

# Technical Vocational Teacher Education

PROGRAM HANDBOOK  
2025-26



**RRC**  
POLYTECH

EDUCATION



# **Bachelor of Education**

## **Technical Vocational Education Major**

### **Program Handbook**

**Effective August 2025**



**[rrc.ca/education](http://rrc.ca/education)**

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## TEACHER EDUCATION WELCOME MESSAGE

*Welcome to the Teacher Education Program at Red River College Polytechnic!*

You are beginning an exciting and rewarding career path in Education. Let me assure you that you will not be alone in this life-enriching journey. The members of the Teacher Education faculty are dedicated to preparing future educators in a supportive yet demanding environment.

Our faculty have the skills and experience to help ensure that your needs and expectations are met. They are all here to help you succeed in this educational journey to empower and enlighten the next generation.

We have prepared this handbook to assist with your transition to college studies and to answer as many questions as we can anticipate. The handbook includes information about the Teacher Education program, including an overview of the courses, grading standards, and policies. It also includes the College policies and procedures that apply to all students and details of many aspects of life on campus.

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 Polytech Student Success Centre at [library.rrc.ca/ASC](http://library.rrc.ca/ASC).

All the best in your endeavours!

*Daryl McRae*

Chair, Teacher Education



## PROGRAM CONTACT INFORMATION

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Chair of Teacher Education

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### **General Inquiries**

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*For information regarding transcripts, graduation and other Student Services inquiries please contact:*

### **Student Services**

D105 – 2055 Notre Dame Avenue Winnipeg MB R3H 0J9

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*For information regarding course registration, and the student planner self-registration process, please contact:*

### **Margarita Natcheva**

Academic Advisor

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*For University of Winnipeg academic advising please contact:*

### **Natalie Brennan**, Academic Advisor

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# TECHNICAL VOCATIONAL TEACHER EDUCATION PROGRAM ACADEMIC YEAR 2025-2026

| August 2025 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| 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. 25 – Fall Term Starts

August 29 – Course Add/Drop Deadline

| September 2025 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| 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 1 – Labour Day; College Closed

Sept 30 – Nat'l Day of TRC; College Closed

| October 2025 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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 10 – Fall Term Break (no classes)

Oct 13 – Thanksgiving Day; College Closed

October 31 – Fall Term Ends

| November 2025 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 2025 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 – Jan 2, 2026 - College Closed for Holiday break

| January 2026 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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. 5 - Winter Term Starts

January 9 – Course Add/Drop Deadline

| February 2026 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 16 – Louis Riel Day; College Closed

Feb 17-20 – Reading Week (no classes)

| March 2026 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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  |     |     |     |     |

Mar 20 – Winter Term Ends

| April 2026 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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  |     |     |

April 3 – Good Friday; College Closed

April 6 – Easter Monday; College Closed. (Public schools open)

| May 2026 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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  |

May 4 – Spring Term Starts

May 8 – Course Add/Drop Deadline

May 18 - Victoria Day; College Closed

| June 2026 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| 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 2026 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| 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 – Canada Day; College Closed

