

Bachelor of Education

Application Guide



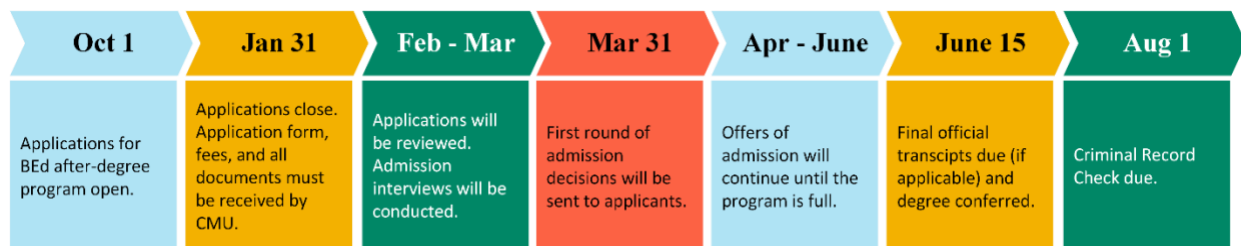
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Introduction

CMU's Bachelor of Education is a 16-month, 60 credit hour after-degree program intended for people who have already completed an undergraduate degree. This document is a guide through the application and admission process. If you have any questions during the application stage, please contact admissions@cmu.ca.

Application Timeline



Application Eligibility

To be eligible to apply to the BEd program, the applicant must have:

- A recognized* bachelor's degree. For an August start date, the bachelor's degree must be conferred by June 15, prior to the start of the program.
- A minimum 2.50 adjusted grade point average (AGPA) in the most recent 60 credit hours of university-level study. The BEd is a competitive program, and meeting the minimum GPA requirement does not guarantee you a spot in the program.
 - The AGPA will be calculated using the most recent 60 credit hours completed. This calculation will include courses taken at multiple institutions (if applicable). The calculation will include any failing grades in the most recent 60 credit hours but will not include withdrawals.
- Work or volunteer experiences with children and/or youth.

** The Manitoba Teaching Certificates and Qualifications Regulation section 8(2) defines a recognized degree program as "a Bachelor of Arts, Science, Human Ecology, Music, Physical Education or another approved degree, from a Manitoba university or a post-secondary institution that is approved."*

Teachable Requirements

The admission requirements outlined by the Manitoba Teacher Certification Board do not limit admission to specific bachelor's programs or specify teachable requirements. CMU follows the guidelines for admissibility as set out by the Manitoba Teacher Certification Board. However, we strongly advise applicants considering teaching in high school to take courses in their teaching area(s) of interest. Applicants considering teaching in early or middle years should consider courses

in a variety of areas including mathematics, the sciences, music, English, history, and courses in their teaching areas of interest.

The admission requirements to CMU's BEd program may differ from the admission requirements to other BEd programs within the province. If considering applying to programs at other institutions, please ensure you research the requirements at those institutions.

Application Materials

In considering admissibility, the Admissions Review Committee will give equal weight to an applicant's grades, work/volunteer experience, personal statement, and references. Applicants should give careful thought when writing the statements below and when selecting references.

Official Transcripts

Applicants must submit final official transcripts from all post-secondary institutions attended. CMU applicants do not need to submit a final official CMU transcript as we have access to it.

For applicants currently registered in courses at the time of application, interim transcripts must be provided. Final official transcripts must be submitted by June 15, and the transcript must indicate degree conferral.

Transcripts must be sent directly to CMU (admissions@cmu.ca) from your previous institution(s) or through MyCreds™.

Post-Secondary Degree Completed Outside Canada or the United States

A post-secondary degree completed outside of Canada or the United States requires an **ICAP course-by-course** evaluation by World Education Services (WES). This course-by-course evaluation must be sent **directly** to CMU by WES. There is a fee payable to WES for this service.

For additional questions about obtaining a course-by-course evaluation or for support with your WES evaluation, please contact WES directly.

Statement of Work and Volunteer Experience

Applicants must have work or volunteer experience with children and/or youth at the time of application.

For each experience please fill out the provided fields which will include the organization name, position in the organization, length of time, hours/week, level of responsibility and how the experience prepared you for teaching. In your statement, do not include all your duties; specify the duties you feel are most applicable to education.

CMU applicants who have completed a WIL placement in a school setting will have the option to use this experience in their application.

Personal Statement (500-700 words)

A personal statement is required at the time of application and is designed to demonstrate your readiness to enter a Bachelor of Education program.

Develop a brief statement of your emerging teaching philosophy. In your response, address:

- Why you wish to enter the teaching profession.
- Your beliefs about teaching and learning.
- How you would create a supportive and inclusive learning environment.
- The role you believe teachers play in helping students grow academically, socially, and emotionally.

