

Certificate in Adult Education

WHAT WE'RE DOING IS WORKING.



**Certificate in Adult Education Program
Teacher Education
Handbook**

Effective January 2021



Teacher Education Blog:

<http://rrc.ca/education>

Teacher Education Office
Red River College
D201 - 2055 Notre Dame Avenue
Winnipeg, MB R3H 0J9
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Teacher Education Welcome Message

Welcome to a Teacher Education Program at Red River College!

Whether the Certificate in Adult Education program is the first formal leg of your journey as an adult educator or an addition to related training, we congratulate you on your commitment to developing your craft. Our faculty and staff are ready to support your efforts during what we hope will be an enriching experience.

We have prepared this handbook to help you navigate your role as a student of teaching and to answer as many questions as we can anticipate. The handbook includes specific information about the CAE program, including an overview of the courses, as well as program and course policies and procedures. It also includes pertinent College policies and procedures that apply to all students.

College should be a challenging and rewarding experience. To help you make the most of your time with us, I encourage you to visit the RRC Student Supports page on our website at www.rrc.ca/supports.

All the best in your endeavours!



Chair, Teacher Education

Program Contact Information

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For information on the course registration process, transcripts, graduation and other Student Services inquiries please contact:

Enrolment Services, Red River College

D105 – 2055 Notre Dame Avenue
Winnipeg MB R3H 0J9
E: Advisor@rrc.ca
T: 204-632-2306
F: 204-697-4738

*** When communicating with the CAE Coordinator or Enrolment Services, please always include your student number.

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CERTIFICATE IN ADULT EDUCATION PROGRAM **ACADEMIC YEAR 2021**

January 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 – New Year's Day – College closed

Winter Term January 18 – March 26, 2021

February 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb. 15 - Louis Riel Day observed - College closed.

March 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Term – April 12 – June 18, 2021

April 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 2 & 5 – Good Friday & Easter Monday – College closed.

May 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 17 - Victoria Day. College closed.

June 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 1 – College Closed Canada Day

August 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug. 2 – Civic Holiday – College Closed

September 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept. 6 - Labour Day – College closed

Fall Term - Sept 20 – Nov 26, 2021

October 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct. 11 - Thanksgiving Day. College closed.

November 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 11 – Remembrance Day - College Closed

December 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec. 24 2021 –Jan 3, 2022 College closed for Holiday Break

CERTIFICATE IN ADULT EDUCATION PROGRAM – OVERVIEW

The Certificate in Adult Education program is a 10-course, plus practicum, 33 credit-hour program designed to develop skills in teaching adults in a college or vocational-technical college setting. This program supports the notion that a successful college education is greatly influenced by the competence of the institution's instructors and so it is essential that subject area experts also be skilled in facilitating effective learning experiences for students. Therefore, to promote student and teacher success, both theoretical and practical aspects of teaching and learning are addressed throughout the program.

This program is designed to support instructors who work in Manitoba community colleges (Red River College - RRC, Assiniboine Community College – ACC and University College of the North – UCN as well as, various other post-secondary vocational institutions. Corporate organizations seeking training for their instructors are encouraged to contact the Teacher Education Department at Red River College to discuss and determine the suitability of the program to support their organizational training needs.

Given that the program is intended for those already teaching in an adult education setting, it is offered as a part-time program only. For 2021, all courses will be offered online using asynchronous or synchronous delivery methods. Please note that not all courses are available in all terms or in all formats.

For Manitoba college instructors, the completion of 2, 3-credit courses per year in the program could be a condition of employment. Please consult the human resources department within your institution to clarify any contractual obligations.

Upon successful completion of all course work, and a practicum (the equivalent of 200 hours of experience teaching in adult programs and a reflective application-based portfolio) two certificates are granted, one by Red River College and one by the Minister of Economic Development and Training.

PROGRAM REQUIREMENTS

The Certificate in Adult Education program is a 10-course PLUS **Practicum*** (11 registrations) program.

- 9 Required Courses
- 1 Approved Elective
- **Practicum ***
 - 200 hours of teaching in an adult learning environment
 - Eligible teaching opportunities to be secured by the student
 - A Reflective, Application-based Portfolio
 - Students register for a course to support the completion of the portfolio

NOTE: It is the student's responsibility to secure qualifying teaching opportunities in an adult education environment. Hours eligible for practicum consideration must include responsibility for planning and facilitating lessons as well as assessing learning. Please contact the Program Coordinator to discuss the potential eligibility of your teaching experiences.

PROGRAM ENGAGEMENT, PROGRESSION & COMPLETION

Upon acceptance into the Certificate in Adult Education Program, students have the option of starting in one of three terms during the year (January, April or September). *Students must register for their first course within 6 months of being admitted to remain active in the program.* Requests for a delayed start date must be communicated in writing to Enrolment Services – Red River College. (See contact on Page 4 of this document).

Students are not required to take a course each term. However, regular engagement will support the ability to complete the program between the minimum time of 2 ½ years and the maximum time of 5 years, including the requirement of 200 hours of teaching in an adult education environment. **Course registrations are limited to 2 courses per term and up to a maximum of 5 per year unless authorization has been given by the Chair or Program Coordinator.**

Sponsored students including instructors who work at Red River College, Assiniboine Community College or University College of the North must be aware of and manage completion requirements set out by their sponsoring agents/organizations.

Students who have been **INACTIVE** in the program for 2 years will be **withdrawn from the program**. Readmission to the program is assessed on the ability to complete the program within 4 years of the original admission date. All readmission requests are subject to the current processes, fees and policies.

RECOGNITION OF PRIOR LEARNING

If you have formal **teacher training** credentials you might be eligible for recognition of related learning toward courses in the Certificate in Adult Education Program. Such training would include a Bachelor of Education, a Masters of Education, Masters of Adult Education, TESL, TESOL, CACE, to name a few. Formal training in your subject area expertise (e.g. nursing, Red Seal trade, CGA, Business, Bachelor of Arts etc. **would not be considered for credit recognition**).

