

B.A. Specialization in Early Childhood & Elementary Education**PROGRAM INFORMATION****Admission requirements**

Applicants residing in the Province of Quebec must have completed CEGEP. Those applying from out of Province must have completed High School. Mature students are those who have not attended CEGEP and who do not fulfil the normal academic requirements.

Who is this program for?

This program is designed for students wishing to teach preschool through Grade 6. The program is four years in length (120 credits) and is open only to full-time students. Full-time students normally take 30 credits in each semester, that is, a maximum of 15 credits in each of the Fall and Winter terms.

What is the nature of the courses in the program?

The program requires 99 credits for the Specialization program plus 21 elective credits. The 99 credits involve a stimulating and well-balanced group of selections from three areas: theory courses, method courses, and internships. The internships will be undertaken in preschool, kindergarten, primary and elementary level classes. The program has a strong emphasis on child development. We believe that it is important to know how children grow and develop in order to better meet their needs. To facilitate this, the internships progress from preschool to higher elementary placements. For further information please consult the University Calendar.

What will I receive upon successful completion of the program requirements?

Successful candidates will receive a Bachelor of Arts degree from Concordia University with a Specialization in Early Childhood and Elementary Education. As well, Canadian students and landed immigrants will receive a Quebec Teaching Permit for Kindergarten to Grade 6, which is the Ministry of Education required certification to teach.

How are students selected for the program?

Candidates selected for this program are highly qualified. Demand for the program is very high and space extremely limited; we normally receive 300 or more applications for 40 spaces. When only 15% of candidates can be admitted, the selection process has to be exceedingly rigorous. Once a student's application file is complete, it is assessed, and selected applicants (approximately 75-80) will be invited to an interview.

B.A. Specialization in Early Childhood & Elementary Education**SELECTION CRITERIA**

Candidates who meet the initial criteria will be interviewed. In addition to academic qualifications and experience, we consider communication skills, presentation style, and interpersonal skills during the interview.

THE SELECTION PROCESS TAKES AT LEAST TWO MONTHS

Students already registered in a program at Concordia will be notified of their acceptance or rejection to the program by letter from the Education Department. External applicants will receive their letters from the University Admissions Office.

Criteria upon which decisions are based	
Grades	Priority consideration is given to students with the highest grades and whose studies are in a field related to education, psychology and child development
Application form responses	Only responses that comply with the instructions, are clearly written, demonstrate critical reasoning and are free from spelling and grammatical errors are judged acceptable
Work-related experience	Applicants are rated higher if they also have worked in a child-oriented setting (e.g., day care, camp, preschool, recreation centre) than if they only have babysitting, volunteering, or internship experience
Letters of reference	Both the reference content and the choice of referees will be considered. There should be two references from professors/instructors and one reference from someone who knows the applicant's ability to work with children. It is preferable to have references from people who can comment authoritatively on the applicant's current potential as a student and educator. References from high school teachers are not recommended except for out-of-province applicants

**PLEASE DO NOT CONTACT THE DEPARTMENT FOR FINAL DECISION RESULTS.
YOU WILL BE NOTIFIED BY MAIL.**



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

APPLICATION PROCEDURE

- See the **Document Checklist** to ensure that your application is complete, and read the **Important Notes** section carefully!!!
- Please refer to the Department Website (<http://education.concordia.ca>) for **Frequently Asked Questions!!**
- Applications will be accepted in the Department of Education from **January 15th to March 1st.**

External Applicants

To apply as a non-Concordia student, you must complete **TWO** separate application packages, returning the General University Application to Concordia Admissions, and the program application to the Department of Education.

(1) General University Application:

- This form can be completed on-line: go to www.concordia.ca and click on 'Apply to Concordia', or can also be downloaded from the same site.

(2) B.A. Specialization In Early Childhood & Elementary Education Application:

- Please print the attached application form. This form is only available on-line.

The BA Specialization in ECEE application **must be mailed or returned in person** to the Department of Education (see Submission Instructions). It will **not** be accepted electronically.

Internal Applicants

Students who are already pursuing an undergraduate degree at Concordia and who wish to apply to the Specialization Program need to complete the Department of Education application. A current, copy of a transcript of Concordia grades and letters of reference are required. If you have accumulated fewer than 18 credits, a copy of your CEGEP grades must be submitted. If you are a Concordia student but not enrolled in a B.A. Degree (ex.B.Com.,B.F.A.,B.Sc., B.Ed.), you must do a Degree Transferred Application form (\$45) at the Birks student center.