July 1 classes will be held on Monday, June 29

July 10 – Spring Term Ends

## 2025-2026 Technical Vocational Course Schedule

| <b>Fall Term 2025</b><br>August 25 – October 31, 2025   | <b>Winter Term 2026</b><br>January 5 – March 20, 2026   | <b>Spring Term 2026</b><br>May 4 – July 10, 2026   |
|---|---|--|
| <ul style="list-style-type: none"> <li>• EDUC-1090 Intro to Education<br/>Tuesday 5-7:00 pm<br/>Synchronous Online</li> <li>• EDUC-1093 Organizing Technical Education Facilities<br/>Tuesday 7:30-9 pm<br/>Synchronous Online</li> <li>• COMP-1997 Introduction to Computer Applications<br/>Wednesday 5-6 pm<br/>Synchronous Online</li> <li>• EDUC-1118 Classroom Management<br/>Wednesday 7-9 pm<br/>Synchronous Online</li> <li>• EDUC-1115 Foundations of Applied Education<br/>Thursday 7-8:30 pm<br/>Synchronous Online</li> <li>• PRAC-3002 Student Teaching Practicum<br/>(Sept 2, 2025 – Jan 16, 2026)<br/>Mon-Fri 8 am-4 pm<br/>Off-Site</li> </ul> | <ul style="list-style-type: none"> <li>• EDUC-1117 Introduction to Educational Technology<br/>Monday 6:00 – 8:00 pm<br/>Synchronous Online</li> <li>• EDUC-1091 Instructional Methods<br/>Tuesday 6-9 pm<br/>Synchronous Online</li> <li>• EDUC-1077 Testing and Evaluation<br/>Wednesday 7:00-9 pm<br/>Synchronous Online</li> <li>• MATH-1009 Applied Math<br/>Thursday 6-9 pm<br/>*12-week course delivery<br/>(Jan 5 –April 3, 2026)<br/>Synchronous Online</li> <li>• PRAC-3002 Student Teaching Practicum (Feb 2 – June 12, 2026)<br/>Mon-Fri 8 am-4 pm<br/>Off-Site</li> </ul> | <ul style="list-style-type: none"> <li>• EDUC-2092 Advanced Instructional Methods<br/>Tuesday 6-9 pm<br/>Synchronous Online</li> <li>• EDUC-1094 Course Development<br/>Wednesday 5-6:30 pm<br/>Synchronous Online</li> <li>• PSYC-1025 Educational Psychology<br/>Wednesday 7-9 pm<br/>Synchronous Online</li> <li>• COMM-1097 Communication Skills<br/>Thursday 7-9 pm<br/>Synchronous Online</li> </ul> |

**The College reserves the right to modify or cancel any course, program, process or procedure without notice or prejudice.**



# TECHNICAL VOCATIONAL EDUCATION

## Course Completion Pathway

Upon acceptance into the Technical Vocational Education program, students have the option of starting in one of three terms offering the first pre-requisite course, EDUC-1090 Introduction to Education. Outlined below are the requirements for course completion. Students are not required to take a course each term but should plan their engagement to ensure that the program is completed within five years (maximum of five years to complete the program, including the required minimum of 18 weeks or 90 days of student practicum). To support a faster rate of completion **students are now eligible to register for up to 15 credit hours per term if pre-requisites are met.**

**Students who would like to pursue an accelerated course completion model will need to schedule an advising appointment with the Chair, Teacher Education.**

**Group A** courses will need to be completed in the prerequisite order as listed below. However, these courses may not always be offered in every term. If this is the case, you may take an available course from the **Group B** course list (check for prerequisites). PRAC-3002 may not be completed until all courses in Group A and B have been successfully completed. WRKE-1057 Vocational Training and Work Experience credit is granted upon acceptance into the program.

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

**Group A:** Take these six courses in the following prerequisite order:

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

**Group B:** Take these seven courses in any order, as available.

|           |   |
|-----------|---|
| EDUC-1093 | Organizing Technical Education Facilities   |
| EDUC-1115 | Foundations of Applied Education  |
| EDUC-1117 | Introduction to Educational Technologies (prerequisite of EDUC-1090 and EDUC-1091)  |
| EDUC-1118 | Classroom Management  |
| PSYC-1025 | Educational Psychology  |
| COMP-1997 | Introduction to Computer Applications   |
| MATH-1009 | Applied Math  |
| COMM-1097 | Communication Skills (strongly recommended student has taken COMP-1997 or substantial experience using Microsoft Word and PowerPoint) |

Final credit to be completed: PRAC-3002 Student Teaching Practicum (18 weeks)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Technical Vocational Education Program Part-time Course Tracking Form

Program Start Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Vocational Area: \_\_\_\_\_

| Technical Vocational Program<br>90 credit hours               | Mark | Credit<br>Hour | Completed |
|---|------|----------------|-----------|
| <b><i>Training and Work Experience: (45 credit hours)</i></b> |      |                |           |
| 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)                              |      |                |           |
| EDUC-1093 Organizing Tech. Ed. Facilities (3)                 |      |                |           |
| EDUC-1115 Foundations of Applied Education (3)                |      |                |           |
| EDUC-1117 Introduction to Technology (3)                      |      |                |           |
| EDUC-1118 Classroom Management (3)                            |      |                |           |
| COMM-1097 Communication Skills (3)                            |      |                |           |
| COMP-1997 Introduction to Computer Applications (3)           |      |                |           |
| MATH-1009 Applied Math (3)                                    |      |                |           |
| PSYC-1025 Educational Psychology (3)                          |      |                |           |
| PRAC-3002 Student Teaching (6)                                |      |                |           |