Please note that official transcripts must be provided to support the assessment process. To avoid delays in starting your program you are encouraged to submit these documents to RRC's Enrolment Services at the time of application to the program.

To learn more about potential RPL opportunities please first visit the RRC RPL website at <https://www.rrc.ca/advising/rpl/>

For general information and assistance with RPL, contact the CAE Program Coordinator (see Page 4).

PROGRAM PROGRESSION REQUIREMENTS AND EXAMPLES

Courses must be completed in the order outlined below. Please note that there is some flexibility built into the program as not all courses are offered in every term or in a format or time that best suits your situation.

Please see the program website at <http://www.rrc.ca/CAE> for full course descriptions.

Group A: Take these courses in the following order:

EDUC-1090 Introduction to Education (*prerequisite for all courses)
EDUC-1091 Instructional Methods
EDUC-2092 Advanced Instructional Methods
EDUC-1077 Testing and Evaluation
EDUC-1094 Course Development

Group B: Take these courses **in any order after** EDUC-1090 Introduction to Education

EDUC-1115 Foundations of Applied Education
EDUC-1097 Diversity & Inclusiveness
EDUC-1095 Program Development
EDUC-1092 Course Implementation

PLUS 1 of the following Electives

PSYC-1025 Educational Psychology
EDUC-1118 Classroom Management
EDUC-1117 Introduction to Technology in Education (*Additional pre-requisite = EDUC-1091*)
EDUC-1098 Independent Study (*Additional Pre-requisites = 3 from Grp A + 1 from Grp B*)

Final credit to be completed: PRAC-1865 – Practicum in College Education (Portfolio)
(*Registration Required*)

Notes: _____

Program Progression Examples

Example 1

- **EDUC-1090 Introduction to Education**
 - **All courses in Group A in order**
 - **All course in Group B in any order**
 - **An Elective**
 - **Practicum**

Example 2

- **EDUC-1090 Introduction to Education**
 - **Any course in Group B**
 - **2nd course in Group A**
 - **Eligible Elective**
 - **Another course in Group B**
 - **Remaining Group A courses in order**
 - **Remaining Group B courses in any order**
 - **Practicum**

Example 3

- **EDUC-1090 Introduction to Education**
 - **Eligible Elective**
 - **2nd course in Group A**
 - **Any course in Group B**
 - **3rd course in Group A**
 - **Remaining Group A courses in order**
 - **Remaining Group B courses in any order**
 - **Practicum**

Always refer to the prerequisites identified in this document.

For more information regarding program-progression planning, contact the Program Coordinator at jacarmichael@rrc.ca

Certificate in Adult Education Program Tracking Form

Student Name: _____

Student Number: _____

Program Start Date: _____

Teaching Setting: _____

(e.g., Carpentry, Nursing, Bus Admin, Industry Trainer, etc.)

Course List	Mark	Year & Term Completed
Group A Courses		
EDUC-1090 Introduction to Education (3)		
EDUC-1091 Instructional Methods (3)		
EDUC-2092 Advanced Instructional Methods (3)		
EDUC-1077 Testing and Evaluation (3)		
EDUC-1094 Course Development (3)		
Group B Courses		
EDUC-1115 Foundations of Applied Education (3)		
EDUC-1097 Diversity & Inclusiveness (3)		
EDUC-1095 Program Development (3)		
EDUC-1092 Course Implementation (3)		
PLUS One (1) of the following 4 Electives		
EDUC-1118 Classroom Management (3)		
PSYC-1025 Educational Psychology (3)		
EDUC-1117 Introduction to Technology in Education (3)		
EDUC-1098 Independent Study (3)		
Last course to take in the Program		
PRAC-1865 Practicum in College Education (Hours & Portfolio) (3)		
Letter confirming teaching hours rec'd <input type="checkbox"/> Date: _____		

Notes:

COURSES AND DESCRIPTIONS

A full description of each of these courses can be found online at: www.rrc.ca/cae

Course Delivery Formats

The courses you may take in the part-time program are delivered using a variety of formats. How each course is delivered during any term may change, so consulting the Course Offerings Brochure will assist you in picking a course and format that works for your availability and learning style (prerequisites apply). Not all courses are available in each of the formats.

For 2021, all courses will be offering online using asynchronous or synchronous delivery methods.

- **Asynchronously online:** Learners participate in course-related activities within LEARN, our current learning management system. Learners follow an instructional schedule (adhering to due dates, etc.) but work on activities during times that accommodate the learner's personal schedule. Learners may be invited to participate in optional online discussion forums or synchronous activities at specific times throughout the course. This type of delivery is a reasonable option for students who need a flexible schedule.
- **Synchronously online.** Learners participate in course related activities using a web-based video conferencing tool like MS Teams or Webex. Learners are required to connect to live/synchronous sessions where they will participate in learning activities with the instructor and other learners. In this delivery method there will also be some independent online commitments guided by the course schedule. Both components are required and may not be taken separately.

NOTE: All course resources are hosted on a Learning Management System. Students should possess basic computer skills and be open to learning about and using 21st century technology to participate in courses. Skills and resources required include

- A laptop, desktop or tablet.
- Access to a reliable high-speed internet connection.
- The ability to locate, send and retrieve information in a text base environment.
- Webcam and headset/microphone to participate in synchronous classes online.

REGISTRATION PROCESSES AND POLICIES

RRC is moving to a new online student planning and registration platform for the 2021 academic year. Students should check their RRC academic email regularly for the most up-to-date registration information and instructions. Review the program handbook for course requirements or consult with the Program Coordinator.

Details and course schedules for the part-time program can be found online www.rrc.ca/CAE by downloading the Course Offerings and Registration brochure. **Students in the part-time program are responsible to initiate the registration process for courses.**

NOTE: Students whose accounts are **inactive** (have not registered and taken courses) for **2 years** will be withdrawn from the program. Registration for courses will not be possible until the student has been readmitted to the program. Requests for readmission to the program are subject to current fees, processes and policies.

REGISTRATION TIPS

For course-based registration instructions visit rrc.ca/course-based-registration.

