



THE UNIVERSITY OF BRITISH COLUMBIA  
Okanagan School of Education



2020 Teacher Candidates Covid Canon: Featured on our YouTube



# 2021-2022 Bachelor of Education Welcome Guide

# Let's get started

**This package is intended to help you understand all the pieces that come together to start the BEd program. Use this checklist to confirm that you have completed all required tasks.**

<b>TASK</b>	<b>PAGE #</b>	<b>DUE DATE</b>	<b>COMPLETED</b>
Complete Field Experience Profile	pg. 4	July 15	<input type="checkbox"/>
Complete EDUC 440 Pre-Assignment	pg. 6	July 15	<input type="checkbox"/>
Pay Program Fees (first installment of \$100 or total amount of \$500)	pg. 9	Sept 7	<input type="checkbox"/>
Pay Accident Insurance (first installment of \$7)	pg. 10	July 15	<input type="checkbox"/>
Submit or Share Criminal Record Check	pg. 11	July 15	<input type="checkbox"/>
Sign & Email Policy Agreement	pg. 20	July 15	<input type="checkbox"/>
Register for Winter Term 1 and 2 Courses (Check SSC for your registration date)		July 15	<input type="checkbox"/>
Connect With Us Join your Facebook group: UBCO Bachelor of Education 2021/2022	pg. 21		<input type="checkbox"/>

## **Sending Documents**

Send the Welcome Package documents as (a) PDF attachment(s) in one email to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

Save your documents to send to us, use this format for the document title:

**lastname\_firstname\_BEd\_title.doc**

## **Communication**

Ensure your email in the Student Services Centre (SSC) is the one you use on a regular basis.

If you don't already have a professional email address, this is the time to get one. Many people use [first.lastname@emailprovider.com](mailto:first.lastname@emailprovider.com) as a professional email address template.

## **Registration Dates:**

<https://students.ok.ubc.ca/courses-money-enrolment/registration/registration-dates/>

## **Academic Calendar:**

[www.calendar.ubc.ca/okanagan/academicyear.cfm](http://www.calendar.ubc.ca/okanagan/academicyear.cfm)

# Welcome

## Dear teacher candidate,

Welcome to the Okanagan School of Education (OSE) at UBC. Our learner-focused approach builds on the university's tradition of excellence as a world-class public research and teaching institution. You have chosen an amazing professional career and we look forward to learning with you during your time in the Bachelor of Education (BEd) Program.

Our intent in the BEd Program is that you will learn *about* teaching and you will learn *through* teaching. Our uniquely integrated program encourages the fusion of practice and theory, with many in-situ opportunities. Alongside coursework, you will have field experiences in schools and with a community partner. Additionally, there are many place-based opportunities infused throughout the program that are reflective of the Okanagan Syilx territory and the histories and aspirations of Indigenous peoples of this land.

Research informs practice. Through doing, reading, discussing and reflecting, you will be encouraged to derive personal meaning and find relevance in the integration of theory and practice in a variety of teaching contexts. You will learn what it means to become a scholar-practitioner – a student of life-long learning.

In your university courses and in your field experiences you will be engaged in the competencies of creative and critical thinking, communication, personal and social responsibility, and collaboration – aligning with the revised BC K-12 Curriculum. You will have many opportunities to create, collaborate and reflect. You will be part of an Advisory Group from the beginning of the program. You will also have chances to gather and share with mentor teachers, other educators, and invested community stakeholders to engage in professional learning conversations that will enrich your theoretical, pedagogical and content knowledge. Our OSE faculty engages with our students in meaningful ways and supports the wellbeing and success of all of our teacher candidates.

It's an old saying but a good one..."*I hear and I forget. I see and I remember. I do and I understand.*" In our BEd Program you will "*do*". You will get involved and create your own understanding of teaching and learning through your own involvement.

Learn to teach and teach to learn!



Sincerely,

*W. Klassen*

Wendy Klassen, PhD  
Director of Undergraduate Programs  
Okanagan School of Education  
University of British Columbia, Okanagan Campus

# Field Experience Profile

Due by **July 15**

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

**Review the guidelines below that form the framework for the placement process.**

**You will then be ready to complete your Field Experience Profile Form. Deadline for submission is July 15.**

## **General Guidelines for Assigning School Placements**

Field Experience placements are arranged by the Field Experience Coordinator and are normally in schools and/or school districts in the Okanagan Valley. The availability of placements in some areas may be limited and you must be prepared to accept a placement for a field experience anywhere within 125 km of UBC's Okanagan campus.

Teacher candidates make their own arrangements and bear the cost of personal transportation and accommodation during field experiences. Teacher candidates do not arrange their own placements for their field experiences (EDUC 440, 441 and 442). After completing their formative experiences (EDUC 440 and 441), candidates complete a Community Field Experience (EDUC 442) in May, where they may pick their top five choices from a list of community partners.

Teacher candidates have a duty of care for the students in their host schools. Thus, full-time attendance and professional accountability are fundamental expectations during all field experiences.

At the beginning of the BEd program, teacher candidates will be organized into cohorts. The cohort composition is based on many factors including, but not limited to, the information shared by teacher candidates in their field experience profiles and the available placement opportunities within the region. Each cohort will work within a designated network of schools in the Okanagan Valley for the duration of the program.

Please be prepared to accept the cohort assignment deemed appropriate for you by the Okanagan School of Education.

