

**Undergraduate Student Handbook**  
Faculty of Education, York University

Updated May 2017



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## Welcome to the Faculty of Education

At York University's Faculty of Education we believe that where there is education, there is also a powerful transformation. As one of the largest Faculties of Education in Ontario, we strive to provide passionate, creative people with an inspiring environment in which they can cultivate their interests, gain the tools they need to motivate students and engage communities, actively contribute to the evolution of education, and become powerful catalysts for change themselves.

All of our programs are built on a solid ethical foundation, infused with strong principles, including equity, diversity, community, collaboration, interdisciplinarity, and social justice.

What we offer in the Faculty of Education

- [Bachelor of Education](#)
- [Bachelor of Education \(Technological Education\)](#)
- [Bachelor of Arts in Educational Studies](#)
- [Graduate Studies](#)
- [Professional Development \(AQ/ABQ/PQP courses\) and International Certificate Programs](#)
- [Deaf and Hard-of-Hearing Teacher Education](#)

## Important Contacts

### Faculty of Education Student Services

128 Winters College  
416-736-5001  
[osp@edu.yorku.ca](mailto:osp@edu.yorku.ca)

### Faculty of Education Practicum Office

108 Winters College  
416-736-5009  
[practicum@edu.yorku.ca](mailto:practicum@edu.yorku.ca)

## Being a Member of the York Community

York University is proud to be a thriving, diverse community of scholars and learners that encourages academic discussion.

Being a student in this community comes with both rights and responsibilities. You can find the Code of Student Rights and Responsibilities at <http://www.yorku.ca/oscr/studentconduct.html>.

## Locations & Maps

Students may take courses in different locations:

- **Keele campus:** <http://maps.info.yorku.ca/keele-campus/>
- **Glendon campus:** <http://maps.info.yorku.ca/glendon-campus/>
- **Catholic Education Centre:** <https://www.tcdsb.org/Pages/default.aspx>
- **Regent Park Community Centre:** <http://bit.ly/1QIC81A>
- **Ryerson:** [http://www.ryerson.ca/maps/images/campus\\_map.pdf](http://www.ryerson.ca/maps/images/campus_map.pdf)

## Checklist for Starting in the Faculty – Administrative (All Students)

- If you require housing on campus, make arrangements by the deadlines <http://studenthousing.info.yorku.ca/>
- Set up your *Passport York* and email accounts
- Obtain your YU card (student ID card) <http://yucard.info.yorku.ca/>
- If you are driving, obtain your parking pass <http://parking.info.yorku.ca/>

### NOTES:

## Checklist for Starting in the Faculty – Bachelor of Education

- Attend group advising session and ensure that you have completed all steps
- Register for your courses
- Complete your criminal record check with vulnerable sector screening with your local police
  - If you live in Toronto, you will need to bring your ID and obtain a form that can be sent to the Toronto Police in order to request your criminal record check
- Confirm orientation dates (program and practicum) for the fall term and mark your calendar
- BEd students (only): Download your program calendar for the year
- If you require accommodations in your classes, complete processes with CDS <http://cds.info.yorku.ca/>

## Checklist for Returning to the Faculty – Bachelor of Education

- Attend group advising session and ensure that you have completed all steps
- If you are on a stop-out year, ensure that both of your Faculties have received your paperwork in order to have your registration confirmed correctly.
- Register for your courses
- Log on in the Practicum Database and indicate your school zone preference

### NOTES:

## Checklist for Starting in the Faculty – Bachelor of Arts (Educational Studies)

- Attend group advising session and ensure that you have completed all steps
- BA Students (only): Sign up for the RED ZONE <http://redzone.scl.d.yorku.ca>
- Register for your courses
- Log on and indicate your school practicum
- Complete your criminal record check with vulnerable sector screening with your local police
  - If you live in Toronto, you will need to bring your ID and obtain a form that can be sent to the Toronto Police in order to request your criminal record check
- Confirm orientation dates (program and practicum) for the fall term and mark your calendar
- If you require accommodations in your classes, complete processes with CDS <http://cds.info.yorku.ca/>

## Checklist for Returning to the Faculty – Bachelor of Arts (Educational Studies)

- Attend group advising session and ensure that you have completed all steps
- If you are on a stop-out year, ensure that both of your Faculties have received your paperwork in order to have your registration confirmed correctly.

