

UPEI Bachelor of Education Completing the supplementary application form (experience profile)

The Supplementary Application form, which includes the Experience Profile and the Personal Statement, contributes to the other 50% of an applicant's assessment.

Applications are to be as complete, detailed, and as carefully prepared as possible. All applications are read with great attention to detail and need to be legible, presentable, and clear. Typographical and spelling errors are viewed negatively in an application for teaching so we strongly advise that the candidate spend time carefully preparing the application. Resumes will not be forwarded to the Admissions Committee as all the pertinent information is to be included in the Supplementary Application Form.

The application can be downloaded to your computer in either Word Perfect or Word, saved and worked on at your leisure. You may add additional space, but do not change the format of the document. Once you have proofread the document, print, sign and submit it to the Registrar's Office with the other required documents. The application cannot be submitted electronically as it must be signed in the appropriate places.

The Admissions Committee is interested in your general life experiences and interests beginning in high school and continuing to the present. Remember we will not read resumes. Complete all columns thoroughly and accurately. When completing the form, you may include your experiences/awards etc. from high school, college, university or life experiences. In some categories, you may list the same experience listed twice (e.g., an activity which illustrates your work with youth, may also demonstrate leadership).

Awards and Special Recognition

This special recognition may include:

- academic awards (e.g., honours, scholarships, course prizes)
- sport/athletic awards (e.g., personal recognition for excellence in sports)
- art, music, drama
- volunteer/community awards (e.g., awards or recognition for outstanding work in Scouts/Guides, or contribution to volunteer associations).

Experience with Youth, Extra-Curricular Involvement, and Volunteer Activities

Indicate any experiences with children or young people, particularly if there is a teaching component involved. This experience might include:

- teaching overseas or in Canada
- working in schools, camps, recreation facilities and early childhood programs
- volunteering and/or coaching in youth programs and sports
- offering labs or tutorials at university
- teaching music, swimming, dance or involvement in other artistic or dramatic activities
- tutoring
- any extra-curricular involvement and volunteer work with other organizations, clubs, groups or individuals.

The Faculty is aware that many people cannot volunteer a great deal of their time when they have to work in order to pay for a university education or have been parents. However, evidence of the ability to work

effectively with children, young people, and peers is a very important aspect of an application. Parenting can be included as experiences with children.

Experiences with Diversity

Applicants are encouraged to identify their experiences living or working in contexts or cultures that are considered diverse. Diversity may also include (but is not limited to) involvement with:

- people with special needs
- people who may be chronically ill
- multi-cultural experiences
- cross generation activities
- substance abuse awareness and healing programs
- poverty; gender and sexual orientation groups
- course work relating to diversity

Self Declaration (Optional)

Applicants may choose as well, to self declare a special status, (e.g. Aboriginal ancestry), a learning disability, a physical challenge, an immigrant to Canada. (The application is confidential and the information will not be used for any purpose or by anyone outside of the Admissions Committee.)

Skills, Talents, Interests, Hobbies

Teachers need to be well-rounded, well-informed individuals. It is important that educators not only be able to teach well, but also that they can contribute to school life and assist youth in developing their interests and abilities. A wide variety of experiences and skills helps an application to stand out and might include activities such as:

- playing an instrument
- singing, dancing, acting
- producing plays; writing
- taking part in sports or coaching
- playing chess
- starting and running a business
- traveling; speaking, reading or writing languages other than English
- arts and crafts
- hobbies and collections
- computer or media abilities
- fund-raising
- courses, training or experience in non-academic subjects.

Work Experiences

All work experiences help to develop aspects of a person and need to be noted. These may include not only summer/part time positions but also full-time careers, including unpaid employment such as childcare. Years in a different career or engaging in any other activity work experience provide your application with depth and breadth of experience.

Leadership

Teachers are in positions of leadership not only in their classroom but also as staff members within their schools and indeed within the profession. Leadership experiences may include (but are not limited to):

- being elected as team leaders
- being a member of an executive
- providing leadership in work experiences
- directing (drama or musical productions)
- representing a group in provincial, national or international activities
- designing, initiating or implementing new programs
- organizing others.
- Other Information

If there is any additional information, (e.g., experience with technology, publications) that you would like the Admissions Committee to note, you may include it in this section. As well, you may share information about any challenges or obstacles that you have overcome in your effort to become an educator. This is your last chance to provide us with any pertinent information not already indicated in your Supplementary Application Form.

Completing the personal statement

The purpose of the Personal Statement is that it provides an opportunity to explain your interest in teaching, by addressing the writing prompt. It should be thoughtfully and carefully constructed, and written in essay format (no poems, letters, or stories).

