

# Queen's University

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The Education Registrar  
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## Program Codes

|            |                                                               |
|------------|---------------------------------------------------------------|
| <b>Q10</b> | Primary/Junior                                                |
| <b>Q12</b> | Aboriginal Teacher Education (Primary/Junior)                 |
| <b>Q14</b> | Aboriginal Teacher Education Community Based (Primary/Junior) |
| <b>Q15</b> | Artist in Community Education (Primary/Junior)                |
| <b>Q18</b> | Outdoor & Experiential Education (Primary/Junior)             |
| <b>Q30</b> | Intermediate/Senior                                           |
| <b>Q32</b> | Aboriginal Teacher Education (Intermediate/Senior)            |
| <b>Q35</b> | Artist in Community Education (Intermediate/Senior)           |
| <b>Q38</b> | Outdoor & Experiential Education (Intermediate/Senior)        |
| <b>Q80</b> | Technological Education (Fall-Winter, BEd)                    |
| <b>Q82</b> | Technological Education (Fall-Winter, DipEd)                  |
| <b>Q85</b> | Technological Education (Internship, BEd)                     |
| <b>Q87</b> | Technological Education (Internship, DipEd)                   |

Queen's Education charges a supplementary fee of \$80, to be paid when the online application is made to OUAC/TEAS.

## Important Deadlines (A and B)

All deadlines are listed in the "Key Dates" page of our website:  
<http://educ.queensu.ca/teachereducation/howtoapply/consecutive.html>.

### A. December 1, 2011, is the deadline for all applicants to submit:

1. **online application and**
2. **request transcripts.**

### December 15, 2011, is the deadline for all applicants to submit:

1. **official transcripts,**
2. **Personal Statement of Experience, and**
3. **supplementary documentation.**

Only completed applications will be assessed.

Application to Queen's Teacher Education requires, at the minimum, submission of the following three essential components:

1. The online OUAC/TEAS **application**, including fee payment.
2. **Official transcripts**, consisting of:
  - a. **Postsecondary transcripts** from each institution attended, submitted directly from the issuing postsecondary institution to Queen's Education Registrar. A World Education Services (WES) report is equivalent to receiving transcripts directly from each foreign institution.

### Notes about postsecondary transcripts:

- Most Ontario postsecondary institutions' transcripts can be ordered directly through the OUAC/TEAS application, and the transcripts will be sent directly to Queen's Education Registrar's Office. If the postsecondary institution does not offer transcripts through OUAC/TEAS, contact the institution to request that transcripts be sent directly to the Queen's Education Registrar.
- Applicants who are attending or attended Queen's do not need to request transcripts, as Queen's provides that service automatically at no cost.
- Applicants often have courses on their transcript from a department other than the one that reflects the discipline area (see Program Options below). By the deadline:
  - i. Applicants must provide a course outline and/or course description of that "related" course for it to be considered. Clearly state the requirement for which you wish the course to be considered.
  - ii. All documentation to support the teaching subject course requirements must arrive by the application deadline in order to be considered.
  - iii. The Queen's Education Registrar makes the final decision about whether or not a course meets the discipline area.
- b. Technological Education program applicants must arrange to have their **secondary school transcripts** sent directly from the school or school board to the Queen's Education Registrar.
- c. **International transcripts:** Applicants who **obtained a degree** from a foreign institution (from non-Canadian or American institutions) must have all international official transcripts evaluated and translated by World Education Services (WES) – [www.wes.org/ca/](http://www.wes.org/ca/). Ensure you are on the Canadian page (a maple

leaf in the banner). Applicants are responsible for the costs associated with the WES evaluation and any translation required. Applicants must request that WES evaluations be sent directly to the Education Registrar, Queen's University, to be received no later than December 1, 2011. Note that it can take upwards of six weeks for WES to receive official transcripts from a foreign academic institution, after which point the WES evaluation can take a week or longer to complete. Applicants should begin the evaluation process as early as possible.

Questions concerning international transcripts requirements should be referred to the Education Registrar's Office.

#### **Additional transcript requirements:**

- All transcripts submitted must be official, bearing the institutional seal and/or original signature of the institution's registrar. Photocopied or faxed transcripts are not acceptable.
- All transcripts, once received, become the property of the Queen's Education Registrar and will not be returned to the applicant.
- An applicant's previous academic credentials must be obtained at an institution providing an academic environment and education that prepares students for potential success in advanced study at Queen's.

