



SCHULICH SCHOOL OF EDUCATION

FACULTY HANDBOOK

2010/2011

Welcome to the Faculty of Education. This booklet provides you with a summary, organized chronologically, of a teaching semester.

The last section of the booklet covers specific policies relating to the pre-service program, in particular, practice teaching.

Further information can be found in the university calendar, and further assistance can be obtained from the Dean's office.

INDEX

I	APPOINTMENT INFORMATION.....	Page 5
	- Contract Details	
	- Expense/Travel Allowances	
	- Payment Schedule	
	- Appointments, Promotion and Tenure	
	- Sabbatical Requests	
	- Keys/Parking/Photocopying/Photo ID	
	- Supplies Budget	
	- Library Budget	
	- Division and Faculty Meetings	
II	COURSE DELIVERY.....	Page 6
	- Textbook Orders	
	- Course Outlines	
	- Assessment of Grades	
	- Course Set-Up	
	- Class Lists	
	- Class Breaks	
	- Class Cancellations	
	- Mid-term Tests	
	- Adequate Feedback/Interim Grade Reports/Course Withdrawal Dates	
	- Course Evaluation Questionnaires	
	- Availability of Instructors outside Class	
	- Allergic Reactions to Foods or Chemicals	
	- Statutory Holidays	
	- Study Week	
	- Student Referrals	
	- Final Examinations	
	- Length of Final Examinations	
	- Supervision of Final Examinations	
	- Special Final Examinations	
	- Accommodations for Students with Disabilities	
	- Grading	
	- Final Report Forms	
	- Final Marks Submission	
	- Incomplete Grades	
III	INSTRUCTIONAL SUPPORT.....	Page 11
	- Audio-visual	
	- Computer Services	
	- Books on Reserve	
	- Classroom Amenities	
	- Word Processing	
	- Photocopying/Printing	
	- Room Bookings	
	- Scanning Service	
	- Library Hours	

IV ACADEMIC POLICIES AND PROCEDURES.....Page 12

- Academic Appeals
- Academic Dishonesty
- Plagiarism
- Attendance

V PRE-SERVICE POLICIES.....Page 12

- Student Teachers
- Faculty Guidelines for Supervision
in Practice Teaching
- Student Placements for Practice
Teaching
- Faculty Responsibilities
- Timetabling

I APPOINTMENT INFORMATION

CONTRACT DETAILS

FULL-TIME FACULTY

Full-time faculty are provided with a Letter of Appointment outlining the details of the appointment.

A collective bargaining unit is in place for all full-time faculty appointments.

A copy of the Collective Agreement is can be viewed on the Nipissing University website – <http://www.nipissingu.ca/hr/downloads/CA-09.pdf>

PART-TIME EMPLOYEES

Part-time employees are provided with a contract outlining the details of the appointment.

Contracts require an up-to-date resume, Social Insurance number, and date of birth. This information must be provided to the Office of the Schulich School of Education.

A collective bargaining unit is in place for all part-time faculty teaching in the BEd or MEd programs.

A copy of the Collective Agreement can be viewed on the Nipissing University website – <http://www.nipissingu.ca/hr/downloads/FINAL.PDF>

RIGHT OF FIRST REFUSAL

Section 15.9 of the collective agreement between Nipissing University and the Contract Academic Bargaining Unit (CASBU) allows part time instructors who meet certain criteria to apply for right of first refusal to teach a course. The Collective Agreement may be accessed at: www.nipissingu.ca Faculties & Departments, Administrative Departments, Human Resources, employee relations.

EXPENSE/TRAVEL ALLOWANCES

FULL-TIME FACULTY

Full-time faculty members may request travel assistance for scholarly activity. (Please refer to the Faculty Collective Agreement for details.) Prior to traveling a

“Request for Travel” form should be submitted to the appropriate Dean for approval. Upon return, a “Statement of Expenses” should be submitted to the Office of the Schulich School of Education. Travel expenses incurred as a result of teaching MEd courses at off-campus sites will be reimbursed. Travel expenses incurred as a result of practice teaching supervision will also be reimbursed. The travel expense form and regulations can be found on the website at

<http://www.nipissingu.ca/administration/downloads/StatementofExpensesForm-April2010.pdf>

PART-TIME FACULTY

As per article 12.5 of the Collective agreement, the Employer agrees that a Member teaching Nipissing University courses shall be reimbursed for those reasonable and actual costs of travel, at the current University rates, to and from the location of the course when the Member resides more than 50 kilometers (one way) from the course location.