The Okanagan School of Education will take reasonable measures to organize cohort assignments with teacher candidates' special circumstances in mind; however, not all special circumstances can be accommodated.

The following are not considered special circumstances:

- **Employment:**

Teacher candidates are strongly advised to give their full attention to their field experiences.

- **Transportation** (e.g. no automobile):

Teacher candidates make their own arrangements and bear the cost of personal transportation.

- **Personal preferences** (e.g. particular mentor teacher, school, network of schools or district):

Placements are limited and cannot be tailored to personal preferences. If you have special circumstances that will affect your field experiences, please provide pertinent information in the space provided on the Field Experience Profile Form.

If you have an ongoing medical condition or disability that impacts your access to campus activities, or if you received academic or other disability-related accommodations at another educational institution, the Disability Resource Centre (DRC) is available to support you. The DRC facilitates disability-related accommodations and programming initiatives to remove barriers for students with disabilities and ongoing medical conditions.

Learn more at [students.ok.ubc.ca](http://students.ok.ubc.ca) under [Disability Resources](#).





## **Guidelines for Transportation Requirements**

Teacher candidates in the BEd program engage in field experiences as part of their professional learning. Through site-based seminars and field experiences, teacher candidates have the opportunity to observe, implement and reflect on professional practice in schools, specific classrooms and community sites. It is expected that teacher candidates will commute throughout the Okanagan Valley (up to 125km from the UBC Okanagan campus) for various field experiences. As a result, teacher candidates are strongly advised to have regular access to reliable motor vehicle transportation with adequate snow tires for the duration of the program.

### **Shared driving arrangements:**

Teacher candidates may decide to make arrangements with their program colleagues to travel together in a vehicle for scheduled field experiences if circumstances permit. It is the responsibility of the teacher candidate to make arrangements with the driver of the vehicle, to be aware of the competence of the driver and/or any driving restrictions of the driver, and to confirm that the vehicle has adequate insurance (including liability). Accepting passengers is ultimately the responsibility of the driver of the vehicle.

### **Weather conditions:**

The Okanagan School of Education does take into consideration the potential for inclement weather conditions, particularly during the winter months when teacher candidates are expected to commute to their scheduled field experiences. To miss a field experience day due to hazardous weather conditions teacher candidates must first obtain approval from their field advisor and, if granted, must then inform the field experience site in a timely manner.

## **Instructions for completing your profile:**

**1. Personal information:** Ensure that the personal information included on your profile is up-to-date and is the same as the personal information you have entered in your Student Service Centre account. Ensure your phone number and email address are the ones that you use and check regularly. If at any point during the program your preferred name and/or pronouns change, please contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca) to update this information in our files. We can also assist you with updating this information in other UBC systems and notify your instructors at your request.

**2. Core French/French Immersion placements:** Email your DELF results or written assessment from the faculty of the French language department of a Canadian university, or provide proof of completion of all your education in the French language to the Education Office at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

**3. Conflict of interest considerations:** We cannot place you in a field experience where you have a close personal connection. With this in mind, we need to know the schools you have attended, the high school you graduated from, and if you have close relatives (spouse, parents, siblings, children, grandparents, aunts/uncles/cousins) who are attending or who are employed at any schools in the Okanagan Valley.

**4. Please read all of the fine print on the profile:** There is a declaration and a permission section at the end of the profile form. Please complete these sections prior to submitting your form.

**5. Keep a copy of your profile for your records:** You will receive an email containing your responses. We encourage you to keep this copy.

Fill out your **Field Experience Profile** at <http://ow.ly/VuQR50tcrJn>



# EDUC 440 Pre-assignment

Due dates: Electronic copy due **July 15**, and one hard copy is due on orientation day  
**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

All teacher candidates will prepare a resume and cover letter that will serve as a letter of introduction to your field advisor and your field experience mentors (mentor teacher(s) and school administrator). With this in mind, make sure that the information you include in your resume/cover letter fulsomely represents you, and your candidacy as a future educator and colleague. These documents will constitute the first impression you will make on your future mentors. Follow the general guidelines and criteria closely as you complete your resume/cover letter.

If you have any questions regarding your resume or cover letter, please contact us at 250-807-9459 or [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

## Electronic copy: July 15

You will email an electronic copy to the Okanagan School of Education at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca) by July 15. In your email, use the **subject line**: BEd Resume/Cover Letter- last name, first name.

**Save your file** as last name\_first name\_BEEdResumeCoverLetter

## One hard copy: Orientation Day

In anticipation of an in-person orientation, we ask that you bring in one hard copy of your resume and cover letter. Use a paper clip to hold your pages together. **Do not staple.**

## General Guidelines

Letter of introduction

- One page with a suitable photo in the right-hand corner. The photo should be no larger than wallet-size (about 2" X 2" or 5cm X 3cm) and electronically inserted (not paper clipped, glued or taped). Your photo can be either informal or formal, but it should clearly and primarily show your face and reflect that you are a mature adult.
- Please sign your letter. Your signature should be both your hand-written signature with your first/last name typed underneath.
- **IMPORTANT:** At the bottom of your letter, include the following phrase:  
*P.S. I give permission to have my letter of introduction and resume forwarded to my field advisor and field experience mentors for advisory and placement purposes.*

Your resume should be less than two pages.

A sample resume and letter of introduction is provided in this package for your reference. The information in this sample is fictitious and is not intended to represent any person or individual experiences. Please follow the outline in the samples provided. Ensure that all content is professional in tone and grammatically correct.