The strongest statements will focus on your own beliefs, values, and goals as a future educator rather than solely describing influential teachers or past educational experiences

Two References

At the time of application, the applicant will need to provide the names and email addresses for two references. CMU will contact these references directly. All referees will be required to submit the reference through an online form. **CMU will not accept references directly from the applicant.**

Your first reference should be professional: a supervisor from a past or present volunteer, practicum, work integrated learning (WIL) placement*, or employment position.

Your second reference may be either an academic reference, from a current or former post-secondary instructor, or a second professional reference.

All referees must be qualified to comment on your capacity and potential to engage in a Bachelor of Education program. At least one referee must be qualified to comment on your suitability to and experience working with children and/or youth.

We will not accept references from family members, personal friends, or instructors in the Bachelor of Education program at CMU.

*CMU applicants who successfully complete a WIL placement in a school may choose to use their WIL placement supervisor's assessment as their professional reference. In such circumstances, make a request to the Centre for Career Vocation (CCV) to submit the assessment.

Equity in Admissions to Education

CMU aims to promote equitable access to and strives for greater representation of under-represented groups in Canada. Applicants to the education program are eligible for Educational Equity under CMU's Equity Diversity and Inclusion (EDI) commitment (see <https://www.cmu.ca/research-office/public-accountability>). At the admissions stage, equity consideration will be given to applicants who identify as an EDI priority group or as a former child in care. Membership in one or more of the following equity groups will result in an adjustment according to EDI principles.

- **Indigenous Peoples in Canada:** This includes Canadian First Nations, Inuit, Métis peoples.
- **Black and People of Colour:** This includes people who belong to communities that have historically experienced systemic racism. This category includes non-Canadian Indigenous peoples.
- **Persons with Disabilities:** This includes people who have a diagnosed physical, mental, psychological, sensory, or learning disability.
- **2SLGBTQIA+ Persons**
- **Economic Marginalization:** This includes people who have been excluded from participating fully in the economic life of their communities, leading to significant disparities in wealth and opportunity.
- **Former Child in Care:** This includes people who were in the care, custody, or guardianship of a child welfare organization.

Admission Procedures

When applications are open, the Admissions Office will support applicants in submitting all required documents for consideration. The total pool of applications is initially reviewed by Admissions and completed application packages are referred to the Education Admissions Review Committee.

An applicant who meets the minimum admission requirements will not automatically be assured of an offer of admission. A set number of applicants will be admitted to the Bachelor of Education program each year.

Admission Review Committee

The Admissions Review Committee will be comprised of faculty and staff from CMU, primarily from the Education department. The Education department Chair will lead the process.

Application Review

The application packages will be scored using pre-established rubrics and each applicant will be given an application package score based on the following criteria:

- Adjusted Grade Point Average (AGPA): Score out of 12.5
- References: Score out of 12.5

- Work & Volunteer: Score out of 12.5
- Personal Statement: Score out of 12.5

Application packages will be ranked in order of the review scores. The top ranked scores will be invited for an interview.

Interview

A select number of applicants will be invited to interview for a spot in the program with the Education Admissions Review Committee.

Interview Details:

- Applicants will be given the interview questions in advance of the interview.
- All applicants will receive the same interview questions.
- The interview will be 20 minutes in duration.
- The interview will be in-person. If the applicant is not from Winnipeg or surrounding area, arrangements will be made for an online interview.

The committee will independently score each applicant, engage in discussion about each interview, and arrive at consensus as to the final scores.

Admission Decision

Final admission to the BEd program will be weighted accordingly:

- Application package score (AGPA, Academic References, Work & Volunteer, Personal Statement): 50%
- Interview score: 50%
- Applicants who identify as one or more of the EDI categories outlined above will have their score adjusted according to EDI principles.

The final scores will be communicated back to Admissions who will prepare decision letters and notify applicants by e-mail.

Offer of Admission Letter

The first round of admission letters will be sent out at the end of March. Applicants who receive an offer of admission **must accept their offer of admission within two weeks** to ensure their spot in the program. To claim their spot, they must:

- Pay the non-refundable \$500 tuition deposit.
- Agree to abide by the Education Professional Readiness and Sustainability policy and Academic Standing policy (copies will be available in the application portal)
- Ensure a final official transcript confirming graduation status is submitted no later than **June 15** (if applicable).
- Ensure a criminal records check is sent to CMU by **August 1** (see “Criminal Records Check” section for more information)

Waitlist Letter

If there are more qualified applicants than available spots in the program, admissible applicants will be put on a waitlist. Waitlisted applicants should monitor their email. If another applicant declines their offer of admission, offers of admission will be offered to one waitlisted applicant at a time. If offered admission from the waitlist, applicants must follow the steps under “Offer of Admission Letter”.

Denial Letter

There may be situations where the Education Admissions Review Committee determines that an applicant is not admissible at that time. A letter indicating the decision, along with rationale for the decision, will be posted to the application portal. The applicant will be invited for follow-up with the department if there are further questions regarding the decision. The decision of the Education Admissions Review Committee is final.