All registration inquiries should be directed to Enrolment Services at 204.632.2306 or register@rrc.ca.

Course offerings are subject to change based on student interest and instructor availability.

- Review the course offerings for the term (prior to your designated day and time) available at www.rrc.ca/cae.
 - Identify courses you are eligible to take (Review the Program Progression Plan on Page 9). Make note of course names, delivery format/location, days, dates and times.
- Make sure your password is still valid. Passwords expire from time to time. If you haven't changed your password for a while, it is recommended that you reset it a few days before registration opens.
- Print or ensure easy access to the online registration instructions that are emailed to your academic college email account prior to registration.
- Once you access the registration system, only open one browser window. Opening multiple windows slows down the registration system which makes registration difficult for you and others.
- Record confirmed registrations in your personal calendar.
- If the course you would like to take is full, attempt to register for another course or place yourself on **the waitlist** for your preferred section of the course. Only eligible waitlist requests (completed all pre-requisites and are within the 5 course per year guideline) will be considered if a seat becomes available in the course.

Note:

Be sure to drop from courses or waitlist that you are no longer interested in taking.

PRACTICUM / PORTFOLIO PROCESSES

The practicum credit is earned by completing

- 200 hours of instruction in an adult learning environment
AND
- a reflective, application-based portfolio.

Practicum hours - Most instructors in the program are already teaching and thus are able to satisfy the 200 hours of instruction while they are completing the course work in the Certificate in Adult Education Program.

If you have been admitted to the program but are not teaching yet, you will be responsible for securing and completing teaching opportunities that meet the requirement for practicum.

- 200 hours of teaching in an adult learning environment where you are responsible for planning and delivering course content as well as assessing learning outcomes.

Confirmation of eligible teaching hours must be formally communicated to the Teacher Education Department at Red River College by your department Chair or designate (college instructors) or your immediate supervisor (general admission students). This communication must be in the form of a brief letter, addressed to:

*The Coordinator of the Certificate in Adult Education Program
Red River College
D 201 – 2055 Notre Dame Ave
Winnipeg, MB R3H 0J9*

The letter should be forwarded **on company letterhead** and include the following information:

- a statement confirming that you (**name and student number**) have completed a minimum of 200 hours of teaching in an adult learning environment;
- a statement requesting that these hours/this teaching experience be considered for credit toward PRAC-1865 Practicum in the Certificate in Adult Education Program;
- a signature and contact information of your department Chair or designate (college employees) or your immediate supervisor (non-college employees).

Portfolio Development - Students must register and participate in PRAC-1865 Practicum in College Education once they have completed 200 hours of teaching and all course work in the Certificate in Adult Education Program. Within a regular term, this course supports students in completing their portfolio. Portfolios are assessed as either a Pass or a Fail as per an established criteria.

Students are encouraged to track adjustments incorporated into their teaching practice as soon as they begin taking courses in the CAE Program

RECEIVING YOUR CERTIFICATE / GRADUATION

Upon successful completion of all program requirements you will be eligible to apply to graduate.

To initiate the graduation process students in the Certificate in Adult Education Program must complete an Application to Graduate found at RRC Hub / Payments and Profile / Graduation Overview. More details are available at <https://www.rrc.ca/academics/convocation/>

As an official graduate of the program you will be sent an official transcript via regular mail.

RRC will also communicate with you directly regarding an upcoming convocation. If you are not planning to attend the College's convocation ceremony you will receive your Certificate from RRC and the provincial ministry of Economic Development and Training in the mail but not until after the convocation ceremony.

ARTICULATION WITH UNIVERSITY DEGREE PROGRAMS

The CAE program has been articulated with the following program:

- Bachelor of Arts in Adult Education – University of the Fraser Valley
<https://www.ufv.ca/programs/adult-education-bachelor/>

For more information, contact:
Teacher Education
Red River College
Phone: 204-632-2300

COLLEGE POLICIES

RED RIVER COLLEGE POLICIES

As a student at Red River College, it is your responsibility to be familiar with and adhere to all RRC Academic Policies and Procedures. These Policies and Procedures can be found on the RRC website in the Policies section found at <http://www.rrc.ca/policies>. In some instances Program and/or Course policies will have amendments to or supersede specific college policies. These additional policies are found in the program handbook and in course outlines.

SUMMARY OF RELEVANT POLICIES

POLICY S4 - ACADEMIC INTEGRITY POLICY

For any assignment, test, or exam, the copying of answers or files from another student, the providing of answers or files to another student, or the copying and pasting of information directly from the Internet without proper reference, is a violation of academic integrity and may lead to disciplinary measures. To review this policy in full please refer to Appendix 1 of this handbook or at the following web address: <http://www.rrc.ca/policies>.

POLICIES H1 & H2 - DISCRIMINATION AND HARASSMENT / EQUITY, DIVERSITY AND INCLUSION POLICY

The College is committed to providing a respectful College environment, free from harassment, disrespectful behaviour and discrimination, in which employees, learners, and members of the College community treat each other with respect in the form of fairness, justice, acceptance, honour, sincerity, inclusiveness and dignity. To review these policies in full, refer to RRC Policies H1 & H2 at <http://www.rrc.ca/policies>.

POLICY S1 - STUDENT CODE OF RIGHTS AND RESPONSIBILITIES POLICY

Each student registered at Red River College becomes a member of the Red River College community. As a member of this community, you are entitled to expect certain rights to be recognized by the College and other members of the College community. In the same way, the College and other members of the College community are entitled to expect responsible behaviour from you as a student.

The Student Code of Rights and Responsibilities sets out these mutual expectations and outlines the behaviours, attitudes and conduct expected of all students registered at Red River College. The rights and responsibilities included in the Code are based on the values of learning, respect, inclusiveness, integrity, a healthy environment and contribution to community as defined in the Red River College Statement of Values. To review this policy in full, refer to RRC Policy S1 at <http://www.rrc.ca/policies>.

