



Survival Guide

August 2007

What is the STU?

The Student Teachers' Union is an organization made up of all the preservice students at OISE. You are already a member. Our office is 8-193 (next to the STU lounge, and there are microwaves there for you to use.)

What can the STU do for me?

As much as you want. Come out and get involved! This year will fly by so don't hesitate. We are a strong student union that represents the interests of our whole student body. The STU

holds social and educational events (everything from open forums to pub nights, conferences to boat cruises). Stop by the office any time you want your voice to be heard.

What can I do for the STU?

Get involved! Run for an executive position, be a class rep, or volunteer for one of our committees. Anything you do will help create a better OISE community.

Does OISE have intramural sports?

Absolutely. Our teams

play in the U of T intramural league. Check the window outside the office early in September to see what teams are in place. Feel free to step up and be a team captain. Intramurals begin right away, so make sure to drop by the STU office if you are interested in playing.

Find us online at

<http://fcis.oise.utoronto.ca/~stunion>

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Helpful Offices at OISE

Student Teachers' Union (STU) – 8-193

TEP Centre – 8th floor

Student Services – 8th floor

Registrar's Office – 4th floor

School University Partnerships Office (SUPO) – 8th floor

Directors of Elementary and Secondary Program – 8th floor

Education Commons – 3rd floor

Academic and Cultural Support Centre – 8th floor

Contacting the STU

252 Bloor Street West
Toronto, ON
M5S 1V6

stunion@oise.utoronto.ca

Frequently Asked Questions: Course info

Can I change my courses/classes in September?

Yes, but do it quickly. Visit the Registrar's office (4th floor) to see if it is possible because some schedules cannot be changed. Review your course info (online and in the info package) BEFORE you go to the Registrar's office. There are cut-off dates for course changes and registration.

How heavy is the course load?

It is manageable. Every class is different, but most are well-organized and give you ample time to complete the work. Classes are held Monday through Friday so the week-

ends are your own. Many students have families, work part-time, or participate in extra-curricular activities (like the Student Teachers' Union) and are still able to get their assignments in on time. During Practicum, there is typically no OISE coursework assigned BUT expect a huge crunch of assignments immediately before and after practicum.

**** Elementary division:** You're in class from 9-4 during the week so keep this in mind when organizing your time.

How will I be evaluated?

It will vary: research papers, reflection papers, essays, les-

son plans, unit plans, reflection papers, group work... more reflections. You are expected to attend all of your classes. Final course grades are letter grades.

What books should I buy?

See what books are required for each class. Textbooks can usually be shared, and can sometimes be bought second hand, or are available in the library. Most are excellent resources for your future classroom. Books can be found at several bookstores so be sure to ask your instructor where yours are located.

Frequently Asked Questions: Practicum

Do we have a choice of what school we go to?

No. Practicum is very rarely changed due to the limited number of available placements. Do not expect to go to a school near your home. Sometimes a commute is necessary.

What do I do if my associate and I experience conflict?

Keep your cool, and document your side of the conflict. Your practicum evaluation sheet is something that future principals will look at. Speak to your instructor about your concerns. If there is serious conflict or any type of misconduct,

talk to someone in SUPO or a preservice instructor immediately. It's best to make someone aware of this as early as possible in the practicum. Don't worry—there are resources to support you.

How long is practicum?

The first practicum is in the fall session, the second in the spring. The Ontario College of Teachers expects that all teacher candidates complete at least forty days for qualification. You can take sick days but if you miss too many days you will have to make up the days.

What can I really expect from practicum?

This is your biggest learning experience during your time at OISE. You will be busy and tired and experience the real life of a teacher. Your associate teacher will be your mentor and guide. Make sure you take time to participate in the school community and to enjoy yourself.

Does anyone from OISE come to visit?

Usually, but they may not observe you teach. It depends on your instructors. If you have concerns, speak to your instructors for more info.

Frequently Asked Questions: SUPO

What is SUPO?

The School University Partnership Office (SUPO) is responsible for coordinating your practicum placement and internship. They also provide many valuable student services in-

cluding workshops and conferences.

How do I register for these workshops?

Workshops and conferences such as Assessment and Evaluation, Social Justice and

Professional Preparedness are offered throughout the year. Register early as they fill up quickly. You can find more information and register at the SUPO website

Frequently Asked Questions: Internship

What is the internship?

