



**2024 - 2025**

# **Certification Year 4 Senior Years 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](http://uwinnipeg.ca/academics/calendar/index.html)

## Course Schedules

Timetables for students entering Year 4 are included with the course registration packages.



## 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.

## Senior Years Curriculum, Instruction and Assessment Courses

Senior Years students will take Middle Years “Curriculum, Instruction and Assessment” (CIA) courses in broad subject areas related to their teaching areas (e.g. English Language Arts, French, Kinesiology, Mathematics, Science, or Social Studies). Students will also take specialized curriculum courses in their major and minor subjects. Students will gain a thorough understanding of teaching methods in their subject areas, and will learn strategies for teaching in both middle and senior years grades.

## Practicum Blocks I and II

Students will register for two extended blocks of practicum in Year 4. Practicum 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). Students will register for EDUC-4774-150 Practicum Block I SY in the Fall term, and EDUC-4775-150 Practicum Block II SY in the Winter term. Please ensure that you register for these practicum blocks. In addition to these blocks, students must spend one full day or two half days per week in their host schools. Students may choose any full or half days that fit with their class schedule. Unlike practicum courses in Years 2 and 3, students are not required to formally register for their weekly student teaching times.

## Senior Years Groups

Senior Years students have been assigned to one of two groups. Each group has been assigned to a particular schedule of courses. Your **Certification Year 4 Registration Report** indicates the group to which you have been assigned. Since students have been assigned to groups on the basis of their C, I & A course combination, no group assignments can be considered.

## Other Year 4 Courses

All students must register for EDUC-4410 Indigenous Education; EDUC-4701 Classroom Management; and a 3 credit hour assigned course to fulfill the Inclusive Education II requirement. Each group has been assigned to particular sections and courses. No changes will be approved.

## Permission to Register Over Capacity

Individual instructors cannot grant 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 another group, 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.

# Regulations Related to Course Scheduling

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 to ensure that Year 5 students receive priority for space in these courses. Students who register for Year 5 courses before July 18 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 noncondensed 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.

## 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. We typically receive a high volume of both phone calls and emails during this time, and cannot respond to all inquiries immediately. Please expect to wait at least a few days for a response. Please read your materials carefully before calling, as you may find the answers that you need. Email and voice mail should be used for quick questions only. If your questions or concerns are complex, please make an appointment. Appointments can be arranged by emailing [a.bourgoin@uwinnipeg.ca](mailto:a.bourgoin@uwinnipeg.ca)

# Year 4 Course Registration

Courses	Credit Hours
<b>Senior Years (9-12) Curriculum, Instruction and Assessment Courses</b>	
EDUC-4xxx SY CIA: MY xxx for SY Teachers (based on teachable major)	3
EDUC-4xxx SY CIA: MY xxx for SY Teachers (based on teachable minor)	3
EDUC-4xxx SY CIA I: Various (based on teachable major)	3
EDUC-4xxx SY CIA I: Various (based on teachable minor)	3
EDUC-4870 SY CIA: Literacy Across the Curriculum (or assigned course for those with English as a teachable major or minor)	3
<b>Other courses</b>	
EDUC-4410 Intro. Indigenous Education	3
EDUC-4701 Classroom Management	3
Inclusive Ed II Requirement	3
<b>Practicum</b>	
EDUC-4774 Practicum Block I - Senior Years	3
EDUC-4775 Practicum Block II - Senior Years	3
<b>Total Credit Hours</b>	<b>30</b>

## Curriculum Groupings

Year 4 courses have been organized into four curriculum groupings as outlined below.

Students will complete CIA courses from one or two groups, depending on their combination of teaching areas:

### Curriculum Group A

English, Classics, Psychology, Sociology, Theatre

### Curriculum Group B

Anthropology, Economics, Geography, History, Indigenous Studies, Philosophy, Political Science, Religion and Culture

### Curriculum Group C

French, Kinesiology, Math

### Curriculum Group D

Biology, Chemistry, Physics

The following pages outline the specific CIA courses for each group.



# Curriculum Group A

Major/Minor Areas	Fall Term	Winter Term
<b>English</b>	EDUC-4730 SY CIA: MY English Language Arts for SY Teachers	EDUC-4742 SY CIA: English Language Arts I
<b>Classics</b>	EDUC-4730 SY CIA: MY English Language Arts for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Psychology</b>	EDUC-4730 SY CIA: MY English Language Arts for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Sociology</b>	EDUC-4730 SY CIA: MY English Language Arts for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Theatre</b>	EDUC-4730 SY CIA: MY English Language Arts for SY Teachers	EDUC-4754 Theatre I

## Notes for Curriculum Group A:

There will be two sections of EDUC-4730 MY English Language Arts for Senior Years Teachers to incorporate students with teaching majors or minors in English, Classics, Psychology, Sociology and Theatre. Students will be assigned to these sections.

Students with two teaching areas in Group A (i.e. English and Theatre, English and Psychology, Theatre and Sociology, etc.) will complete a total of 9 c.h. of CIA instead of 12 c.h. in Year 4 due to teaching areas being combined in EDUC-4730 MY English Language Arts for Senior Years Teachers. Students will be assigned to an Education courses to replace 3 c.h. of MY CIA.