POLICY A9 – PROFESSIONAL SUITABILITY

The colleges expects all of its students to maintain ethical and professional behaviour. However, additional mechanisms and procedures are required to ensure students enrolled in a program that directly or indirectly serves vulnerable populations, observe ethical and professional standards. This includes students enrolled in Red River College's Teacher Education programs. This policy details the grounds for review of student behaviour and the corresponding procedures to be used by the College when questionable behaviour is identified. To review this policy in full please refer to Appendix 1 of this handbook or at the following web address <http://www.rrc.ca/policies>.

POLICY A20 - REQUIREMENTS FOR GRADUATION

To be eligible to graduate from an academic program, a student must complete the requisite number of courses in a program within a particular time period and also meet Red River College's residency requirement.

Since Red River College's academic program learning outcomes, competencies, knowledge, skills and the application of knowledge and skills are updated continually to evolve with technological and other innovations in business and industry, the College must ensure that its graduates' education and skills training are equally up to date upon graduation from an academic program. Therefore, the College will set limited time periods for academic program completion. The completion time periods may vary from credential to credential. To review this policy in full please refer to Appendix 1 of this handbook or at the following web address <http://www.rrc.ca/policies>.

TEACHER EDUCATION PROGRAM POLICIES

As a student in the Certificate in Adult Education Program you must maintain a minimum of a "B" grade in all Methods courses and a grade of "C" in all other courses.

PROGRESSION REQUIREMENTS

Individual course outlines will identify progression requirements for the specific subject areas. Should your grade point average fall below 2.0 in any term, you will be placed on academic probation and be required to meet with the Teacher Education Program Chair or designate to determine an appropriate plan of action. If your GPA does not improve after appropriate actions have taken place, you will be required to formally withdraw from the program.

COURSE REQUIREMENTS AND ATTENDANCE

RRC is an applied learning institution and it is important to attend classes/participate regularly to achieve success. All **10 week** courses, in any delivery format, require the student to attend a minimum of 85% of designated class time to successfully meet course requirements. Any student's attendance that falls below 85% will be required to meet with the Program Chair or designate and may be required to withdraw from the course. Missing 2 or more consecutive classes without notification will require the presentation of a physician's note or other suitable documentation.

Online learning environments – you are expected to spend sufficient time working with the course materials to fully participate and address **all** scheduled course activities. You will be expected to participate in all scheduled synchronous activities throughout the course.

Course instructors have the responsibility to ensure that academic honesty is maintained in all academic activities. **Students assume full responsibility for the content and integrity of the coursework submitted.**

Students who submit written work that is deemed to be below acceptable standards for a professional program may be advised to seek additional support to improve specific skills.

COURSE WITHDRAWALS

Students dropping course(s) in the part-time Certificate in Adult Education Program must submit the “Part-Time Program/Course Withdrawal” form prior to one day before the start date of the course. Courses dropped within the add/drop period will not appear on the transcript. Fees may be adjusted in accordance with the billing/refund table. This form must be submitted to Student Services.

A student who formally withdraws from one or more courses after the “add/drop” period ends and before 80% of the course duration will have a voluntary withdrawal (VW) recorded on his/her transcript. Unofficial withdrawals (no documentation submitted to the Student Services Centre by the deadline) will result in courses being assigned a grade of “F”. Students may not withdraw from courses for which they have already completed all course work or received a final grade. Fees may be adjusted in accordance with the billing/refund table. Courses dropped after the five business day add/drop period appear on the transcript with a designation of VW.

PROGRAM COMPLETION REQUIREMENTS

Regular engagement in the program is required and expected to facilitate completion within the required **5 year period**.

Note:

Students are responsible for managing completion requirements set out by their employer or other sponsoring agents/organizations.

STUDENT ACCOMMODATIONS

If you are a student with a disability and require reasonable accommodations, you are encouraged to discuss this privately with your instructor to facilitate greater understanding of your learning needs. To receive accommodations, you also must connect with Counselling and Accessibility Services who will assist in developing and implementing your accommodation plan. You can contact Counselling and Accessibility Services in person at NDC (D102) or EDC (P210) or by filling out the online intake form which can be found on our website at: <http://www.rrc.ca/accessibility/>.

PROGRAM WITHDRAWALS

You may withdraw at any time during your program of study by completing a program withdrawal application. This form must be signed by the Teacher Education Department Chair or designate. It is advisable that you speak with the academic coordinator prior to making this decision to discuss options that may be available to you.

NOTE: Students with **inactive** program status (have not registered and taken courses for **2 years**) will be withdrawn and the program closed. Registration for courses will not be possible until the student has re-enrolled in the program (current processes & application fees will apply). Part-time students have a **maximum** of **5 years** to complete the program from the date of admission.

STANDARDS OF PROFESSIONAL CONDUCT

The Teacher Education Programs at Red River College are committed to maintaining its students' freedom of thought, belief, opinion and expression. As a professional program we are committed to assisting students in becoming professionals. The program has the responsibility of fostering the academic freedom of students within the context of professional standards of conduct and also has the responsibility of fostering the academic freedom of students with respect for the needs of the learner. The standards describe professional characteristics and behaviors students are expected to develop and demonstrate during practicum and course work.

Professionalism – is expected in all Teacher Education programs. The assessment of professionalism is based on RRC's **Student Rights and Responsibilities** policy. Students who do not demonstrate these professional standards may be subjected to Policy S9 – Professional Suitability.

Students are expected to **consistently demonstrate all of the behaviours** outlined below.

