

Community-Based Indigenous Teacher Education Program at Queen's University

Supplemental Document Guide

Updated 2022



Supplemental Documentation Check List

- Indigenous Teacher Education Applicant Information Form.
- An updated résumé.
- Reference letters from two respected members of the Indigenous community.
- Statement of Indigenous Experience (SIE).
- Transcript(s).

Step One

- Go to:
<https://educ.queensu.ca/teacher-education/consecutive/itep-community/apply>
- This website outlines what supplemental documentation is needed and how to submit it.
- You will see this chart on the page. This outlines what supplemental documentation is needed and how to access it. The words highlighted in blue are links to forms, emails, or other websites where you can access further information.

Supplemental Documents for Indigenous Teacher Education

Please submit all supplemental documents using the [Supplemental Documents Form](#). Please note: this form can only be completed once, so please ensure all your documents are finalized and ready for submission.

Please see our [Supplemental Documentation Guide](#) for more details about the process.

Supplemental Document	Method of Submission
Reference letters from two respected members of your Indigenous community (e.g., Elders, Community Leaders, Work Supervisors, Social/School Counsellors, Educators, Director of local Friendship Centres). The referees must be able to comment on Indigenous community contributions which you have made, and your potential to serve in the field of Indigenous education.	Letters of reference should be submitted by the referees directly to: Student Services Office
Statement of Indigenous Experience (SIE) . Please consider your future in Indigenous education when you are completing the SIE. Personal qualities and experiences are vitally important to the successful educator. The Faculty of Education encourages applicants to focus their SIE on what would make you a good teacher. When listing an extracurricular activity or employment opportunity, describe the impact of this experience and the greatest learning outcome for you from the perspective of how that would make you a good teacher. The readers of your SIE will be looking for you to explain how your experiences will help you as a future educator.	Submit PDF to Supplemental Documents Form
Highschool transcript showing completion of Ontario Secondary School Diploma.	Submit PDF to Supplemental Documents Form
A résumé providing a clear and concise overview of both (a) your academic background, and (b) work experience.	Submit PDF to Supplemental Documents Form
Applicant information sheet	Automatically submitted through Supplemental Documents Form

Resume

A **résumé** providing a clear and concise overview of both (a) your academic background, and (b) work experience.

Submit PDF to Supplemental Documents Form

- Your résumé should be clear and concise and should provide an overview of both your academic background and your work experience.
- You will be required to submit your résumé **in PDF form** using the Supplemental Document Form.
- For support on how to save a word document as a PDF please visit this website:
<https://support.microsoft.com/en-us/office/save-or-convert-to-pdf-or-xps-in-project-desktop-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>.

Resume Support

Should you need support with crafting your résumé please visit the following sites:

<https://www.stlawrencecollege.ca/campuses-and-services/services-and-facilities/career-services/resources/resume-and-references/>

<https://careers.queensu.ca/students/tipsheets-career-resources/queens-best-resumes>

<https://careers.queensu.ca/sites/webpublish.queensu.ca.cswww/files/files/Resume%20Tipsheet%202018.pdf>

Reference Letters

You are required to retrieve **two reference letters** from two respected members of your Indigenous community. Your referees are then responsible for emailing your letter of reference directly to the Student Services office at educstudentservices@queensu.ca.

Referees can be but are not limited to:

- Elders
- Community Leaders
- Work Supervisors
- Social/School Counsellors
- Educators
- Director of local Friendship Centers

Referees should be able to comment on your Indigenous community contributions, their relationship to you, and your potential to serve in the field of Indigenous education.

Statement of Indigenous Experience (SIE)

[Statement of Indigenous Experience \(SIE\)](#). Please consider your future in Indigenous education when you are completing the SIE. Personal qualities and experiences are vitally important to the successful educator. The Faculty of Education encourages applicants to focus their SIE on what would make you a good teacher. When listing an extracurricular activity or employment opportunity, describe the impact of this experience and the greatest learning outcome for you from the perspective of how that would make you a good teacher. The readers of your SIE will be looking for you to explain how your experiences will help you as a future educator.

Submit PDF to Supplemental Documents Form

- Click on the blue link that says **Statement of Indigenous Experience (SIE)**

Statement of Indigenous Experience (SIE)