Graduating Students

PLEASE NOTE: If you are in your last year at Concordia University and will be graduating at the end of this academic year, you are considered to be an external applicant and must re-apply to the University by completing the General University application form **as well as** the Specialization Program application. A current transcript of Concordia grades and letters of reference are required.



B.A. Specialization in Early Childhood & Elementary Education

APPLICATION FORM (PERSONAL INFORMATION)

Page 1

PLEASE PRINT LEGIBLY

Date _____ **Date Of Birth** _____
Day / Month / Year Day / Month / Year

Name _____
(family name) (first name)

Address _____
(no.) (street) (apt. #)

(city) (province) (postal code)

Telephone (h) _____ **Cell** _____
(w) _____ **Fax** _____
e-mail _____

Citizenship _____
(if not Canadian, indicate visa status)

First Language _____

Other Languages (indicate level of proficiency)

E = Excellent G = Good F = Fair

Language	Speak	Read	Write

B.A. Specialization in Early Childhood & Elementary Education

APPLICATION FORM

Page 2

Which of the following applies to you?

☐ **External University Applicant**

University currently attending _____

Current program _____

Credits obtained to date _____

☐ **External Applicant** _____

☐ **CEGEP Applicant**

CEGEP currently attending / completed _____

Current/or completed Program _____

☐ **Out-Of-Province**

High School currently attending / completed _____

☐ **Concordia Internal Student**

(If you have not completed more than 18 credits, you must submit a photocopy of your CEGEP grades)

Current Program _____

Concordia I.D. # _____ # of Credits Obtained _____

High School Graduated From	City / Province	Date Graduated
CEGEP, Junior Or Community College Attended	Program	Date Degree Obtained
University Attended	Program	Date Degree Obtained

B.A. Specialization in Early Childhood & Elementary Education**APPLICATION FORM**

Page 3

Experience Working With Children (Paid & Volunteer Positions)

Employer	Position	Ages Of Children	Dates of Employment

Internships (Field work/stage/practicum associated with academic program)

Institution	Position	Ages Of Children	Dates of Attendance

Other Work Experience (not child-related)

Employer	Position	Responsibilities	Dates of Employment



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

APPLICATION FORM

Page 4

Answers must be hand-written. Essay answers processed by computer will not be accepted. Limit your answers to the space provided (one page).

Describe your philosophy of education.

(What are your ideas about the nature of teaching?)

B.A. Specialization in Early Childhood & Elementary Education

APPLICATION FORM

Page 5

Did you apply to this program last year? YES ____ NO ____

If yes, do you want last year's references forwarded to this application? YES ____ NO ____

List names of your referees.

- _____
name of referee & academic position
- _____
name of referee & academic position
- _____
name of referee & work position

Please note it is critical to submit two **academic** references. Exceptions are generally made only in cases where the applicant has been out of school for many years. Please contact the ECEE secretary for clarification of special circumstances.

Please note that reference forms are available in both English and French

B.A. Specialization in Early Childhood & Elementary Education

DOCUMENT CHECKLIST

- ☐ B.A. Specialization in ECEE application form.
- ☐ Reference forms: 3 completed reference forms (available in English and French)
 - ☐ 2 Academic references*
 - ☐ 1 work-related reference
- * From CEGEP or University level teachers; High School references are only acceptable for students who have not attended a Post –secondary institution
- ☐ 1 **copy** of your CEGEP/College transcript ~~Q/A~~ | ~~See~~ ^D
- ☐ 1 **copy** of your University transcript ~~Q/A~~ | ~~See~~ ^D

Important Notes

- The are **no** January admissions.
- In **addition** to the enclosed application package, you **must also complete** the University's General Admission Application (for external applicants only).
- Concordia University Admissions does not forward your transcripts to the Department of Education. Please **include** a copy of your CEGEP or college transcript with this application.
- Please ensure that you include **all** of the following documents in your application package to the Department of Education. The Department will not assume responsibility for missing documentation.
- **DO NOT** include the program application specific documents in your General Admission Application

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT HIS/HER FILE IS COMPLETE.