- Attend class and is punctual (online, engaged and regularly participates in online courses)
- Complete assignments as outlined and on time
- Participate actively and respectfully in class discussions
- Contribute positively to group and class dynamics through actions and words
- Take responsibility for actions and words that negatively affect the learning environment
- Be open to and supportive of the thoughts, opinions and contributions of others in a group
- Incorporate feedback from peers and instructors
- Seek out necessary information or guidance from appropriate resources regarding knowledge, process and the incorporation of feedback Interact professionally with colleagues and instructors
- Address challenges that may interfere with the ability to fulfill any or all student responsibilities with the appropriate people in a timely manner

Students whose behaviour negatively affects the learning environment will be subject to removal from the course or the program. **See policy A9 Professional Suitability**

<http://www.rrc.ca/files/file/policies/new/A9ProfessionalSuitability.pdf>

Specifically:

1. To adhere to the Red River College Student Code of Rights and Responsibilities;
2. To not participate in or condone actions of bullying, racism, sexism, religious interference, sexual orientation discrimination or any other infraction through active or passive engagement, as specified in human rights legislation and the Charter of Rights and Freedoms by respecting the dignity and rights of all persons;
3. To act professionally as ambassadors of the teacher education program both inside and outside of the College.
4. The student acts in a responsible manner which includes being punctual, dependable and trustworthy in class and during practicum.
5. To maintain positive interpersonal relationships with peers, faculty, school personnel and pupils by contributing, cooperating, participating and working with others in a professional manner.
6. To demonstrate a commitment to teaching by taking initiative, showing enthusiasm, and showing an interest in learning about teaching.
7. To direct any criticism of the professional activity of others to that person and only then, after informing them of the intent to do so, may direct in confidence the criticism to the appropriate officials. It shall not be considered a breach of this clause to report reasonable grounds for suspecting child abuse to proper authorities according to legal requirements.
8. To respect the confidentiality of information about pupils, peers, school personnel, or faculty received in confidence or in the course of professional duties.

KEY POINTS FROM THE RRC STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

As a student, you are obligated to be aware of the policies as outlined in this document (copies available in the Teacher Education office). You are responsible for understanding and abiding by the document, including the reporting of infractions. Highlights of the code and rights include:

The right to:

- express oneself individually or as a group...with due regard for others and applicable laws, rules, regulations and policies;
- Work and learn in a safe and healthy environment;
- Work and learn in a positive and respectful environment, free from any and all harassment. The student has a right not to be subjected to indignity or violence;

As outlined in College Policy S1, (Student Code of Rights and Responsibilities); all staff, learners, contractors and clients of the College are responsible for ensuring that the College environment is free from disrespectful behavior. All staff, learners and clients are responsible for understanding and applying the policy in good faith;

Academic Integrity as unfit professional behavior: plagiarism, cheating, fabrication, collusion and academic misconduct.

For more information about RRC Student Code of Rights and Responsibilities please visit <http://www.rrc.ca/policies>.

USEFUL WEB LINKS TO COLLEGE SERVICES

RRC HUB (Student Portal to College/Course Resources)

- <https://hub.rrc.ca/HUB.aspx> (User name and password required)

ITS Help Resources (LEARN, Passwords, Email, Printing, Wireless network Office 365 (free)

- <https://www.rrc.ca/its/>

Library (processes for accessing library and study materials print/online)

- <https://library.rrc.ca/home>

Campus Store (Bookstore) (lists of course textbooks and purchase options)

- <https://www.rrc.ca/campusstore/>

Student Printing Services

- <https://www.rrc.ca/campusstore/printing/>

Safety and Security (Emergency Procedures and RRC Mobile Safety app, campus closures)

- <https://www.rrc.ca/safety/>

Academic Success Centre (including tutoring)

- <https://www.rrc.ca/academic-success/>

Accessibility Services (support for students that may require academic accommodation)

- <https://www.rrc.ca/accessibility/>

Assessment Services (resources to assist with academic writing)

- <https://www.rrc.ca/assessment/>

Counselling Services (resources for personal and career counselling)

- <https://www.rrc.ca/counselling/>

Mental Health (online mental health resource Healthy Minds, Healthy College initiative)

- <https://www.rrc.ca/wellness/>

Indigenous Student Supports

- <https://www.rrc.ca/indigenous/supports/>

Commuting and Parking (parking locations, applications and fees)

- <https://www.rrc.ca/parking/>

Food Services (food outlets, menus and operating hours)

- <https://www.rrc.ca/foodservices/>

Rebels Athletics and Recreation Services (RRC teams and recreation facilities, membership, fees)

- <https://www.rrc.ca/rebels/>

Appendix 1

Policy A9: Professional Suitability

Originator: Vice President, Academic and Research

Approver: Senior Academic Committee

Effective: November 28, 2014

Replaces: New

1. Preamble: The College expects all of its Students to maintain ethical and professional behaviour. In consideration of the expected responsibilities however, additional mechanisms and procedures are required to ensure Students enrolled in a program that directly or indirectly serves vulnerable populations, observe the applicable ethical and professional standards.
2. Policy: Students enrolled in a program listed in Appendix A to this policy shall maintain behaviour that will uphold the public trust and reflect applicable ethical standards. This policy details the grounds for review of student behaviour and the corresponding procedures to be used by the College when questionable behaviour is identified.
3. Definitions
 - 3.1 Chair – refers to the Chair, an equivalent or a designate(s) of a College program.
 - 3.2 Dean – refers to a Dean of an academic program or a Regional Campus Director.
 - 3.3 Student – refers to any individual:
4. Grounds for Review
 - a) Seeking to apply to study at Red River College;
 - b) Who is a current student; or
 - c) Who has previously been a student?
 - 4.1 The following conduct may be subject to review in accordance with the procedures set out in this policy:
 - i. conduct that compromised, or could have compromised, the physical or psychological safety of a patient, client or individual receiving a service;
 - ii. demonstrated incompetence;
 - iii. conflicts of interest;
 - iv. threatening, aggressive, exploitative, irresponsible, disrespectful or destructive behaviour towards other students, colleagues, College staff, members of the public, or while attending a workplace/practicum;
 - v. a criminal conviction, where the nature of the criminal activity would bring disrepute to the applicable profession or employment setting, or demonstrates a lack of integrity or poor judgment; drug or alcohol use; or
 - vi. behaviour offensive to the applicable internal and professional codes of conduct, practice standards, and/or ethical standards.
5. Procedures
 - 5.1 Reports of conduct identified in section 4.1, can be submitted to the Chair of the Student's program by: members of the public, College students, College staff, or an individual(s) from a Student's work placement or practicum.
 - 5.2 The Chair will then gather information to determine which process to proceed with under section 5.4.
 - 5.3 After completing the investigation, the Chair will provide the Dean of the Student's program with all gathered information.
 - 5.4 The Dean, in consultation with the Chair, will determine whether:
 - i. no action is required;
 - ii. the matter should be addressed under College policy S2 – Student Discipline;
 - iii. the matter should be referred to a Professional Suitability Committee ("PSC"). If the matter is referred to a PSC, this policy takes precedence over College policy S2 and S3; and/or
 - iv. if the matter is referred to the PSC, whether just cause exists to suspend the Student pending the review of the PSC.