**3. The Personal Statement of Experience (PSE),** submitted to Queen's Education using our website. Because the online applications take several days to be received by Queen's from OUAC/TEAS, applicants may need to wait three to five business days before submitting the PSE. PSEs may be submitted until December 15, 2011, at 11:59 p.m.

- a. PSEs are assessed only for applications that are deemed eligible (i.e., after the transcript is assessed).
- b. If applicants are applying for the Aboriginal Teacher Education program track and for the regular Teacher Education program option (Primary/Junior or Intermediate/Senior), they must submit two PSEs. All other multiple applications require only one PSE to be submitted.

**4. Additional supplementary documentation** to be sent, in accordance with indicated instructions, to the Education Registrar's Office by email.

Please read below to determine which program applications require additional documentation beyond the online application, transcript, and the PSE.

- a. Applicants to one of the three program tracks (**Aboriginal Teacher Education, Artist in Community Education, or the Outdoor and Experiential Education**): Please read the section below entitled Program Tracks and submit supplementary documentation as indicated.
- b. Applicants to the **Aboriginal Teacher Education Community-Based (Primary/Junior) Program**: Please refer to the Education website for details regarding the supplementary requirements for this program.
- c. Applicants to **Technological Education** (either the fall-winter or the internship) program option: Please read the section below entitled "Technological Education" and submit the supplementary documentation outlined there.
- d. Applicants with a **graduate degree in progress**: Applicants who are completing a graduate degree (e.g., MA, MSc) and who plan to receive the degree at spring convocation may be eligible for additional admission points. To receive this credit, applicants must provide the Education Registrar's Office with a letter, from their graduate supervisor no later than the deadline, confirming that they will be graduating in the spring. Then, by June 30, 2012, applicants must submit a transcript showing that the graduate degree was indeed conferred.
- e. Applicants **applying under "Equity Admission"**: For a designated number of places in the Education program, preference is given to members of Aboriginal/First Nations groups, visible racial minorities and differently-abled groups currently under-represented within the teaching profession. Equity applicants are automatically considered for admission under regular admission procedures as well. Further information and the Equity Admission form are available on our website.
- f. Applicants with a university **degree and a college diploma/applied degree**: Applicants who have completed two, three, or four years of a college diploma/applied degree program may be eligible to receive additional admission points by submitting an official college transcript, in addition to their university transcript. Applicants who have already received substantial university transfer credit for college courses or college credit for university courses may not be eligible for such consideration.

g. **Internationally Trained Teacher (ITT)**

**applicants:** A designated number of places are available to internationally trained teachers who are landed immigrants to Canada or permanent residents of Canada, and who wish to apply to the BEd program at Queen's. ITT applicants are automatically considered for admission under regular admission procedures. Prior to making an application on the OUAC/TEAS website, internationally trained teachers should apply to the Ontario College of Teachers ([www.oct.ca](http://www.oct.ca)) and obtain an assessment of their education and teaching background. Complete information is available on our website. Applicants must complete and submit the online International Teacher Experience Record on our website.

h. **Does the applicant meet our English language requirement?**

English is the language of instruction at Queen's and in the schools in Ontario where our teacher candidates complete their required practice teaching. Consequently, all applicants to the program whose first language is not English are required to provide evidence of oral and written proficiency in English in one of two ways:

- Applicants must either have studied full-time for at least three full years (or the equivalent) at a university where the language of instruction and examination was in English, in a country where one of the official languages is English, **or**
- applicants must achieve a satisfactory score on a comprehensive test of English facility in order to be eligible for admission consideration. The test must include reading, writing, listening and speaking components. Additional information about this requirement, including a list of acceptable test options and minimum required scores, is available on our website.

Applicants who have attended a university located outside of Canada or the United States where the language of instruction and examination was English must submit a letter from the university verifying this.

applying to the Diploma in Education), acceptance into an Ontario Education program is confirmed only after the applicant has successfully completed their undergraduate degree.

