



Faculty of Education

Notes for Teacher Education Instructors

Instructors' Website

To access a comprehensive set of resources for instructors in the teacher education program - including travel, expense, honourarium, and occasional teacher coverage request forms - click on the "Resources for Instructors" web link on the sidebar:

brocku.ca/education/facultyandstaff

The instructors' website also links to the teacher candidate website which provides important additional details about the teacher education program:

www.brocku.ca/education/teaching

Teacher Candidate Handbook

Available via the Resources for Instructors' website, the Teacher Candidate Handbook outlines the policies and procedures of the teacher education program. Of particular relevance to instructors are the sections titled "Assessment, Grading, and Evaluation," "Attendance and Participation," and "Accommodating Teacher Candidates with Diverse Needs."

Brock Email

For privacy and security reasons, it is a policy of Brock University that instructors and students may not be contacted via their personal (non-Brock) email addresses. Therefore, instructors are strongly advised to check their Brock email on a regular basis (i.e., at least weekly). To access your Brock email:

1. Navigate to the following web page:
mailbox.brocku.ca
2. Enter your Brock Portal username and password;
3. Click on the Sign In button.

Instructors are encouraged to use the Brock standardized signature template. Detailed instructions (and a cut-and-paste template) are found at <http://www.brocku.ca/marketing-communications/brocks-brand/tool-kit> (scroll down the page).

Resetting Your Brock Portal Password

If your Brock Portal password has expired or if you have forgotten it, visit the Brock Portal (my.brocku.ca). In the case of expired passwords, log in to the Brock Portal using your expired password. You will automatically be prompted to choose a new password. In the case of forgotten passwords, click on the “Forgot your Faculty/Staff Password” link to reset your password. To use this feature, you must have previously chosen security questions and answers under the “My Profile” tab of the Brock Portal.

Technical support personnel are available on both the St. Catharines and Hamilton campuses to assist instructors with computer support needs. Please refer to the Instructors' website for contact information.

The Teacher Education Programs

The Department of Teacher Education offers teacher candidates two pathways to a BEd degree at the Primary/Junior (P/J, Grades K-6), Junior/Intermediate (J/I, Grades 4-10), and Intermediate/Senior (I/S, Grades 7-12) levels. The Department also offers a specialized I/S Technological Education program.

In the one-year consecutive program, teacher candidates complete foundations courses in the following subject areas: instructional methods; classroom dynamics (educational psychology); assessment and evaluation; special education; and professionalism and law.

In the five-year concurrent program, teacher candidates complete courses leading to their BEd and undergraduate degrees, including foundations courses in the following subject areas (among others): foundations of education; child development; diversity issues; instructional methods; classroom dynamics (educational psychology); assessment and evaluation; special education; and professionalism and law. Some of these courses are offered by the Department of Graduate and Undergraduate Studies in Education and the Department of Child and Youth Studies. For a detailed list of the education-related courses students complete in the concurrent programs, please refer to the Concurrent Education Handbook, available via the Instructors' website.

In the one-year consecutive program and the final year of the concurrent program, P/J and J/I teacher candidates complete curriculum courses in the following subject areas: language arts; math; the arts; science; social studies, health and physical education; and teaching with technology. I/S teacher candidates complete a course in each of their two subject teachable areas.

To help instructors address the prior knowledge of teacher candidates, the Department of Teacher Education offers separate sections of foundations courses for consecutive and concurrent teacher candidates in the final year of the program.

The Triple-C Model

To support their professional growth, all teacher candidates belong to a Cohort which provides peer and faculty advisor support throughout the year. The practica teacher candidates complete as part of the teacher education program are attached to Cohort.

Cohort is central to the “Triple-C” conceptual model upon which Brock's teacher education program is built. This model foregrounds the Department of Teacher Education’s commitment to the following:

- **Cohort:** A peer and faculty advisor support network;
- **Coursework:** A study of the theoretical and practical foundations of elementary and secondary level teaching in Ontario;
- **Community:** A partnership with school boards, the Ministry of Education, the Ontario College of Teachers, the Ontario Teachers’ Federation, and other stakeholders.

Instructor Responsibilities

The basic responsibilities of an instructor include:

- planning, course outline preparation, attendance taking, course delivery, and assessment of students;
- the timely submission of course grades in accordance with Departmental policies;
- the administration of course evaluations during the final class (or the penultimate class where more appropriate) in accordance with Departmental policies. A sample course evaluation is available from the Administrative Coordinators;
- the regular checking of Brock email (i.e., at least once per week).

Instructors who are unable to attend a class due to illness are required to contact the Administrative Coordinator on their campus (or an intermediary) as early as possible so that a substitute instructor can be arranged or the class canceled and the teacher candidates notified in a timely manner. An instructor who is unavailable to teach a class due to another commitment is responsible for arranging coverage of the class.

Classes at Brock University end at ten minutes to the hour in order to allow instructors and students sufficient transition time between classes.

Instructors are advised to familiarize themselves with Brock’s policy on the Freedom of Information and Protection of Privacy. This policy governs the collection, storage, use, distribution and retention of information about teacher candidates, their personal information, and their work. The policy is found at <http://www.brocku.ca/university-secretariat/freedom-information-protection-privacy> .