6. Professional Suitability Committee (PSC)

- 6.0 The PSC is an ad hoc committee, established on an as needed basis, charged with the responsibility of overseeing professional suitability matters for the programs listed in Appendix A to this policy.
- 6.1 The role of the PSC is to provide an independent review of student conduct, and for providing a recommended course of action to the applicable Dean.
- 6.2 Once a Dean has decided to refer a matter to the PSC, the Dean shall ask the Registrar to appoint a PSC Committee Chair. The Committee Chair shall be a full time faculty member from a program listed in Appendix A and from a different school as the Student.
- 6.3 The Committee Chair will then appoint six additional individuals to the PSC, including:
 - i. two full time faculty members - one from the subject program and one from a program listed in Appendix A;
 - ii. two students - one from the subject program and one from a program listed in Appendix A; and
 - iii. two representatives from the subject profession or employment setting.
- 6.4 Where reasonably possible, faculty members who had dealings with the Student will not sit on the PSC.
- 6.5 After being appointed by a Dean, the PSC Committee Chair will provide the Student with the following information as soon as is reasonably possible:
 - i. the conduct under review;
 - ii. the alleged facts;
 - iii. the applicable code of conduct or ethical standards;
 - iv. name and title (faculty member, student or professional representative)
 - v. of PSC members;
 - vi. the date, time, and place for the PSC hearing;
 - vii. support services provided by the Student's Association; and
 - viii. a statement informing the student that if the PSC determines that the alleged conduct occurred, the student may be required to withdraw from the program.
- 6.6 The Notice of Hearing, detailed in 6.5, will be sent to the address of the Student on record with the College. At the Student's request, information may be sent to his/her Student e-mail account.
- 6.7 Within one week of receiving the information detailed in 6.5, the Student will provide a written response to the Committee Chair of the PSC.
- 6.8 The Committee Chair of the PSC will then provide the six PSC members with a written report detailing the conduct to be reviewed, the alleged facts, the Student's written response provided pursuant to 6.5, the applicable code of conduct or ethical standards and any other relevant information.
- 6.9 Once a matter has been referred to the PSC for formal review, proceedings may continue irrespective of whether the Student voluntarily withdraws from the program or refuses to participate in the PSC hearing.

7. PSC Hearing Procedure

- 7.1 The PSC will act expeditiously to complete the hearing and recommend a disposition to the Dean.
- 7.2 The Student may represent themselves during the hearing or elect to have a designated representative. The designated representative may be from the College's Student Association or independently retained. The Student must provide the name and title of the representative to the PSC Committee Chair at least two days prior to the hearing.
- 7.3 If the Student decides to make submissions to the PSC, the student may be questioned by the PSC.
- 7.4 Both the Academic program and the student have the right to:
 - i. submit evidence;
 - ii. call witnesses;
 - iii. question witnesses; and
 - iv. have access to all relevant documents submitted to the PSC.
- 7.5 Witness names and titles, and all written materials that will be referred to at the hearing, must be provided to the PSC Committee Chair at least two days prior to the hearing.
- 7.6 The hearing will be closed to all persons except members of the PSC, the Student, the designated representative of the Student, and the proceedings recorder.

- 7.7 The PSC hearing will be audio recorded. The audio recording will be securely filed with the subject academic program and retained for ten years. Once the retention period has expired, the audio recording will be destroyed.
- 7.8 All information relating to the matter before the PSC will be kept strictly confidential by all parties. Information will only be disclosed as is reasonably necessary for investigation, to implement terms of the disposition, or as is required by law.
- 7.9 All information relating to the hearing, including the disposition will be kept in the student's permanent file with the Office of the Registrar.

8. Findings on the Matter

- 8.1 After hearing all the evidence, the PSC will meet in a closed session with its members only, to:
 - i. consider the evidence;
 - ii. make its findings; and
 - iii. make its recommendations to the Dean regarding the disposition of the matter.
- 8.2 A majority of PSC members is required for the recommended disposition of the matter. The Committee Chair of the PSC will only vote in the event of a tie.
- 8.3 The PSC may recommend the following to the Dean:
 - i. dismiss the matter;
 - ii. reprimand the Student in writing;
 - iii. allow the Student to remain in the program and attach conditions prescribing future conduct;
 - iv. suspend the Student from the program for a specified period of time and attach conditions prescribing future conduct (any course which is incomplete as a result of a suspension will be marked as Failed, "F", on the Student's transcript);
 - v. require the Student to withdraw from the program and attach conditions which must be fulfilled before any application for re-admission to the program can be considered (Failed, "F", will be placed on the Student's transcript);
 - vi. with approval from the Vice-President responsible for the program, require the Student to withdraw from the program with no right to re-admission (Failed, "F", will be placed on the Student's transcript); and/or
 - viii. make any other recommendation deemed appropriate.
- 8.4 A Student may be required to withdraw from the program at any time throughout the academic year or at any point in their program.
- 8.5 The Dean will review the recommendations of the PSC and render a final decision.
- 8.6 The Student will be informed of the PSC decision, and the final decision of the Dean, in writing within fifteen College working days of the PSC hearing. This timeframe may be extended by mutual agreement between the Student and the Dean. The final decision will include reasons for the decision.
- 8.7 Copies of the final decision will be sent to the Chair of the academic program, the Vice-President responsible for the program, the Dean of Student Services and the Office of the Registrar.

9. Appeal Process

- 9.1 All decisions resulting from the above process are final. The student may, however, request a hearing by the College Appeal Committee in accordance with Policy S3 - Student Appeals. The Appeal must be made in writing, providing details of the alleged unfair process, to the Office of the Dean of Student Services within 10 working days from receiving the Dean's decision.

