

166 Bedford Highway, Halifax, NS, B3M 2J6 902-457-6788

Bachelor of Education
Secondary
Supplementary Information Package
September 2022 Entry

The Bachelor of Education - Secondary program is a highly sought after limited-access professional program. You should ensure that you meet and wherever possible surpass the basic pre-requisites or co-requisites for this program.

APPLICATION AND ADMISSION REQUIREMENTS

Only fully completed applications are forwarded to the Mount's Faculty of Education. The Mount considers applications in the following teachable fields (subject fields): Business Education, English, Family Studies, French, Mathematics, Science, Social Studies and Visual Arts. Other teachable fields (subject fields) may be considered: please contact the Faculty of Education for further information. When your application reaches the Faculty it will be reviewed according to the following criteria:

1. **UNDERGRADUATE DEGREE:** Completion of an undergraduate degree is required for admission to the Bachelor of Education program. Applicants completing the final year of an undergraduate degree may apply. If accepted, the undergraduate degree must be completed before beginning the Bachelor of Education Program.
2. **GRADES:** Normally the grade standard for the B.Ed. Program is a 'B'; however, the Mount does not simply select the students with the highest undergraduate marks; rather, marks are one indicator of academic success in post-graduate professional studies.
3. **UNDERGRADUATE COURSE WORK:** Applicants to the B.Ed. Secondary program will need to identify a first and a second teachable field (subject field). Teachable fields (subject fields) are made up of specific disciplines taught in the Nova Scotia public school system. Below are the teachable fields (subject fields) offered in the Secondary B.Ed. program at Mount Saint Vincent University (and their related disciplines):
 - Business Education
 - English
 - Family Studies (*Candidates should contact the Faculty of Education before applying.*)
 - French
 - Mathematics
 - Science:
Related Disciplines: Biology, Chemistry, Environmental Studies, Geology/Earth Sciences, Oceanography, Physics
 - Social Studies:
Related Disciplines: Acadian Studies, African Canadian Studies, Classics, Economics, Geography, History, Law, Mi'kmaq Studies, Political Science, Sociology
 - Visual Arts (*see Important Note below*)

Minimum academic requirements for first and second teachable fields (subject fields):

First Teachable Field: 5.0 units (30 credit hours) in a first discipline (normally major concentration).

Second Teachable Field: 3.0 units (18 credit hours) in a second discipline (normally minor concentration).

Important information regarding related teachable disciplines:

- **The first and second teachable disciplines must be in different teachable fields. For example, an applicant cannot have a first teachable discipline in Biology and a second teachable discipline in Physics, as both are under the teachable field of Science. The same also applies for the teachable field of Social Studies. An applicant cannot have a first teachable discipline in History and a second teachable discipline in Sociology. Both History and Sociology are Social Studies disciplines.**
- For a first or a second teachable field in Business Education, applicants must have a combination of courses from among Business Administration, Commerce, Marketing, Accounting, Finance, Organizational Behaviour, Secretarial Arts.
- For a first or a second teachable field in Family Studies, applicants must have a combination of courses from any two of the following three key theme areas: Family Studies, Nutrition and Consumer Studies. *Candidates should contact the Faculty of Education before applying.*
- For a first or a second teachable field in French, applicants are expected to be competent in reading, writing, listening and speaking. Students will complete a practicum in a French Immersion class setting.
- For a first or a second teachable field in Visual Arts, applicants should have courses such as painting, ceramics, drawing, pottery, and/or sculpture, printmaking and photography.
IMPORTANT NOTE for B.Ed. applicants applying to the Secondary program with Visual Arts as a 1st teachable and Social Studies as a 2nd teachable: Only 1.0 unit (6 cr/hrs) of course work in Art History can be used toward History as a Social Studies discipline. The remaining required course work must be in pure History.

Applicants who are missing some of these academic requirements may be considered for conditional acceptance providing these courses are completed by a deadline/s determined by the Faculty of Education.

4. **REFERENCES:** Three references [one (1) academic and two (2) general suitability for teaching] are required. Referees should be from persons who are not related to the applicant, who are familiar with the applicant's recent experiences as they pertain to the education profession, should know the applicant in some professional or other responsible capacity, and should respond to the questions asked of them as fully as possible. Referees should email their reference form directly to Admissions@msvu.ca or enclose the form in a sealed envelope signed across the seal and either return it to the applicant for inclusion in their application package or mail it directly to the Admissions Office at MSVU.
5. **EXPERIENCES (COVER LETTER AND RESUMÉ):** A one-page cover letter must accompany your resumé. Your resumé should include the nature and amount of experience you have had in areas relevant to teaching. This experience may include paid or voluntary work in secondary schools, but other experience with young people such as mentor, tutor or counselor will be considered.
6. **ESSAY RESPONSE:** Each applicant to the secondary program must submit an essay response, of no more than two pages (500 words), the essay question is "Who or what has inspired you to pursue a career in teacher education? What are some qualities that this person/this experience has that you would like to emulate in your own career?".
7. **International Applicants:** Official transcripts issued in a language other than English must be accompanied by an English translation signed by a notarized translator. Applicants submitting transcripts for studies completed outside of North America (Canada and United States) must contact World Education Services (WES) to request a **Course-by-Course** Credential Assessment of their transcript/s. The results of the transcript assessment are to be sent directly from WES to the Admissions Office and will form part of the applicant's completed B.Ed. application package.
(Link for WES <https://www.wes.org/ca/>)