For this pre-assignment, do not include your contact information (phone, email, address) in your letter or resume.

**Keep a copy of your resume and cover letter. You will use this again in the future.**

# Sample: Cover Letter

To Whom It May Concern,

Introductory paragraph: consists of three or four sentences introducing yourself as a teacher candidate in the Bachelor of Education program in the Okanagan School of Education. You might mention that you are beginning your studies at the end of August and are looking forward to school visits and extended field experiences in the coming year.

The next two or three concise paragraphs describe you. You might introduce yourself in the following ways. Decide on two or three key ideas:

- Describe your work or volunteer experiences and how these opportunities have prepared you for becoming a teacher.
- Outline your special interests, skills or life experiences (travel, extra-curricular activities, community service, etc.) and articulate how these have engaged your curiosity and/or fostered a love of learning and/or shaped your working philosophy of teaching and learning.
- Explain what motivated/inspired you to become a teacher and the role you are envisioning both in the teaching profession and the lives of your future students.
- Describe what you are curious about and/or most excited to learn during your time in the Bachelor of Education program.

Closing Paragraph: One brief paragraph (two to three sentences maximum). You can conclude your letter in a few ways. For example, you could mention what you are looking forward to in your upcoming school visits/practicum AND/OR your appreciation of the opportunity to work in the school etc. AND/OR thank the reader for their time AND/OR you are looking forward to meeting the reader in person in the upcoming field experience.

Yours truly, (*choose either: Yours truly OR Sincerely OR Kind regards*)

**Your handwritten signature**

Your first/last name typed

*P.S. I give permission to have my letter of introduction and resume forwarded to my field advisor and field experience mentors for advisory and placement purposes.*



**Photo  
(size 2" x 2"  
maximum -  
electronic)**

In the top right-hand corner of your letter/document, your photo should be inserted (not paper clipped or glued to paper), it can be either informal or formal but it should clearly and primarily show your face (e.g. no sunglasses, other people/pets in the picture) and reflect that you are a mature adult.

# Sample: Resume

## Parts of your Resume:

### Education

Start your list with the following:

Bachelor of Education, In progress 2020/2021  
University of British Columbia Okanagan  
Kelowna BC

Next, list your post-secondary degrees, diplomas and certificates starting with your highest levels of achievement. Finally, list your other credentials.

Note: Additional individual courses, seminars, workshops etc. should be listed under a heading such as 'Additional Training and Qualifications', 'Professional Development' or 'Relevant Courses Work' - later in your resume (after 'Teaching Experience').

### Teaching Experience

List any school teaching experiences. List any other teaching experiences (tutoring, coaching, camp counselor, kids club facilitator etc.).

### Other possible sections:

Include information about jobs that involved working with people (in particular, children or youth) or positions where your role was instructional or leadership related.

For the remainder of your resume, include any of the following headings as they apply to you. For any items listed under one or two of these headings, only include a brief description or a couple of bullet points describing the skills and/or responsibilities you 'employed'.

-Additional Related Experience

-Volunteer or Community Experience

-Extracurricular Activities and Interests OR Special Skills

-Additional Training and Qualifications

-Professional Development

-Relevant Course Work

-Professional Memberships

-Awards

## Gabriel Madison

Teacher candidate

Bachelor of Education Program

University of British Columbia Okanagan  
Kelowna BC

### Education

Bachelor of Education

In progress 2021/2022

University of British Columbia Okanagan  
Kelowna, B.C.

Bachelor of Arts

Major: History/Minor: Spanish

Graduated: 2020

### Teaching Experience

2016 - 2019: Girl Guides of Canada

Pathfinder Leader

Kelowna, B.C.

- Organized weekly meetings with two other leaders
- Facilitated program during school year for 10 - 15 Pathfinders (ages 12 - 14)

2010 - 2015: Lifeguard and Swimming Coach

Prince Albert Recreation Center

Prince Albert, SK

- Coached 6-year olds to adults in stroke improvement and water safety
- Developed nutritional plans with swimmers, parents and public health dietician

### Volunteer Experience

2008 - 2010: Elizabeth Fry Society

Prince Albert Recreation Center

Prince Albert, SK

- Coordinated weekly community kitchen with 25 participants and family members
- Planned special events with volunteers for groups of 250 adults and children

### Additional Related Experience

2008 - 2010: IT Support Person

Prince Albert City Hall

Prince Albert, SK

- Supported 100 staff with day to day tasks using Microsoft Office Suite
- Designed workshops for new software or hardware implementations



# Tuition & Program Fees

Fees are due before the first day of class

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

## Tuition Fees

The BEd program is 60 credits. Tuition is paid by credit per term.

### DATES:

Winter Term 1: Tuesday, Sept. 7, 2021	15 credits
Winter Term 2: Monday, Jan. 3, 2022	15 credits
Summer Term 1: Monday, May 9, 2022	9 credits*
Summer Term 2: Monday, July 4, 2022	6 credits
Winter Term 1: Tuesday, Sept. 6, 2022	15 credits*

\*Continuing undergraduate students must pay a non-refundable registration deposit of \$100.00. Deposits will be credited toward assessed tuition fees.

For information regarding the per credit fee rate, please refer to the [Academic Calendar/Fees/Tuition Fees](#).

If you have questions regarding tuition or financial assistance, please contact Student Services at [sis.ubco@ubc.ca](mailto:sis.ubco@ubc.ca).