### NOTES:



## Course and Calendar Information

- All information relating to course requirements and specific policies can be found at <http://calendars.students.yorku.ca/> for each academic year.
- Find all course information for the upcoming term at <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm>.

## Schedules

Make sure that you are attending the regular **advising sessions** to ensure that you are registered for the correct courses for your degree program! If you have any questions, please contact [osp@edu.yorku.ca](mailto:osp@edu.yorku.ca).

Students are expected to attend all scheduled classes.

Drafts of **Google Calendar** schedules can be downloaded at <http://edu.yorku.ca/program-calendars/>. Make sure that you have the auto-updates selected on your calendar, so that any changes are captured.

Note that the **Bachelor of Education (BEd)** program starts in late August and has specific course dates!

Please refer ONLY to the Faculty of Education's calendars for important dates relating to courses in Education.

**DO NOT refer to the common university calendars that are posted through the Registrar's Office!**

## Course Materials

Course Directors for each course may select different materials for their sections of a course. Students are expected to obtain books, course kits and/or other materials in order to be successful in the course.

- York Bookstore: <http://bookstore.yorku.ca/>
- York Libraries: <http://www.library.yorku.ca/web/>
- York Library Reserves: <http://www.library.yorku.ca/web/ask-services/borrow-renew-return/accessing-course-reserves/>

## Classroom Etiquette

We all need to do our part to keep our spaces in professional condition. We ask that you help to maintain the spaces by doing the following:

- Do not use tape on the walls, windows or whiteboards
- At the end of your classes, please remove all materials that were used during the class and clear out garbage
- Clean up your space and ensure that food and materials are cleared off the floor
- Bring your personal items with you at the end of class
- Leave garbage pails in the hallways and place all materials in the correct bin

## Course Evaluations

- We value your feedback! At the end of each course, we ask that you complete a confidential, online survey that relates to each course.
- These will be available to you at the end of each course <http://courseevaluations.yorku.ca/> (Click on the red box that indicates, "Login to Online Course Evaluation System.")
- Your instructors will only be able to see feedback compiled into one document, and only after their grades have been submitted for the term.

## Awards

### Student Awards

There are a number of awards that students can apply for in the Faculty of Education each year. Students will receive updates from the Student Services Office with details on deadlines and criteria. Please consider applying for these awards, and remember to apply by the deadlines. Decisions are made by a committee in the Faculty of Education.

### Teaching Awards

We also encourage students to nominate their favorite faculty members for teaching awards. Find details at

<https://eduforms.apps01.yorku.ca/machform/view.php?id=77014>.

## Practicum Placements

All students in the Faculty of Education will be involved in [practicum placements](#) as a part of their degree programs.

Prior to entering your practicum placements, and on the first day, you will be required to complete some health and safety training and also to complete related paperwork. Complete this training and paperwork as required, and submit the final documents as required.

Detailed Criminal Background Check and Health & Safety procedures, along with other practicum information, are available at <http://edu.yorku.ca/current-students/practicum/in-school-practicum/> and on the Mentoring & Teaching Resource Room <http://mtrr.blog.yorku.ca>.