A "Statement of Expenses" must be submitted to obtain reimbursement. The travel expense form and regulations can be found on the website at

<http://www.nipissingu.ca/administration/downloads/StatementofExpensesForm-April2010.pdf>

APPOINTMENTS, PROMOTION AND TENURE - FULL-TIME FACULTY

Details on tenure and promotion can be found on the Nipissing University website at <http://www.nipissingu.ca/academic/TenureandPromotionStandards.asp>

SABBATICAL REQUESTS - FULL-TIME FACULTY

(Article 28, NUFA Collective Agreement)

All sabbatical applications must be submitted to the Dean of Education no later than November 1 each year, both for a twelve-month sabbatical commencing the following July 1 and for a six-month sabbatical commencing either the following July 1 or the next following January 1.

EMAIL/KEYS/PARKING/PHOTOCOPYING/ PHOTO ID

EMAIL - An internal e-mail account will be assigned for all full-time faculty, part-time faculty and practicum supervisors.

KEYS - Office and mailbox keys can be obtained from Ms. Margarida Shail, Vice-President Finance Office – Room F205.

Part-time and sessional faculty must return mailbox keys at the end of the term.

PARKING - Weekly, monthly, and annual parking permits are available through the Education Centre Security Services. An instructor may park in the Visitor's Parking Lot at an hourly rate.

PHOTOCOPYING - Faculty members will be allocated a photocopy account number and may do their own photocopying.

PHOTO ID - University photo identification cards are necessary for library use and are available through the client services department (Room A139).

SUPPLIES BUDGET

Faculty may obtain classroom and office supplies through the Stores area located in Shipping and Receiving, F101. These supplies may include: chalk, files, folders, overheads, pens, etc. These supplies will be billed to the faculty supplies cost centre. The cost centre number may be obtained in the Office of the Faculty of Education or from your department Chair.

Faculty members are allocated a budget for instructional materials. In some cases, other faculty members share the instructional budget. Purchase orders should be coordinated between those that share the budget.

LIBRARY BUDGET

The Library Committee allots funds for the purchase of scholarly material. Both full-time and part-time faculty may order books from these funds. Instructors should contact the education members on the library committee for budget specifics. Unexpended funds may be pooled for special purchases.

DIVISION and FACULTY MEETINGS

Full-time faculty members are expected to participate in Division and Faculty meetings wherever possible.

Part-time instructors are also encouraged to attend these meetings to gain information and share their ideas.

II COURSE DELIVERY

TEXTBOOK ORDERS

Textbook orders are placed in May for the fall and winter terms. Spring and summer session textbook orders are placed as early as possible.

COURSE OUTLINES

Instructors are required to provide a copy of their course outlines to the Schulich School of Education or MEd Office and to their classes. For spring and summer courses, instructors must also provide a course outline well in advance of the start date of the course. The outline should include the scope of the course, the textbook(s) and a course grading scheme. Course outlines created by other instructors are considered intellectual property and therefore should be used for consultative purposes only.

ASSESSMENT OF GRADES

Senate regulations require that each instructor, in every course, discuss the methods, timing, and weighting of various evaluation or assessment procedures (tests, essays etc.) during the first week of classes, and reach agreement on these. The grade assessments must be submitted to the Dean's office. Except where otherwise approved by Senate motion a final examination is required in every course and must comprise between 30% and 70% of the final grade. Bachelor of Education courses received Senate approval to eliminate final examinations. Faculty members wishing to hold final examinations must follow the Senate regulations.

COURSE SET-UP

Several subject areas within the Bachelor of Education program have been grouped together under one course heading.

Students in the Primary/Junior Division, the Junior/Intermediate Division and the Intermediate/Senior enroll in the following combined courses: Educational Psychology/Special Education, and Curriculum Methods.

As the name implies Educational Psychology and Special Education are two separate areas within the one course. Both components are taught by the same faculty member.

Curriculum Methods includes the following subjects: Methods, Management and Computer Studies. Faculty members teaching subjects within these courses will be required to combine marks to obtain one final mark for the course.

Within the I/S division, Curriculum Development and Evaluation is composed of Curriculum Development and Language across the Curriculum. Faculty members teaching subjects within the combined courses must combine marks to provide one final mark for the student.

