

NATIVE TEACHER EDUCATION PROGRAM

PART-TIME BACHELOR OF EDUCATION AND CERTIFICATE

2009-2011 COHORT

NOTES TO APPLICANTS

PLEASE READ ALL DOCUMENTATION CAREFULLY. All information needed to complete your application is provided in this documentation. It is your responsibility to ensure that your application is completed properly and submitted within the deadlines prescribed. Incomplete applications will be cancelled.

The Faculty of Education offers a two-year community-based Native Teacher Education Program (NTEP) at the Primary/Junior level that leads to the Baccalaureate in Education degree or the Native Teacher Education Certificate. The program consists of **seven** sessions that include courses and practica. It begins in the first week of July and concludes in the second year during the last week of April. Upon successful completion of the degree requirements, candidates are recommended to the Ontario College of Teachers for Ontario certification.

The following information explains the application procedures and the teaching subject requirements for the 2009 Native Teacher Education Program (to teach in English School Boards) at the Primary/Junior level (Kindergarten – Grade 6).

If you request admission to the program, you must commit for the duration of the program.

ADMISSION REQUIREMENTS

NTEP – B.Ed.

To be eligible for consideration, applicants must:

- have completed at least a three-year undergraduate degree at a recognized university, or the equivalent in a foreign country, prior to July 2009;
- be of Native ancestry;
- have acquired relevant experience and skills.

N.B. Grades obtained for graduate, college and CEGEP courses will not be counted in the admission average. Applicants currently enrolled in three-year undergraduate programs will be evaluated on the basis of university courses (not including college transfer courses) completed by December 31, 2008: Selection is based equally on **ACADEMIC STANDING** and **RELEVANT EXPERIENCE** as submitted on the Statement of Experience Form. However, fulfillment of the minimum requirements does not guarantee admission.

NTEP - Certificate

To be eligible for consideration, applicants must:

- hold a high school diploma or equivalent;
- be of Native ancestry;
- have acquired relevant experience and skills.

N.B. Selection is based equally on **ACADEMIC STANDING AND RELEVANT EXPERIENCE** as submitted on the Statement of Experience Form. However, fulfillment of the minimum requirements does not guarantee admission.

DEADLINE

It is strongly recommended that potential applicants complete the application process at least 2 weeks prior to the deadline.

All required documents including the application form and related fees must be received by the NTEP Coordinator, Faculty of Education, 145 Jean-Jacques Lussier, Ottawa, Ontario, K1N 6N5 no later than **March 2, 2009**. It is your responsibility to ensure that your application is completed properly and submitted within the deadlines prescribed. If you require proof of receipt for submitted documents, send them via registered mail or courier. Only original documents are accepted. They become property of the University of Ottawa and are not returned. To maintain confidentiality, documents are destroyed if the student does not register for the session to which he was admitted. Documents supporting applications from students who are not admitted are not carried forward from year to year. New documents must be submitted each year.

A letter of acknowledgement will be sent to you by email or mail as soon as we receive your application.

TO BE CONSIDERED YOU MUST SUBMIT:

- 1) The «Application for Admission» form and the related non-refundable fee of \$65 (includes \$50 administrative fee + \$15 application for admission fee). Please make cheque or money order payable to the University of Ottawa or complete the form attached to the application if you wish to pay by Visa or MasterCard.
- 2) Official transcripts including proof of degree or diploma, bearing the institution's seal, of all undergraduate university studies for B.Ed. applicants or of high school studies for Certificate applicants (date printed within six months for both applicants). You must contact your institution and follow their procedures for ordering a transcript. It must be sent to the attention of the NTEP Coordinator at the address listed above. **If you are currently enrolled, you must request that the transcript be sent immediately. Failure to meet the March 2 deadline may jeopardize your application.**
 - If you are presenting *foreign diplomas* and transcripts (outside of North America), you must provide a photocopy with your originals. Foreign official transcripts not written in English must be accompanied by an official certified English translation. PHOTOCOPIES AND FAXES are not accepted and will not be evaluated.
 - If a transcript shows transfer credits from another institution (even for one course only), an official transcript from that previous institution must be submitted. The University of Ottawa reserves the right to cancel an applicant's file if a submitted transcript indicates a transfer of credits and no transcript is received for these courses by the March 2, 2009 deadline.
 - Applicants whose transcripts are from the University of Ottawa do not need to submit a transcript from our institution.
- 3) The *Statement of Experience* Form. (Follow the instructions in section "Preparing your Statement of Experience" further on). NO OTHER FORM IS ACCEPTABLE. Attached pages, additional references or resumes will not be read.
- 4) Proof of Native Ancestry:
First Nations, Métis, and Inuit applicants are required to provide proof of Aboriginal ancestry, such as a photocopy of your status card or letter from your band council or Aboriginal organization.

EVALUATION PROCESS

The evaluation of applications is a four-step process:

- An academic average is calculated.
- For NTEP–B.Ed. applicants the academic average is based on the best 20 one-term undergraduate university courses completed by December 31, 2008. Applicants who have not completed 20 one-term courses will be evaluated on the basis of courses completed by December 31, 2008.
- For NTEP certificate applicants the academic average is calculated on the six (6) best final marks from your Grade 12 courses.

- The Statement of Experience (SOE) is evaluated.

- A combined score is calculated weighing equally the average and SOE score and all eligible applicants are ranked in descending order of the combined score;

- a) Offers are made to the number of top applicants necessary to meet the enrolment objectives;
b) A waiting list is prepared (for qualified applicants) to permit a second round of offers if necessary;
c) Applicants whose combined score does not warrant an offer or a place on the waiting list are sent a letter of refusal.