Notes:

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## REGISTRATION PROCESSES AND POLICIES

RRC Polytech now uses an online student planning and registration platform called Student Planning. Students should check their RRC Polytech academic email regularly for the most up-to-date registration information and instructions. **It is recommended that you adjust your @academic.rrc.ca account to forward student communications to a preferred email account.** Review the program handbook for course requirements or consult with the Academic Advisor. Students are eligible to register for up to 15 credit hours per term (five – three credit courses). Pre-requisites apply.

In **Student Planning** you can:

- ✓ Review your program progress to date
- ✓ Plan courses in advance of your registration date
- ✓ Register for courses
- ✓ Drop courses before the course start date

For instructions on using Student Planning visit <https://www.rrc.ca/course-based-registration/>. All registration inquiries should be directed to:

### **Margarita Natcheva**

Academic Advisor

D105 – 2055 Notre Dame Avenue Winnipeg MB R3H 0J9

E: [StudentPlanning@rrc.ca](mailto:StudentPlanning@rrc.ca) T: 204-949-8393

### **NOTE:**

Students are responsible for initiating the registration process for courses.

### **NOTE:**

Students whose accounts are inactive (have not registered and taken courses) for two 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**

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

- Make sure your academic 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. Review the course offerings for the term (prior to your designated registration day and time) - available in Student Planning.
    - Identify courses and pre-requisites for eligibility to take - make note of course names, delivery format/location, days, dates and times.
    - Document your **plan** within Student Planning.
-

**NOTE:** Planning your registration best supports a smooth program progression

- **On your designated registration date, go into Student Planning and follow the instruction to officially register for your term courses.**
  - If the course you have planned to take is full, attempt to register for another course or place yourself on the waitlist for your preferred course. Only eligible waitlist requests (completed all pre-requisites and are within the five course per term guideline) will be considered if a seat becomes available in the course.
  - You will be contacted by Enrolment Services if a seat becomes available.
- Record confirmed registrations in your personal calendar.
- Record course add/drop and voluntary withdrawal dates (VW) in your personal calendar. Dates are shown on the academic year calendar in this handbook.

**NOTE:**

Be sure to formally remove yourself from courses you have planned or are on a waitlist/s for that you are no longer interested in taking. Students can initiate this process within Student Planning prior to the course start date. To drop a course after it has started, a [Course Withdrawal form](#) must be submitted.



## Course Delivery Formats

For the 2025-2026 academic year, all courses will be offered synchronously online. This means learners participate in course-related activities within LEARN, our learning management system. Learners follow an instructional schedule (adhering to due dates, etc.) but work on some activities during times that accommodate their personal schedule. Learners also participate in weekly synchronous sessions of varying lengths, depending on the course, with their instructor and classmates using a web-based video conferencing tool such as Microsoft Teams. Learners are required to connect to these live/synchronous sessions, where they will participate in learning activities with the instructor and other learners in real time.

Asynchronous coursework may be a requirement within each course where learners will be assigned to complete coursework and assignment independently.

How each course is delivered across terms may change. Please consult the course offerings in Student Planning to choose courses and delivery formats that work for your availability (prerequisites apply).

NOTE: All course resources, unless otherwise stated in the course outline such as textbooks, are hosted on a Learning Management System. Students must possess basic computer skills and be open to learning about and using current technology to participate in courses. Skills and resources required include:

### General Requirements

These minimum standards are required by all devices:

- Laptop  
Type A Device: Standard  
<https://www.rrc.ca/future-students/computer-requirements/>
  - High-speed wireless Internet connection (Wi-Fi 6 802.11 ax)
  - Webcam (built-in is recommended, external acceptable)
  - Built-in speaker and microphone
-



# RED RIVER COLLEGE POLYTECHNIC & UNIVERSITY OF WINNIPEG/BRANDON UNIVERSITY

## TECHNICAL VOCATIONAL EDUCATION DIPLOMA

### PROGRAM OVERVIEW

In this partnership with the University of Winnipeg to prepare vocational teachers, Red River College Polytechnic offers the following technical vocational programs. Student may choose to continue studies with an option at Brandon University.