MEd courses, with the exception of the thesis or research paper, are all three credit courses. The MEd research paper, thesis and the BEd practice teaching are pass/fail courses.

Practice Teaching pass/fail is determined by the various reports received from faculty and associate teachers throughout the year.

PHED courses are all three credit courses. PHED Community Leadership Placements are pass/fail courses.

CLASS LISTS

Official class lists can be accessed on Web Advisor prior to the beginning of a course. Professors must ensure that all students in attendance are officially registered. If a student does not appear on the class list, direct them to the Registrar's Office immediately. It is very important that attendance be monitored to ensure that students do not miss more than 20% of class hours.

CLASS BREAKS

If a course is offered in a three or more hour block, a 15 minute break should be allowed during each class.

CLASS CANCELLATIONS

Instructors must notify the Office of the Dean of Education or the MEd Office (depending on course) of any class cancellation.

Class cancellations for reasons other than illness must be discussed in advance with the Dean of Education.

Notification of this cancellation will be posted on the university web site <http://www.nipissingu.ca> current students, class cancellations, and in various locations throughout the university, including the bulletin board outside of the Schulich School of Education Office and at the location of the class. The Office should also be informed of any special class arrangements, e.g., guest lecturer, class trip, etc.

The Schulich School of Education office is open from 8:00 am – 5:00 pm (8:30-4:00 in the summer). Faculty should contact Lorrie Tunney at ext. 4888 re class cancellations.

MID-TERM TESTS

Mid-term tests must be no longer than two hours. Faculty members are responsible for coordinating their own mid-term tests. Support Services will provide assistance in typing the examinations. Mid-term tests will not be scheduled in the gymnasium. A student requesting an alternative time for a mid-term test, because of illness, or circumstances beyond his/her control may be granted the request only in exceptional circumstances. A decision to allow a student to write a mid-term test at an alternative time rests with the instructor of the course concerned. It is the responsibility of the instructor to make the alternative arrangements, and to supervise the test.

ADEQUATE FEEDBACK/INTERIM GRADE REPORTS/COURSE WITHDRAWAL DATES

Instructors must provide sufficient feedback to students registered in their courses before withdrawal dates. Sufficient testing should be included in your planning.

Interim numerical grades (out of 100) for each student registered must be submitted to the Dean's office by mid-December so those students in serious difficulty may be counseled to withdraw before the final withdrawal date.

Instructors should remind their classes about course withdrawal dates. Please refer to the "Academic Year" section in the current calendar.

COURSE EVALUATION QUESTIONNAIRES

Senate regulations require that evaluation questionnaires be administered for every course and lab/seminar offered at Nipissing University, on or before the last day of classes. (You will find course evaluation forms in your mailbox prior to the date of the final lecture or lab.) The instructor must leave the room during the administration of the evaluation and a student must be assigned to distribute and collect the forms. The class should be allowed at least 15 minutes of privacy to complete the forms, after which the assigned student will collect and place them in the envelopes provided. The envelopes

must be sealed immediately and delivered to the Office of the Faculty of Education.

Once the questionnaire results are summarized in the Office of the Faculty of Education, the questionnaires along with the statistical summaries will be given (or mailed) to the instructors. The Dean will also receive the statistical summaries. The comment sheets will be provided only to the instructor.

AVAILABILITY OF INSTRUCTORS OUTSIDE CLASS

Full-time faculty members are expected to be available to students outside class hours. Regular office hours may be posted on your office door for this purpose.

Likewise, part-time instructors should arrange to see students individually, immediately before or after class, or by mutual arrangement.

ALLERGIC REACTIONS TO FOODS or CHEMICALS

There are a growing number of people who suffer from food and chemical allergies (environmental sensitivities) that can cause moderate to severe allergic reactions. Typical allergic reactions and symptoms can run from recurrent headaches, weakness and dizziness, puffy and irritated eyes, hives and other skin rashes to migraines, laryngitis, sinusitis, asthma and anaphylactic shock. In an effort to make Nipissing University a safe and healthy environment for everyone, we encourage students and staff to identify allergies that you may have that could result in allergic reactions. Such voluntary identification for students could be to student affairs or your professors. This will enable Nipissing professors to make others aware in their classes of a potential problem of allergic reactions to certain foods or scents/chemicals without identifying anyone in person. A Fact Sheet on Allergies/Sensitivities can be found on the Human Resources Health & Safety web-page. You can also contact the Manager, Environmental Health & Safety at extension 4811 if you have questions.