Candidates who are admitted to the program will be required to submit completed Criminal Records, with the Vulnerable Sector Search, and Child Abuse Registry checks **by deadline dates that will be provided by the Faculty of Education.**

The application deadline is Friday January 21 2022 or until all available positions are filled. Students are admitted to the regular B.Ed. program in September only.

Questions? E-mail: education@msvu.ca



THIS IS A REQUIRED FORM AND MUST BE COMPLETED BY APPLICANTS TO THE SECONDARY PROGRAM.

From your university transcript/s, please indicate in the chart below how you meet the B.Ed. Secondary academic and admission requirements.

| APPLICANT NAME: | | | INTENDED GRADUATION YEAR (MM/YY): | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|-------------------------------------|--------------------------------------------------------------------------|
| INSTITUTION & DEGREE: | | | | |
| REQUIREMENTS | COURSE NUMBER & TITLE | COURSE WEIGHT VALUE (UNITS OR CREDITS) | | FOR OFFICE USE ONLY |
| | | NUMBER OF UNITS/CREDITS COMPLETED | NUMBER OF UNITS/CREDITS IN PROGRESS | |
| <p>First Teachable Field (subject field) - 30 credit hours (5 units) Minimum of 30 cr hrs in one particular discipline taught at the junior/secondary levels of the Nova Scotia public school system. Refer to the Bachelor of Education – Secondary Basic Information Sheet (bullet #3) for acceptable disciplines.</p> <p>Identify the following:</p> <p>What is your first teachable field: (e.g. English) (e.g. Science)</p> <hr/> <p>What is your first teachable discipline : (e.g. not applicable for English) (e.g. Physics (science))</p> <hr/> | | | | <p>Yes: _____ No: _____</p> <p>Missing: _____</p> <p>Comments: _____</p> |
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| <p>Second Teachable Field (subject field) – 18 credit hours (3 units) Minimum of 18 cr hrs in one particular discipline taught at the junior/secondary levels of the Nova Scotia public school system. Refer to the Bachelor of Education – Secondary Basic Information Sheet (bullet #3) for acceptable disciplines.</p> <p>Identify the following:</p> <p>What is your second teachable field: (e.g. Social Studies) (e.g. Math)</p> <hr/> <p>What is your second teachable discipline : (e.g. History) (e.g. not applicable for Math)</p> <hr/> | | | | <p>Yes: _____ No: _____</p> <p>Missing: _____</p> <p>Comments: _____</p> |
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NOTE: Applicants who are missing some of these academic requirements may be considered for conditional acceptance providing these courses are completed by a deadline/s determined by the Faculty of Education

Secondary applicants please respond to the question in an essay of no more than two pages (500 words-typed).

Who or what has inspired you to pursue a career in teacher education? What are some qualities that this person/this experience has that you would like to emulate in your own career?

Please note: We request that you do not use the real names of people you will be speaking about for this question.



For tracking purposes, please assist us by providing a list of your three referees.

| | | | |
|------------------|-------------------------------------|------------------------------------|----------------------------|
| Applicant | _____ | _____ | _____ |
| | Last Name | First & Middle Name | Former Last Name |
| Intended Program | <input type="checkbox"/> Elementary | <input type="checkbox"/> Secondary | _____ |
| | | | Date of Birth (DD/MM only) |

Please list your referees' contact information below. It is the applicant's responsibility to ensure that referees forward the completed reference forms to the Admissions Office by the application deadline date.

| | Academic Reference | General Suitability | General Suitability |
|-----------|--------------------|---------------------|---------------------|
| Name | _____ | _____ | _____ |
| Address | _____ | _____ | _____ |
| Telephone | _____ | _____ | _____ |
| E-mail | _____ | _____ | _____ |

APPLICATION INSTRUCTIONS

Review the sections above to ensure your application is complete. Please note that your cover letter, resumé and case study response may be submitted electronically by emailing the documents as attachments to admissions@msvu.ca. Please include your full name, birth date and student ID, if available, in the email.

BASIC PROGRAM INFORMATION

Review the Basic Program Information for the Bachelor of Education - Elementary or the Bachelor of Education - Secondary to ensure you meet the pre-requisites or co-requisites for the program. Application materials are due in the Admissions Office January 21, 2022; however, we will continue to accept applications until all available positions are filled.

