



INFORMATION FOR POTENTIAL FACULTY ADVISORS

Role of the Faculty Advisor:

Faculty Advisors (FAs) are the representatives of the University of Manitoba's Bachelor of Education program. The Faculty Advisor's role is to work in partnership with the Faculty of Education, our host schools and their principals, the Cooperating Teachers (CTs) and the Teacher Candidates (TCs) to facilitate the practicum experience.

Faculty Advisor Availability Requirements:

- Faculty Advisors are required to be available during the first week of the practicum block in September; as well as during the practicum blocks in November to December and March to April. Those who are advising in the Bachelor of Music Integrated Year 3 & 4 program need to be available in May and June. (Practicum calendars are available on the website).
- In addition, Faculty Advisors are expected to attend an Orientation Session in September and two Professional Development Workshops.

Expectations of the Faculty Advisors are to:

- Visit each Teacher Candidate each week of the practicum and provide a minimum of two formative assessments in each practicum block;
- Convey the Practicum Expectations and Roles and Responsibilities to the collaborating school personnel;
- Cooperate with school personnel in planning and implementing appropriate experiences for the Teacher Candidates;
- Assist the Teacher Candidates professional growth;
- Complete the Summative Evaluation for each Teacher Candidate each term;
- Consult with the Director of the School Experiences Office regarding concerns.

Qualifications of the Faculty Advisor include:

- a minimum of a Bachelor of Education; graduate education would be an asset;
- relevant work experience in a school or other educational setting;
- experience as an educational leader, mentor, or collaborator;
- understanding of current teaching theory, pedagogy and curriculum;
- computer proficiency (including Word & e-mail) and regular access to a computer is essential;
- proficiency in languages other than English is an asset.

Payment:

The stipend is \$332.00 per Teacher Candidate per term. There are 2 terms each academic year.

Faculty Advisors are not normally reimbursed for travel unless they are supervising students in a rural location. Faculty Advisors will be provided (upon request) with a *T2200 Declaration of Conditions of Employment* which can be used on income taxes to claim car and home office expenses related to employment as Faculty Advisors for the University of Manitoba.

Please be advised that all Faculty Advisors must have a Social Insurance Card to apply. If you do not have a Social Insurance Card you must apply for one at Service Canada www.servicecanada.gc.ca.

To apply, please compile an Application Package consisting of:

- a resume or CV, including the names of three references;
- a cover letter explaining the ways in which your teaching philosophy and experience would support your work with Teacher Candidates; and
- the completed *Faculty Advisor Profile Form* (which can be downloaded from our website).

Your Application Package can be emailed to seo.education@umanitoba.ca.

Faculty Advisor Profile forms, Practicum Calendars and general information about our program can be found at www.umanitoba.ca/education. Click on the “*For Faculty Advisors and Cooperating Teachers*” link.

Thank you for your interest in becoming a Faculty Advisor at the University of Manitoba. We look forward to hearing from you.