STATUTORY HOLIDAYS

There are a number of statutory holidays during the calendar year when the university is closed. Please refer to the "Academic Year" section in the current calendar.

STUDY WEEK

Nipissing University provides a study week in October and February for students in the Concurrent Education

and Physical and Health Education Programs. A study week is provided in March for students enrolled in the Consecutive Education program. The University is open during the study weeks, but there are no classes scheduled. In addition to the May practicum, students in the Concurrent Education Program will be required to complete a practicum placement during one of their study weeks.

Please refer to the "Academic Year" section in the Academic Calendar for the exact dates for the study weeks. (This section of the calendar will also list all statutory holidays.)

STUDENT REFERRALS

Students may be referred to Student Services for personal counselling (Mr. Dan Pletzer or Ms. Angela Cupido, Room A201G), or for special needs (Ms. Daralynn D'Angelo, Room A201F).

FINAL EXAMINATIONS

Except as otherwise approved by Senate, final examinations for all courses are mandatory and are scheduled during the periods shown in the academic calendar year. Courses in the BEd or MEd programs do not require a final examination unless the professor chooses to hold one.

Final examinations must constitute between 30% and 70% of the final grade.

All final examinations are to be submitted to the Faculty and Administration Support Services Office. Please adhere to the submission schedule. You will be asked to proof-read the examinations before they are duplicated. Once duplicated, the examinations will be stored in the Registrar's office until the day of the examination.

On the date of the final examination, personnel from the Registrar's Office will deliver the examinations to for those examinations scheduled in the gym. Faculty members must pick-up their exams from the Office of the Registrar if the exam is not scheduled in the gym. Invigilators are expected to assist in the distribution of the examinations. All students are required to sign an attendance list. This list must be returned to the Registrar's Office.

LENGTH OF FINAL EXAMINATIONS

Final exams for courses of 3 credits or more will be three hours. Exam length for courses of less than 3 credits will be up to the instructor.

SUPERVISION OF FINAL EXAMINATIONS

Final examinations are usually written in a large room (e.g., the gym). Full-time faculty members are expected to supervise their own final examinations. Part-time faculty members should also supervise their final examinations, if at all possible.

It is important to note that final examinations for evening courses may be scheduled during the day (including Saturday).

SPECIAL FINAL EXAMINATIONS

Students who are unable to write final examinations because of illness or other circumstances beyond their control may be granted permission by the Dean to write a special final examination. The Dean's decision on special final examinations is final and may not be appealed to the Student Academic Standing Appeals and Petitions committee. Instructors will be expected to provide a substantially different final exam for each such scheduled special examination sitting.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students requiring disability-related accommodations for final examinations must be registered with the Disability Services Office (A201), ext. 4331. Disability Services is responsible for ensuring that appropriate documentation of the disability is provided and holds this information in confidence. Students with disabilities are advised to identify themselves to their professor, informing them that accommodations are being requested through Disability Services. Students are required to complete a Test/Exam Accommodation Request form for each examination. Once the accommodation request is received and approved by the Disability Services Office, a copy of the form is forwarded to the professor outlining the accommodations to be provided. The final examination is provided to the Disability Services Office by Faculty and Administrative Support Services and upon completion of the exam it is returned in as direct a manner as possible to the professor. Whenever possible, an accommodated exam is scheduled at the same time as the regular sitting of the exam. Accommodated exams are proctored by the Disability Services. The integrity of the examination process and the safekeeping of examination materials are paramount in the delivery of services by the Disability Services.

GRADING

Numeric grades are required when submitting final marks as follows:

Exceptional Performance	80 - 100% (A)
Good Performance	70 - 79% (B)
Satisfactory Performance Minimally Competent Performance	60 - 69% (C) 50 - 59% (D)
Failure	0 - 49% (F)

80 - 100% indicates **EXCEPTIONAL PERFORMANCE**: a comprehensive knowledge in depth of the principles and materials treated in the course, fluency in communicating that knowledge and originality and independence in applying material and principles.

70 - 79% indicates **GOOD PERFORMANCE**: a thorough understanding of the breadth of materials and principles treated in the course and ability to apply and communicate that understanding effectively.