APPLICATION

Complete and submit an online Application Form for the program you wish to apply to:

- Bachelor of Education - Elementary
- Bachelor of Education - Secondary

APPLICATION FEE

Submit a \$40 non-refundable application fee. The fee can be paid online with a credit card immediately upon submission of the online application.

You can pay the fee online at the following link:

https://forms.msvu.ca/paynow/payonline/default.aspx?_ga=2.97385695.152066844.1530012633-1706170188.1505828303

If you wish to apply to both programs, you must submit an online application form for each program and pay the application fees for each program.

TRANSCRIPTS OF ALL POST-SECONDARY EDUCATION

Submit an official transcript (in the institution's sealed envelope) from each post-secondary institution you have attended, including institutions from which you received transfer credit/s. Transcripts can be sent directly from the issuing institution to the Admissions Office, Mount Saint Vincent University or enclosed (in the university's sealed envelope) with the application package. Please note applicants do not have to submit a transcript for course work taken at the Mount.

International Transcript/s:

Official transcripts issued in a language other than English must be accompanied by an English translation signed by a notarized translator.

Applicants submitting transcripts for studies completed outside of North America (Canada and United States) must contact World Education Services (WES) to request a Course-by-Course Credential Assessment of their transcript/s. The results of the transcript assessment are to be sent directly from WES to the Admissions Office and will form part of the applicant's completed B.Ed. application package. (Link for WES <https://www.wes.org/ca/>.)

PROGRAM ADMISSION REQUIREMENTS FORM (COMPLETION OF THE APPROPRIATE FORM IS REQUIRED)

Applicants must complete the appropriate admission requirements form, Elementary or Secondary, indicating how they meet the academic requirements of the program to which they are applying.

COVER LETTER

Applicants must submit a one-page letter of introduction. Applicants should draw attention to any special circumstances affecting their application and/or provide additional information that may be helpful to the Admissions Committee.

RESUMÉ

Applicants must submit their resumé on plain white paper, which outlines the following (include dates and descriptions where appropriate):

- Education
- Employment record (employer, type of work and responsibilities)
- Detail your experiences with children relevant to teaching
- Awards and recognitions
- Group, society, or community activities
- Hobbies, recreational, or leisure time activities
- Attributes that enhance your contribution to teaching

REFEREE CONTACT INFORMATION SHEET

For tracking purposes, applicants should provide a list of their three (3) referees. The appropriate form is included in this package.

REFERENCE FORMS – COMPLETION OF APPROPRIATE REFERENCE FORM/S IS REQUIRED.

- One (1) Academic Reference (required form): This reference form specifically addresses your most recent university experiences. Applicants who have not undertaken academic course work in the past 5 years may submit a Professional Reference using the Academic Reference form.
- Two (2) General Suitability for Teaching References (required form): Referees should be persons who are not related to the applicant, who are familiar with the applicant's recent experiences as they pertain to the education profession and who can provide an unbiased and objective assessment.

NOTE: The Academic Reference form and the General Suitability for Teaching Reference forms are **REQUIRED COMPONENTS** of your B.Ed. application package and must be completed by the referees. It is therefore your responsibility to ensure your referees complete the appropriate form/s. Referees should email their reference form directly to Admissions@msvu.ca or enclose the form in a sealed envelope signed across the seal and either return it to you for inclusion in your application package or to the address below:

Admissions Office
Mount Saint Vincent University
166 Bedford Hwy
Halifax NS B3M 2J6
Fax: 902-457-6498

ESSAY RESPONSE

Please respond, in an essay of no more than two pages (500 words), "Who or what has inspired you to pursue a career in teacher education? What are some qualities that this person/this experience has that you would like to emulate in your own career?"

STUDENTS WITH IDENTIFIED DISABILITIES

Upon admission to the Mount, students with identified disabilities (e.g., blind or visual impairments, deaf or hard of hearing, learning disabilities, ADD/ADHD, etc.) must register with Accessibility Services as soon as possible. For further information please visit the Accessibility Services website <https://www.msvu.ca/campus-life/accessibility-services/>

PLEASE NOTE:

It is the applicant's responsibility to ensure their application is complete and all required documentation has been submitted to the Admissions Office by the deadline date. To track the status of your application, please contact the Admissions Office at admissions@msvu.ca.

IS YOUR APPLICATION COMPLETE?

- Online application form submitted
- Application fee submitted
- Transcripts requested and submitted
- Cover Letter submitted
- Resumé submitted
- Elementary or Secondary Program Admission Requirements Form completed and submitted
- Referee Contact Information Sheet submitted
- Reference Forms
 - academic reference
 - suitability for teaching #1
 - suitability for teaching #2
- Essay Response

