



The HEART program is an extended practicum option involving between ten and twelve weeks of orientation, observation and teaching in a BC Public School classroom. The course begins with a five week

orientation at the University. The practicum offers educators an opportunity :

- to acquire or update BC Certification
- to familiarize themselves with the BC School system.

This program is usually offered in the Fall and Spring semesters. The deadline date for consideration to the program starting in September is April 15th. October 15th is the deadline for applying to the program starting in January. Applicants are normally required to come to campus for an interview.

It should be noted that the Faculty of Education's ability to provide supervision for the Education 406 practicum is limited and that space will be allocated to students on a selective basis. Preference will be given to students who have evidence of recent experience in BC public schools (e.g. observations in classrooms, substitute teaching, volunteer work in classrooms, etc).

Applicants whose BC Teacher's Certificate has expired, or applicants possessing a certificate from another province require a supporting letter from the BC College of Teachers. Students in specialized areas may be required by the BC College of Teachers to take coursework in addition to the EDUC 406 practicum. Students would need to complete this coursework prior to the EDUC 406 practicum.

For the purpose of calculating fees, EDUC 406 is considered to be a 12 credit course. EDUC 406 cannot be used toward completion of a degree or Post Baccalaureate Diploma. Grading will be on a Pass/Withdrawal basis.

Candidates are expected to be fluent in English. Simon Fraser University or the BC College of Teachers may require a test of English fluency.

### Application Process

Complete the HEART application by the appropriate deadline date.

All supporting documents must be received by the Special Programs Advisor **no later than two weeks after the deadline**. Documentation submitted after this date may result in a rejection of the application as incomplete. Please ensure your full name is clearly indicated on all documents submitted.

### Supporting documents include: Introductory Letter

Your cover letter of no more than two pages should provide the HEART Admissions Committee with important information about yourself. Include information describing your past experiences in teaching – where and when you taught and for how long, what those teaching experiences were like for you and, if applicable, what has motivated your return to teaching. Helpful too, would be to include some statements about your knowledge of and appreciation for the BC education system, its overall philosophy and the principles of learning articulated in BC Ministry of Education documents. Books that have been extremely influential to your professional development might also be mentioned. Also include any other information relating to your professional work that you consider relevant to the evaluation of your application.

### BC College of Teachers Assessment

A copy of the letter you received from the BC College of Teachers specifying the requirements for your re-certification must be submitted. This is not applicable to candidates who hold a permanent BC Teaching Certificate.

### Teaching Certificates

A photocopy of your teaching certificate from another province, state or country is required.

### Letters of Reference

A minimum of two, but no more than four, confidential letters of reference are required in support of your application. These letters should be written on school/company letterhead, must be original, and must be signed by the referee. One reference letter must come from an educator who has observed your interactions with children/ adolescents in an educational setting (public and/ or independent school). All references should be mailed directly to the Special Programs Advisor by the referee in a sealed envelope.

When applicable, the referee should provide examples and descriptors. It is helpful to include, without being limited to, the following in their comments about the applicant:

- The length of time and capacity that you have known him/her
- His/her strengths and interests
- Description of his/her interactions with children and adults
- His/her perspectives about teaching and learning
- Description of responsibilities and activities undertaken
- How he/she deals with problems or challenges
- His/her ability to communicate with others

### Portfolio

A portfolio is a collection of personal documentation representing your philosophy of teaching, your work with students, and your role in the profession. Almost all teachers have a collection of material or artifacts that they have gathered over their teaching career that define their classroom work.

These artifacts might include: photographs of in-class activities, children's work, letters, samples of program experiences that were special in some particular way, samples of material you created for classroom use.

Please choose up to four artifacts to submit as part of your portfolio for this application. You should also include a short piece of writing about one or more of your artifacts that indicates how or why this artifact is representative of what really matters to you in your teaching. If you wish, you could also include a short videotape of your work with children.

Your portfolio is considered to be of great importance in helping the HEART Admissions Committee to understand your work in the teaching profession.

### Official Transcripts

An official transcript from all post-secondary institutions must be submitted. If you are an SFU student we will obtain your SFU transcript. If you are an SFU student and have attended other post-secondary institution(s) you must submit official transcript(s) from those institution(s).

### Application Fee

A non-refundable application fee of \$55.00 made payable to SFU must accompany your application.

All students who apply to HEART must also be eligible for admission to SFU and must apply for admission or re-admission to the University before the Undergraduate Admission deadline.

Check online at [www.sfu.ca/prospectiveundergrads](http://www.sfu.ca/prospectiveundergrads).

### Mail To

Return your completed application with supporting documents to:

France Verret  
Special Programs Advisor  
Faculty of Education  
Simon Fraser University  
Surrey Campus  
250 - 13450 - 102 Avenue  
Surrey, BC V3T 0A3

778-782-8128 tel

778-782-8119 fax

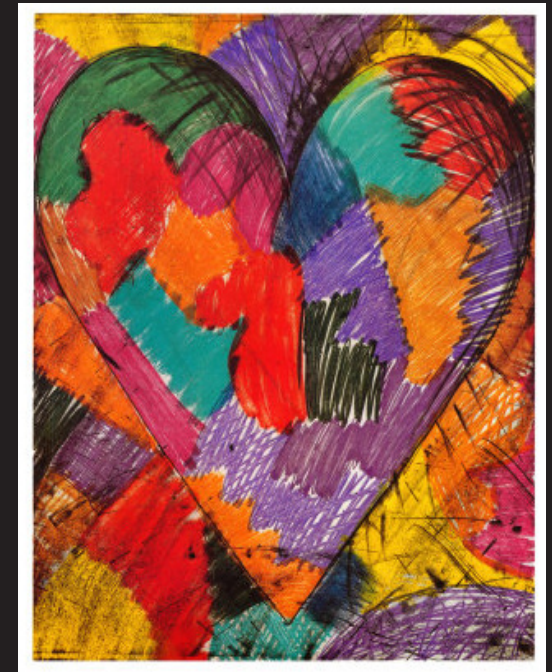
[verret@sfu.ca](mailto:verret@sfu.ca)

You will only be scheduled for an interview when your file is considered complete.

SFU

SIMON FRASER UNIVERSITY  
THINKING OF THE WORLD

FACULTY OF EDUCATION  
PROFESSIONAL PROGRAMS



HEART: Helping Ease Access  
for Returning Teachers