B.A. Specialization in Early Childhood & Elementary Education**INCOMPLETE FILES WILL NOT BE REVIEWED****SUBMISSION GUIDELINES**

The **application, transcripts & letters of reference** should be mailed together as one package (refer to document checklist). Your options for submission are listed below:

Regular mail/Courier	Program Assistant ECEE Specialization Program Concordia University Department of Education Room FG-5.150 1455 de Maisonneuve Street W. Montreal, Quebec H3G 1M8
In-person Deliveries Monday-Friday 9-5	Program Assistant ECEE Specialization Program Department of Education 1610 Saint-Catherine Street W. Room FG-5.150
Department of Education 'After hours' Mailbox (emptied once daily at 9 AM)	Located outside of Room FG-5.150 Department of Education 1610 Saint-Catherine Street W. Room FG-5.150

To Contact the Department:

Telephone Inquiries:	(514)-848-2424 ext. 2029
Department of Education Office Hours:	Monday to Friday, 9 AM to 5 PM
E-mail:	info@education.concordia.ca
Department of Education web site:	http://education.concordia.ca

The deadline for your application submission and all necessary documents is

MARCH 1st

B.A. Specialization in Early Childhood & Elementary Education**ACADEMIC REFERENCE FORM INSTRUCTIONS****Instructions For Applicant**

Print your name in the first section of the reference form and give it to an appropriate individual (2 professors/ instructors). This form should **NOT** be given to relatives or friends.

Letters of recommendation must be placed in a sealed envelope, signed, and collected by the applicant. Please include the letters with your application.

Instructions For The Referee

The candidate indicated on the reference form is seeking to study in the Early Childhood and Elementary Education Program at Concordia University. We would very much appreciate your **assessment** of the applicant, indicating **both strengths and weaknesses** and commenting on their potential as a teacher and their suitability for the profession. If you do not know the applicant well, please feel free to say so. The time and care given to this document will be greatly appreciated.

Please note: there are four pages to this form (including this one).

Upon completion of this recommendation form, place it in an envelope, seal it and sign across the flap. It is extremely important that this document be ready for collection by the applicant in time to meet the March 1st deadline.

B.A. Specialization in Early Childhood & Elementary Education

ACADEMIC REFERENCE FORM

Applicant Information

Last Name

First Name

Program: **B.A. Specialization In Early Childhood and Elementary Education**

For how long and in what capacity have you known the applicant?

Please rank this applicant in comparison to other students at a similar stage

(please indicate your response with a checkmark only)

	Outstanding Highest 5%	Very good Next 10%	Good Upper 25%	Average Upper 50%	Below average	N/A
Communication skills (Verbal)						
Communication skills (Written)						
Organizational skills						
Seriousness of academic intent						
Ability to take criticism						
Judgement						
Academic achievement						
Teaching potential						



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

ACADEMIC REFERENCE FORM

We would appreciate your evaluation of the candidate's academic ability as well as his/her potential as an early childhood and elementary education teacher. We are particularly interested in evidence as to the candidate's intellectual promise, motivation, maturity, independence, leadership potential and enthusiasm. We welcome information that will help us to differentiate this student from others. (attach separate letter if desired)



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

ACADEMIC REFERENCE FORM

Overall Recommendation for admission to the specialization program in Early Childhood and Elementary Education

- ☐ I would strongly recommend
- ☐ I would recommend
- ☐ I would recommend with reservations
- ☐ I would not recommend

Name of Referee _____
(please print)

Position _____

Institution _____

Telephone _____ E-mail _____

Date _____

Signature _____

Referees are advised that recent amendments to the Québec Access to Information Act (Bill 65) permit students to have access to letters of reference about them. Such letters are therefore not confidential.

B.A. Specialization in Early Childhood & Elementary Education**WORK-RELATED REFERENCE FORM INSTRUCTIONS****Instructions For Applicant**

Print your name in the first section of the reference form and give it to an appropriate individual (2 professors/ instructors). This form should **NOT** be given to relatives or friends.

Letters of recommendation must be placed in a sealed envelope, signed, and collected by the applicant. Please include the letters with your application.

Instructions For The Referee

The candidate indicated on the reference form is seeking to study in the Early Childhood and Elementary Education Program at Concordia University. We would very much appreciate your **assessment** of the applicant, indicating **both strengths and weaknesses** and commenting on their potential as a teacher and their suitability for the profession. If you do not know the applicant well, please feel free to say so. The time and care given to this document will be greatly appreciated.

Please note: there are four pages to this form (including this one).

Upon completion of this recommendation form, place it in an envelope, seal it and sign across the flap. It is extremely important that this document be ready for collection by the applicant in time to meet the March 1st deadline.