60 - 69% indicates **SATISFACTORY PERFORMANCE**: a basic understanding of the breadth of principles and material treated in the course and an ability to apply and communicate the understanding competently.

50 - 59% indicates **MINIMALLY COMPETENT PERFORMANCE**: an adequate understanding of most principles and material treated in the course, but with significant weakness in some areas and with the ability to apply and communicate that understanding.

0 - 49% indicates **FAILURE**: an inadequate or fragmentary knowledge of the principles and materials treated in the course or a failure to complete the work required in the course.

Note: To obtain a Bachelor of Education and an Ontario Certificate of Qualification, faculty of education students must obtain a pass in practice teaching and a minimum overall average of 70% with at least 60% in each course.

Note: To retain credit for a MEd course, students must obtain a grade of 70 or higher in the course.

FINAL REPORT FORMS

It is important that the Dean's Office receive a detailed record of each student's breakdown of marks. A grade breakdown form showing each test and assignment and the final examination grade, with the relative weight assigned to each, must therefore be submitted to the Office of the Schulich School of Education. Final grades must be entered on the web advisor system. Anything unusual, such as incomplete assignments, chronic absence from lectures, illness during the course, etc., should be noted. Please double check this sheet for arithmetic accuracy after it is completed.

The normal final date for submission of incomplete term work is the scheduled date of the final examination, and term work not submitted by that date is normally awarded a grade of zero. If any of this term work has been approved by the Senate as required for successful completion of the course, failure to complete such term work by the date of the final exam will result in a grade of F in the course. Exceptions to this deadline may be approved only as outlined under "Incomplete Grades" below.

FINAL MARKS SUBMISSION

Senate policy currently requires that final grades be submitted to the Office of the Schulich School of Education via the web-advisor system. Marks must be submitted within days of the final examination. Any extension of this deadline requires approval in advance by the Dean.

All final grades must be submitted on WebAdvisor. If a faculty member has forgotten their user name or password they should contact the UTS Helpdesk (ext. 4342) for assistance.

If a student's name does not appear on the class list the student is not officially registered in the course. The student should contact the office of the Registrar immediately.

There are four options for the marks submitted:

- 1) a **numeric grade from 1 to 100 (no decimals)**
- 2) **"INC"** if you have granted an incomplete (an "Incomplete Grade Form" must be submitted to the Dean, this form can be found on our Website.)
- 3) **"SAT" or "F"** for practical courses (e.g. practice teaching, PHED Practical)
- 4) **"Z"** if the student has a grade of **"0"** (WebAdvisor will not accept a grade of "0" however a "0" will be recorded on transcripts.)

Once the final grades have been submitted through WebAdvisor grades cannot be changed. If a grade change is required, the professor should e-mail Sandy Landriault indicating the course number, student name and ID number, what the grade was originally and what the new grade should be, with a brief explanation for the change. A grade change will then be processed and forwarded to the Registrar's office.

Final exam papers must be turned into the Registrar's Office. These are kept on file until the deadline for student appeals has passed.

Senate policy requires that final grades be entered on WebAdvisor, within seven calendar days of the final examination. Faculty are required to notify the Office of the Schulich School of Education that the grades have been entered on WebAdvisor so that the grades can be approved by the Dean. The Dean's signature indicates that the marks submission is consistent with existing practices and policies of the Faculty.

INCOMPLETE GRADES

In exceptional circumstances (illness or other personal or family emergency), a student may request the instructor to assign an Incomplete grade ("I"), in order that additional time be allowed to complete specified term work. Such a request may be approved by the instructor at his/her discretion for a period of up to one month after the final examination date, provided the instructor informs the Dean in writing of the length of and reason for such an extension. In making a decision to assign an incomplete grade to one student, the instructor should consider not only what is fair to that student in light of his/her circumstances, but also what is fair to the other students in the class who completed their term work without the benefit of any extension.

If, after the stated extension period, the course is still not completed, and the Dean has not granted a further extension, the grade of "I" will be changed to "F" on the student's academic record.

Any request by a student for a further extension of an incomplete grade beyond the normal one month maximum must be submitted in writing to the Dean. Such requests shall be approved or denied, in consultation with the instructor.

Under no circumstances will the Dean approve the extension of an incomplete grade more than six months after the final examination date.

