



ACADIA
UNIVERSITY

SCHOOL OF
EDUCATION

Guidelines for and Declaration of Professional Conduct

Preamble

As a student in the School of Education, you are expected to follow certain protocols both in your course work and in your practicums. While all students and professors in universities are bound by certain procedures and professional rules of conduct, these procedures and rules are of particular importance in Faculties of Professional Studies, such as the Acadia School of Education, since they lie at the core of teaching practice.

This document outlines the various protocols that we adhere to in the School. Students are required to sign this declaration statement at the end of this document prior to entering the Bachelor of Education program as evidence of their having read, understood and agreed to the protocols outlined in this document.

Acadia University-wide protocols

All B.Ed. students are expected to follow the regulations outlined at the beginning of the [Acadia University Calendar](#). These regulations cover such matters as academic integrity, discipline, plagiarism, harassment, and proper use of university facilities.

In addition, Acadia University has a [Non-Academic Judicial Code of Conduct](#) student must follow.

It is expected that students and professors will treat each other with courtesy, honesty, and respect both inside and out of the classroom. In cases of disagreement or concern between a student and a professor, it is expected that the student will discuss the concern only with the relevant faculty member. If further informal discussion is necessary, this may take place between the student, the professor, and the Director of the School of Education, who will work together towards an informal resolution of the matter. In all cases of disagreement, it is expected that all parties will treat the matter as confidential, and that they will refrain from discussion of the matter with others who are not directly involved. If resolution cannot be achieved through informal means, the process identified in the Acadia University Calendar [Procedures for Complaints in Academic Matters](#) should be followed.

School of Education specific protocols

In the School of Education, we uphold the highest standards of professionalism for the conduct of pre-service teachers while studying on-campus and while on practicum. We also expect professional conduct around the working relationships between students, faculty, associate teachers, university advisors and others.

Aspects of professionalism that apply to on-campus learning and practicum include punctuality, organization, preparation for class including completing the reading and completion of assigned pre-class work, preparation of lesson plans for practicum, meeting of assignment deadlines and respectful communication with and about individuals with whom you engage professionally, including colleagues and classmates. A commitment to respecting diversity and the dignity and right to privacy and confidentiality in all professional encounters is of paramount importance. Professionalism also pertains to the use of technology in the classroom and while on practicum, which includes ensuring that any phone, tablet or computer use during class time is directly related to current class activities.

While undertaking coursework, it is expected that students will be aware of all the School's [Policies and Procedures](#). Per the School's [Course Attendance and Engagement Requirements](#), it is expected that all students will attend 100% of classes. All classes are in person and occur on campus. The only reasonable excuse for missing classes includes illness and family emergencies, and these absences must be communicated to faculty in a timely manner. Missing more than two classes for any reason may result in student having to repeat the course.

While on practicum, students will adhere to the expectations outlined in the [Practicum Guidebook](#). Students are required to attend 100% of their practicum.

In both course work and practicum, students will adhere to the professional [Code of Ethics of the Nova Scotia Teachers' Union](#).

Declaration Statement

As a student in the Bachelor of Education program, I have **read, understood** and I **agree** to adhere to protocols outlined in all the documents/sites referenced within this Guidelines for Professional Conduct document.

I am committed to being a participant in a safe and nurturing learning environment based upon open communication, mutual respect, and non-discrimination. I will strive to cultivate inclusiveness and responsiveness to diversity and difference and agree to foster a positive and open climate in all environments in which I learn, teach and share in my degree preparation.

Student Name: _____

Signature: _____ Date: _____