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

WORK-RELATED REFERENCE FORM

Applicant Information

Last Name

First Name

Program: **B.A. Specialization In Early Childhood and Elementary Education**

For how long and in what capacity have you known the applicant?

How would you rank this applicant?

(please indicate your response with a checkmark only)

	Outstanding Highest 5%	Very good Next 10%	Good Upper 25%	Average Upper 50%	Below average	N/A
Communication skills (Verbal)						
Communication skills (Written)						
Organizational skills						
Social skills						
Initiative						
Ability to take Criticism						
Reliable						
Punctual						
Judgement						
Leadership potential						
Teaching potential						



Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education
--

WORK-RELATED REFERENCE FORM

We would appreciate your evaluation of the candidate. We are particularly interested in the candidate's maturity, independence, leadership potential, dependability, and enthusiasm. We welcome information that will help us to differentiate this student from others. (attach separate letter if desired)



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

WORK-RELATED REFERENCE FORM

Overall Recommendation for admission to the specialization program in Early Childhood and Elementary Education

- ☐ I would strongly recommend
- ☐ I would recommend
- ☐ I would recommend with reservations
- ☐ I would not recommend

Name of Referee _____
(please print)

Position _____

Institution _____

Telephone _____ E-mail _____

Date _____

Signature _____

Referees are advised that recent amendments to the Québec Access to Information Act (Bill 65) permit students to have access to letters of reference about them. Such letters are therefore not confidential.



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE ACADÉMIQUE

Instructions Pour Les Candidat(e)s

Veillez indiquer votre nom (en majuscules) dans la section ci-haut et remettre une copie de ce formulaire à un individu approprié, soit à un employeur actuel ou antérieur. Ce formulaire **NE DOIT PAS** être remis à des parents ou amis.

Les lettres de recommandation doivent être mises dans des enveloppes scellées après avoir été signées, puis recueillies par le / la candidat(e). S'il vous plaît, inclure les lettres de recommandation avec votre candidature.

Instructions Pour Les Personnes Servant De Références

Le / la candidat(e) mentionné(e) ci-haut recherche à poursuivre des études dans le Programme d'Éducation Préscolaire et Primaire à l'Université Concordia. Nous apprécierions énormément votre **évaluation** de ce / cette candidat(e), tout en indiquant **ses forces et ses faiblesses** et en fournissant vos commentaires quant à son potentiel en tant qu'enseignant(e) et si, selon votre opinion, cette profession lui convient. Si vos connaissances des aptitudes du / de la candidat(e) sont insuffisantes pour répondre à ces critères, s'il vous plaît simplement l'indiquer. L'attention et le temps que vous consacrerez à ce document seront grandement appréciés.

Veillez prendre note que ce document contient quatre pages.

Lorsque ce formulaire de recommandation sera complété, mettez-le dans une enveloppe, scellez-la et signez-la en travers de la languette. Il est extrêmement important que ce document soit complété et prêt pour que le / la candidat(e) puisse le recueillir à temps afin de respecter la date limite de soumission des documents, soit le 1^{er} mars.



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE ACADÉMIQUE

Nom de famille du / de la candidat(e)

Prénom

Ce programme s'applique au :

Baccalauréat avec Spécialisation en Éducation Préscolaire et Primaire

Depuis combien de temps connaissez-vous le / la candidat(e) et dans quelles fonctions l'avez-vous rencontré(e)?

Par rapport à d'autres étudiants situés à un pareil niveau, selon vous quel rang occuperait le / la candidat(e) ?

	Exceptionnel 5% supérieurs	Très Bon 10% supérieurs	Bon 25% supérieurs	Moyen 50% supérieurs	En Dessous de la Moyenne	N/A
Aptitude à la communication verbale						
Aptitude à la communication écrite						
Habileté d'organisation						
Degré de sérieux envers intentions académiques						
Capacité à prendre la critique						
Niveau de jugement						
Succès académique						
Potentiel en tant qu'enseignant(e)						



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE ACADÉMIQUE

Nous apprécierions votre évaluation des capacités académiques du / de la candidat(e), ainsi que de son potentiel en tant qu'enseignant(e) de jeunes enfants. Nous recherchons certaines informations spécifiques, notamment des preuves démontrant que le / la candidat(e) possède un fort potentiel intellectuel, de la motivation, de la maturité, de l'autonomie, un potentiel de leadership, ainsi que de l'enthousiasme. (Annexez une lettre séparément si vous le désirez).