Instructional Teams

Instructors in the teacher education program are members of instructional teams. Most subject areas in the program have a designated subject team leader (normally a full-time faculty member). Instructional teams meet throughout the year, co-plan courses, reflect on feedback from teacher

candidates, share resources and instructional ideas, and submit purchase requests to the Chair for course-related resources and materials etc.

Course Outlines

All instructors are required to distribute to teacher candidates a course outline for the course during the first class. The course outline should note the following:

- the course title and number;
- the instructor name and contact info (e.g., Brock email address);
- a one paragraph or longer course description;
- information about any required and/or optional textbooks/readings;
- a clear explanation regarding the requirements, assessment criteria, weighting, and due dates for each course assignment and the penalties for submitting late course assignments;
- expectations for teacher candidate participation and attendance;
- a brief summary of the content focus of each class;
- the University's policy for supporting students with disabilities;
- additional information as appropriate.

Course outlines for teacher education courses are archived in the offices of the Administrative Coordinators. In planning the content and assignments for courses, new instructors are encouraged to consult with their instructional team leader and review the outlines for previously taught courses in their subject area.

Incomplete Coursework and Failed Courses

Teacher candidates whose coursework (as detailed in the course outline) is incomplete as of the due date for submitting grades to the Administrative Coordinators can be assigned a grade of Incomplete plus a default grade (e.g., IN 40) by the instructor. A grade of Incomplete is a temporary grade that is used in exceptional circumstances whenever a teacher candidate has not completed the assignments for a course. A grade of Incomplete can stand for 56 days following the deadline for submitting grades to the Registrar's Office, following which the Incomplete grade changes to the default grade the instructor also assigned. Prior to the elapsing of the 56 days, an instructor can change a grade of Incomplete to a numerical grade, should the teacher candidate complete the assignments required by the course.

If a teacher candidate is likely to fail a course (i.e., receive a grade below 60 which is the passing grade in the teacher education program), instructors are requested to notify the Administrative Coordinator on the campus they are teaching as early as possible.

Class Lists

The Brock Portal provides instructors with access to a number of Brock services, including class lists for the courses they teach. To access and download class lists:

1. Login to the Brock Portal:
my.brocku.ca

2. Click on the "My Work" tab at top;
3. Click on the "Brock DB - Menu" link;
4. Click on the "Faculty" link, then the "CourseRecords" link, then the "ClassList" link;
5. On the form that is displayed, specify the academic year, choose the session (i.e., Fall/Winter), choose the course group (i.e., Education), enter the four digit course number (e.g., 8Y39), duration (e.g., ALL), and section (e.g., ALL);
6. From the Report Output pop-down menu, choose "HTML 4.0" or another option as desired;
7. Click on the Go button to display the class list.

Booking Audio-Visual Equipment and Computer Labs

The following equipment can be booked (no later than two days in advance) for classes at the St. Catharines campus by contacting Instructional Technology Services (ITS) at AudioVisual@brocku.ca (email preferred) or 905-688-5550 x3588: PC computers, LCD Projectors, TVs, VCRs, DVD Players, and Internet connectivity.

The following equipment can be booked (no later than a week in advance) for classes at the Hamilton campus by completing a Hamilton IRC Media Services Request Form or contacting the Hamilton Instructional Resource Centre (IRC) at 905-688-5550 x3612: PC computers, LCD Projectors, TVs, VCRs, DVD Players, Internet connectivity, and other instructional technologies.

Be sure to note the course number, date, start time, end time, and room number when booking audio-visual equipment.

Computer labs on the St. Catharines and Hamilton campuses are available for one-time bookings, although scheduled classes throughout the University have priority. Please contact the Administrative Coordinator on the respective campus at least three weeks in advance if you would like to book a computer lab. When requesting a computer lab booking, please also note any software install requests.

Guest Presenter Honourariums

The Department of Teacher Education has limited funds available to recognize the contributions of guest presenters who deliver presentations to teacher candidates in courses. Instructors who invite a guest presenter and would like to provide them with a small token of appreciation are requested to liaise well in advance with the Administrative Coordinator on the campus they are teaching who can provide the instructor with a small gift. A form for requesting more substantial honourariums or supply coverage costs for guest presenters is available at the Instructors' website.

Course Textbooks

Orders for course textbooks that will be required reading for teacher candidates are placed through the Brock Bookstore in the spring (normally by the instructional team leader for a course). In April, an email is circulated by the Administrative Coordinators with instructions for ordering textbooks for courses.

It is not required that instructors adopt a textbook for their courses.

Photocopying Services

The Faculty of Education maintains photocopiers (with document scanning support) for use by instructors in the Workroom at the St. Catharines campus and in the main office at the Hamilton campus. On each campus, sessional instructors are provided with access to a shared photocopy key.