### TECHNICAL VOCATIONAL EDUCATION DIPLOMA

- A part-time diploma program in Technical Vocational Education which currently offers online, evening course delivery. **Should you choose to complete the program at this accelerated pace, please contact the Chair or designate for this program at [TeacherEd@rrc.ca](mailto:TeacherEd@rrc.ca)**
- 18 weeks of a student teaching practicum must be successfully completed with RRC Polytech to graduate from the Technical Vocational Education program. An additional six-week student teaching block will be required should you pursue your Bachelor of Education with the University of Winnipeg or Brandon University

### BACHELOR OF EDUCATION: MAJOR IN TECHNICAL VOCATIONAL EDUCATION

The following chart gives an overview of the program of studies for the five-year B.Ed. degree with a major in Technical Vocational Education: The B.Ed. degree is completed at the University of Winnipeg or Brandon University.

| RRC Polytech–90 credit hours part-time                                   |   |   | University<br>30 credit hours   | University<br>30 credit hours   |
|--|---|---|---|---|
| Technical (45)<br>(Training/Work Experience)                             | Intro. To Ed. (3)<br>Found. of Applied Ed (3)<br>Instructional Methods (3)<br>Adv. Instr. Methods (3)<br>Testing & Eval. (3)<br>Course Development (3)<br>Organizing Facilities (3) | Ed. Psychology (3)<br>Instructional Media (3)<br>Communications (3)<br>Applied Math (3)<br>Classroom Mgmt. (3)<br>Computer Apps. (3)<br><br><b>Practicum in Major (6)</b> | Arts/Science-Minor (6)<br>Arts/Science-Minor (6)<br>Arts/Science-Minor (6)<br>Arts/Science-Electives (12) | C, I and A in Literacy (3)<br>C, I and A in Minor (6)<br>Inclusive Education I (3)<br>Inclusive Education. II (3)<br>Intro to Indigenous Ed. (3)<br>School Systems (3))<br><br>Education Electives (6)<br><br><b>Practicum in Minor (3)</b> |
| School Experience Practicum  |   | 18 weeks  |   | 6 weeks   |
| Diploma RRC<br>Technical Vocational Certification                        |   |   | B.Ed. University<br>Professional Certificate  |   |
| *Consult the university academic calendar to confirm degree requirements |   |   |   |   |

The 13 courses, technical work experience and practicum is designed to be equivalent to 90 credit hours of university education courses. You are required to complete the RRC Polytech diploma prior to enrolling in university courses.

## **TECHNICAL VOCATIONAL EDUCATION OVERVIEW**

The RRC Polytech portion of the Technical Vocational Education program is a 90-credit hour diploma program that provides technical vocational teachers with the theoretical and practical knowledge required to become an effective technical vocational educator in a high school setting. Teachers in high schools, colleges and other vocational programs have varied subjects or vocational backgrounds. Therefore, the emphasis in the Technical Vocational Diploma program is on course and lesson planning, instructional techniques, assessment and evaluation, classroom management and resources - all relating to vocational education. Within the required courses, you are given the flexibility to orient course work to your specific vocational area.

This program makes up 90 credit hours of the Joint RRC Polytech/University of Winnipeg or Brandon University Bachelor of Education Degree with a major in technical vocational education. The Bachelor of Education Degree program in Technical Vocational Education is a unique program in Manitoba, as it allows for an early exit after the completion of the Diploma at RRC Polytech with eligibility for a Technical Vocational Teaching Certificate restricted to teaching in a specific vocational area.

For the Technical Vocational Education major, only one undergraduate university degree, a Bachelor of Education, plus a Technical Vocational Education diploma from RRC Polytech, will be conferred. Students will only be conferred the Bachelor of Education degree if they complete studies at the University of Winnipeg or Brandon University in the Faculty of Education.

## **INSTITUTION & FACILITIES**

Red River College Polytechnic is located on a 160-acre site near the international airport in Winnipeg, a city of approximately 830,000, with extension centers throughout the Interlake and southern regions of Manitoba. RRC Polytech has approximately 500 full-time instructors and serves a student population of approximately 32,000 full-time and part-time enrolments each year. It offers post-secondary degree, diploma and certificate programs in applied arts, applied sciences, business, community services, developmental education, health, technology, and apprentice trades, many of which are articulated with degree programs at the Universities of Winnipeg and Manitoba.