STATEMENT OF INDIGENOUS EXPERIENCE

Supplemental Document Indigenous Teacher Education Application

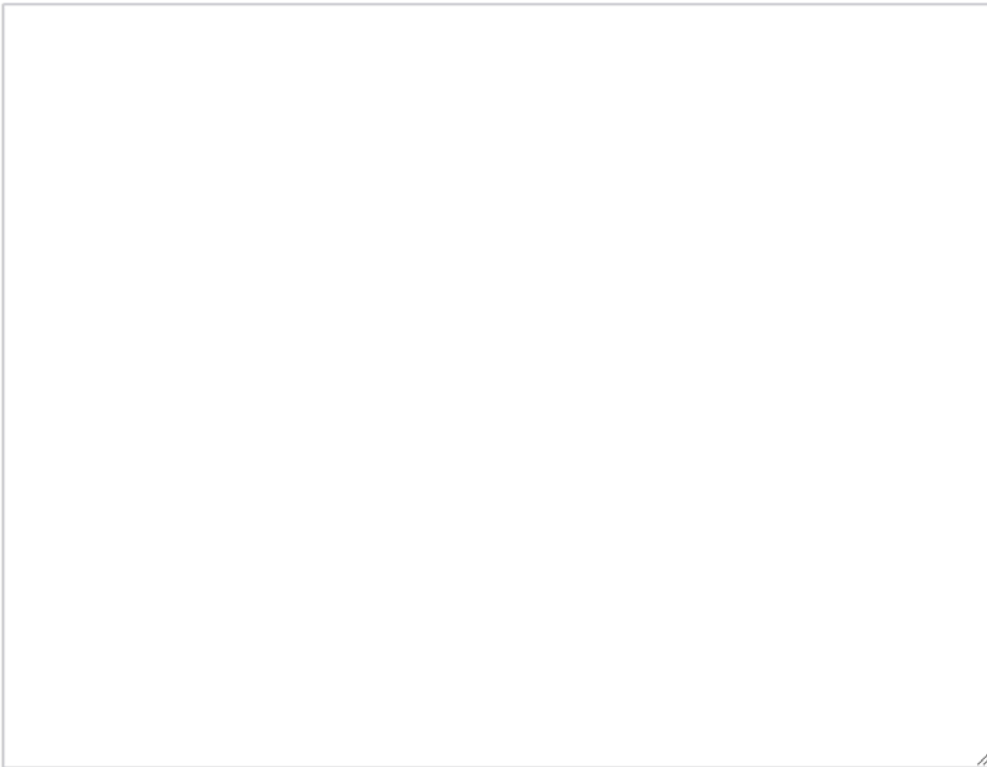
Application Reference Number: Please provide your 11-digit OUAC Reference Number.
Do not include a dash (-), the number should end in a 0 ex. 202375XXXX0

ex: 202375XXXX0

- Enter your OUAC ID/Reference Number (you would have received this from the OUAC) if you have misplaced your ID/Reference Number you can contact OUAC at: teassup@ouac.on.ca or our Student Services office at educstudentservices@queensu.ca.

Statement of Indigenous Experience (SIE)

Question 1: Explain what you have learned from your previous experiences that will help you as a future educator in an Aboriginal context. Use paragraphs and full sentences. This is your opportunity to demonstrate your written communication skills. (Approximately 500 words)

A large, empty rectangular box with a thin grey border, intended for the student to write their answer to the question. The box is currently blank.

Enter your answer to the question directly into the box in approximately 500 words.

Statement of Indigenous Experience (SIE)

Question 2: List, in point form, the reasons for your interest in Aboriginal Education.
(Approximately 500 words)

A large, empty rectangular box with a thin grey border, intended for the user to write their answer to the question. The box is currently blank.

Enter your answer to the question
directly into the box in approximately
500 words.

Statement of Indigenous Experience (SIE)

When completing your Statement of Indigenous Experience (SIE) questions please consider the following:

- Your future in Indigenous education and what experiences have led you to pursue teaching.
- Personal qualities are important as a future educator.
- Focus on what you believe would make you a good educator.
- When listing an extracurricular activity or employment opportunity, describe;
 - The impact of this experience.
 - The greatest learning outcome for you from the perspective of how that would make you a good educator.

The readers of your SIE will be looking for you to explain how your experiences will help you as a future educator or how these experiences have influenced your thinking and the way you approach different situations.

Transcripts

- Submit Highschool transcript showing completion of Ontario Secondary School Diploma (for those applying without an undergraduate degree). Submit through the Supplemental Document Form.
- Order Post-Secondary transcript through the OUAC application.

IMPORTANT:

Applicants admitted without an undergraduate degree must be of Indigenous ancestry and submit documentary proof of their ancestry as specified by the Ontario College of Teachers (OCT) when they apply to for certification. It is the candidate's responsibility to check the [OCT website](#) or contact the College (1-888-534-2222) in advance to determine what documentation is required.

Deadlines

December 1: Teacher Education Application Service (TEAS) online application deadline.

December 10: Deadline for receipt of official transcripts and supplemental documents.

IMPORTANT: The deadlines for application, official transcripts, and supplemental document submission are firm, due to the Queen's program starting in May.

For More Information

ITEP Office:

Email: itep@queensu.ca

Phone: 1-800-862-6701

Website: <https://educ.queensu.ca/teacher-education/consecutive/itep-community>

Student Services Office:

Email: educstudentservices@queensu.ca

Phone: 613-533-6205

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