



Concurrent Elementary
Teacher Education Program
BA/BEd

**Application
Information & Forms**



Dear Applicant:

Thank you for your interest in the Concurrent Bachelor of Arts/Bachelor of Education program at the University of New Brunswick Saint John.

The teacher education program at UNB Saint John combines the benefits of a long tradition in its field with recent reforms in teacher education. The Faculty is highly qualified, and their expertise covers a wide variety of disciplines in teaching practices and pedagogy, elementary curriculum, special education research, inclusionary practices, and professional development.

We work closely with area School Districts, the NB Department of Education and the NB Teachers' Association to ensure that the preparation of new teachers reflects the important perspectives that they each bring to education. Our goal is to produce high quality educators who will enhance the caliber of the teaching force, as well as the learning experience for all children in the NB public school system.

Central to the strength of our program is the quality of those who are admitted. Consequently, we undertake an intensive screening of those who apply. In addition to strong academic performance, we also carefully consider experience and references when reviewing all applications.

The **signed** application form and all supporting documents must be sent via email attachment to the Registrar's Office at the University of New Brunswick Saint John on or before **January 31** each year. Final decisions on the status of applications will be made as soon as possible after Winter term grades are submitted.

On behalf of our program staff and faculty, I look forward to your application.

Dr. Beth Keyes

UNIVERSITY OF NEW BRUNSWICK
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Dr. Beth Keyes, Ph.D.
Teaching Professor
Education Coordinator
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CONCURRENT BACHELOR OF EDUCATION PROGRAM

You will find answers to many of the most commonly asked questions below and on our website: <https://www.unb.ca/saintjohn/arts/undergrad/education.html>.

If you have any further questions please contact the Education Coordinator, **Dr. Beth Keyes** at **648-5994** or email bkeyes@unb.ca

Program Overview:

The Concurrent BA/BEd, as the name suggests, is taken alongside the BA degree. After you have successfully completed at least 1 year of an Arts degree (10 courses), you may apply to the Concurrent BA/BEd program. If successful, you will then proceed to take courses in both BA and BEd programs over a four-year period, and graduate with both a BA and a BEd degree.

Eligibility to Apply:

To be considered for admission to the Concurrent BA/BEd program, applicants must have completed a minimum of 10 term-courses and not more than 20 term-courses, be in good academic standing, and be eligible to register in the Bachelor of Arts program at UNBSJ.

Academic Standing:

Only candidates with good academic standing (**a minimum cumulative GPA of 2.7 is required**), will be considered. Candidates on academic probation or candidates who have been asked to withdraw from university are not eligible.

Required Application Package Documentation:

Profile & Personal Interest Form: Great care must be taken in the preparation of this document, which should be typed or neatly written, and free of spelling and grammatical errors. Please ensure your original signature is on the application.

Personal Statement of Intent and Purpose: In approximately 200 words, candidates are asked to indicate why they are applying to the Education Program, what they are expecting to gain from the program, and their future goals. This written statement must also be free of errors, clearly presented, and professional in appearance.

References: Applicants are advised to discuss their plans with potential referees before deciding which two people to ask for written recommendations. It is imperative to stress to referees the importance of submitting the Confidential recommendation form on or before the January 31st deadline. Friends, family members or neighbors are not considered suitable referees. Employers, former teachers, and University Instructors are suitable reference sources. ****Note: at least one Reference must come from a University Professor/Instructor you have taken and completed a course with.** Reference forms are found at:

<https://www.unb.ca/saintjohn/arts/assets/documents/babed-referenceform.pdf>

Official Transcripts: Official transcripts are those forwarded directly to the Registrar's Office from each post-secondary educational institution attended by the candidate. Please note that UNB transcripts are already on file so you need not send them with your application.

Academic Program Transfer Form: If you are already a UNB student you must complete the **Academic Program Transfer Form** and include it with your application. External students must complete an application to the UNBSJ Bachelor of Arts degree and pay the application fee. The link to the electronic Transfer form is: <https://es.unb.ca/apps/internal-transfer-request/>.

Submitted Documents:

Documents are kept on file for one year, after which point, they are destroyed. Documents received cannot be returned to applicants. Please only submit the required documents with your application.

Requirements for Completion:

Completion of the BEd component of the Concurrent BA/BEd program will require a total of 20 term-courses consisting of 15 term-courses in Education, and a 15-week practicum (equivalent to 5 term-courses). The BA degree requirements can be checked on the website for the BA degree. The two degrees (BA and BEd) will be conferred simultaneously to successful candidates upon Graduation.

