



Certification Year 4

Registration Information 2023-2024
Elementary Stream



THE UNIVERSITY OF
WINNIPEG

Certification Year 4 Registration Information

Registration Materials

Most of the university's course information is posted online. Students are advised to visit the University's website, and look at the following documents for more detailed information:

The Academic Calendar

The Academic Calendar contains information on degree requirements, program rules and regulations, and course descriptions. The Academic Calendar is available online at:

<http://www.uwinnipeg.ca/academics/calendar/index.html>

Course Schedules

Timetables for students entering Year 4 will be emailed with your course checklist.

Registration Materials

You will need your Certification Year 4 Registration Report (emailed in mid June). This report includes the following documents:

- A **Stream Checklist** — the checklist outlines your degree requirements, and lists the courses that you have completed to date, as well as any courses that are in progress. Please review this checklist for accuracy, and report any errors to the Faculty of Education office as soon as possible.
- A **Course Registration** sheet — this form lists the specific courses (and sections) that you must take in Year 4. Please use this form as a reference when completing your online registration.
- **Timetables** for Fall and Winter - these timetables outline the weekly course schedule for your assigned cohort.

Regulations Related to Course Scheduling

Students have a prescribed schedule, and have been assigned to specific courses and sections for the upcoming year. **No schedule changes can be accommodated, even when there is space in other sections.** You must schedule all other activities, including work, around your classes and practicum commitments. Students who are unable to devote this time to their studies should defer certification until they are in a position to do so. Students who are unable to register for Certification Year 4 can request to have their space in the program held for a maximum of one year.

Permission to Register Over Capacity

Please be aware that instructors cannot give permission to register over capacity in their courses. Permission can only be obtained from the Faculty of Education Office, and will only be considered if there is a direct conflict between two specific required courses. Conflicts with job hours or other personal commitments, or wanting to take courses that have been reserved for other groups of students, or wanting to take courses at certain times of the day are not considered to be exceptional circumstances, and cannot be accommodated. We

appreciate your understanding in this matter. We reserve the right to move students to a different course or section after they have registered. This will only occur if there has been a late change to the timetable, such as a course being canceled or rescheduled.

Students who are planning to work ahead toward Certification Year 5 must wait until open registration before registering for these courses. This will ensure that Year 5 students receive priority for space in these courses. Students who register for Year 5 courses before August 11 may be withdrawn if a Year 5 student is unable to register because the course has filled.

Condensed Courses

Certification courses will be offered in a condensed format, so that they can be completed before practicum blocks begin. Each term will consist of ten weeks of classes and exams, followed by a student teaching block. Arts and Science courses offered in the regular 12 week format will conflict with student teaching blocks. While it is possible to take a non-condensed Arts or Science course during an evening slot, your student teaching blocks will place demands on your time and energy. It is important to be able to make a full commitment to student teaching in order to get the most benefit from your experience. For example, you may wish to participate in extracurricular activities at your school, which are often scheduled after normal school hours. You may wish to have meetings with your cooperating teacher or faculty supervisor later in the day. Make a realistic assessment of the work load that you will be able to manage before registering for a non-condensed evening course.

Students in Certification Year 4 must register for numerous courses. It is possible for errors to be when you complete your online registration. Please check your registration carefully, and ensure that you have selected the proper courses and sections. If you discover an error later, and your intended course or section has subsequently filled, we may not be able to accommodate a change.

Attendance Policy

The Bachelor of Education Program leads to a professional degree. Students are expected to attend, be punctual and participate in all classes. These expectations acknowledge their importance for the teaching and learning process and the professional responsibilities of teachers. Students are encouraged to volunteer and participate in extra-curricular activities in their host schools. However, students must ensure that no conflict occurs between the school activity and their attendance in class. **Students are not to miss University classes for school activities.**

Academic Advising

Advisors in the Faculty of Education Office are very busy between April and August with admissions and new student orientations. Please expect to wait at least a few days for a response to emails and phone calls. If your questions or concerns are complex, please contact your academic advisor to make an appointment.

Required Courses in Certification Year 4

Elementary Curriculum, Instruction and Assessment Courses

Elementary students must complete a block of teaching methods courses called Curriculum, Instruction and Assessment (C, I & A) courses. Students will complete C, I & A courses in the following four areas: Language Arts, Math, Science, and Social Studies. Students will take foundation courses in each area in the Fall term, and advanced courses in the Winter term. C, I & A courses in these four areas have been scheduled as a “package” of courses, designated by a particular section number. Students have been assigned to a particular section of C, I & A courses. The composition of these sections may change in Year 5. **No section changes will be permitted.**

Practicum Blocks I and II

Students will complete two practicum blocks in Year 4. The blocks are represented by course numbers, and are each worth 3 credit hours. In addition to regular tuition fees, students will be charged a supplemental practicum fee of approximately \$186.50 per block (\$373 for the year).