### Read these notes before applying online

1. Queen's Teacher Education will make only one offer of admission per applicant. Applicants are welcome to apply for a maximum of three program options/tracks. It is important for applicants to carefully consider their Queen's choices and the order of those choices.
2. If appropriate prerequisites do not appear on the transcript or if "in progress" courses have not been itemized on the OUAC/TEAS application, the applicant must amend their application through the OUAC/TEAS website by the December 1 application deadline.
3. Selection of applicants for Primary/Junior and Intermediate/Senior program options is based on:
  - a. meeting the admission requirements and/or recommendations;
  - b. the number of spaces available in the option/teaching subject/program track requested;
  - c. the score from the Personal Statement of Experience; and
  - d. the score based on the academic average and number of prerequisites and/or recommended courses.  
The scores from "c" and "d" above have equal weight.
4. Only documentation requested by the Education Registrar is considered for admission. We will not read any unsolicited material or letters of reference; unsolicited documents will be destroyed.

### Queen's Teacher Education Admissions Policies

**A. Requirements/Recommendations\* for Both Primary/Junior and Intermediate/Senior Applicants (i.e., All Applicants Except Those for the Technological Education and Aboriginal Teacher Education Community-Based Programs):**

1. Recommended to have a minimum "B" average based on the grading scheme of the issuing postsecondary institution.
2. Recommended to have one half-year course in Developmental Psychology (or equivalent) or one full-year course in Introductory Psychology (or equivalent).
3. Recommended to have completed a four-year undergraduate degree (20 full-year courses).

### B. June 30, 2012

For applicants currently completing their university degree and/or course prerequisites for admission, final university transcript(s) indicating that the degree has been granted and/or courses have been completed must be received by the Queen's Education Registrar by June 30, 2012. For all applicants (except for those

- \* Recommended courses provide a broader subject knowledge that will be helpful with a teaching career.
- Unless otherwise specified, throughout the Admissions Policies, a “course” means a university-level or second-year CEGEP course.
- “One full-year course” means a full-year course or its equivalent (e.g. two half-year courses).

## B. Primary/Junior Requirements/Recommendations:

In addition to “A” (above), it is recommended that Primary/Junior applicants complete a minimum of one half-year course in each of the following six discipline areas. These six areas are incorporated in the content and pedagogy of Ontario Primary/Junior curriculum:

- English
- Mathematics
- Science
- The Arts (visual arts, music, drama, film studies, Shakespeare, children’s literature)
- Geography or Canadian History
- Health and/or Physical Education

## C. Intermediate/Senior Requirements

Queen’s Teacher Education offers the following teaching subjects:

- Computer Studies (422)
- Dramatic Arts (135)
- English (319)
- French as a Second Language (325)
- Geography (740)
- Health and Physical Education (860)
- History (750)
- Mathematics (652)
- Music – Instrumental (158)
- Music – Vocal (159)
- Native Studies (200)
- Science – Biology (412)
- Science – Chemistry (420)
- Science – Physics (470)
- Visual Arts (190)

1. Please refer to the Teaching Subject Course Requirements (below) for the **required** and/or **recommended** courses for teaching subjects offered in the Queen’s Teacher Education program.
2. It is recommended that applicants have a minimum “B” average in the courses that meet the teaching subject requirements.
3. Five full-year courses are required for the first teaching subject; three full-year courses are required for the second teaching subject (four are required if Music is the second teaching subject). Completing some of the teaching subject courses from upper-year course

offerings at the university level is recommended. Consideration for offers of admission may be given at the discretion of the Queen’s Education Registrar.

4. Each course taken in preparation for a teaching subject may be used only once towards either teaching subject (i.e., “double counting” is not acceptable).
5. A maximum of one full-year course will be accepted from outside the department of the teaching subject.

## Teaching Subject Requirements

### Computer Studies

Computer science and computer engineering courses from colleges will be considered if supplemented by calendar descriptions. Other computer-related courses will be considered, with calendar descriptions.

### Dramatic Arts Required:

- One full-year practical studio course (acting or directing), **and**
- one half-year course in theatre history (which may include any of the following components: performance in western and eastern theatre traditions from early classical eras to the end of the 19th century, a survey of production methods, and architecture).

### Recommended:

- One half-year course in theatre production (which may include any of the following components: stage management, scenery design, costumes, lighting and sound systems).

### English

#### Required:

- One full-year course with Canadian content in English literature or poetry, **and**
- one full-year or a combination of two half-year courses in any of the following:
  - English literature
  - poetry
  - creative writing

An acceptable equivalent for the full-year writing course would be one full-year English course or equivalent that includes an exploration of writing in a variety of literary genres (e.g., poetry, drama, fiction and non-fictional prose).