## **CERTIFICATION**

As a graduate of this Bachelor of Education degree program, you will be eligible for a Professional Teaching Certificate from the Province of Manitoba. This certificate will entitle you to teach at all levels of the education system, K-Grade 12. The integrated program meets the requirements for teacher certification in most Canadian provinces and most of the states in the U.S.A. Early exit after the completion of the diploma at RRC Polytech restricts certification eligibility to a Technical Vocational Teaching Certificate, allowing graduates to only teach in a specified vocational area.

## **EMPLOYMENT**

This is a small program with approximately 20 graduates every year. In recent years, the employment opportunities have been excellent in both urban and rural areas with the employment rates in either of your teachable areas being approximately 75% each year. Besides Manitoba, graduates have also found employment in Ontario, Saskatchewan, Alberta, British Columbia, some states in the U.S.A. and other international teaching positions.

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## AWARDS & FINANCIAL AID

The Student Service Centre at Red River College Polytechnic provides a number of support services for RRC Polytech students:

- Information on financial assistance programs available to Manitoba students
- Assistance to students applying for government-sponsored loans
- Liaison with Student Financial Assistance Office and college administration
- Assistance to students requiring short-term emergency loans
- Assistance to students applying for college scholarships and awards
- Verification and release of student awards

For further information, please contact the Student Service Center, Building D, Room 101, by phone at (204) 632-2327. Part-time programs are limited in access to Financial Aid.

## ADULT CRIMINAL RECORDS and CHILD ABUSE RECORD CHECKS

Manitoba Education requires that:

- All students in initial teacher training programs undergo a background check with respect to adult criminal convictions (as a result of violations of the Criminal Code, Narcotics Control Act, Food and Drugs Act), Vulnerable Sector Search and a Child Abuse Registry Check as a condition of acceptance to the program.
- All Manitoba education graduates will be required to undergo a criminal record check, vulnerable sector and child abuse registry check as part of the certification process.

If you are accepted into the Teacher Education Diploma program at RRC Polytech, you are responsible for obtaining and paying for these checks, and the results must be submitted to the Teacher Education office (D201) **before you will be registered in courses**. In order to complete the student teaching practicum requirement, as an applicant accepted into the Teacher Education Diploma program at RRC Polytech, you will be required to complete a Criminal Records Check - Vulnerable Sector Search and a Child Abuse Registry Search. The existence of a criminal record will not automatically exclude you. Decisions about criminal records will be made by the Joint Committee on Criminal Records Checks and Admission. However, applicants to and graduates of the RRC Polytech Diploma program or the B.Ed. programs who have adult criminal convictions which indicate they may pose a threat to the safety and well-being of children and others in the schools may be denied admission and/or teacher certification.

### Residents of Winnipeg

Criminal Record with Vulnerable Sector Check: <https://www.winnipeg.ca/police/services/online-record-checks>

Child Abuse Registry Check: <https://web22.gov.mb.ca/AbuseRegistry>

### Residents of Manitoba (outside of Winnipeg)

Criminal Record with Vulnerable Sector Check:

<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

Child Abuse Registry Check: <https://web22.gov.mb.ca/AbuseRegistry>

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## COURSES AND DESCRIPTIONS

A full description of each of these courses can be found online at:

[Technical Vocational Education: RRC Polytech: Program Explorer](#) (choose part-time at the top of the page).

### Training and Work Experience:

- WRKE-1057 Vocational Training and Work Experience (45)

### Required 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)
- EDUC-1093 Organizing Technical Education Facilities (3)
- EDUC-1115 Foundations of Applied Education (3)
- EDUC-1117 Introduction to Technology in Education (3)
- EDUC-1118 Classroom Management (3)
- COMM-1097 Communication Skills (3)
- COMP-1997 Introduction to Computer Applications (3)
- MATH-1009 Applied Math (3)
- PSYC-1025 Educational Psychology (3)
- PRAC-3002 Student Teaching (18 weeks) (6)

## STUDENT TEACHING PRACTICUM

As required by Manitoba Education, to certify and be given a permit to teach as a Technical Vocational educator in Manitoba high schools, you will be required to complete a minimum of 90 days of student teaching to gain credit for PRAC-3002. This will require approximately 18 weeks of unpaid practicum, under the supervision of a qualified teacher in your teachable (trade) area as selected by the RRC Polytech practicum coordinator.