## Student Fees

Student fees include fees authorized by student referendum, the UBC Board of Governors, and other student societies and organizations. Student fees are due annually, and charged to all students. Fees are calculated according to full- or part-time status, session, and study level and are paid at time of tuition for each term. Learn more by visiting [students.ok.ubc.ca](http://students.ok.ubc.ca) under [Tuition & Fees](#).

Some student fees have opt-out provisions while others do not. For more information about students fees, please refer to the [Academic Calendar/Fees/Student and Student Society Fees](#).

## Program Fees

Program fees for the BEd program are \$100/term and are paid at the beginning of each term or you have the option to pay a one time fee of \$500 for the entire program at the beginning:

### DATES:

Winter Term 1: due Sept 7, 2021	\$100
Winter Term 2: due Jan 3, 2022	\$100
Summer Terms 1 & 2: due May 9, 2022	\$200
Winter Term 1: due Sept 6, 2022	\$100

### OR

A one time fee: due Sept 7, 2021	\$500
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*Note: The program fees are not visible in SSC, please make note of these dates to ensure you are paying on time.*

These fees cover general program expenses, including (but not limited to):

- **Field Experience Kits**  
The Field Experience Kit will be used for various field experiences (e.g. site-based coursework, school visits and practicum) and includes: a teacher candidate identification lanyard and a padfolio for confidential information.
- **Field Trips & Community Building events**
- **Workshops and special sessions**  
(e.g. Art/Music/IT explorations)

## How to Pay Your Fees

Pay for the first installment of your Program Fee of \$100 or \$500 for all program fees via the online payment system at <https://cbm.ok.ubc.ca/education/undergrad-fees/registration.php> before the first day of class.

## Textbooks/Course Materials:

You may have to purchase textbooks and other course materials for some of your courses. Any additional course supplies (e.g. art supplies, admission or conference fees, etc.) are covered by your program fees.

# Accident Insurance

Accident insurance fee first installment is due July 15

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

Teacher candidates are required to have accident insurance coverage prior to starting school visits and/or the practicum.

Retroactive coverage is not available.

## **You have two options for accident insurance:**

**OPTION 1)** UBC has an insurance plan that you must purchase if you do not have your own coverage.

To go with option 1 you can pay for the UBC Accident Insurance Fee of **\$14.00 in two \$7.00 installments** (first installment due July 15 and second installment in August of following year) via the online payment system at <https://cbm.ok.ubc.ca/education/undergrad-fees/registration.php>

*Select Bachelor of Education - teaching children and adolescents from the Programs drop down menu. Check the box that says Accident Insurance. This can be paid for at the same time as program fees.*

## **OR**

**OPTION 2)** If you have your own additional coverage, please email the Okanagan School of Education at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca), prior to July 15, stating that you are declining coverage under the UBC plan because you have your own coverage. It will be your responsibility to have documentation of this. We do not require a copy.



# Criminal Record Check

Criminal Record Check forms are due by July 15  
**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

Every teacher candidate **must submit a completed and verified criminal record check (CRC)** by **July 15**. This ensures we will receive the completed or shared check in time for you to begin your school experience.

Here is a link to information regarding the requirements of the Criminal Records Review Act:  
<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

**You have two options for submitting your criminal record check:**

## OPTION 1) ONLINE SUBMISSION

You will have the option of requesting a new criminal record check or sharing the results of a previously completed criminal record check for **working with children and vulnerable adults** (if completed within the last five years).

Request your criminal record check at <https://justice.gov.bc.ca/eCRC/home.htm>  
The access code is JBQG92EFG7

### Notes for submitting a new request:

- The fee for submitting a new criminal record is \$28. Have your credit card ready as you will be paying online. Print or save your receipt.
- Please use teacher candidate as Applicant's Position/Title.

## OPTION 2) MANUAL SUBMISSION

### A) Request a New Criminal Record Check | Further details on pg. 12

Complete the form attached in the welcome email labeled "Consent to a Criminal Record Check."

On page 1, you will complete *Section 2: For Applicant Use*. On page 2, you will fill out parts 1, 3 and 5. Please use teacher candidate as Applicant's Position/Title. You must print off, sign, scan and email the Okanagan School of Education the filled out form. Email the form to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

We need to verify your I.D. prior to sending the form to the Ministry. You must schedule an appointment with the Undergraduate Assistant. The verification can take place over Skype or Zoom. Please bring one piece of Government-issued photo I.D. to the meeting. Your name on the I.D. must match the name provided on the form. Schedule your meeting by emailing [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

The fee for the criminal record check is \$28.00. You will receive an invoice from the Ministry via email. Please ensure the email you provide on your form is one that you check regularly. **The invoice must be paid before the Ministry will process your criminal record check. Please check your spam and junk folders as the email may be sent there.**

### B) Share a Criminal Record Check | Further details on pg. 13

If you have previously completed a criminal record check for **working with children and vulnerable adults** within the last five years, complete the form attached in your welcome email labeled "Sharing Consent."

On page 1, you will complete *Section 2: For Applicant Use*. On page 2, you will fill out parts 1, 2 and 3. You must print off, sign, scan and email the Okanagan School of Education the filled out form. Email the form to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).

We need to verify your I.D. prior to sending the form to the Ministry. You must schedule an appointment with the Undergraduate Assistant. The verification will take place over Skype or Zoom. Please bring one piece of Government-issued photo I.D. to the meeting. Your name on the I.D. must match the name provided on the form. Schedule your meeting by emailing [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca).