### French

#### Required:

- One full-year course with strong overall grammar review at a minimum second-year level, **and**
- one full-year comprehensive literature course, **and**
- one full-year oral communication course.

## **Geography**

### **Required:**

- One half-year course in Canadian geography (physical and/or human).

### **Recommended:**

- Courses in Canadian geography, economic geography, geomatics (GIS/GPS), global development, ecosystems/ecozones.

## **Health and Physical Education**

### **Recommended:**

- Four activity courses.

## **History**

### **Required:**

- One full-year survey course in Canadian history.

### **Recommended:**

- Two or more of the following courses central to the History program taught in Ontario secondary schools:
  - Modern European History
  - American History
  - Ancient & Medieval History
  - World Politics

Courses from a department other than history may have sufficient history content to be counted toward full or partial course requirements.

## **Mathematics**

### **Recommended:**

- Courses beyond those in the core calculus/analysis stream.

Applicants who took courses in departments other than mathematics and statistics must specify the mathematics content in each course and supply calendar descriptions. A related course may be considered (up to a maximum of one full-year course or equivalent) if the course has a math or statistics course listed as an exclusion; in these cases, calendar descriptions listing the exclusion must be sent to the Education Registrar's Office.

## **Music (Instrumental or Vocal)**

Applicants may not select both Music – Instrumental and Music – Vocal as teaching subjects.

### **Required:**

- A minimum of one full-year university course in each of the following areas of music study:
  - music theory, **and**
  - music history, **and**
  - applied music, **and**
  - music education.

The music history course may include musicology, ethnomusicology and/or popular music. The applied music course is equivalent to a Grade 8 Conservatory certificate. Music Education courses may include courses in second instruments, conducting, music education methods and/or music technology.

## **Native Studies**

No additional course requirements.

## **Science – Biology**

### **Required:**

- One full-year course that has a major laboratory component, from a university biology department.
- Only one full-year course in each of biochemistry and human biology will be accepted.

### **Recommended:**

- Any or all of the following courses will be useful: cell biology, ecology, genetics, microbiology, plant and animal (invertebrate and vertebrate – including human) biology.

## **Science – Chemistry**

### **Required:**

- One full-year course in introductory chemistry, **and**
- one half-year course in organic chemistry.

Only one full-year course in biochemistry will be accepted. Applicants with an undergraduate degree in engineering must specify the chemistry content of each course and supply calendar descriptions.

## **Science – Physics**

### **Required:**

- One full-year, first-year introductory physics, **and**
- one half-year course in electricity & magnetism beyond first-year introductory physics.

Applicants with an undergraduate degree in engineering must identify the physics content of each course, using mechanics, sound, optics, and electricity and magnetism as headings, supplemented by calendar descriptions, to indicate the physics content in any course not labelled as Physics.

## **Visual Arts**

### **Required:**

- Two full-year courses in comprehensive studio practice (including drawing and painting), **and**
- one full-year survey course in art history.

### **Recommended:**

- Studio practice in printmaking and/or three-dimensional design.

## **D. (Q14) Aboriginal Teacher Education Community-Based Program (Primary/Junior) Requirements:**

For details regarding the supplementary requirements for the Aboriginal Teacher Education Community-Based Program, refer to the Teacher Education Admission website.

## **E. Technological Education Program Option**

**(Q80)** Technological Education (Fall-Winter, BEd)

**(Q82)** Technological Education (Fall-Winter, DipEd)

- (Q85)** Technological Education (Internship, BEd)
- (Q87)** Technological Education (Internship, DipEd)

Queen's Technological Education program option offers two different delivery routes:

- a fall-winter program delivery (Q80/Q82); and
- an internship program delivery (Q85/87) extending over two summers, with some online courses taken during the fall-winter while the candidate is teaching in a secondary school in her/his broad-based technology area.

Ontario faculties of Education do not necessarily offer all of the same broad-based technologies. Queen's Teacher Education offers the following broad-based technologies:

- Communications Technology
- Computer Technology
- Construction Technology
- Green Industries
- Hairstyling and Aesthetics\*
- Health Care
- The Hospitality portion of Hospitality and Tourism Technology
- Manufacturing Technology
- Technological Design
- Transportation Technology\*

\* Programs marked with an asterisk are regulated trades, meaning that applicants must hold a certificate of qualification in their trade.