### Community Practicum

- Students in *both* the Bachelor of Education (BEd) and the Bachelor of Arts (Educational Studies) will participate in a community practicum placement.
- Students will be given instructions by email on how to request the placement for the upcoming year.
- Full attendance is mandatory.
- Find details about community practicum placements <http://edu.yorku.ca/academic-programs/bachelor-of-education/practicum/community-placements/>

### School Practicum

- Students in the Bachelor of Education (BEd) will participate in multiple school practicum placements during their degree programs, and will work under the supervision of an Ontario-qualified teacher.
- Students in Year 2 must select placement zone preferences in March of the prior academic year, using the "Placement Preferences" link on PIMS. (Note that students in Year One will have provided this information to the Faculty of Education through OUAC already.)
- Full attendance is mandatory.
- Find details about community practicum placements <http://edu.yorku.ca/academic-programs/bachelor-of-education/practicum/classroom-placements/>

### Criminal Record Checks with Vulnerable Sector Screening (VSS)

- All students who are completing **community and/or school practicum placements** are required by law to have a valid, updated criminal record check with Vulnerable Sector Screening before entering the placement.
- It is the student's responsibility to have this paperwork on their person when at the placement.
- Full details can be found on this process at <http://edu.yorku.ca/current-students/practicum/>.

### Dress code

- Students are reminded that they are in a professional program and should present themselves as professionals at all times, which includes professional dress, communication and manner.
- We suggest **business casual** for most placements; those in specialized placements (e.g., Physical Education) should have the appropriate attire for these classes.

## Student Resources

There are a number of resources that you can access as a student in the Faculty of Education. These include:

- Access to materials from the **Education Resource Centre (ERC)**: <http://edu.yorku.ca/current-students/erc/>
- **Sign out digital equipment** from the IT Department. Contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)

## Technology

The Faculty of Education has its own IT Department, which is available to assist you. You can reach them at [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca).

### Passport York

- In order to access wi-fi on campus and other student resources, you will need to set up a Passport York account. You can find directions on how to set up your account at <https://registrar.yorku.ca/enrol/guide/ppy>.

### Online Learning

- The course platform usually used for online components of courses is Moodle. Details can be found at <https://moodle.yorku.ca/>.
- Moodle may be used for full-online, blended and in face-to-face courses for different purposes.
- For help with accessing and using Moodle, please view the resources at <https://moodle.yorku.ca/> or contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca).

### Setting up your Email

- You will need to have your **Passport York** account set up in order to set up your email.
- York University email information is available at <http://google.info.yorku.ca/>

## Using Social Media and E-mail

- Professionals in the field of Education need to be aware of appropriate use of social media and online communication, including what information they share, who they share information with, and how they portray themselves.
  - Privacy legislation applies to students and clients
  - Educators must portray themselves as professionals at all times, and not just in the classroom setting.
- The Ontario College of Teachers has created an advisory for teachers on the use of social media. <https://www.oct.ca/resources/advisories/use-of-electronic-communication-and-social-media>

## Communication

Students are responsible for knowing the expectations and deadlines for their program. Regular communications are sent out to students in the Faculty of Education, and it is expected that these will be read, instructions followed and deadlines met.

### Information is sent out in the following manner:

1. **Email:** Ensure that you keep the University updated about your preferred email address, and that you are checking your email daily. Monthly emails will be sent out to inform students of important deadlines and information.
2. **Monthly Student Services blog:** Students who are newly-admitted should check the New Admit Blog for information and updates. <http://myedu.blog.yorku.ca/>. Students are responsible for staying on top of their own progress in the program.

To help students stay involved and engaged in the Faculty of Education, additional information can be found at:

3. **Website:** <http://edu.yorku.ca/>
4. **Social Media:**
  - a. Facebook: <https://www.facebook.com/YorkUEducation>
  - b. Twitter: <https://twitter.com/yorkueducation>
  - c. YouTube: <https://www.youtube.com/user/YorkUEducation>

## Weather Alerts

If there is a weather alert, the university may close. If the university is closed, classes will also be cancelled. To check the status of the university, visit <http://webapps.yorku.ca/weather/>.

## International Opportunities – BA and BEd

There are a number of international opportunities available to students in the Faculty of Education!