EMPLOYEE/APPLICANT - CONSENT TO A CRIMINAL RECORD CHECK COVER PAGE

**THIS FORM MUST BE SIGNED BY THE EMPLOYER ORGANIZATION AUTHORIZED CONTACT AND SUBMITTED WITH THE EMPLOYEE/APPLICANT CONSENT FORM**

SECTION 1: FOR AUTHORIZED CONTACT USE

**CONSENT TO A CRIMINAL RECORD CHECK - EMPLOYER ORGANIZATION CHECKLIST**

- The employee/applicant has provided my organization with the original, completed and signed consent form to submit to the Criminal Records Review Program (CRRP). **FORMS SUBMITTED BY APPLICANTS DIRECTLY TO THE CRRP WILL NOT BE PROCESSED.**
- My organization will submit a copy of the consent form to the CRRP and will retain the original consent form for 5 years.
- My organization will verify the I.D. of each employee/applicant in person to confirm their identity and ensure that the information provided on the consent form is accurate.
- My organization

**AUTHORIZED CONTACT INFORMATION**

I acknowledge the critical importance of my organization diligently carrying its duties in this regard. Any false statements or deliberate omissions on a consent form filed with the CRRP may result in the inability of the CRRP to accurately determine whether the applicant poses a risk to children or vulnerable adults.

On behalf of the organization, I confirm that the employee's/applicant's primary and secondary I.D. have been verified.

AUTHORIZED CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

This section completed by OSE

SECTION 2: FOR EMPLOYEE/APPLICANT USE

**CONSENT TO A CRIMINAL RECORD CHECK - EMPLOYEE/APPLICANT CHECKLIST**

- I have completed the attached consent form truthfully, clearly and legibly, and signed and dated it.
- My organization
- My employer
- I have read and understand the Consent for Release of Information and Acknowledgments (below) and information regarding the Freedom of Information and Protection of Privacy Act (FOIPPA) on Page 2.

Ensure you check every box

**CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS**

PURSUANT TO THE BC CRIMINAL RECORDS REVIEW ACT:

- I hereby consent to a check of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act. I understand that providing my Driver's Licence number or BCID number pursuant to this criminal record check authorization will facilitate identification requirements, and, in accordance with Sections 32(b) and 33.1(1)(b) of the Freedom of Information and Protection of Privacy Act (FOIPPA), I hereby consent to the release of my Driver's Licence number or BCID number, name, date of birth and gender to the Insurance Corporation of British Columbia by the CRRP for ID verification purposes.
- I hereby consent
- I hereby consent (or pardon) for any RCMP website: <http://www.rcmp-grc.gc.ca/en/iaqs-about-vulnerable-sector-checks>
- I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity.
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the courts, corrections, and crown counsel relating to any outstanding charges or convictions for any relevant or specified offence(s) as defined under the Criminal Records Review Act or any police investigations, charges, or convictions deemed relevant by the Deputy Registrar.
- Where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar for review.
- The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual, or financial abuse to vulnerable adults as applicable, the determination will include consideration of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).
- If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I further agree to report the charge(s) or conviction(s) to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check Form.

Ensure you check every box

EMPLOYEE/APPLICANT CONSENT TO A CRIMINAL RECORD CHECK



For Internal Use

**IMPORTANT: Please read information and instructions on Page 1. To avoid processing delays, ensure all fields are complete. Providing your Driver's Licence number or BCID number may expedite the process. Your organization must**

Schedule Type (C) \_\_\_\_\_ **This section completed by OSE**  
WORKS WITH (C) \_\_\_\_\_ adults

**PART 1: APPLICANT INFORMATION**

Legal Surname / Last Name: \_\_\_\_\_ Legal Given / First Name: \_\_\_\_\_ Legal Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex:  M  F Birthplace: \_\_\_\_\_  
YYYY MM DD

Additional Names \_\_\_\_\_  
Surname / Last Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Residential Address (if different from above): \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Driver's Licence or BCID#: \_\_\_\_\_

Applicant E-mail Address (REQUIRED to receive your payment options): \_\_\_\_\_

Ensure this information is complete, accurate and legible. The email address is required for you to receive payment instructions.

**PART 2: ORGANIZATION INFORMATION**

To be completed by an Authorized Contact of the organization:

Organization Name: UNIVERSITY OF BRITISH COLUMBIA OKANAGAN CAMPUS-FACULTY OF EDUCATION

Authorized Contact Name: \_\_\_\_\_ (Information from the CRRP)

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Office Address Code & Phone No.: \_\_\_\_\_

This section completed by OSE

**PART 3: POSITION WITH ORGANIZATION (REQUIRED)**

Applicant's Position / Job Title with Organization: teacher candidate (employee)

**PART 4: EMPLOYEE ONLY MUST PROVIDE**

Licensed Child Care Name, Adult Care Facility Name, or Employer Company Name: \_\_\_\_\_

**PART 5: CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS**

I have read and understand the Consent for Release of Information and Acknowledgments on Page 1. I hereby consent to these terms as indicated by my signature.