The writing prompt/personal statement is:

“Some teachers see their job as transmitting the curriculum and social values. Others see it as helping children achieve their individual potential. Still others see their job as a contribution to creating a better world. Using specific examples from memorable teaching and learning experiences you’ve had, describe how you see teaching and how you might express that vision in your classroom practices.”

Personal statements may be handwritten or typed and are limited to a maximum of 500 words. The Admissions Committee understands that it may be difficult to complete this statement in the space provided. You may write this statement on an additional sheet of paper and attach it to your application form. However, the personal statement must be signed and dated by you as well as by a person who certifies it was composed and written by the applicant. Please proofread your personal statement and ensure there are no errors.

The assessors evaluate the Personal Statement in several areas:

- the ability to write standard English language correctly
- the ability to express oneself and to reflect clearly and thoughtfully
- the ability to address the ideas in the writing prompt in an interesting and creative way

Assessments of applications

Every completed file is examined and students are ranked according to the total marks received on the assessment of the academic background (50%) and the Supplementary Application Form (50%).

Candidates will be admitted on the basis of this ranking. Acceptance letters, conditional offers, letters indicating that the applicant is on the waiting list, or letters indicating that the application will not be considered at this time, will be issued by the Registrar's Office.

The successful applicant who receives either an unconditional or conditional offer must confirm his/her acceptance in writing and include a non-refundable deposit of \$500. This confirmation must be received by the Registrar's Office (for transmittal to the Accounting Office) by the date specified in the letter. Final official transcripts for students who have either received conditional offers or have been placed on the waiting list must be received by the Registrar's Office by June 15. The Faculty may request an interview with any potential candidate.

Post application

Acceptance letters for selected candidates are usually mailed by the end of March. If offered a seat, written confirmation of acceptance must be returned by the date specified in your letter, or earlier, along with a non-refundable deposit of \$500 to reserve your seat. All final official transcripts showing the degree conferred must be received by the Registrar by June 15.

Waiting List letters are sent to applicants who are placed on a waiting list which contains applicants' names in order of their ranking. If a seat becomes available, you will be notified. In late spring and summer, candidates on the waiting list, in order of their ranking, may be contacted by the Registrar's Office by mail with an offer of a seat in the program. If you choose to attend another university or change your plans, you should notify the Faculty of Education as soon as possible so that if an opening occurs another candidate can be contacted. If your final official transcripts, including final marks and confirmation that your degree has been conferred, have not been received by the Registrar's Office by June 15, you will be removed from the waiting list. Please note that it is your responsibility to make sure that your official transcripts have arrived at UPEI.

Letters indicating that your application will not be considered this year are sent to applicants who are not being considered for admission. However, candidates may reapply the following year.

Feedback on application

If a candidate would like feedback on the application assessment, and would like to set up an appointment to discuss the application, requests for an interview with the Chair of Admissions may be made by contacting the Faculty of Education. These meetings will not occur until late June. Staff in the Dean's and Registrar's Offices are unable to provide feedback related to the evaluation of a file. Applicants who have not been accepted can evaluate their own files and review their application to discover if they have met the following requirements:

- Applications must have completed the requirements for their undergraduate degree from an approved registered university before August 15 of the first year of the program, and have the degree conferred before beginning the second year of the BEd program.
- Applicants must meet the minimum academic requirements: 70%, on the last 20/22 courses taken.
- Applicants must have submitted a complete application file.
- Applicants without a major and a minor or two minors in teachable subjects may be advised to take courses in teachable areas.
- Applicants without experience working with children or youth will be advised to seek such experience.
- Applicants with a limited range of extra skills and lacking leadership or life experience will be advised accordingly.

- Applicants with lower marks will be advised to upgrade.
- Applicants missing strongly recommended courses or compulsory courses will be advised to successfully complete those courses.

Criminal record check

A criminal record check is required before being permitted to do a practicum in a public school setting. Candidates who are accepted into the BEd program must submit completed criminal record checks by the first day of classes. Information related to this will be enclosed in your registration package.

MMR vaccine

Before you being permitted to do a practicum in a public school setting, you must provide verification that you have been received the MMR vaccination. This should be provided to the Faculty of Education office by the first day of classes. (NOTE: students born before 1974 are not required to obtain the MMR Vaccine. If you have any concerns regarding the MMR vaccination, please consult your doctor).

Teacher certification (special note)

Upon graduation the University does not grant certification to teach: it issues a degree. In Canada, as education is a provincial responsibility, an education graduate must apply for teacher certification to the province's provincial Department or Ministry of Education. Every country has a similar governmental organization. Provinces in Canada have different subject requirements, and some have restrictions for teaching at various levels or specialized areas. The Faculty of Education at UPEI only provides information related to teacher certification in PEI. If you intend to teach in another province or area in the world, it is your responsibility to check the teachers' certification requirements with that particular educational authority. It should be noted that UPEI has graduate educators teaching in every province and in many countries.