### Minimum Admission Requirements for Technological Education:

- **Five** years of wage-earning experience, including business or industrial experience, where the applicant used skills and knowledge in the area of Technological Education selected for his or her broad-based technology, **or**
- at least **two years** of wage-earning experience and successful completion of a postsecondary education program in the area of Technological Education selected for the applicant's broad-based technology. The postsecondary program must include a minimum of **six semesters** of academic studies where the experience and education used the applicant's skills and knowledge in his or her broad-based technology, **or**
- a combination of wage-earning experience and education that totals **five years**, of which at least **two years** must be wage-earning experience in the applicant's broad-based technology and at least **four months** in this two years must be continuous.

Wage-earning experience **must** be in the area(s) of Technological Education that applicants choose in their teacher education program. Applicants cannot use

teaching experience to count toward their wage-earning experience.

Potential applicants are strongly advised to consult the website to learn about the different program delivery routes.

For details outlining the required supplementary documentation for the Technological Education program, refer to the Teacher Education Admission website.

**A paper original of all documents must be received by the Education Registrar's Office by the deadline.**

**Only completed applications will be assessed.**

Applicants are welcome to apply to both program delivery routes, but should rank their choices. Only one offer will be made. The Queen's Education Registrar will make every attempt to make an offer of admission for the applicant's first preference. The Education Registrar will consider an applicant's request to change to their other choice only if spaces are available in that other program route. No further changes will be considered once the summer internship program begins.

Applicants entering without an undergraduate degree who complete Technological Education are awarded a Diploma in Education (DipEd). Those entering with an undergraduate degree who complete the program option are awarded a Bachelor of Education degree (BEd). Holders of the Diploma in Education who later submit to the Education Registrar proof of having been granted an acceptable degree (e.g., by submission of a university transcript indicating that the degree has been conferred) will be awarded a Bachelor of Education degree. In order for the undergraduate degree to be considered in this process, it must not include transfer credits that were counted toward the program requirements for the DipEd.

### Program Tracks for both Primary/Junior and Intermediate/Senior Program Options

Queen's Teacher Education offers three program tracks as focus programs within the normal Primary/Junior or Intermediate/Senior program options. They are:

1. Aboriginal Teacher Education (ATE)
2. Artist in Community Education (ACE), and
3. Outdoor and Experiential Education (OEE).

The admission requirements for each are described below.

#### 1. Aboriginal Teacher Education (ATE) Program Track

- (Q12)** Aboriginal Teacher Education Primary/Junior, ATE (P/J)
- (Q32)** Aboriginal Teacher Education Intermediate/Senior, ATE (I/S)

For general information about required and recommended courses, refer to Q10 Primary/Junior or Q30 Intermediate/Senior, as appropriate.

For details about the supplementary requirements for the Aboriginal Teacher Education program track, refer to the Teacher Education Admission website.

## **2. Artist in Community Education (ACE) Program Track**

**(Q15)** Artist in Community Education  
Primary/Junior, ACE (P/J)

**(Q35)** Artist in Community Education  
Intermediate/Senior, ACE (I/S)

For general information about required and recommended courses, refer to Q10 Primary/Junior or Q30 Intermediate/Senior, as appropriate.

For details about the supplementary requirements for the Artist in Community Education program track, refer to the Teacher Education Admission website.

Artist in Community Education Intermediate/Senior applicants should select their first teaching subject from one of:

- Dramatic Arts (135)
- English (319)
- Music – Instrumental (158) or Music – Vocal (159)
- Visual Arts (190)

**Applicants may select their second teaching subject from any of those offered by Queen's.**

## **3. Outdoor and Experiential Education (OEE) Program Track**

**(Q18)** Outdoor & Experiential Education  
Primary/Junior, OEE (P/J)

**(Q38)** Outdoor & Experiential Education  
Intermediate/Senior, OEE (I/S)

For general information about required and recommended courses, refer to Q10 Primary/Junior or Q30 Intermediate/Senior, as appropriate.

For details about the supplementary requirements for the Outdoor and Experiential Education program track, refer to the Teacher Education Admission website.

The Ontario College of Teachers sets their own document and assessment requirements and policies, which may be different from the requirements noted in this policy. Completion of the BEd degree requirements does not guarantee a teaching certificate. All graduates who apply to the Ontario College of Teachers must meet all their requirements. Current licensing requirements may be found on the web at [www.oct.ca](http://www.oct.ca).