



FAQs for the StFX Off-Campus BEd Program

1. **How is the Off-campus BEd program delivered?**

The program is delivered as 20 3-credit courses, i.e., 16 regular courses interwoven with 4 additional practicum courses over three academic years (i.e., beginning in September of Year One and concluding with StFX spring convocation in May of Year Three). Regular courses are typically offered in a blended format involving three intensive in-person weekends (i.e., 9 hours per weekend) and two online evenings (i.e., 3 hours per evening). When circumstances arise (e.g., inclement weather), classes may be transitioned to online or rescheduled to an alternate make-up weekend at the discretion of the professor in consultation with the Chair of Teacher Education.

2. **Are the courses the same in the off-campus and the on-campus programs?**

Yes. The content of off-campus and on-campus courses is the same. The timing and length of courses in the off-campus program is different, but the courses are essentially identical.

3. **What are the attendance expectations for courses?**

Attendance in this program is crucial; students are expected to attend all classes.

4. **What if I miss a full weekend in a course?**

Our intensive weekend classes are designed to provide hands-on learning in collaboration with peers. They are a vital part of the program and must not be missed. Missing a full weekend is equivalent to missing 27% of the course time. If weekend classes are missed, the absence will be addressed by the course instructor and the Chair of Teacher Education to determine an appropriate course of action. Normally, students who miss a full weekend of in-person learning will not receive credit for the course, and will need to complete the course again at a later time. This may not be possible in your geographical location. Students are expected to notify the course instructor in advance when they need to be absent from class. Extended absences will be addressed by the Chair of Teacher Education.

5. **What if I am unable to attend a course?**

If you are unable to attend a course, you will be required to make up the course or equivalent in another off-campus program (if available) or in the on-campus program. This may mean travelling to an alternate Regional Centre for Education or to StFX campus to obtain this course. As a result, you may not graduate with the cohort. Alternate arrangements will have to be approved by the Chair of the Bachelor of Education Program.

6. **How do I register for courses?**

As part of the cohort, you will be registered in each of your courses by the Continuing & Distance Education Office.

7. Am I able to switch to the on-campus program?

In many cases, students in the off-campus program can switch to the full-time on-campus program following the first year of study. Students who choose to do this will probably have to take a course overload in both terms and will also have to complete three practicums. Also, it is possible that a student who switches to the on-campus program may have to complete *some* courses with an off-campus program cohort.

8. How do I receive a copy of my summative evaluations?

Copies of Summative Forms will be available from your Faculty Advisor.

9. Are professional development days mandatory during practicum?

PD Days are a valuable resource for a pre-service teacher; if possible and available, we strongly encourage you to attend PD Days provided by the sponsoring Regional Centre for Education.

10. How do school or site closures affect this program?

In the event of a Regional Centre school/site closure (due, for example, to inclement weather), instructors will *normally* teach classes online via Collaborate, the platform used for all online EDUC classes, or reschedule the classes to an alternate make-up weekend (i.e., every course has make-up weekends assigned that students must arrange to keep available in case of rescheduling). Any alternative arrangements in response to school/site closures will be shared with students by individual instructors and/or the Continuing & Distance Education Office. Students should attend to Regional Centre media communications (e.g., via website notices, Twitter messages) when uncertain about Regional Centre school/site status. **Updates, as possible, will also be provided by course instructors.**

11. What is the practicum expectation and format?

There are four practicum sessions of five weeks duration each: EDUC 471, EDUC 472, EDUC 481, and EDUC 482. Each session is a three-credit course and is evaluated on a pass/fail basis. The first practicum session will *normally* occur in Year One, the second practicum session will *normally* occur in Year Two, and the final two practicum sessions will *normally* occur in Year Three. Actual dates of these practicums will be shared with students as soon as they are confirmed.

12. How is the practicum arranged?

The StFX Bachelor of Education Field Coordinator will provide a form for you to indicate your choices of possible schools for practicum. The Field Coordinator will contact principals or Regional Centre personnel to arrange each placement.

13. Can I arrange my own practicum placement?

No, the practicum placements will be arranged by the Field Coordinator.

14. What are the attendance expectations for practicum?

Full attendance is required; normally missed days will have to be made up. See the [Bachelor of Education Handbook](#).

15. Do I require a Vulnerable Sector Check and Child Abuse Registry letters?

Please be advised that school Boards and Regional Centers for Education require that Vulnerable Sector Checks and Child Abuse Registry Letters must be current ie. within six months of the beginning of practicum.

16. What is the nature of each of the four practicum sessions?

There are four practicum sessions, each session is 5 weeks in length. Practicum 1 takes place at the end of Year 1 of the program (i.e., typically in May-June) and Practicum 2 takes place at the end of Year 2. Practicum 3 occurs in November-December and Practicum 4 occurs in March-April of Year 3 of the program. Each of the 4 placements has an increase in teaching responsibilities, starting from 25% in the first placement and moving to 100% in the final placement. Regardless of incremental teaching responsibilities, BEd students are expected to work full-time with the Associate Teachers in their classrooms in a variety of ways; this expectation applies to each five-week period, even in placements where teaching responsibilities are less than 100%.

17. Do I have to be absent from my regular employment during the four practicums?

Yes. You must attend school in the same way that regular teachers are required to attend school. You will have to arrange a leave of absence with your employer and you should avoid working during practicum. You will not be allowed to participate in any course work during practicum.

18. Can I receive any financial support to help offset lost wages during the four practicums?

Yes. This may be available from the RCE that is hosting the off-campus BEd cohort. Please check with the host RCE to see if you are eligible financial support.