Copyright Notice: In preparing materials for distribution to teacher candidates, instructors are required to abide by Canadian copyright law. For more information:

www.brocku.ca/library/campus-copyright-information

Alternatives to Photocopying

Instructors who wish to reduce the number of photocopies they hand out in class are encouraged to explore the following alternatives:

- placing one or more photocopies on reserve in the St. Catharines or Hamilton Instructional Resource Centre (IRC) education library;
- photocopying a single class set of handouts for use in multiple sections of a class;
- scanning paper-based resources using the photocopiers on each campus;
- linking to resources online;
- posting resources online to Brock's Isaac/Sakai e-learning platform;
- creating course packs that are then sold through the Brock Bookstore.

Field Trips

Instructors who are arranging a field trip for a course are required to complete and submit, to the Administrative Coordinator on the campus they are teaching, the "Notice of Off-campus Activity" form which is available at the Instructors' website.

Course Ancillary Fees

It is a policy of Brock University that students must have the option to successfully complete courses without being required to pay fees beyond the tuition fees and ancillary fees that are listed at the Finance website. It is important that any instructor who is planning to charge teacher candidates a cost-recovery ancillary fee related to their course first bring this to the Chair's attention so that it can be ensured that an alternative grading method also exists whereby students can successfully complete the course at no additional cost.

Advice from Teacher Candidates

Over the years - in course evaluations, online surveys, and informal discussions - teacher candidates have provided the Department of Teacher Education with feedback on the teacher education program. In general, teacher candidates have expressed their appreciation for instructors who:

- respect teacher candidates as adult learners;
- include hands-on participatory activities in courses;

- apply educational theory to real-world teaching practice;
- clearly explain the requirements for assignments early on in courses, including how assignments will be assessed;
- limit the number of group assignments in courses, given the challenges in scheduling group meetings outside of class time;
- make reference to current Ministry and school board initiatives and programs;
- honour the prior knowledge of teacher candidates, including the prior instruction concurrent students have received in the concurrent education program.

Sessional Instructor Governance

Sessional instructors (i.e., instructors in the teacher education program who are not full-time faculty) are represented by three Sessional Coordinators on the Departmental Committee which governs the Department of Teacher Education. The three Sessional Coordinators arrange meetings for sessional instructors which are held throughout the academic year. The Sessional Coordinators also administer a professional development budget line to which sessional instructors can apply for funding support to attend conferences and workshops etc. The Sessional Coordinators are elected by sessional instructors, normally at a March meeting. All sessional instructors are eligible to apply for this role. Contact information for the Sessional Coordinators is listed at the Instructors' website.

Sessional Instructor Hiring Procedures

In March, current sessional instructors normally indicate their interest in continuing to teach in the program the following year by filling out an online instructional request form. Staffing decisions are made by the Chair, in consultation with instructional team leaders.

Once an offer to teach a course section has been accepted, an instructional contract is prepared. (In the case of seconded teachers, a Memorandum of Agreement is also prepared and signed by the secondee, Chair, and a representative of the school board.) Contracts are normally distributed to instructors in late August at the Beginning of Program meeting. Once an instructor has signed a contract and it has been processed by HR, the instructor is provided with a Brock ID card, as well as a username and password that provide them with access to the Brock Portal: my.brocku.ca.

The Sessional Offices

The Faculty of Education maintains shared office space for the express use of sessional instructors on the St. Catharines and Hamilton campuses. The St. Catharines sessional instructors' office (WH128) is located behind the Workroom, near the Reception area. The Hamilton sessional instructors' office (HAM13A) is located near the Instructional Resource Centre (IRC) education library.

Both sessional instructors' offices feature multiple workspaces, PC computers with Internet connectivity, printers, and filing cabinets.

In order to gain access to the St. Catharines sessional instructors' office, St. Catharines sessional instructors are required to complete a swipe access card form. This form is available from the Instructors' website. All Instructor Meetings and Professional Development Events

The Department normally schedules two meetings throughout the year which all instructors are invited to attend. The Beginning of Program meeting is held in late August at the Hamilton campus, a week

prior to the beginning of the teacher education program. An all instructors meeting (or retreat) is normally held in late Winter as the teacher education program is drawing to a close.

Throughout the year, the Department of Teacher Education, Faculty of Education, and the Centre for Support of Teaching and Learning (brocku.ca/ctlet) offer professional development workshops that instructors are welcome to attend. Notifications about upcoming professional development opportunities are normally sent to instructors via email.

Campus Locations

For directions to the St. Catharines campus and the Hamilton campus (1842 King Street East, Hamilton, Ontario), visit the following web page:

www.brocku.ca/directions/

Parking Information

For parking information at both the St. Catharines and Hamilton campuses, visit the Parking Services web page:

www.brocku.ca/parking-services

It is recommended that St. Catharines campus instructors park in Lot B Reserved or Lot D which are closest to Welch Hall, where most teacher education classes are held.

Inclement Weather Policy

In accordance with University policy, “the University will ‘close’ because of severe weather when normal operation would pose a significant danger to students, staff, faculty and the community in attending classes or other activities held at the St. Catharines and/or Hamilton campuses.”

In cases of severe weather, check the Brock University website for information about St. Catharines and/or Hamilton campus closures.

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