### Summer Exchange to Freiburg, Germany

- Concurrent BEd students can earn credits towards BEd electives and courses towards their other concurrent degree in a *full* summer term!
- Ask about funding opportunities from both York University and from the German government to help you offset the cost of participating!
- Students pay their tuition to York and take their credits abroad.
- Applications can be found at <http://yorkinternational.yorku.ca/global/exchange/>. Specify the summer exchange to PH Freiburg.

### Other International Exchange Programs

- Students in the Bachelor of Arts (Educational Studies) or in the Concurrent program may decide to participate in an international semester or year abroad!
- Ask about funding opportunities from both York University and from the German government to help you offset the cost of participating!
- Students pay their tuition to York and take their credits abroad.
- Applications can be found at <http://yorkinternational.yorku.ca/global/exchange/>.

### International Practicum Placements

- Each year, the Faculty of Education arranges international practicum placements with partner schools in Kenya, Nicaragua and China. Students travel for the month of May.
- Applications are usually available in October and deadlines to apply are usually in December.
- Applications can be found at <http://edu.yorku.ca/current-students/undergraduate/international-opportunities/>.

### York International Summer Internships

- Students who are returning to York the following year are eligible to apply for a three-month summer internship abroad with a variety of partner organizations.
- Find details from York International at <http://yorkinternational.yorku.ca/global/intern-abroad/>. Ask about funding to help offset the cost!

**To stay updated on international opportunities in the Faculty of Education, visit:**

- Facebook: <https://www.facebook.com/YorkUIntlEd/>
- Twitter: <https://twitter.com/YorkUIntlEd>

### International Specialization in the BEd degree

- Students in the Bachelor of Education (BEd) degree program can complete international experiences as a part of their degree program in order to be eligible for an additional **Specialization in International Education** added to their transcripts.
- Students complete the requirements during the BEd degree, and when applying to graduate they also submit the application and documentation for the specialization.
- Requirements include:
  - Completing internationally-focused elective courses in the BEd
  - Completing one of the York-based international opportunities (listed above)
- Find the application at <http://edu.yorku.ca/current-students/undergraduate/international-opportunities/> or contact the Student Services Office at [osp@edu.yorku.ca](mailto:osp@edu.yorku.ca).

### Additional Options in the BEd

There are additional options available to students who complete specific requirements.

#### French Teaching

- Students who are registered in the Bachelor of Education Concurrent program at Glendon in the primary-junior teaching panel may be eligible to earn an additional qualification in Teaching French as a Second Language.

Full details about these options can be found at <http://calendars.students.yorku.ca/>.

## Important Services

### Accommodations

Students who require accommodations in their classes and/or practicum placements should make an appointment with Counselling and Disability Services (CDS) at York University as soon as possible. You can find them at <http://edu.yorku.ca/current-students/grad/>. CDS offers pre-university transition support, which may be of interest to students and their families.

After their appointment(s) with CDS, eligible students may receive a letter outlining the accommodation(s) that they require in each class.

It is each student's responsibility to communicate with each of their Course Directors and to show them the letter in order to request accommodations.

### Advising

Students must attend **advising sessions** with the Student Services area to ensure that they are on schedule for progression through their degree program(s) in Education.

Students can also set up individual advising sessions at any time during the year at <http://edu.yorku.ca/current-students/undergraduate/advising/>.

### English as a Second Language (ESL) Support

The ESL Open Learning Centre offers support to students whose first language is not English. <http://eslolc.laps.yorku.ca/>

### Financial Support

Details about financial support can be found at <http://edu.yorku.ca/current-students/financial-support/>.

### Transcripts

You can order official transcripts online at: <http://www.registrar.yorku.ca/transcripts/>

### Tuition

Tuition must be paid online through the York University student account. For more information on tuition fees, visit <http://sfs.yorku.ca/fees/>.



## Faculty of Education Student Association (FESA)

Get involved with student life! All students in the Faculty of Education are welcome to participate in activities and to get involved in student governance in the Faculty of Education through FESA.