Deadline Date for Applications:

The application form and ALL supporting documents must be forwarded via email attachment to the Registrar's Office (unbsjreg@unb.ca) **on or before January 31st**. *Or hard copies of the application may be dropped off to Dr. Keyes (UNBSJ HH105).*

****Ensure your signature is on the application, personal statement, and program transfer form.**

Profile and Personal Interest Form

Family Name:	UNB Student ID #:	e-mail:
First Name:	Middle Name:	
Address: (complete address, including postal code. This is important for us to contact you.)		
Phone: (home/cell)		

High School and Post-Secondary Education

List, in order of attendance (most recent first) all high schools, colleges and universities or other post-secondary institutions which you have attended.

Name of Institution	Location	Program	Years Attended

Employment and Relevant Experience

Describe, as specifically as possible, including the number of hours, days per week, etc. Please note paid employment, community involvement, volunteer work, talents, and hobbies. (Please ensure that the following information is typed or clearly written.)

Extra-Curricular Activities

List activity or organization, years involved, and a brief description of involvement.

Official Transcripts

To ensure your application is being processed as quickly as possible, please record below the institutions other than UNB from which you have requested **official transcripts** to be sent for all post-secondary course work completed. If surname on transcript differs from current name, indicate other name(s).

Name of Institution	Program	Date ordered

Name of Referees

Please include the name and position of the two Reference sources that will be submitting their Confidentially completed Reference Forms for your application.

Name of Referee	Name of Organization or Position

I certify that the information contained in this application package is true and complete to the best of my knowledge.

SIGNATURE: _____ **DATE:** _____

Personal Statement of Intent and Purpose

In approximately 200 words, typed or neatly written, please indicate why you are applying to the Concurrent BA/BEd program, what you are expecting from your studies, and what goals you hope your studies will help you attain.

(Print Name)

(Signature)

Reference Forms - Directions

Please provide one Reference form (see separate document in this package) to each of two professional individuals (excluding friends, neighbors, relatives) who know you and your ability well enough to evaluate your performance candidly.

***Be sure to provide your **Name and Student Number** to the Referees (they will need to include this information at the top of the Reference Form for proper tracking and record keeping).

One Reference must be submitted by an **Academic Referee (Professor or Instructor in Postsecondary setting)**.

Please ask your Referee to complete the form confidentially, sign it, and mail it **directly** or print, sign and scan a copy of the completed Form from their email account to unbsjreg@unb.ca

Reference forms must remain confidential.

Deadline for receipt of application package is January 31st

Remember to do the following:

- Submit the "UNBSJ Application for Admission to the Concurrent Bachelor of Education Program" to Admissions, Registrar's Office(unbsjreg@unb.ca), as a completed (and SIGNED) attachment file.
- Submit the "Application for Program Transfer" with your Education Application. There is no fee if you are a UNB student. (be sure this contains your original signature as well)
- Ensure your Two Referees send their signed Reference Forms **directly** to the University **prior to the Deadline (Jan. 31st)**. They are to submit an email with attached reference form to unbsjreg@unb.ca; or mail to address below.
- Students from other universities must also submit an application with relevant application fee to UNBSJ Faculty of Arts and provide their official transcripts from all post-secondary institutions attended. Send these directly to the Registrar's Office (unbsjreg@unb.ca). Grades registered after that date are to be sent as soon as possible. Unofficial transcripts, i.e. transcripts in the applicant's possession, are not acceptable.
- The New Brunswick Department of Education requires that all BEd students entering schools (for field studies or individual course requirements), must provide evidence of a **Police Background (Criminal Record & Vulnerable Sector) Check**. Students are responsible, at their own expense, to have evidence of the Police Background Check available to present to school officials. Students will apply for a Police Background Check in their area of residence **AFTER** acceptance to the Education Program, upon specific direction by the Program Coordinator.

Incomplete applications will not be processed. Applicants are strongly urged to assemble and submit the completed application package as soon as possible, and to remind their **Referees** to send their completed Reference Forms in via email prior to the **January 31st deadline.**

Please submit requested documents only. Photographs, resumes etc. are not acceptable.

If sending anything by mail, send to:

Office of the Registrar
UNB Saint John
Philip W. Oland Hall
PO Box 5050
100 Tucker Park Road
Saint John, NB E2L 4L5