Signature: \_\_\_\_\_ M / DD: \_\_\_\_\_

Signature will only be accepted if it is written in ink. If you are unable to sign this way, please check in with the Undergraduate Programs Assistant. Please note the date format is YYYY/MM/DD





SHARING - CONSENT TO A CRIMINAL RECORD CHECK COVER PAGE

**THIS FORM MUST BE SIGNED BY THE ORGANIZATION AUTHORIZED CONTACT THAT WILL BE RECEIVING THE RESULTS OF THE SHARING REQUEST**

POLICE CHECKS ARE NOT SHAREABLE BY THE CRRP

SECTION 1: FOR AUTHORIZED CONTACT USE

SHARING A CRIMINAL RECORD CHECK - ORGANIZATION CHECKLIST

- The applicant has provided my organization with the original, completed and signed sharing form to submit to the Criminal Records Review Program (CRRP). **FORMS SUBMITTED DIRECTLY TO THE CRRP BY APPLICANTS WILL NOT BE PROCESSED.**
- My organization will submit a copy of the consent form to the CRRP and will retain the original sharing consent form for 5 years.
- My organization will verify the applicant's I.D. and ensure that the information provided on the sharing form is accurate.
- My organization understands that the applicant is not providing us with a new criminal record check. The results of a criminal record check completed within the past 5 years for another organization that is enrolled or registered with the CRRP.
- My organization has completed the criminal record check to be shared.
- My organization has provided the applicant with the results of the criminal record check.

**This section completed by OSE**

AUTHORIZED CONTACT SIGNATURE REQUIREMENT - ACCOUNTABILITY AND ACKNOWLEDGEMENT

- I acknowledge the need for proper I.D. verification for the CRRP to conduct a complete risk assessment, and the legal importance of my organization's diligent carrying of its duties in this regard. Any false statements or deliberate omissions on a consent form submitted with the CRRP may result in the inability of the CRRP to accurately determine whether the applicant poses a risk to children or vulnerable adults.
- On behalf of the organization, I confirm that the applicant's primary and secondary I.D. have been verified.

AUTHORIZED CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

SECTION 2: FOR APPLICANT USE

SHARING A CRIMINAL RECORD CHECK - APPLICANT CHECKLIST

- I have completed the attached sharing consent form truthfully, clearly and legibly, and signed and dated it.
- I have confirmed that the information provided on the sharing consent form is accurate.
- The organization I am applying to is accurate.
- I have read and understand the Consent for Release of Information and Acknowledgements (below) and information regarding Freedom of Information and Protection of Privacy Act (FOIPPA) on Page 2.

**Ensure you check every box**

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS

PURSUANT TO THE BC CRIMINAL RECORDS REVIEW ACT

- I understand that providing my Driver's Licence number or BCID number pursuant to this sharing authorization will facilitate identification requirements, and, in accordance with Sections 32(b) and 33 1(1)(b) of the Freedom of Information and Protection of Privacy Act (FOIPPA), I hereby consent to the release of my Driver's Licence number or BCID number, name, date of birth and gender to the Insurance Corporation of British Columbia by the CRRP for ID verification purposes.
- I understand that the applicant is not providing us with a new criminal record check. The results of a criminal record check completed within the past 5 years for another organization that is enrolled or registered with the CRRP.
- I confirm I have completed the criminal record check to be shared.
- I understand that if the registrar determines I do not have a criminal record check to share according to the above criteria, I will be promptly notified.
- I understand that within 5 years of the date of this sharing form, should the CRRP make a determination that I pose a risk to children and/or vulnerable adults, the Deputy Registrar will promptly provide notification to me and to the persons and entities (organizations) identified on this sharing form.

**Ensure you check every box**



SHARING CONSENT TO A CRIMINAL RECORD CHECK

**IMPORTANT: Please read information and instructions on Page 1. To avoid processing delays, ensure all relevant fields are complete and the form is dated and signed. Providing your Driver's Licence Number or BCID number may expedite the process. Further, all organization specific ID Numbers must be obtained from the organization.**

PART 1: APPLICANT INFORMATION

Legal Surname / Last name:	Legal Given / First Name:	Legal Middle Name:
Date of Birth:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Birthplace:
Additional Names:	[Redacted]	
Surname / Last Name:	[Redacted]	
Mailing Address:	City:	Postal Code:
Residential Address (if different from above):	Province:	Country:
Contact Area Code & Phone No.:	Driver's Licence or BCID #:	

**Ensure this information is complete, accurate and legible.**

PART 2: ORGANIZATION INFORMATION

Organization that I have already completed a criminal record check for under the CRRP:				
Organization Name:	Organization ID Number:	Office Area Code & Phone No.:		
Mailing Address:	City:	Province:	Country:	Postal Code:
Organization that I request to share the results of my previous criminal record check:				
Organization Name:	Organization ID Number:	Office Area Code & Phone No.:		
Mailing Address:	City:	Province:	Country:	Postal Code:
Work with (Select ONE default category of Criminal Record Check to be performed for your organization):	<input type="checkbox"/> Children or <input type="checkbox"/> Vulnerable Adults or <input checked="" type="checkbox"/> Children and Vulnerable Adults			

**This section completed by OSE**

PART 3: CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS

I have read and understand the Consent for Release of Information and Acknowledgments on Page 1. I hereby consent to these terms as indicated.

Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Authority of \_\_\_\_\_

**Signature will only be accepted if it is written in ink. If you are unable to sign this way, please check in with the Undergraduate Programs Assistant.**

*Please note the date format is YYYY/MM/DD*

The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information in accordance with the FOIPPA. If you have questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 9J1 or by phone at 1-855-587-0185 (Option 2).







# 10 Things You Need to Know About the Program

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You will learn *about* teaching and you will learn *through* teaching. In your classes at the university and in your field experiences you will think, create, collaborate, communicate and reflect.