III INSTRUCTIONAL SUPPORT

UNIVERSITY TECHNOLOGY SERVICES (UTS) - AUDIO-VISUAL

University Technology Services (Room A139) provides a range of AV services including arrangements for the ordering and showing of films and videos.

COMPUTER SERVICES

All faculty have access to computers and printers in the Faculty Lab. Full-time faculty members are provided with a laptop computer with access to the internet and email. Please contact the Help Desk at 4342 for assistance in getting set-up.

BOOKS ON RESERVE

The Library will place books on reserve for faculty members under a variety of circumstances (e.g., reading room only, 48 hours, etc.).

CLASSROOM AMENITIES

Please inform the Office of the Schulich School of Education if there are any problems with classroom furnishings, seating arrangements, lighting, acoustics, outside noise, etc.

WORD PROCESSING

Any word-processing requests for course instruction may be directed to the Faculty and Administration Support Services Office (FASS) (Room F208). Please allow a minimum three-day turnaround period.

PHOTOCOPYING/PRINTING

Full-time and part-time faculty members can contact Print Plus (F103) for photocopying needs.

Faculty members will also be allocated a photocopy account number and may do their own photocopying (Rooms A209, and A308). A photocopy code must be obtained from Shelly Hansuld-Demers in Print Plus – F103. Faculty members teaching in the In-service program must also contact Cindy Forth, Manager, In-Service, for a photocopy code for the In-service program.

Under no circumstances should this photocopy account number be given to students. Rather, if an instructor authorizes students to photocopy any course or research materials (either for their use or on the instructor's

behalf) the instructor should obtain a copy card in his/her own name from the library and have the students use this card in one of the copy card machines (Library or Student Lounge).

Faculty members planning to distribute a sizeable amount of photocopied material should plan to have the material bound and sold to students. Faculty members should advise Print Plus, when they submit their request for photocopying, that the material will ultimately be sold to students. Print Plus will arrange to have the material bound and forwarded to the bookstore for sale. Students will be charged a small percentage over cost. This will apply to any predictable large quantity photocopy orders.

All photocopying requests are charged to the appropriate cost centre i.e. Pre-service, In-Service, NCAP etc., however, the budget is monitored on an individual basis.

ROOM BOOKINGS

Any room bookings must be made through Ms. Patricia Czaikowsk, extension 4520. Please do not make any changes in rooms, scheduled class times, dates, etc., without authorization.

SCANNING SERVICE

A scanning service is available in the Faculty and Administration Support Services Office (Room F207) to scan and grade multiple-choice questions for mid-term tests and/or final examinations. For more information about this service contact Heather Hersemeyer, Manager, Client Services (Room A139).

LIBRARY HOURS

Library hours vary with the academic sessions. Please check with the library staff regarding times.

All full-time and part-time faculty must secure a photo identification card from University Technology Services, Room A139, in order to borrow books from the Library.

IV ACADEMIC POLICIES AND PROCEDURES

ACADEMIC APPEALS

A student who questions a grade in a mid-term test, term assignment, or final examination is first directed to discuss the matter with the instructor. If the matter cannot be resolved in this manner, the student may formally appeal the final grade, after the course is completed. For full details on grade appeals, see the Nipissing University Policies section of the calendar entitled Guidelines for the Operation of the Student Academic Standing, Appeals and Petitions Committee.

ACADEMIC DISHONESTY

The University takes a serious view of academic dishonesty, such as plagiarism, cheating, and impersonation. For full details on academic dishonesty see the Nipissing University Policies section of the calendar entitled Policy on Academic Dishonesty. Students should also be warned about this policy when the proposed course grading is discussed with the class.

PLAGIARISM

If a faculty member has a paper that has been plagiarized, a copy of the paper should be sent to the Dean's office for the Dean to review & discuss with the Faculty member and the student. The Dean's office keeps all records/files of all plagiarism cases.

ATTENDANCE

Punctual and regular attendance is advised for the successful completion of a course. When absenteeism during the entire year exceeds 20%, the student may be excluded from writing the final examination, although this policy should be invoked only if meticulous attendance records are kept. If a student seems to be missing a large number of classes, this matter should be brought to the Dean's attention. Please refer to the Academic Calendar for additional details on this policy as it relates to the consecutive education program.

V. PRE-SERVICE POLICIES

STUDENT TEACHERS

Student teachers are associate members of the profession and must conduct themselves according to the principles set out in the OTF Handbook.