RELATED POLICIES

S1 – Student Code of Rights and Responsibilities
S2 – Student Discipline S3 – Student Appeals
S4 – Academic Integrity

Policy S4 – Academic Integrity

Originator: Dean of Student Services

Approver: Senior Academic Committee

Effective: November 28, 2014

Replaces: September, 2014

1. Preamble: Academic Integrity is critical in a learning environment and a fundamental core value of an academic institution. Academic evaluation must be representative of the knowledge and skill level achieved by a learner as demonstrated through their Academic Work. Acts of Academic Misconduct make it impossible for an accurate evaluation to occur.

Red River College has a duty to maintain a high standard of Academic Integrity. This ensures that the College's scholarship, research, certificates, diplomas and degrees remain credible.
2. Policy: Students will behave in a manner consistent with the fundamental values of Academic Integrity. They will avoid all forms of Academic Misconduct, and will seek clarification from College instructional staff to ensure an understanding of the expectations for their Academic Work. The College will take appropriate action when a Student becomes involved in Academic Misconduct.
3. Definitions
 - 3.1 Academic Integrity – refers to the requirement to be honest and truthful in all College relationships, activities, and commitments. From these fundamental values of honesty and truth flow consistent, ethical behaviour when engaged in Academic Work, or any other academic activity.
 - 3.2 Academic Misconduct – refers to all dishonest behaviour, whether deliberate or otherwise, related to Academic Work, or any other academic activity.
 - 3.3 Academic Work – refers to all forms of Student work intended to demonstrate the knowledge and skill a Student has acquired during their studies. It refers to course work such as assignments and tests, materials or evaluations used to determine Recognition of Prior Learning, various forms of research, as well as applied learning. All work produced by Students during the course of their academic studies with the College is considered Academic Work, whether or not it is eligible to receive a grade or evaluation.
 - 3.4 Chair – the Chair, an equivalent or designate(s) of the program in which the Student is a learner, the Student is applying to be a learner, or the Student has been a learner.
 - 3.5 Instructor – refers to the instructor of the course in which the Academic Misconduct has occurred.
 - 3.6 Members of the College Community – refers to students, staff or anyone else associated with the College who may acquire knowledge of Academic Misconduct.
 - 3.7 Student(s) – refers to any individual:
 - a) Who is seeking to apply to study at Red River College;
 - b) Who is a current student; or
 - c) Who has previously been a student.
4. Forms of Academic Misconduct
 - 4.1 Plagiarism: Representing the words, ideas, research, or data created by, or belonging to, someone else as if it were your own. Plagiarism may range from close imitation or paraphrasing the thoughts of another, to the submission of an entire Academic Work created by someone else. All forms of plagiarism share a common element: material is being presented as the Student's original Academic Work, without acknowledgement, use of quotation marks, citations, or other references deemed appropriate by College staff. Plagiarism also includes submitting the same work for credit in more than one course. Students who want to submit work that was prepared for another course must first receive instructor permission.
 - 4.2 Cheating: The use or distribution, or the attempted use or distribution, of unauthorized materials, equipment, information, or study aids when engaged in Academic Work. Cheating includes being in possession of unauthorized material during testing, behaviour such as copying from another Student, impersonation of a Student in an examination or test, disguising one's own identity, or any other act by which a Student attempts to misrepresent their demonstration of academic skills or knowledge.
 - 4.3 False or Misleading Representation: Misrepresenting, exaggerating, withholding information or providing any false information for academic or financial benefit. It may involve disclosing false, or withholding accurate, information in

communication with College staff during the course of a Student's studies, or in the application process. It may involve falsifying research, data, or information submitted as Academic Work. It may further involve forging or falsifying official College documents, such as grade reports, transcripts or other records.

- 4.4 Accommodation Under False Pretenses: Misrepresentation in order to receive any academic accommodation on disability- related or compassionate grounds. This may include obtaining medical or other certificates under false or misleading pretenses, altering medical or other certificates, or presenting them in a manner meant to deceive to receive accommodation.
- 4.5 Collusion: Carrying out, or attempting to carry out, an agreement with any other person to commit an act of Academic Misconduct.
- 4.6 Unauthorized Collaboration: Submitting Academic Work that was created in collaboration with any other person, when such collaboration did not have the instructor's approval.
- 4.7 Sabotage: The deliberate destruction, disruption or tampering of another person's Academic Work or learning environment.
- 5. Procedures
 - 5.1 Members of the College Community will be alert to Academic Misconduct.
 - 5.2 Members of the College Community who have reason to believe that Academic Misconduct has occurred, or who are in possession of evidence that may indicate Academic Misconduct has occurred, will relay such information to the program with which the Student(s) is associated.
 - 5.3 If the allegation is in regards to a specific course, the Instructor of that course will conduct a review of the incident and complete the Academic Misconduct Form (attached to this policy as Appendix A). The Instructor will then provide the review findings and the completed form to the Chair.
 - 5.4 If the allegation involves actions that are not associated with a specific course, or that are associated with several courses, the Chair of the program with which the Student is associated will conduct an investigation and complete the Academic Misconduct Form (attached to this policy as Appendix A).
 - 5.5 The Chair will meet with the student, present the evidence of the possible Academic Misconduct, and listen to the Student's explanation of the occurrence.
 - 5.6 Following the meeting with the Student, the Chair will decide if Academic Misconduct has occurred. The following action will be taken:
 - (a) If there is a finding that no Academic Misconduct has occurred, then no further action will be taken, and no record of the incident will be kept; or
 - (b) If there is a finding that Academic Misconduct has occurred, a written reprimand will be issued to the Student. A copy of the written reprimand will be retained by the Dean of the School, the Chair of the program, and copies must be issued to the Office of the Registrar and the Dean of Student Services.

The Chair will also contact the Office of the Registrar to determine whether the Student has a history of Academic Misconduct.