You will be working with colleagues, professors, mentor teachers and students to create your own meaning of teaching and learning through your involvement. You will learn what it means to be a scholar-practitioner and will develop your individual pedagogical stance.

Part of getting involved requires understanding the contexts. Here are 10 Things You Need to Know About the Education Program. We hope that as you enter this professional program, these things will help you to be inspired... to inspire!

# 1. You & Teaching

Prior to entering the program, we strongly recommend that you acquire experience working with the general age group you think you'd like to teach.

If you take time to identify your goals and interests you will ensure that the Education program will be suitable, fulfilling and enjoyable for you!



# 2. Professional Program



The Bachelor of Education Program is an intensive full-time program of study. Education programs are professional programs that look and feel quite different from other undergraduate programs. Participants in Education programs are called 'teacher candidates' and later 'interns' rather than 'students'. All activities on-campus, off-campus and online should align with the standards of professional practice for educators.

We recommend you review the [Professional Standards for Educators](#) (June, 2019), and [Truth and Reconciliation Commission of Canada \(2015\) Calls to Action](#).

You are expected to commit to practicing these standards in your coursework, fieldwork and personal lives. Plan to be available 8:30 a.m. - 4:00 p.m. daily. The specific times of your coursework will vary throughout the program of study. Detailed schedules and syllabi will provide specifics as your program unfolds. School and community practica require you to have flexibility within your day-to-day organization and management.

# 3. Attendance & Participation

Teacher candidates are committed to lifelong learning and to supporting their colleagues (classmates, mentor teachers and professors) in their learning as well. As a result, candidates are expected to attend all scheduled classes. Candidates must also come to class prepared and ensure they all have all the technology necessary for accessing learning experiences in-person and online.

Because of the interactive, collaborative and experiential nature of our classes, missing class is not a simple matter of “getting the notes.” Teacher candidates who are unavoidably absent because of illness or emergency should report to their instructors as soon as possible. You are also required to submit an Absence Report Form, located on the [Bachelor of Education Resources web page](#).

Regular attendance during field experience is required. You are expected to notify your mentor teachers and your field advisor whenever a field visit cannot be kept and submit an Absence Report Form.

Vacations, weddings and/or other personal events must not conflict with scheduled classes, professional learning sessions, on-campus sessions and field experience. Although we recognize and respect your personal time, it is expected that you maintain a full-time commitment to your Education program.



# 4. Professional Attire

Teacher candidates are role models of contextually-appropriate appearance and good hygiene for their students. They convey this by maintaining a professional appearance when attending classes, place-based learning sites, field experiences, school visits or other professional events. What you wear should reflect that you are a positive role model for your students.

Wear comfortable shoes - you're on your feet all day.

Prior to starting your field experience, check with your host school or mentor about dress code. Some schools allow flip flops, others do not. Some schools allow more casual physical education wear, others do not. Some schools have designated days, such as Friday Jeans Day. When in doubt, dress professionally.



# 5. Field Experiences

The Okanagan School of Education is a regional program and 'best fit' partnerships between mentor teachers and candidates are determined primarily on the basis of available mentors. The availability of partnerships in some areas may be limited and candidates must be prepared to accept a field partnership anywhere within 125 km of UBC's Okanagan campus.

The Okanagan School of Education partnership region encompasses School Districts 22, 23, 67, 83 and independent schools: Aberdeen Hall Preparatory School (Kelowna), Immaculata Regional Secondary School (Kelowna), Kelowna Christian School, Vernon Christian School, St. Joseph Catholic School (Kelowna), St. James Catholic School (Vernon) and Willowstone Academy (Kelowna).



You are required to disclose any conflicts of interest in your Field Experience Profile.

Teacher candidates do not arrange their own placements for their field experiences (EDUC 440, 441 and 442). After completing their formative experiences (EDUC 440 and 441), candidates complete a Community Field Experience (EDUC 442) in May, where they may pick their top five choices from a list of community partners.

# 6. Transportation

You are expected to commute throughout the Okanagan Valley for various field experiences for the duration of the program. The availability of placements in some areas may be limited and teacher candidates must be prepared to accept placement for their practicum anywhere within 125 km of UBC's Okanagan campus.

You are strongly advised to have regular access to reliable motor vehicle transportation with adequate snow tires. You must make your own arrangements and bear the cost of personal transportation and accommodation during field experience. You will not be able to request a practicum placement location.



# 7. Online Presence



Teacher candidates are guided by principles of professional conduct, as outlined by the B.C. Teacher Certification Branch (TCB) Standards, while on campus, in the schools, and in their personal lives. This includes your online activities.

Review your online presence and ensure that the pictures you post or have posted and the comments you make or have made align with the high standard of leadership that is expected of educators.

During field experience, you are subject to the School Act and you are expected to comply with the standards for professional conduct followed by school personnel and to act in accordance with guidelines published in the Members' Guide of the BC Teachers' Federation (BCTF).

# 8. Timetables & Graduation

You are responsible for registering for courses and applying for graduation:

- Winter Term 1 (September 2021 to December 2021)
- Winter Term 2 (January 2022 to April 2022)
- Summer Term 1 (May 2022 to August 2022)
- Winter Term 1 (September 2022 to December 2022)
- Apply to Graduate between mid-December 2022 and mid-February 2023
  - Degree requirements must be completed by end of December 2022
  - **You must apply to graduate.** The Okanagan School of Education cannot do this on your behalf.
- The graduation ceremony will take place in June 2023.  
*You do not have to attend the ceremony, but you still need to apply to graduate.*





# 9. Change of Plans

Accountability and informed decision-making are integral parts of any professional program. With this in mind, if you are contemplating academic leave or voluntary withdrawal from the program, you are required to make an appointment with the Academic Advisor for Education prior to making the decision.