You can find details about the student association and join committees and governance structures through FESA.

- Website: <http://edu.yorku.ca/current-students/faculty-of-education-student-association-fesa/>
- Email: [fesa@edu.yorku.ca](mailto:fesa@edu.yorku.ca)
- Facebook: <https://www.facebook.com/groups/FESAYorkTC/>
- Facebook employment: <http://bit.ly/2oqWhfn>

You can also join Faculty-based committees as a student representative. We encourage your participation in order to ensure that students' voices are heard in the decision-making processes in the Faculty. Check with FESA about elections that will be held each fall for these positions.

**FESA Workshops:** Throughout the year, FESA arranges workshops that help students gain job skills and additional certificates/training, which may help students enhance their résumés

### York Federation of Students (YFS)

The York Federation of Students (YFS) is the student union that represents York students. Find details of their activities and services. <http://www.yfs.ca/>

Other York University student clubs can also be found online at <http://studentclubs.sclد.yorku.ca/>

Make sure that student clubs *are* officially associated with York University before you provide them with any information.

## Emergencies

### Crime or emergency healthcare

- If you see someone who is completing a crime or needs healthcare assistance:
  - **Call 911**
  - Then call **York Security** at:
    - Keele: 416-736-5333 extension 33333
    - Glendon: 416-736-5333 extension 33333

### Health and Safety Issues

- If there is broken equipment, broken facilities or broken doors, or other things that might harm people, please call Security to report the problem right away.
- If there is a health and safety hazard in your classroom (e.g., broken table, leak in the ceiling), please contact Cecilia Park-Cho right away at [cpark-cho@edu.yorku.ca](mailto:cpark-cho@edu.yorku.ca). Please let her know the room number and the problem that you have noticed.

### Injuries – On Campus

- If you are injured in your class or on campus, notify your Course Director right away.
- If there is a hazard (e.g., broken equipment) that may also injure others, inform your Course Director and/or call York Security

### Injuries – School Placements

- If you are injured in your community placement, complete the following steps:
  1. Report immediately to your supervisor at the placement and the school's Main Office.
  2. Deal with the emergency and seek medical attention as required.
    - If you seek medical attention, let the doctor know that you were on a work placement as part of an educational program, and that you are covered under WSIB insurance.
  3. Report as soon as possible, and **no later than within 24 hours** to your Practicum Facilitator.
  4. Assist your Practicum Facilitator with his/her investigation right away by answering questions and providing an account of what happened.

### Injuries – Community Placements

- If you are injured in your community placement, complete the following steps:
  1. Report immediately to your supervisor at the placement.
  2. Deal with the emergency and seek medical attention as required.

- If you seek medical attention, let the doctor know that you were on a work placement as part of an educational program, and that you are covered under WSIB insurance.
- 3. Report as soon as possible, and **no later than within 24 hours** to Lindsay Lamorre ([llamorre@edu.yorku.ca](mailto:llamorre@edu.yorku.ca)).
- 5. Assist Lindsay Lamorre with her investigation right away by answering questions and providing an account of what happened.

For information on all university emergency services, visit:

<http://security.info.yorku.ca/>

## Employment During and After Your Degree

Students have various ways to find employment for the summers and for after graduation.

- **Part-time employment** is available to some full-time students on campus. See <https://sfs.yorku.ca/employment/workstudy> for details and eligibility requirements.
- **York University Career Centre** • <http://careers.yorku.ca/>
  - Holds job fairs
  - Has online job postings
  - Provides career-related workshops
  - Provides résumé-writing workshops
- **FESA Employment Facebook** • <http://bit.ly/2oqWhfn>
- **FESA International Mini-Conference**
  - Each year, FESA holds an international mini-conference, where international employers visit in order to promote positions in teaching internationally

## Ontario College of Teachers (OCT)

Students who are in the Bachelor of Education (BEd) degree program will be recommended to the Ontario College of Teachers (OCT) for certification in Ontario upon graduation.

