



Faculty of Education

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June 25, 2021

Dear Teacher Candidate:

Welcome to the University of Windsor's Faculty of Education! We are excited that you will be joining us to earn your Bachelor of Education (B.Ed.) degree. It is my hope that your time with us will be stimulating and rewarding.

All B.Ed. classes will be entirely online for the **Fall** term, and conducted through a platform called Blackboard Learn. Information about **Winter** 2022 classes is not available at this time and will be provided as soon as possible. Practice teaching (practicum) placement information for Fall 2021 will be provided when it becomes available (*please see the "REGISTRATION SURVEY - PART B - PRACTICE TEACHING PLACEMENTS [PRACTICUM]" section of this letter*).

COVID-19 has presented challenges to traditional teaching pedagogy, and to safeguard the health and well-being of students, faculty, and staff, we plan to deliver a high-quality education experience, while providing a supportive, inclusive, and equitable online environment. We will continue to offer student-centred teaching and mentorship, and create virtual environments where students are fully supported, work with friends and colleagues, meet new people, and explore new ideas and opportunities. The next chapter awaits – let's write it together as teachers!

FALL 2021 SEMESTER UPDATES and RESOURCES – UNIVERSITY/CAMPUS-WIDE

For continuous updates about the fall 2021 semester, we strongly recommend that you visit the university's "[Return to campus life and community](#)" resource for students. You can choose from lists of topics that are important to you and view answers to common questions and concerns. You can also search with **ease** and **speed** for answers through UWindsor's vast Knowledge Base called [ask.UWindsor](#). This site is a collection of articles that contain answers to frequently asked questions (FAQs) and solutions to common issues. You can enter just one key word in the search area (e.g., "tuition", "OSAP", "residence", etc.), and a wide variety of helpful answers/guides will appear!

PROFESSIONALISM WITHIN THE PROGRAM

It is important to note that you are entering a professional program, and that your full-time schedule consists of classes from Monday to Thursday, and Professional Development Workshops on Fridays. Your practice teaching blocks will be Monday through Friday. Do not schedule personal activities that interfere with professional obligations in the Pre-Service Education Program.

ACADEMIC TIMETABLE AND COURSE REGISTRATION

You will receive your course schedule by email in **August**. You cannot choose your own courses or timeslots. Your schedule is fixed and dependent on your division and/or teaching subject(s). Most of your course registration will be done on your behalf, although you will have a couple of course options to choose from and register for yourself. Read all the information contained in this letter carefully.

Complete the required **Incoming Teacher Candidate Registration Survey** by the stated deadline of July 16th. Please note that obtaining your **Police Vulnerable Sector Check** and your **TB Test results** by the stated deadline of September 10th is imperative. You will not be provided a fall semester practice teaching (practicum) placement if you miss this deadline, which will impact your status in the program. Should you have any questions as you complete the survey, or any other questions or concerns, please do not hesitate to contact our office staff by email at educ@uwindsor.ca.

A handwritten signature in cursive script that reads 'George Zhou'.

George Zhou, Ph.D. Professor
Acting Associate Dean, Teacher Education

INCOMING TEACHER CANDIDATE REGISTRATION SURVEY

COMPONENTS and INSTRUCTIONS

All Teacher Candidates entering the Faculty of Education must complete an “**Incoming Teacher Candidate Registration**” survey. You will be sent a **separate email** (from Qualtrics XM) that contains a link to this survey by no later than Monday, **June 28th**.

If you do not see an email with the survey link, please check your junk/spam/clutter, etc. email folders first, or search all mail for noreply@qemailserver.com. If you do not receive an email with the link to the survey by **June 28th**, please email **educ@uwindsor.ca** to inform us, so that we may send you the link again.

You must complete the survey by no later than **FRIDAY, JULY 16th, 2021**.

REGISTRATION SURVEY – PART A

PERSONAL INFORMATION

The personal information collected in **PART A** of the survey is the basis for setting up your records at the Faculty of Education.

Local/temporary addresses (if applicable), telephone numbers, and email addresses are particularly important. Should this information change, please contact the Faculty’s Program Office at **educ@uwindsor.ca**. Your email address is the primary means by which the Faculty provides you with important updates and information. All official University of Windsor email communication must take place through your UWindsor-assigned email account only.