All teacher candidate withdrawal or leave requests must be approved by the Director of Undergraduate Programs in consultation with the Academic Advisor. To re-enter the program, you will need to re-apply and meet the admission requirements prevailing at the time of re-application. Re-admission is dependent on space available.



# 10. Questions?

If you have questions or concerns, contact Academic Advising or the Okanagan School of Education as soon as possible at:

**Academic Advising:** Visit [students.ok.ubc.ca/academic-success/academic-advising/contact/](https://students.ok.ubc.ca/academic-success/academic-advising/contact/) to find the online contact form to book an appointment

**Okanagan School of Education:** [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

To answer your questions fully, we prefer to have meaningful conversations and discuss details. Please recognize that in-depth questions may need to be answered via an in-person, over-the-phone, Zoom or Skype appointment.

**When emailing, please provide your full name, student number and program (e.g. Bachelor of Education).**



# Policy Agreement

Please read and initial beside each policy, to indicate that you have read, understood and agree to each:

## Attendance

I am expected to attend all scheduled classes. Because of the interactive, collaborative and experiential nature of Education classes, missing classes is not a simple matter of “getting the notes” from a missed class. If I am unavoidably absent because of illness or emergency I will report to my instructors as soon as possible. My regular attendance during field experience is also required. I am expected to notify my mentor teachers and my field advisor whenever school visits cannot be kept.

**Note:** vacations, weddings and other personal events must not conflict with classes, workshops, on-campus sessions or field experience. Teacher candidates whose attendance is severely affected on a prolonged basis by medical, emotional or other problems should apply for special consideration (see Academic Concession in the UBC Okanagan Campus Academic Calendar).

## Professional Dress

I am a role model of good hygiene and respectable appearance for my students. I will convey this by maintaining a professional appearance when attending classes, place-based learning sites, field experiences, school visits or other professional events. What I wear should promote the idea that I understand I am to be a positive role model for my students.

## Transportation

It is expected that I will have to commute throughout the Okanagan Valley for various field experiences for the duration of the program - up to 125 km from UBC Okanagan campus. I acknowledge that I am strongly advised to have regular access to reliable motor vehicle transportation with adequate snow tires and it is my responsibility to ensure I have appropriate transportation. I understand I am unable to request a practicum location.

## Professional Standards & Online Presence

I am guided by principles of professional conduct, as outlined by the B.C. Teacher Certification Branch (TCB) Standards, while on campus, in the schools and in my personal life. This includes my online activities. I will ensure that my online presence (e.g. pictures I post and comments I make) align with the high standard of self-leadership that is expected of educators. I am subject to the School Act and I am expected to comply with the Professional Standards for BC Educators. I will act in accordance with guidelines published in the Members’ Guide to the BC Teachers’ Federation (BCTF).

## Timetables

I am responsible for registering in all required courses in Winter Session 1 Term 1 (September to December) and Term 2 (January to April), and Summer Session Terms 1 and 2 (May to August). Winter Session 2 Term 1 (September to December) is a Field Experience. I am responsible for applying to graduate between mid-December 2022 and mid-February 2023.

## Assessment

I understand that teacher candidates engage with formative assessment practices including self and peer assessment, and instructors offer descriptive feedback in relation to course and/or program criteria. By employing a pass/fail assessment system, we hope to see our teacher candidates engaged in learning that is meaningful and durable, not focusing upon competition with each other but focusing, instead, on developing and constructing collegial and cooperative learning environments that will serve as models for their future teaching careers.

## Access to Technology

I understand that I am responsible for ensuring I have the technology necessary for accessing learning experiences online.

## Pre-requisites for Commencing Field Experiences

I am guided by principles of professional conduct while on campus, in the schools and in my personal life. I will demonstrate readiness and eligibility for field experiences by the quality of my commitment to professional standards of excellence in all aspects of the program. I will be eligible to commence a field experience if there are no concerns in areas such as:

- quality of coursework,
- attendance,
- assignments,
- accountability,
- conduct online, on and/or off campus,
- school visits,
- wellness.

If concerns arise, the Field Experience Coordinator, in consultation with other faculty members, may initiate a review process to ascertain my readiness and, if necessary, define the supports/parameters required to ensure my readiness for the field experience. This process may or may not necessitate the development of a Professional Assessment Report to summarize the concerns, goals and action plan. If my areas of concern are satisfactorily addressed, then I will be permitted to begin the field experience.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

Please read and initial all boxes, sign at the bottom and email the form as an attachment to [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca). Due by July 15.

# Stay up to date with

Okanagan School of Education news and updates, events that are happening, job postings that come our way and any other great information.



**Like or follow our social media pages:**

**[facebook.com/UBCedO](https://facebook.com/UBCedO)**

Join your Facebook group: UBCO Bachelor of Education 2021/2022



**[twitter.com/UBCedO](https://twitter.com/UBCedO)**



**[instagram.com/ubcedo](https://instagram.com/ubcedo)**

Sign up for our quarterly **e-newsletter** and receive information straight to your inbox at **[education.ok.ubc.ca](https://education.ok.ubc.ca)**.