Tuition/Fees

19. What is the cost of the entire program?

The Cost Per Credit Fee Schedule can be found at [stfx.ca/student-accounts](https://www.stfx.ca/student-accounts) (under the header, 'Part-time and Spring/Summer tuition' and the sub-heading, 'Per-Credit Fees Sept 2023-April 2024').

20. How is the tuition for the program paid?

To pay tuition, please visit: <https://www.stfx.ca/student-accounts/paying-your-tuition>

21. Am I required to pay the ancillary fees along with tuition?

Yes, as part of tuition, all students are required to pay ancillary fees.

22. Are there any other fees?

There is a \$75 per practicum field differential fee that will be charged when students are enrolled in each Practicum course. The total cost to students will be \$300 for the program and will off-set additional field costs.

23. How do I get a receipt?

All tuition is paid to Student Accounts at the StFX Business Office. To request a receipt you must send an email to Student Accounts at studentaccounts@stfx.ca including the following information:

- Name
- StFX ID
- Mailing Address
- Email address to which you want the receipt mailed
- Course number, name and dates (as they appear on the grade letter – see *How do I access my grades or get a grade letter*)
- A phone number the business office can reach you at if they have questions.

Please allow 3-5 business days for receipts. Wait times can be longer during high volume times on campus such as the first two weeks of September and January.

20. Am I eligible for a Student Loan?

Please contact Financial Aid financialaid@stfx.ca.

21. Am I eligible for scholarships or bursaries.

- Scholarships are available for applicants with French and Math majors in their undergrad degree; we will notify qualified applicants. (These scholarships are currently available and subject to budgetary approval each year?)
- Sherman Deveau scholarships for persons of Nova Scotian African descent or of Mi'kmaw descent are available; we will contact applicants who self-identify regarding these scholarships.
- Bachelor of Education Bursaries are available by application; these are awarded during the school year. Students will be notified of their availability.
- In some off-campus cohorts eligible students have been awarded grants through the respective RCEs. Students will be notified of the process if these are available.

Logistics

22. Can I get a StFX ID card?

Yes. For anyone wishing to obtain a StFX student ID card as a distance education student, please send an email to security@stfx.ca requesting your student ID and include the following: Student ID number, mailing address, photo (against a plain wall). You can smile, it isn't a passport.

23. How do I access my StFX Email?

Go to <https://www.stfx.ca/mycampus>; Click on **Office 365**; Enter your username and password (ex. x2000abc and the alpha numeric password provided or if you have already reset it, use the password you chose). Click on the envelope icon to see your email.

24. How do I access Moodle?

Go to <https://moodle.stfx.ca>. Enter your username (ex. x2000abc and your password).

25. How do I access my grades or get a grade letter?

See below for instructions on how to access myData.

26. How do I access MyData?

myData (Accessible through [stfx.ca/mycampus](https://www.stfx.ca/mycampus) - select 'MyData & Banner'), will allow students to access the following information:

- Exam Schedule
- Book List
- Financial Activity & Current Account Balance
- Unofficial Confirmation of Enrollment

Banner Self Service (Accessible through <https://portal.stfx.ca>)

Class schedule and grades will continue to be available in Banner Self Service and the StFX Go mobile app.

27. How do I get an official transcript?

Go to the Registrar's Office website ([stfx.ca/applications-admissions/registrars-office/transcript-requests](https://www.stfx.ca/applications-admissions/registrars-office/transcript-requests)). Download the transcript request form. There is a small fee for each transcript as indicated on their website.

28. How do I apply to graduate?

For students eligible to graduate in the convocation ceremony, you must complete the online application to graduate. To do so: Go to www.stfx.ca; Click on **MY CAMPUS**; select **Student -MyData & Banner tab** and login using your username and password (same credentials you use for your StFX email); select Banner Self Service; enter your User ID (STFX ID) and PIN (6 digit number); select the Student Services tab; select Apply to Graduate and complete the information as required.

Certification

29. What is the process for certification?

Applications for teacher certification are coordinated through the office of the Bachelor of Education Program Manager. Workshops will be offered in advance of the application deadline with relevant forms and directions provided. Students applying for certification must provide original transcripts from all undergraduate universities, new vulnerable sector checks, proof of age, and completed application forms. There is also a fee charged by the Department of Education: <https://certification.ednet.ns.ca/applications-nova-scotia-teachers-certificate>

30. Can I get my teaching license transferred to another province?

Yes, all provinces recognize certifications from Nova Scotia. Each province has its own certification process which can be found by searching “teacher certification” on that government website. You will need a Statement of Professional Standing from Nova Scotia to accompany any application to another province.

31. How will my license compare to other provinces?

Nova Scotia graduates will receive a license in other provinces which is at least on par with graduates of that province. In some provinces Nova Scotia graduates receive a higher license than the graduates of that province.

32. What is the certification timeline?

Teacher Certification normally takes at least six weeks from the date that the application is received in Halifax.

Employment-related Questions

33. Can I use my Bachelor of Education Vulnerable Sector Check and Child Abuse Letter for employment purposes?

No, you will need new checks for each employer.

34. Are there opportunities to explore employment options?

The Bachelor of Education programs from the five Nova Scotia universities host a National/International Job Fair in Halifax on the fourth Saturday in January. Students from any off-campus cohort are welcome to attend. Registration can be done through the Bachelor of Education Program Manager.

35. How can I better understand teaching contracts when they are offered?

The Bachelor of Education Program Manager can provide an optional workshop for off-campus program students on contracts and hiring practices in Nova Scotia. Students in any of the off-campus cohorts can request this workshop.

36. What is the starting salary for beginning teachers?

The current starting salary for a teacher with the Initial Teacher Certification is \$57112 (2019-2022).

<https://nstu.blob.core.windows.net/nstuwebsite/data/agreements/Salary%20Scales%202019-2023.pdf>