

Bachelor of Education

Faculty of Education, *B.Ed. Program*

OCT Ethical Standard – Integrity: **Honesty, reliability** and **moral action** are embodied in the ethical standard of Integrity. Continual reflection assists members in exercising integrity in their **professional commitments** and **responsibilities**.

As a teacher candidate, it is expected that you will exercise integrity in your professional commitments and responsibilities through full attendance at all classes, workshops, and practicum activities. If you do need to be away, it is your professional responsibility to be in touch with your instructor(s)/the Teacher Education Office.

Absence for [illness, bereavement, other compassionate circumstances](#), or [religious observance](#) will not be penalized. You are, however, responsible for all of the work and class activities you miss, and for ensuring that you complete enough work to deserve credit for each course. Your instructor will decide whether or not extra readings or make-up assignments are required.

Irregular attendance and chronic unexcused absences will result in referral to the Associate Dean (Teacher Education) and placement on *conditional status*. Chronic absenteeism provides grounds for requiring a Teacher Candidate to withdraw from the program.

If you must miss a class, advise your instructor(s) at the earliest possible opportunity. You are responsible for any parts of the course you miss and you may be assigned make-up work.

If you are absent for more than a day or two, or for a significant portion of a course, inform the Teacher Education Office, and provide documentation. The Teacher Education Office will assist in informing your instructors and arranging accommodation. When you are able, connect with each of your instructors to ensure that you are on track with your course work (including any make-up work that may be assigned).

Late Assignments

If you cannot meet an assignment deadline, consult with your instructor(s), preferably before the deadline is breached. Lack of consultation with your instructor may result in late penalties as described in course outlines. Instructors are encouraged to exercise their own judgement in applying penalties.

Make-up Work

Make-up work for missed classes may be assigned at the instructor's discretion. This work is intended to ensure that you have an understanding of the missed work and that you complete an appropriate amount of work for a course, even if it is not exactly the same work completed by other Teacher Candidates. Instructors will ensure that make-up work is completed satisfactorily but are not obliged to mark it or return it.

Instructors' Responsibilities

If you have concerns about a Teacher Candidates' attendance (missing consecutive classes, chronic absenteeism), contact the Teacher Education Office.