Fall Practicum Block

All Elementary students will register for EDUC-4770-150 Practicum Block I Elementary.

Winter Practicum Block

All Elementary students will register for EDUC-4771-150 Practicum Block II Elementary.

In addition to these blocks, students must spend one full day or two half days per week in their host schools. Unlike practicum courses in Years 2 and 3, students are not required to formally register for their weekly student teaching times.

Certification Year 4 Courses

Course		Term	Credit Hours
EDUC-4710	CIA: English Language Arts - 1	Fall	3
EDUC-4711	CIA: English Language Arts - 2	Winter	3
EDUC-4712	CIA: Mathematics - Foundations	Fall	3
EDUC-4713	CIA: Mathematics - Advanced	Winter	3
EDUC-4714	CIA: Science - Foundations	Fall	3
EDUC-4715	CIA: Science - Advanced	Winter	3
EDUC-4716	CIA: Social Studies - Foundations	Fall	3
EDUC-4717	CIA: Social Studies - Advanced	Winter	3
EDUC-4770	Practicum Block I - Elementary	Fall	3
EDUC-4771	Practicum Block II - Elementary	Winter	3
		Total	30

Certification Dates

Activity	Dates	Day/Times	Length
Certification Orientation	Tuesday, August 29, 2023 - 9:00 a.m. - 12:00 p.m. - All students must attend - Room 4M31 (4th floor, Manitoba Hall)		
Labour Day	Monday, September 4, 2023 - No university classes or practicum		
Start of School Experience	September 5 – 8, 2023	8:30-16:00 daily	4 Days
Condensed Lectures Fall Term	<p>September 11: Lectures begin</p> <p>October 9: Thanksgiving Day - no classes or practicum*</p> <p>October 20: SAGE. Regular university classes will be held. Practicum is cancelled for that day. Students who do not have classes or practicum are encouraged to attend SAGE.</p> <p>November 10: Lectures End*</p> <p>*See Make-Up Days below</p> <p>Make-Up Days:</p> <p>- Classes or practicum normally held on Monday, October 9 will take place on Monday, November 13 in lieu of Thanksgiving Day</p>	As per your timetable	9 weeks
<p>Special Note regarding Fall Reading Week (Oct. 10 – 13, 2023) Education students in certification years do not participate in the Fall Term Reading Week. Practicum will continue during the week of October 10 – 13, 2023. This is necessary in order to allow for enough time to complete a practicum block before schools close for the Winter break. Education students in certification years do get the school division Spring Break off during the last week of March, as well as the Winter Term Reading Week, and therefore have an equivalent amount of break time compared to non-certifying students.</p>			
Weekly Student Teaching - Fall Term	<p>September 11 - November 10*, 2023</p> <p>*Note: See make-up days above</p>	1 day or 2 half days per week as per your timetable	9 Days
Withdrawal Date	October 27, 2023 (condensed Fall term courses)		
	<p>November 14 - 20, 2023</p> <p>November 14 – Tuesday schedule</p> <p>November 15 - Wednesday schedule</p> <p>November 16 - Thursday schedule</p> <p>November 17 - Friday schedule</p> <p>November 20 – Monday schedule</p>	As per your timetable	5 Days

Activity	Dates	Day/Times	Length
Exam Week Fall Term continued	Note: This period may be used, at the discretion of the instructor, to hold a final exam or test. When classes meet on two days (e.g. Tuesday and Thursday) instructors can choose either day to hold their exam/test. Students cannot make up missed practicum days during the exam period.		
Student Teaching 1st Block	November 21- December 19, 2023 December 20, 2023 - January 7, 2024 - Holiday Break No practicum or classes	8:30-16:00 daily	21 Days
Condensed Lectures Winter Term	January 8: Lectures Begin February 19: Louis Riel Day - No classes or practicum Feb. 20-23: Reading Week - No classes or practicum March 15: Lectures End	As per your timetable	9 Weeks
Weekly Student Teaching - Winter Term	Monday, January 8 – Friday, March 15, 2024	1 day or 2 half days per week as per your timetable	9 Days
Withdrawal Date	February 6, 2024 (condensed Fall/Winter courses)		
Withdrawal Date	Feb 29, 2024 (condensed Winter term courses)		
Exam Week - Winter Term	March 18 - March 22, 2024 March 18 - Monday schedule March 19 – Tuesday schedule March 20 - Wednesday schedule March 21- Thursday schedule March 22 - Friday schedule Note: This period may be used, at the discretion of the instructor, to hold a final exam or test. When classes meet on two days (e.g. Tuesday and Thursday) instructors can choose either day to hold their exam/test. Students cannot make up missed practicum days during the exam period.	As per your timetable	5 Days
Student Teaching 2 nd Block	April 1 - 26, 2024 March 25 – 28, 2024 - Spring Break - No practicum March 29, 2024 – Good Friday – No practicum	8:30-16:00 daily	21 Days

Note: If you miss days of practicum you must contact the Student Teaching Office.