The internship is a mandatory five-week component of the program that allows you to broaden your professional knowledge and utilize the skills you've acquired thus far. You can work in a school setting (explore a different grade level, work at a different school, in a different board, work in another department, etc). You can work in a non-classroom setting if it is related to education (examples include curriculum development, research, working with NGOs). You can also do your internship abroad.

Is the internship paid?

No. It is against policy for teacher candidates to be paid for the work they do during the internship period.

How do I find a placement?

You are responsible for finding your own placement. The OISE internship website will post placement opportunities, but remember to do this early if you want to go abroad for your internship. Feel free to speak to instructors, schools, or community organizations about possible internship opportunities.

What can I expect to get out of my internship?

This internship is for YOUR professional development so make sure you choose something that interests you. It is a great experience and can give you access to many resources and contacts. Speak to the internship office or an instructor if there is any kind of conflict or misconduct.

How is this regulated/supervised by OISE?

You will fill out forms to be signed by your internship supervisor (two to go, and two to stop). You will also be asked to fill out weekly summaries online.

Frequently Asked Questions: Financial Assistance

How do I apply for student loans?

Student loans are done provincially, not by the university. Ontario residents should visit <http://osap.gov.on.ca> for more information. OISE Student Services can also help you.

Will U of T give me any money?

Perhaps. U of T is committed to ensuring students have enough money to successfully complete their program. UTAPS (University of Toronto Advance Planning for Students)

grant support is provided by the University to students whose assessed need is

greater than government aid will cover. This assessment is done automatically for Ontario residents receiving OSAP, but a personal online assessment is available on the university website.

Can OISE help me out?

Sometimes. Non-repayable bursaries are available to B.Ed/Tech. Studies students who demonstrate financial need. Students are expected to qualify for an OSAP loan as this bursary is intended to be supplementary assistance. See Student Services for more information.

Are there bursaries and awards I can apply for?

Absolutely. Check out Student Services for more information on the Christopher Parker Memorial Fund grant or the Percy H Tacon Memorial Bursary, among others. OISE also offers emergency loans to eligible candidates.

Where can I look for part-time work on campus?

Go to the U of T career centre (or look online) for work-study placements and keep an eye out on the OISE conference for postings.

Frequently Asked Questions: Health & Well-being

How can I opt -out of the health & dental plan and how can I make a claim?

You can opt out by the printed deadline and receive reimbursement. If you need to make a claim, download one from the U

of T website (www.utsu.ca) or visit the Students' Administrative Council (U of T Student Union).

Where is the nearest clinic or health centre?

The U of T St George Health Service is located on the George

campus in the Koffler Student Services Centre

Where can I go work out?

The U of T Athletic Centre (Harbord & Spadina) and The Hart House (Queen's Park and Harbord)



Join the STU!

- * Athletics Coordinators (2)
- * Events Coordinators (2)
- * Media Coordinator (paid)
- * Treasurer (paid)

Nomination forms can be downloaded from the STU

website or picked up outside the office during the first week of classes. Interested candidates should stop by the STU info booth during the information fair on the first day of school.

Class Reps

Class reps are needed for each of the primary/junior/intermediate options and each of the secondary cohorts. Class reps are required to come to STU General As-

sembly Meetings (aprox. 2 per term). Each class will elect 2 representatives within the first week of classes. The names of the class reps must be into Kate Faber (kfaber@oise.utoronto.ca) no later than **Thursday September 20th, 2007**. The first General Assembly Meeting will be held on **Wednesday September 26th, 2007**.

Looking for a way to enhance your experience here at OISE? Join the STU!

STU Executive

The STU requires committed and passionate individuals to run for the following positions on the STU:

- ** President
- ** Vice-President
- ** Speaker of the House
- ** Equity Coordinators (2)

Treasurer Wanted!

Salary: \$3500 less deductions for the year (September– September)

Hours: 5-10 hours per week, flexible

Responsibilities:

Maintain accurate financial records for the STU

Prepare and revise annual budget as needed

Serve 2 office hours per week as scheduled by the STU exec

Attend all meetings

Skills:

Accounting and bookkeeping experience

Willingness to learn QuickBooks

Team player

Responsible and honest

Media Coordinator Wanted!

Salary: \$1000 less deductions for the year (September– May)

Hours: 3-5 hours per week, flexible

Responsibilities:

Maintain STU website

Edit and publish STU newsletter (2 per term)

Assist with production of promotional materials

Serve 2 office hours per week as scheduled by the STU exec

Attend all meetings

Skills:

Experience working with desktop publishing programs

Self motivated

Team player

To apply for these positions, please send a resume and cover letter to Kate Faber: kfaber@oise.utoronto.ca by **August 17th**

Interviews will take place the week of **August 27th** and training will take place the first week of Sept.

