are completed for their degree requirements and that timelines are met appropriately. Students must maintain copies of all forms, applications and correspondence related to the program and course selection, to ensure that all required information is recorded

appropriately. Students are required to complete their own follow-up on the status of all paperwork.

For details on the Jewish Teacher Education Program, please contact Professor Laura Wiseman, Jewish Teacher Education Program, at lwiseman@edu.yorku.ca or 416-736-2100 x 77366

For students who are currently registered in the Jewish Education program who are planning on completing a study abroad program, please contact Laura Crane, International Education Coordinator at lcrane@edu.yorku.ca or 416-736-2100 x 20052.