# Curriculum Group B

Major/Minor Areas	Fall Term	Winter Term
<b>Anthropology</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Economics</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Geography</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4752 SY (9-12) CIA: Social Studies I (Geo)
<b>History</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4752 SY (9-12) CIA: Social Studies I (Hist)
<b>Indigenous Studies</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Philosophy</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Political Science</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I
<b>Religion and Culture</b>	EDUC-4735 SY CIA: MY Social Studies for SY Teachers	EDUC-4740 SY CIA: Curriculum Design I

## Notes for Curriculum Group B:

There will be two sections of EDUC-4735 MY Social Studies for Senior Years Teachers to incorporate students with teaching majors or minors in Anthropology, Economics, Geography, History, Indigenous Studies, Philosophy, Political Science, and Religion and Culture. Students will be assigned to these sections.

Students with two teaching areas in Group B (i.e. History and Classics, Geography and Indigenous Studies, etc.) will complete a total of 9 c.h. of CIA in Year 4 instead of 12 c.h. due to teaching areas being combined in EDUC-4735 MY Social Studies for Senior Years Teachers.

Students will be assigned to an Education courses to replace 3 c.h. of MY CIA. There will be two sections of EDUC-4752 CIA Social Studies I for Geography and History. Students will be assigned to these sections. Students with both Geography and History will take both sections.



# Curriculum Group C

Major/Minor Areas	Fall Term	Winter Term
<b>French</b>	EDUC-4731 SY CIA: MY French for SY Teachers	EDUC-4744 SY CIA: French I
<b>Kinesiology</b>	EDUC-4733 SY CIA: MY Physical Education and Health Education for SY Teachers	EDUC-4748 SY CIA: Physical Education and Health Education I
<b>Mathematics</b>	EDUC-4732 SY CIA: MY Math for SY Teachers	EDUC-4746 SY CIA: Math I

# Curriculum Group D

Major/Minor Areas	Fall Term	Winter Term
<b>Biology</b>	EDUC-4736 SY CIA: Biology I (3 c.h. course runs over both terms)	
	EDUC-4734 SY CIA: MY Science for Senior Years Teachers	
	EDUC-4869 SY CIA: Theory of Science Teaching	
<b>Chemistry</b>	EDUC-4739 Chemistry II (3 c.h. course runs over both terms)	
	EDUC-4734 SY CIA: MY Science for Senior Years Teachers	
	EDUC-4869 SY CIA: Theory of Science Teaching	
<b>Physics</b>	EDUC-4750 Physics I (3 c.h. course runs over both terms)	
	EDUC-4734 SY CIA: MY Science for Senior Years Teachers	
	EDUC-4869 SY CIA: Theory of Science Teaching	

## Notes for Curriculum Group D:

Students with two teaching areas in Group D (i.e. Biology and Chemistry) will complete a total of 12 c.h. of CIA in Year 4, even though teaching areas are combined in EDUC-4869 Theory of Science Teaching and EDUC-4735 MY Science for Senior Years Teachers.

# Certification Dates

Activity	Dates	Day/Times	Length
<b>Labour Day</b>	Monday, September 2, 2024 - No university classes or practicum		
<b>Start of School Experience</b>	September 3 - 6, 2024	8:30-16:00 daily	4 Days
<b>Condensed Lectures Fall Term</b>	<b>September 9:</b> Lectures begin <b>September 30:</b> Truth and Reconciliation Day - no classes or practicum* <b>October 14:</b> Thanksgiving Day - no classes or practicum* <b>October 25:</b> 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. <b>November 8:</b> Lectures end except for those classes which have make up classes as indicated below. November 11: Remembrance Day - university closed	As per your timetable	9 Weeks
*See Make-Up Day below <b>Make-Up Days:</b> - 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
<b>Weekly Student Teaching - Fall Term</b>	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
<b>Withdrawal Date</b>	October 28, 2024 (condensed Fall term courses)		
<b>Exam Week - Fall Term</b>	<b>November 14 - 18, 2024</b> November 14 – Tuesday/Thursday schedule November 15 – Friday schedule November 18 – Monday/Wednesday schedule  <b>Note:</b> This period may be used, at the discretion of the instructor, to hold a final exam or test.  <b>Students cannot make up missed practicum days during the exam period.</b>	As per your timetable	5 Days
<b>Student Teaching 1st Block</b>	<b>November 19 - December 17, 2024</b> December 18, 2024 - January 3, 2025 - Holiday Break No practicum or classes	8:30-16:00 daily	21 Days
<b>Condensed Lectures Winter Term</b>	<b>January 6:</b> Lectures Begin <b>February 17:</b> Louis Riel Day - No classes or practicum <b>February 18-21:</b> Reading Week - No classes or practicum <b>March 14:</b> Lectures End	As per your timetable	9 Weeks
<b>Weekly Student Teaching - Winter Term</b>	Monday, January 6 – Friday, March 14, 2025	1 day or 2 half days per week as per your timetable	9 Days
<b>Withdrawal Date</b>	February 5, 2025 (condensed Fall/Winter courses)		
<b>Withdrawal Date</b>	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><b>Note:</b> 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><b>Students cannot make up missed practicum days during the exam period.</b></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](http://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 Course Calendar, Timetable and this booklet for answers.

**Academic Advising** – please contact Amanda Bourgoin at [a.bourgoin@uwinnipeg.ca](mailto:a.bourgoin@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 [practicumoffice@uwinnipeg.ca](mailto:practicumoffice@uwinnipeg.ca)





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