In **PART A** of the survey, you will also be required to upload the following two supporting documents to complete your personal information profile. Please have these prepared for uploading in advance:

1. A **headshot photo** of yourself. The photo does not have to be professionally taken, but it must meet the following specifications:
 - **DIMENSIONS:** approximately 2 x 2 ¾” (or 50 mm X 70 mm) (similar in size to a passport-photo)
 - **FILE FORMAT:** image file; however, a .JPEG file is requested and preferred. For security reasons, executable files (such as those ending in .exe) are not permitted. Apple’s .HEIC file format will not be accepted.
 - **CONTENT:** shows full face and head looking straight at the camera. Your image must be clear, sharp, and in focus.
 - **FILE SIZE:** Maximum 100MB
2. A copy (in .JPEG image file format, or a PDF) of one of the following acceptable documents as **Proof of Identification and Birthplace**. The document must contain your full name and place of birth, in accordance with the requirements of the Ontario College of Teachers.
 - Birth certificate
 - Foreign-language birth certificate with original translation
 - Canadian passport
 - Foreign (non-Canadian) passport
 - Canadian permanent resident card
 - Canadian immigration record and visa/record of landing

NOTE: copies of provincial health cards and driver’s licences will not be accepted

PHOTO RELEASE (OPTIONAL CONSENT)

Throughout the academic year, we take many pictures of our Teacher Candidates during events and feature them on our website. We ask that you indicate in the survey as to whether you consent to photos of you being used in our various publications and online platforms.

REGISTRATION SURVEY - PART B

PRACTICE TEACHING PLACEMENTS (PRACTICUM)

In **PART B** of the survey, you are required to answer questions that pertain to mandatory practice teaching placements in school classrooms in your first year of the B.Ed. program.

The COVID-19 pandemic presents challenges for all the school boards in Ontario, and we are working closely with school boards to ensure that your field experience in the classroom will meet all the requirements of the Ontario College of Teachers while being a rewarding experience. The format of the required practice teaching (or practicum) component of the program is dependent on what happens in the K-12 school system. Once we know the Ministry of Education's decision about the format schools will be adopting in the fall, we will be able to plan accordingly.

We will be providing you with more information as it unfolds. In the meantime, it is important to be aware that your practicum could be face-to-face, if that is the mode of delivery for the school boards. If that is the case, this means you will need to be physically present at a school within one of our four local partner school boards. You should also understand that school boards could implement a policy wherein proof of COVID-19 vaccination is mandatory for a placement. Again, we will share information as it becomes available.

In year 1, you must complete your practice teaching within one of our local, partnering boards. Additionally, you are not permitted to become involved in making your own practice teaching placement arrangements. All placements are arranged and finalized by the Field Experience Office only.

To fulfill the requirements for the Bachelor of Education Program, you must successfully complete all practicum requirements, which includes **an e-portfolio**. You will be assigned a Faculty Advisor who meets with you (in a group of fellow Teacher Candidates) regularly. Your Advisor will explain and oversee the components and progress of your e-portfolio through the program.

RELIGIOUS EDUCATION IN ROMAN CATHOLIC SCHOOLS COURSE (EDUC 5200)

The course EDUC-5200 (Religious Education in Roman Catholic Schools) is **required** for Teacher Candidates who wish to do their practice teaching in the Windsor-Essex Catholic District School Board, or the St. Clair Catholic District School Board. It is also an **optional** course available to all Teacher Candidates.

OTHER REQUIREMENTS (not included in the Registration Survey)

You will receive **another separate email** with instructions for the following requirements soon.

TUBERCULIN (TB) TEST & RESULTS (*DUE SEPTEMBER 10, 2021*)

All incoming Teacher Candidates are required to obtain a clear TB test. A **TB Test Results Form** that your physician/health care provider must complete will be provided to you in a forthcoming email. The form must be signed and stamped by the person administering your test and reading the results, or your test results will not be accepted.

POLICE VULNERABLE SECTOR CHECK (*DUE SEPTEMBER 10, 2021*)

All Teacher Candidates are required to obtain a Police Vulnerable Sector Check (PVSC) dated no earlier than June 1st, 2021. Do not apply for a PVSC until you receive further instructions.

REMINDER: In the upcoming days/weeks, you will receive the following information:

- A link to the mandatory, "Incoming Teacher Candidate Registration" survey
- TB Test instructions and test results form
- Police Vulnerable Sector Check (PVSC) instructions
- Your academic timetable, and course registration instructions for elective courses
- September (virtual) orientation schedule
- Health & Safety requirements