There is no appeal process. All decisions are final.

PREPARING YOUR STATEMENT OF EXPERIENCE (SOE)

You must download the Statement of Experience (SOE) form available in PDF format on the Faculty's website. All applicants for the NTEP Baccalaureate in Education and NTEP Certificate must submit the SOE. The Statement of Experience is weighted equally with the applicant's academic record. The content of the SOE may not be prepared by anyone other than the applicant.

CRITERIA FOR ASSESSMENT

A team of educators and representatives of the Aboriginal community will evaluate your SOE. The rating of the Statement of Experience is a holistic evaluation which considers:

- the range and relevance of the applicant's experience;
- the completeness of the submission;
- the written and presentational quality of the submission.

Range and relevance of the applicant's experience: Does the submission indicate evidence of the following characteristics?

Interest in and respect for Aboriginal learning and knowledge
Commitment to learning and teaching
Working effectively with children or youth
Organizational skills
Effective communication
Teamwork and collegiality
Adaptability
Creativity
Initiative
Commitment to addressing issues of diversity and equity

Completeness of the submission: Does the submission indicate evidence of completeness of response in relation to the two types of information requested on the Statement of Experience.

- Why do you wish to become a teacher?
- Provide specific information about your life, work and academic experiences. Address the nature and duration of your experience, the skills and abilities you acquired, the connection between the acquired skills and their relevance to teaching.

Writing and presentational quality of the submission: Does the submission indicate evidence of:

- Conventional and appropriate use of language (correct grammar, spelling, punctuation, sentence structure, essay organization)?
- Appropriate presentation (appearance) in relation to directions provided;
- Remain within the parameters of the space provided on the SOE (single space, margins);

N.B. Please type or word-process with a 12 point font. Do not hand-write. Do not use point form.

It is advisable to prepare multiple drafts before you type your entries. The PDF version of the SOE has been formatted so you may type on-line prior to printing it.

Your referee: select a person who resides in Canada and can be easily reached by phone or e-mail, who is knowledgeable about you as a potential teacher. The person you select should be able to comment on your suitability based on first-hand knowledge about you. Relatives are excluded. References will be contacted.

CRIMINAL RECORD CHECK

School Boards require students placed in Ontario schools to complete a satisfactory Police Record Check screening prior to having direct contact with students. Without a satisfactory Police Record Check the schools will not allow you to participate in practicum assignments. You will need to allow six weeks for the check to be completed before your first practicum assignment. Please be sure to submit your application by November 15 for a placement starting in January. Additional information and forms are available on the Faculty of Education website.

ROUND OF OFFERS

The first round of offers will be mailed April 1, 2009. Applicants must respond before April 15, 2009 to reserve a place in the program. Although the first round may be sufficient to fill the program, if necessary, a waiting list will be established for qualified applicants. Offers of admission will be for the cohort beginning in July 2009 only and cannot be deferred.

FEES

Tuition and incidental fees are calculated according to the program of studies, legal status in Canada and number of credits for which a person is registered by session. The Board of Governors reserves the right to revise, without notice, the fee structure for the University. At the time of publication of this document, the fees were \$191.10 per credit for a part-time course load (less than 12 credits) and \$2,483.81 per session for a full-time course load (12 credits or more). Incidental fees for various services will also apply. Your fees will be due before the courses begin. For the summer sessions, the full-time fees will apply.

PROGRAM SCHEDULE

If you wish to apply to the NTEP, you must ensure you are available to take the courses and complete the practice teaching sessions for the duration of the program.

SESSION 1 Summer 2009 July 6 – July 31	PED 3103 Curriculum Design and Evaluation in Education (3 cr.) PED 3102 Schooling and Society (3 cr.) PED 1140 Education in the Primary/Junior Division – Language (3 cr.) PED 1158 Education in the Primary/Junior Division – Math (3 cr.)
SESSION 2 Fall 2009	PED 3101 The Learning Process in the Educational Setting (3 cr.)
SESSION 3 Winter 2010	PED 1147/2147 Practicum in the Primary/Junior Division - PED 2143 Professional Inquiry in Practice. (3 cr.)
SESSION 4a Spring 2010	PED 1147/2147 Practicum in the Primary/Junior Division - continued PED 2143 Professional Inquiry in Practice. (3 cr.)
SESSION 4b Summer 2010	PED 3106 Education of Exceptional Students (3 cr.) PED 1159 Education in the Primary/Junior Division – Science and Technology (3 cr.) PED 2145 Education in the Primary/Junior Division – Personal and Social Studies (3 cr.) PED 2140 Education in the Primary/Junior Division – Arts (3 cr.)
SESSION 5 Fall 2010	PED 3123 Political and Professional Organization in Native Education (3 cr.)
SESSION 6 Winter 2011	PED 1147/2147 Practicum in the Primary/Junior Division - continued PED 2143 Professional Inquiry in Practice. (3 cr.)

- Students must be available to take 30 h courses via videoconference, on-line, or through Contact North. Students must also be available to do three four-week practice teaching sessions in Ontario during Sessions 3, 4a, and 6.

CHECK LIST

Have you **read** all the documentation provided?

- Notes to Applicants (University of Ottawa)
- Completed the Statement of Experience Form (University of Ottawa)
- Provided Proof of Native ancestry?

Have you **signed** all your forms?

Have you **requested** all relevant transcripts?

- Transcripts of all undergraduate university studies

Have you **paid** all required fees?

- Administrative and application for admission fees (\$65) (payable to the University of Ottawa)