Criminal Records Check

All applicants who accept an offer of admission must obtain the following record checks after April 1 and uploaded to student portal prior to August 1:

- Police Vulnerable Sector Check (PVSC)
- Child Abuse Registry Check

Applicants will not be able to begin the BEd program until these documents are received, and the applicant is cleared. The fee for these documents is the responsibility of the applicant.

Transfer Credit

If an applicant has completed educational credits at another post-secondary institution, transfer credit will be assessed **after admission** to the Education program. Transfer credit will be assessed on a course-by-course basis and is not guaranteed. For more information on transferring courses into the BEd program, contact CMU.

Program Overview

Program Information

CMU's Bachelor of Education is a 16-month, 60 credit hour after-degree program, comprised of 1.5 and 3.0 credit hour courses. The courses are offered in intensive and 6-week formats, allowing for longer practicum blocks. The program is an in-person, full-time program. Due to the intensity of the program it is recommended that student's limit their commitments outside of school as much as possible. Falling behind in coursework/practicum may result in the removal from the program.

Term 1 Aug to Dec	Term 2 Jan to Apr	Term 3 Apr to June	Term 4 Aug to Dec
Course Block 2-week Intensive Aug	Course Block 2-week Intensive Jan	Practicum III 6 Weeks Apr to June	Course Block 2-week Intensive Aug
Practicum I 1 Week Sept	Practicum II 5 Weeks Jan to Feb		Practicum IV 12 Weeks Sept to Nov
Course Block 6-weeks Sept to Nov	Course Block 6-weeks Mar to Apr	Course Block 2-week Intensive June	
Practicum I 4 Weeks Nov to Dec			Course Block 2-week Capstone Dec

The course requirements for the Bachelor of Education at CMU are as follows:

Foundations (9 credit hours)

- EDUC-3100 Exploring Education: Theory and Practice (3.0 credit hours)
- EDUC-3110 Indigenous Education in Manitoba (3.0 credit hours)
- EDUC-4100 Teacher as Researcher and Changemaker (3.0 credit hours)

Instructional Skills (13.5 credit hours)

- EDUC-3200 Inclusive Education (3.0 credit hours)
- EDUC-3210 Neurodiversity and Learning Disabilities in the Classroom (3.0 credit hours)
- EDUC-3220 Educational Assessment (3.0 credit hours)
- EDUC-4200 Children, Families, and Communities: Educating the Whole Child (1.5 credit hours)
- EDUC-4210 Restorative Justice and Conflict Resolution in the Classroom (1.5 credit hours)
- EDUC-4220 Capstone Curricular Design Project (1.5 credit hours)

Disciplinary Methods (16.5 credit hours)

- EDUC-3400 Anti-oppressive Education and Culturally Responsive Pedagogies (1.5 credit hours)
- EDUC-3410 Making Sense of Thinking Mathematically (3.0 credit hours)
- EDUC-3420 Making Sense of Scientific Inquiry: Methods in the Sciences (1.5 credit hours)
- EDUC-3430 Teaching Reading and Writing (3.0 credit hours)
- EDUC-3440 Multilingual and Multicultural Literacies (1.5 credit hours)
- EDUC-3450 Making Sense of Language Arts (1.5 credit hours)
- EDUC-3460 Making Sense of the World: Methods in History and Social Studies (1.5 credit hours)
- On-site Methods
 - EDUC-3470 Literacy for all Learners (1.5 credit hours)
 - EDUC-3480 Hands-on Approaches to Science and Math (1.5 credit hours)

Methods Electives: 3 credit hours of the following:

- EDUC-3500 Art, Drama, & Movement across the Curriculum (1.5 credit hours)
- EDUC-3510 Physical Education and Health across the Curriculum (1.5 credit hours)
- EDUC-3520 Technological and Media Literacy Across the Curriculum (1.5 credit hours)
- EDUC-3530 Music Across the Curriculum (1.5 credit hours)
- EDUC-3540 Indigenous Land-based Learning across the Curriculum (1.5 credit hours)
- EDUC-3550 Specialist Methods: Approaches to Teaching Languages (1.5 credit hours)
- EDUC-3560 Specialist Methods: Teaching Bible and Religious Studies in Schools (1.5 credit hours)

Education Electives: (6 credit hours)

- EDUC-4800 Call to Action 63: The Role of Educators in Reconciliation (3.0 credit hours)
- EDUC-4810 Interfaith Dialogue and Learning in Pluri-religious Schools (3.0 credit hours)
- EDUC-4820 Pedagogies of Peace and Justice (3.0 credit hours)
- EDUC-4830 Principles of Environmental and Place-based Teaching and Learning (3.0 credit hours)
- EDUC-4950 Topics in Education (3.0 credit hours)

Practicum (12 credit hours)

- EDUC-3900 Education Practicum I (2.0 credit hours)
- EDUC-3910 Education Practicum II (2.0 credit hours)
- EDUC-4900 Education Practicum III (3.0 credit hours)
- EDUC-4910 Education Practicum IV (5.0 credit hours)