- Find details at <http://www.oct.ca/>.
- Find details on how to apply:  
<https://apps.oct.ca/OLR/Template.aspx?action=rege>

### Members of the OCT are required to adhere to:

- Standards of Practice (<http://www.oct.ca/public/professional-standards/standards-of-practice>)
- Ethical Standards (<http://www.oct.ca/public/professional-standards/ethical-standards>)

Students will be expected to adhere to these standards in their BEd program as well.

**In their final year of the BEd program, students will need to set up an account with the OCT.** Instructions and details will be sent at the appropriate time.

Remember that after graduation, qualified teachers will need to pay their annual membership fee to the OCT in order to keep their teaching licenses active!

- Do not forget to pay your annual membership fee!
- Check with Revenue Canada for details about writing off professional memberships on your Canadian taxes!

## Additional Qualification Courses

Once you have graduated, you can take additional qualification courses to help you gain additional teaching subjects qualifications, or to add teaching panels.

Our Faculty often adds sections of popular courses such as English as a Second Language (ESL) or Special Education in the spring to help graduating students get a “head start” on qualifications. Check to see what is available in your graduating year!

<http://edu.yorku.ca/profdev/>

Students who are preparing to apply for teaching jobs in **Catholic Schools in Ontario** can also take a preparatory *certificate* course online entitled **Religious Education: Teaching In Catholic Schools**. This is *not* a part of the Bachelor of Education program and it is *not* equivalent to the Religious Education, Part 1 Additional Qualification.

For more information visit: [raiseyouraq@edu.yorku.ca](mailto:raiseyouraq@edu.yorku.ca).

## Transitioning to a Master of Education (MEd) Program

Students who complete their BEd at York University's to the Graduate Program in Education's MEd degree have a few ways to earn Advance Standing credits towards their degrees.

### Advance Standing Credits

#### Option A:

Students in York University's Bachelor of Education who maintain an average of A or higher throughout the program will *automatically* receive a tentative **offer of admission to the Master of Education (MEd) program** for the upcoming academic year in the final academic term, prior to graduation.

You do not need to fill out any forms... just wait for your offer letter to arrive and follow the instructions!

#### Option B:

Students who complete an *additional* research assignment in EDFE 4200 *Research into Practice* and who receive a passing grade (equivalent to a B+ or higher) will be eligible to **receive 3.00 advanced standing credits in the Master of Education (MEd) program**.

To redeem these credits, students must successfully be accepted to the MEd program at York University and complete their first term in the program.

Details will be provided to students by the Course Director in EDFE 4200 directly.

Please note: Students must be admitted to the MEd program *within two years* of completing their BEd degree in order to count this additional assignment!

#### Option C:

Students who qualify can use both **Option A** and **Option B** (listed above) in combination in the Master of Education degree program at York University.

### More Options for York University Students:

**Practicing teachers** can also count AQ or PQP courses completed at York University's Faculty of Education <http://edu.yorku.ca/profdev/gradcourse/>

### More Information – Graduate Admissions

**For other information about Advance Standing** credits in our Graduate Programs, visit <http://gradstudies.yorku.ca/current-students/regulations/admission/#transfer>

## Transitioning to the Post-Graduate Diploma for Teacher of the Deaf and Hard-of-Hearing

The Faculty of Education offers a program to practicing teachers who are preparing to teach students who are deaf or hard-of-hearing. The program is available full-time (one year) or part-time for practicing teachers (three years). **Tuition is free for Ontario residents.**

Find details about this program at <http://edu.yorku.ca/academic-programs/deaf-hard-of-hearing-education/>.

Students who are in their final year of the BEd, or who have already completed a BEd are eligible to apply. Please note that there are special requirements for admission to this program.

### Other Information

If you require any further information, contact the Student Services Office and ask for direction.

#### Faculty of Education Student Services

128 Winters College

416-736-5001

[osp@edu.yorku.ca](mailto:osp@edu.yorku.ca)