**Prior to being allowed to complete PRAC-3002, an Adult Criminal Record, Vulnerable Sector (ACRVS) Check and Provincial Child Abuse Registry (PCAR) Check must be submitted to the Teacher Education office. Only records that are dated within three months of submission will be accepted.**

Practicum can be completed at two intervals during the year with a September or February start. Registration is required for the practicum but may not be done until all 13 academic courses in the Technical Vocational program have been successfully completed (minimum grade of 'B' is required in EDUC-1090, EDUC-1091 and EDUC-2092). If you are currently employed on a limited teaching permit with a Manitoba school division, you do not automatically gain credit for PRAC-3002. Contact the Technical Vocational Advisor prior to registering to discuss individual circumstances.

\*\*\*Registration in PRAC-3002 Student Teaching is subject to the availability of a Faculty Supervisor.

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## ADVANCED CREDITS

Applicants having completed relevant university degree or college diploma course work may be granted advanced credits toward the Arts or Science course work at the University of Winnipeg, and/or the professional education course work at RRC Polytech.

Recognition of Prior Learning (RPL) refers to a set of processes that allow individuals to document, be assessed and gain recognition for their prior learning. The focus is on the learning rather than where or how the learning occurred. Knowledge, skills and abilities gained from life experiences may be formal ([transfer credit](#)), informal or non-formal. RRC Polytech evaluates and grants credit for qualifying prior learning that is equivalent to the learning outcomes for courses in a program. For more information about RPL at RRC Polytech, refer to [RPL](#) or [Policy A14 – RPL](#).

Contact Daryl McRae, Chair of Teacher Education] at [teachered@rrc.ca](mailto:teachered@rrc.ca) for information regarding RPL processes and opportunities for your course.

For general information and assistance with RPL, contact RRC Polytech's RPL Advisor at 204.632.3094 or [rpladvisor@rrc.ca](mailto:rpladvisor@rrc.ca).

## TRAINING AND WORK EXPERIENCE

Upon admission to the program, credit is granted for the 45 credit hours based on meeting the admission requirements for training and work experience in an acceptable vocational area. The following are considered acceptable vocational areas:

| <b>Red Seal Trades</b>  |                                    |
|---|------------------------------------|
| The following vocational trade areas are required to provide a certificate of qualification (journeyperson or equivalent) with a red seal endorsement along with their application. |                                    |
| Automotive Technology   | Hairstyling                        |
| Cabinet and Furniture Making  | Heavy Duty Equipment Technician    |
| Carpentry   | Machining Technology               |
| Collision Repair and Refinishing Technology   | Plumbing and Pipe Trades           |
| Culinary Arts   | Refrigeration and Air Conditioning |
| Electrical Trades Technology *  | Welding Technology                 |
| Esthetics**   |                                    |

\* Construction Electricians and Industrial Electricians must also hold a Journeyperson Electrician License issued by the Mechanical and Engineering Branch of Manitoba Labour and Immigration. This license must be renewed every four years.

\*\*Esthetics designations require both sub-trades; nail technology and skin care technology.

| <b>Designated Trades</b>  |  |
|---|--|
| The following vocational trade areas are required to provide a certificate of qualification (journeyperson or equivalent) along with their application. |  |
| Aircraft Maintenance Technology   |  |



## Non-Designated Trades

The following vocational trade areas are required to provide proof of qualified training and/or certification (post-secondary), including any industry designations along with their application.

|                                     |  |
|-------------------------------------|--|
| Aviation and Aerospace Technologies | Hotel Hospitality                      |
| Baking and Pastry Arts              | Interactive Digital Media              |
| Broadcast Media Technology          | Jewelry and Metalsmithing              |
| Child Care***                       | Mining Engineering Technology          |
| Dental Assisting                    | Motion Picture Arts                    |
| Dental Technology                   | Networking and Cyber Security          |
| Design Drafting                     | Photography                            |
| Electronics Technology              | Pilot Ground School                    |
| Fashion Design and Technology       | Print Media                            |
| Graphic Design                      | Resources and Environmental Management |
| Health Care Assistant               | Sound Engineering                      |
| Horticulture                        | Sustainable Energy                     |