Certification Orientation

Students must attend a “Certification Orientation” which will be held on Tuesday, August 29, from 9:00 am to 12:00 pm in room 4M31. At this meeting, you will be informed about student teaching practicum experiences and expectations for the coming year. You will also meet your Faculty Supervisor, who will observe, mentor and evaluate your progress throughout your practicum.

“Contact to Contract”

The University of Winnipeg offers a series of career exploration seminars and workshops for certification students. These sessions will cover a variety of topics, such as writing effective resumes and cover letters, developing professional portfolios, preparing for job interviews, and making contacts in the field of education.

Each year, representatives from various school divisions conduct preliminary job interviews with graduating students. These job interviews typically take place during Reading Week (approximately mid February). If you would like to participate in these interviews in Year 5, you must be available during this time. Interviews cannot be arranged at alternate times. If you are planning a vacation, there are no classes or practicum during school spring break, which typically takes place in late March. Please visit the Faculty of Education Office in September for more information, or visit our web page at <http://www.uwinnipeg.ca/edpd/>

Where Can I Find It?

The following information can be found in the Academic Calendar

<http://www.uwinnipeg.ca/academics/calendar/undergraduate.html> — Click on “Education”

- Rules and Regulations Governing Certification Years – Pages 17 and 18
- Rules and Regulations Governing Practicum – Pages 20 and 21
- Appeals and the Faculty of Education – Pages 22 and 23
- Standards of Professional Conduct – Page 22
- Attendance Policy – Pages 22 and 23
- Professional Development – Page 23
- Removal from the Faculty of Education – Pages 23 and 24

Frequently Asked Questions

Why are some courses reserved for other students?

Each year, there are approximately 600 students in Certification Years. We must distribute enrollments so that all students have equal access to the courses that they need. Each stream has specific required C, I & A courses, and all other courses must be scheduled around them. There are limited time slots available for other courses. We therefore reserve courses that work with particular C, I & A combinations. We must restrict course selection so that everyone has a chance to fulfill their particular degree requirements.

I can't take courses at certain times of the day

Certification Year is a full time, professional portion of the B.Ed. program. Students must be available to take classes from 8:30 a.m. to 6:20 p.m. on any day of the week. All other activities must be scheduled around your courses and student teaching commitments. The courses and practical experience in Certification Years form the foundation for your future career, and should be given high priority so that you can be successful. If you are unable to devote adequate time to your studies, you should consider deferring certification year.

Can I take a different section if there is still space available?

Students have varied reasons for wanting to take courses at particular times of the day. However, we cannot accommodate individual scheduling preferences. Most students make the effort to be available for their assigned courses — this often means adjusting work hours, making child care or travel arrangements, and foregoing volunteer or extra-curricular activities. It would be unfair to these students if we allow others to make scheduling changes. In order to ensure that all students are treated fairly and consistently, **no course or section changes are allowed, even when there is space available.**

Why can't students register over capacity?

Class size is determined by a number of factors, including pedagogical reasons, professors' workloads, room capacity, etc. The maximum capacity for each class has been carefully determined, and is non-negotiable.

Is a larger classroom available?

The Faculty of Education has designated classrooms assigned for its use. Typically, all of our classrooms are in use from 8:30 a.m. to 6:30 p.m. daily. No other classrooms are available.

Can the professor give me permission?

There are many separate streams and programs within the Faculty of Education, each with different degree requirements. Because of this complexity, authority for giving permission to register over capacity in courses has been centralized. Academic Advisors are able to see how particular courses fit with overall degree requirements, and are able to suggest appropriate alternatives if certain courses have filled. Typically, permission to register over capacity is granted only when two specific required courses conflict.

Who should I call if I have questions?

Before calling with questions, please check the Academic Calendar, Timetable and this booklet for answers.

Academic Advising — please contact Amanda Bourgoïn at a.bourgoïn@uwinnipeg.ca

Practicum Inquiries — If you have questions about practicum, or if you changed any of the contact information that we need for practicum placements (such as your mailing address, phone number or email address), please email Monica at m.hoersch@uwinnipeg.ca