OISE Committees

You can also be involved by volunteering to sit on one of the following faculty council committees.

- * OISE Faculty Council
- * Faculty Council's *Executive* Committee
- * Faculty Council's *Initial Teacher Education* Committee
- * Faculty Council's *Research* Committee
- * Faculty Council's *Appeals* Committee
- * Faculty Council's Equity

Committee

- * Faculty Council's *By-Laws, Nominations, and Elections* Committee

- * Faculty Search

- * OTF

- * Teacher Liaison Committee

- * OISE Teaching Awards Committee

- * Resource Allocation Committee

For more information on the mandate and time commit-

ment of these committees, please see the list on the next page.

To volunteer for one of these positions, email Kate Faber (kfaber@oise.utoronto.ca) starting **September 10th, 2007**.

These positions will be filled on a first come, first serve basis.

Useful Websites

Student Teacher's Union (STU)

<http://fcis.oise.utoronto.ca/~stunion/>

School University Partnership Office (SUPO)

<http://supo.oise.utoronto.ca/>

Student Services

<http://www.oise.utoronto.ca/student-services/>

Education Commons

<http://www.oise.utoronto.ca/ec/>

Ontario College of Teachers

<http://www.oct.ca>

Qualifications Evaluation Council

Of Ontario (QECO)

<http://www.qeco.on.ca>

Elementary Teachers' Federation

Of Ontario (ETFO)

<http://www.etfo.on.ca>

Ontario Secondary Schools Teachers' Federation (OSSTF)

<http://www.osstf.on.ca>

Ontario English Catholic Teachers' Associations (OECTA)

<http://www.oecta.on.ca>

Curriculum Services Canada

<http://www.curriculum.org>

Group	Mandate	Meetings/Time Commitment	Representatives Needed
OISE Faculty Council	Reviews and approves new courses, new degree programs, and new program requirements (see http://www.oise.utoronto.ca/governance.html for more information)	4 meetings (3:00-5:00 on October 10, December 5, February 20, and April 16), with materials to read before each meeting	5
Faculty Council's <i>Executive Committee</i>	Sets the agendas for Faculty Council meetings and Town Hall meetings	4 meetings (3:00-5:00 on September 24, November 19, January 28, and March 31), with materials to read before each meeting	1 (<i>must</i> be on Faculty Council)
Faculty Council's <i>Initial Teacher Education Committee</i>	Reviews Initial Teacher Education course, program, and policy changes	4 meetings (about one month before each Faculty Council meeting), with materials to read before each meeting	5 (2 Elementary, 2 Secondary, 1 Tech Studies; need not be on Faculty Council)
Faculty Council's <i>Research Committee</i>	Establishes policies and provides advice on OISE's research activities	4 meetings (about one month before each Faculty Council meeting), with materials to read before each meeting	1 (need not be on Faculty Council)
Faculty Council's <i>Appeals Committee</i>	Establishes policies and procedures for student academic appeals	4 meetings (about one month before each Faculty Council meeting), with materials to read before each meeting	2 (need not be on Faculty Council)
Faculty Council's <i>Equity Committee</i>	Makes recommendations to the Dean and/or Faculty Council on issues related to equity and diversity	4 meetings (about one month before each Faculty Council meeting), with materials to read before each meeting	Student Teachers' Union president plus 1 other representative (need not be on Faculty Council)
Faculty Council's <i>By-Laws, Nominations, and Elections Committee</i>	Makes recommendations to Faculty Council and its committees regarding their constitution and by-laws	4 meetings (about one month before each Faculty Council meeting), with materials to read before each meeting	1 (need not be on Faculty Council)
Faculty Search	Assists in the search for new members of faculty. Includes reviewing of applications and interviews	Level of commitment: High	1 ITE student
OTF	Meets with OTF representatives with the primary focus being on planning for the Professional Preparation Conference at OISE. Candidate will also be invited to attend Federation	Monthly meetings	2 ITE students: 1 elementary, 1 secondary / public and catholic
OISE Teaching Awards Committee	Involved in the nominating and awarding of the annual OISE Teaching Awards	Level of commitment: Medium A few meetings per year; several hours reading nominations and 2 hour meeting to decide winners	STU President, or designate
Resource Allocation Committee	Determines the allocation of financial and other resources.	Level of Commitment: Low	1 ITE member