



2024 - 2025

Certification Year 4 Elementary Stream Registration Information

The University of Winnipeg
Faculty of Education



THE UNIVERSITY OF
WINNIPEG

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Registration Materials

Most of the university's course information is posted online. Students are advised to visit The University's website, and to 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: 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 cancelled 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 made 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.

Regulations Related to Course Scheduling

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
Labour Day	Monday, September 2, 2024 - No university classes or practicum		
Start of School Experience	September 3 - 6, 2024	8:30-16:00 daily	4 Days
Condensed Lectures Fall Term	<p>September 9: Lectures begin</p> <p>September 30: Truth and Reconciliation Day - no classes or practicum*</p> <p>October 14: Thanksgiving Day - no classes or practicum*</p> <p>October 25: 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 8: Lectures end except for those classes which have make up classes as indicated below.</p> <p>November 11: Remembrance Day - university closed</p>	As per your timetable	9 Weeks
<p>*See Make-Up Day below</p> <p>Make-Up Days:</p> <ul style="list-style-type: none"> - Classes or practicum normally held on Monday, September 30 will take place on Tuesday, November 12 in lieu of Truth and Reconciliation Day - Classes or practicum normally held on Monday, October 14 will take place on Wednesday, November 13 in lieu of Thanksgiving Day 			

Special Note regarding Fall Reading Week (Oct. 15 - 18, 2024)

Education students in certification years do not participate in the Fall Term Reading Week. Certification courses and practicum will continue during the week of October 15 - 18, 2024. 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.

Certification Dates

Activity	Dates	Day/Times	Length
Weekly Student Teaching - Fall Term	September 9 - November 8*, 2024 *Note: See make-up days above	1 day or 2 half days per week as per your timetable	9 Days
Withdrawal Date	October 28, 2024 (condensed Fall term courses)		
Exam Week - Fall Term	November 14 - 18, 2024 November 14 – Tuesday/Thursday schedule November 15 – Friday schedule November 18 – Monday/Wednesday schedule Note: This period may be used, at the discretion of the instructor, to hold a final exam or test. Students cannot make up missed practicum days during the exam period.	As per your timetable	5 Days
Student Teaching 1st Block	November 19 - December 17, 2024 December 18, 2024 - January 3, 2025 - Holiday Break No practicum or classes	8:30-16:00 daily	21 Days
Condensed Lectures Winter Term	January 6: Lectures Begin February 17: Louis Riel Day - No classes or practicum February 18-21: Reading Week - No classes or practicum March 14: Lectures End	As per your timetable	9 Weeks
Weekly Student Teaching - Winter Term	Monday, January 6 – Friday, March 14, 2025	1 day or 2 half days per week as per your timetable	9 Days
Withdrawal Date	February 5, 2025 (condensed Fall/Winter courses)		
Withdrawal Date	February 27, 2025 (condensed Winter term courses)		

Certification Dates

Activity	Dates	Day/Times	Length
Exam Week - Winter Term	March 17 - March 21, 2025	As per your timetable	5 Days
	March 17 - Monday schedule		
	March 18 - Tuesday schedule		
	March 19 - Wednesday schedule		
	March 20- Thursday schedule		
	March 21 - Friday schedule		
	<p>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.</p> <p>Students cannot make up missed practicum days during the exam period.</p>		
Student Teaching 2nd Block	March 24 - April 29, 2025	8:30-16:00	21 Days
	March 31 - April 4, 2025 - Spring Break - No practicum	daily	
	April 18, 2025 - Good Friday - No practicum		

Note: If you miss days of practicum you must contact your Faculty Supervisor.

More Information

Practicum Meetings

The Practicum Office will hold meetings for Certification Year and After-Degree students on three evenings throughout each term. These meetings will give students an opportunity to learn about a number of facets of student teaching both in its execution and in preparation for practicums. Four themes will be visited – professional practice, preparation, mental wellness, and opportunities for career development. Meetings will be held online and recorded. More information will be provided to students at the start of the Fall term.

Here. We Grow!

The Faculty of Education will offer a series of professional development and career exploration seminars as well as workshops and placements throughout the year for all education students. These sessions will cover a variety of topics, such as creating engaging field trips, learning about speakers available to you and your students and other opportunities to see the variety of ‘teaching’ that occurs in Manitoba schools. As well, tailored for our graduating students, Career & Hiring Fair will be offered allowing several school divisions to present information sessions on employment prospects and application procedures.

Where Can I Find It?

The following information can be found in the Academic Calendar

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.

Contacts in the Faculty of Education

Academic Advising

please contact Amanda Bourgoin
at a.bourgoin@uwinnipeg.ca

Student Teaching Office

Monica Hoersch
204.258.2920
practicumoffice@uwinnipeg.ca



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