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE ACADÉMIQUE

Recommandation concernant l'admission au programme de spécialisation en éducation préscolaire et primaire

- ☐ Je recommanderais fortement
- ☐ Je recommanderais
- ☐ Je recommanderais sous réserve
- ☐ Je ne recommanderais pas

Nom de la personne référence _____
(majuscules)

Poste _____

Institution _____

Téléphone _____ Courriel _____

Date _____

Signature _____

Les personnes références sont prévenues que de récents amendements à l'Acte sur l'Accès à l'Information du Québec (Projet de Loi 65) permettent aux étudiants d'avoir accès aux lettres de références qui contiennent des informations les concernant. Ces lettres ne sont donc pas confidentielles.



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE DE TRAVAIL

Instructions Pour Les Candidat(e)s

Veillez indiquer votre nom (en majuscules) dans la section ci-haut et remettre une copie de ce formulaire à un individu approprié, soit à un employeur actuel ou antérieur. Ce formulaire **NE DOIT PAS** être remis à des parents ou amis.

Les lettres de recommandation doivent être mises dans des enveloppes scellées après avoir été signées, puis recueillies par le / la candidat(e). S'il vous plaît, inclure les lettres de recommandation avec votre candidature.

Instructions Pour Les Personnes Servant De Références

Le / la candidat(e) mentionné(e) ci-haut recherche à poursuivre des études dans le Programme d'Éducation Préscolaire et Primaire à l'Université Concordia. Nous apprécierions énormément votre **évaluation** de ce / cette candidat(e), tout en indiquant **ses forces et ses faiblesses** et en fournissant vos commentaires quant à son potentiel en tant qu'enseignant(e) et si, selon votre opinion, cette profession lui convient. Si vos connaissances des aptitudes du / de la candidat(e) sont insuffisantes pour répondre à ces critères, s'il vous plaît simplement l'indiquer. L'attention et le temps que vous consacrerez à ce document seront grandement appréciés.

Veillez prendre note que ce document contient quatre pages.

Lorsque ce formulaire de recommandation sera complété, mettez-le dans une enveloppe, scellez-la et signez-la en travers de la languette. Il est extrêmement important que ce document soit complété et prêt pour que le / la candidat(e) puisse le recueillir à temps afin de respecter la date limite de soumission des documents, soit le 1^{er} mars.



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE DE TRAVAIL

Nom de famille du / de la candidat(e)

Prénom

Ce programme s'applique au :

Baccalauréat avec Spécialisation en Éducation Préscolaire et Primaire

Depuis combien de temps connaissez-vous le / la candidat(e) et dans quelles fonctions l'avez-vous rencontré(e)?

Selon vous, quel rang occuperait le / la candidat(e) ?

	Exceptionnel 5% supérieurs	Très Bon 10% supérieurs	Bon 25% supérieurs	Moyen 50% supérieurs	En Dessous de la Moyenne	N/A
Aptitude à la communication verbale						
Habileté à la communication écrite						
Habileté d'organisation						
Compétences sociales						
Capacité d'initiative						
Capacité à prendre la critique						
Niveau de fiabilité						
Ponctualité						
Niveau de jugement						
Potentiel de leadership						
Potentiel en tant qu'enseignant(e)						



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE DE TRAVAIL

Nous apprécierions votre évaluation du / de la candidat(e). Spécifiquement, nous recherchons des preuves démontrant que le / la candidat(e) possède de la maturité, de l'autonomie, un potentiel de leadership, un haut niveau de fiabilité et de l'enthousiasme. Nous vous invitons à fournir des informations qui nous permettront de distinguer cet / cette étudiant(e) parmi les autres. (Annexez une lettre séparément si vous le désirez).



Concordia University

Department of Education

Faculty of Arts and Science

B.A. Specialization in Early Childhood & Elementary Education

FORMULAIRE POUR RÉFÉRENCE DE TRAVAIL

Recommandation concernant l'admission au programme de spécialisation en éducation préscolaire et primaire

- ☐ Je recommanderais fortement
- ☐ Je recommanderais
- ☐ Je recommanderais sous réserve
- ☐ Je ne recommanderais pas

Nom de la personne référence _____
(majuscules)

Poste _____

Institution _____

Téléphone _____ Courriel _____

Date _____

Signature _____

Les personnes références sont prévenues que de récents amendements à l'Acte sur l'Accès à l'Information du Québec (Projet de Loi 65) permettent aux étudiants d'avoir accès aux lettres de références qui contiennent des informations les concernant. Ces lettres ne sont donc pas confidentielles.