- (c) A Chair may choose to take further action, in addition to the required written reprimand, in consideration of the nature, severity and frequency of the Academic Misconduct. This action may include, but is not limited to, the following:
 - i. Have the Student complete a paper or assignment on Academic Integrity, including self-reflection on the incident in question; and/or
 - ii. Have the Student redo and re-submit the Academic Work in question (Program directives regarding late submissions may apply); and/or
 - iii. Issue a lowered grade on the Academic Work in question; and/or
 - iv. Any other appropriate action according to the Student Discipline policy, up to and including a recommendation for suspension or expulsion. Appropriate action may include a consequence that affects a Student's grade, or denying of credit.

5.7 Where the suspected Academic Misconduct concerns forging or falsifying official College documents, including but not limited to, grade reports, transcripts, certificates, diplomas, and degrees, the Office of the Registrar will conduct an investigation.

(a) During the investigation, the Student may provide the Office of the Registrar with an explanation.

(b) Following the investigation, the Office of the Registrar will determine whether Academic Misconduct has occurred.

- i. If there is a finding that no Academic Misconduct has occurred, then no further action will be taken, and no record of the incident will be kept;
- ii. If there is a finding that Academic Misconduct has occurred, a written reprimand will be issued to the Student. A copy of the written reprimand will be retained by the Chair of the Student's program, the Dean of the School, the Office of the Registrar, and the Dean of Student Services. The Office of the Registrar may also impose further discipline in accordance with the Student Discipline policy.

5.8 The Student Discipline policy will apply to Students found to have committed an act of Academic Misconduct in their application to the College. The College may rescind an offer of admission, impose conditions on future application, or take any other action it deems reasonable if a Student is found to have committed an act of Academic Misconduct.

5.9 The Student Discipline policy will apply to Students who are no longer studying at the College, or who have graduated from the College, and who are found to have committed an act of Academic Misconduct. The act of Academic Misconduct may have occurred in activities associated with the College before, during or after their studies at the College. The College may act upon the discovery of Academic Misconduct, regardless of when such discovery is made. In addition to sanctions that may be imposed in applying policy for Student Discipline, the College may place a notation on a Student's official transcript indicating an act of Academic Misconduct had occurred, may rescind credit for courses, and/or may rescind the credential conveyed upon the Student.

6. Appeals

6.1 Appeals of Academic Misconduct will follow the established appeal process for student discipline.

Additional policies can be reviewed at <http://www.rrc.ca/policies>.

A22 - Academic Standards

H1 - Discrimination and Harassment

S1 - Student Rights and Responsibilities

S2 - Student Discipline

IT1 - Acceptable Use of Information Technology Resources

Frequently Asked Questions

Can I take this program full-time?

No, this program is only available in a part-time format?

How quickly can I complete the program?

It is possible to complete the program within 2.5 years (pending student availability and schedule of course offerings).

What is the maximum time allowed to complete the program?

This program must be completed within 5 years. (All course work and the practicum – review the body of this handbook for details).

How many courses can I take per term?

Registrations are limited to 2 per term to a maximum of 5 courses per calendar year (see explanation on page 7 of this document)

Why can I only take 2 courses per term?

There are approximately 500 students in this program at any given time. Registrations are limited to ensure that all students have a fair opportunity to complete the program within 5 years.

What if I am not available to register for a course right when registration opens?

Register as soon as you can. RRC new course-based registration system allows you to Plan your courses in advance. Then, registering takes a few minutes to register. For best results plan to register as soon as the online system is available (see Schedule of course offerings at www.rrc.ca/CAE for registration dates and times).

Can I submit an advanced registration request if I know that I will not be available when registration opens?

No, all registrations must be initiated via the online registration system.

What if the course is full by the time I initiate a registration?

If the course you want to take is full by the time you access the registration system, please add your name to the waitlist as it is the only way we know who and how many people are interested in the course.

If a seat becomes available, would I be moved from the waitlist to the class roster automatically?

No. If a seat becomes available (another student has dropped the course or a second section of the course is being offered) you would receive a registration offer via email from RRC's Enrolment Services Department. To secure the seat/registration you must accept the offer via email within the designated time frame (typically within 3 days).

What happens if I miss the email?

If there is no response within the designed period, the seat will be offered to the next person on the waitlist. For best results, check your Academic email regularly (for RRC instructors, your academic email automatically appears in your @rrc.ca mailbox).

Are all courses offered every term and in every format?

No. Course offerings and delivery formats vary. To best support your program progression planning, review the schedule of course offerings for the given calendar year as soon as it is available.

Do I have to take the courses in order?

Yes. Courses with established prerequisites must be taken in order. Review the program progression examples on page 9 of this handbook or make an appointment with the Program Coordinator to discuss a progression plan.

Can I take more than one elective?

No. There is only room for one elective in the existing program.

What if I start a course and then for some reason can't complete it?

If for any reason you are unable to complete a course you have started, you can withdraw by submitting a Voluntary Withdrawal form. This process is available to you until 3 weeks before the end of the course (refer to your course outline for specific dates). The form is available at: <https://www.rrc.ca/supports/student-records/withdrawal-part-time/>

Does a voluntary withdrawal negatively impact my GPA?

No. However, there could be a limited number of VWs allowed in the program. If you are considering a VW, be sure to discuss your plans with your instructor and/or the Program Coordinator.

If I VW from a course will I get a partial tuition refund?

This depends on the date the VW was requested. For details please contact RRC Enrolment Services at 204-632-2306.

If I voluntarily withdraw, will I automatically be registered in the next offering of the same course?

No. All waitlists are dissolved at the start of the designated term. All registrations must be initiated by the student.

What happens if I miss the deadline to VW?

If you miss the deadline, you will be expected to complete all course work.

I am not very good with computers. Can I complete my assignments in hand written form?

The criteria for each assignment will be clearly outlined.

I have never taken an online course before, what can I expect?

To take an online course you will need to have access to a reliable equipment (computer or laptop; high-speed internet service). Other equipment such as a headset, webcam and microphone may also be required. If online learning is new to you, consider securing a "buddy" within your personal learning network who can guide you through the basics.

Best wishes as you begin this journey.