Students must report to the Principal's Office at the associate school by at least 30 minutes before official school opening on the first day of practice teaching;

subsequent days they must report to the associate classroom 30 minutes before school. Lesson plans for the day must be available at this time.

Students are expected to spend the first day observing pupils, familiarizing themselves with routines and the organization of the classroom. No formal teaching is expected on the first day of the practice teaching placement.

Students are not expected to assume responsibility for the class for more than 50% of the teaching time in any one-day except as noted in the Practice Teaching Handbook.

Students are expected to spend their non-teaching time observing the associate teacher, exploring the classroom and the environment. Students are expected to have complete observation notes on their practice teaching experiences readily available in the Practice Teaching binder.

Students are required to have complete lesson plans, contained in a suitable binder and written in a format described in the Practice Teaching Handbook for all the instructional assignments of the practice teaching session. Condensed lesson plans written in the approved format may be used during week 11. Daybooks can be used during weeks 12 and 13.

Students are expected to have complete reflections on the lessons taught during their practice teaching.

All students enrolled in the Intermediate/Senior or in the Junior/Intermediate program will select a teaching subject concentration according to the prerequisites indicated on the application form.

FACULTY GUIDELINES FOR SUPERVISION IN PRACTICE TEACHING

Faculty members normally assume full responsibility for the supervision of students in 8 out of the 13 weeks of practice teaching.

Consultation services for student teachers will normally be available from Faculty prior to, and after all, practice teaching sessions.

Faculty will complete a minimum of two graded reports on all students that they supervise during the practice teaching component of the program

Faculty members will be assigned the same route throughout the academic year.

Route reports are to be submitted to the Practice Teaching Office on the Monday following each practice teaching week.

Faculty practice teaching reports will be confidential. Students will be provided with a copy of the report prepared by their faculty advisor. Should a faculty member other than the faculty advisor evaluate a student, then a copy of the report will also be provided to the faculty advisor.

Students are encouraged to contact faculty members should any problems/concerns arise during the practice teaching session. If necessary, the Practice Teaching Office will contact faculty using voice mail.

Faculty should present themselves to the principal/school office and when possible speak to the principal directly.

Faculty should spend some time either before or after the student teacher's lesson in discussion with the associate teacher.

Whenever possible, faculty should meet with the student teacher prior to the lesson to be aware of the lesson objectives, the student's planning, the student's individual growth objective, etc.

Faculty should spend some time in discussion with the student teacher and the associate teacher after the lesson has been completed. The total pre-observation, observation and post-observation activities should not take less than 1/4 day.

Faculty members should give verbal feedback to the student teacher on the practice teaching assessment by the Faculty member.

STUDENT PLACEMENTS FOR PRACTICE TEACHING

Except for unusual circumstances students will be placed in practice teaching situations matching their concentration and religious affiliation (separate/public schools).

The first session of practice teaching will consist of a classroom orientation week in September, two weeks in October and three weeks in November. Session two will consist of a six week block in February/March. Students will normally practice teach in one school board.

The aim of Nipissing University during the practice teaching sessions is to provide: P/J students with placements in primary and junior grades; J/I students with placements in junior and intermediate grades; and

I/S students with placements in intermediate and senior grades.

Students will receive at least two reports from their faculty advisors.

FACULTY RESPONSIBILITIES

BEd CONSECUTIVE AND CONCURRENT EDUCATION PROGRAMS, BPHE PROGRAM and MEd PROGRAM

The Dean will determine faculty workload responsibilities.

Faculty responsibilities for serving on Nipissing University Senate Committees will be in accordance with Senate regulations.

IN-SERVICE

Faculty members can provide instruction in courses. Faculty members are governed by the Collective Agreement as to the number of overload hours allowed.

With the approval of the Dean, faculty members will act as course directors for selected In-Service courses.

TIMETABLING

The following principles will be utilized in establishing the Faculty of Education timetable. The BEd timetable will be coordinated with that of the Faculty of Arts and Science with respect to the concurrent education, full-time MEd and PHED programs. Part-time MEd courses will generally be offered on a weekends and consist of Friday evening and Saturday classes. Room allocations will be determined by the size of the group(s), type of course activities and other relevant pedagogical factors. All additional qualification courses will be scheduled after the basic pre-service courses have been allocated. All Faculty timetable requests will be considered on the criterion of pedagogical considerations.