\*\*\* Early Childhood Educators must hold an ECE III designation

## ADVISORY COMMITTEE

An Advisory Committee consisting of representatives from Red River College Polytechnic, the University of Winnipeg, Faculty of Education, the Manitoba Teachers' Society, the Manitoba Association of School Superintendents, the Manitoba School Boards Association, and Manitoba Education and Early Childhood Learning oversees the Technical Vocational Diploma program. The Advisory Committee makes policy recommendations regarding the vocational program to the RRC Polytech Board of Governors and the University of Winnipeg Faculty of Education; reviews the program structure and course outlines to ensure that the content and organization are appropriate to the program goals; periodically assesses the program to identify areas of strength and weakness; and acts as a final Appeal Board for admissions, credits, grades and certification.

## GRADUATION

Upon successful completion of all work experience and related training, course work credits, student teaching practicum and a final program GPA minimum of 2.0, you will be eligible to apply to graduate. Teacher Education will notify the Manitoba Education Certification Branch of your program completion. You must complete an application package to certify as a Manitoba teacher. You will be responsible for the completion of this application package and for ordering and having a Red River College Polytechnic transcript submitted directly to the Manitoba Education Certification Branch. Transcripts can be ordered through [RRC Polytech Student Services](#).

**Note:** Technical Vocational students must initiate the graduation process by completing the application to graduate found in Student Planner on the HUB webpage. If you wish to attend the College's convocation ceremony you must complete the required documentation as found on the Convocation website at: <https://www.rrc.ca/convocation/>

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# **COLLEGE POLICIES**

## **GENERAL ACADEMIC REGULATIONS AND POLICIES**

Students enrolled in undergraduate education degree programs with RRC Polytech will be subject to the academic and non-academic regulations and policies outlined by the University of Winnipeg and Red River College Polytechnic. These policies will be administered by the Chair, Associate Dean and Dean of RRC Polytech Education programs. To progress through the Bachelor of Education program, you must maintain a minimum of a “C” (2.0 Grade Point Average) at the end of each term. For detailed academic regulations, please see the University of Winnipeg general calendar, Red River College Polytechnic online policies and student practicum handbooks. You are responsible for knowing and following these regulations and policies. All detailed Red River College Polytechnic policies can be found online at <http://www.rrc.ca/policies>. In some instances, program and/or course policies will have amendments to or will supersede specific college policies. These additional policies are found in the program handbook and in course outlines.

## **ACADEMIC INTEGRITY POLICY**

Academic Integrity means acting with the values of honesty, trust, respect, responsibility, fairness and courage in learning, teaching and research to ensure that the credentials granted by RRC Polytech accurately represent demonstrated knowledge, skills and abilities. All members of the RRC Polytech community are expected to demonstrate these values through RRC Polytech learning activities, relationships and commitments. Clear expectations will be communicated to students to promote positive academic practices in compliance with RRC Polytech’s [Policy A17 – Academic Integrity](#). Contact [academicintegrity@rrc.ca](mailto:academicintegrity@rrc.ca) for additional information.

## **RESPECTFUL WORKPLACE AND LEARNING ENVIRONMENT/ 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. Refer to RRC [Policy H1 and H2](#).

## **STUDENT CODE OF RIGHTS AND RESPONSIBILITIES POLICY**

Each student registered at Red River College Polytechnic becomes a member of the Red River College Polytechnic 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 Polytechnic. 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 Polytechnic Statement of Values. Refer to RRC [Policy S1](#).

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## 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 meet Red River College Polytechnic's residency requirement.

Since Red River College Polytechnic'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. Refer to RRC [Policy A20](#).

## TEACHER EDUCATION PROGRAM POLICIES

### TEACHER EDUCATION PRACTICUM REQUIREMENTS

Students must maintain a minimum grade of "B" in any education methodology course to progress to the associated practicum component and to enrol in the next required methodology course.

Should a student not receive a minimum "B" in any of the methods courses or not demonstrate proficiency of the outcomes during any of the practicum blocks, that student will be permitted only one attempt to repeat that course and practicum. Voluntary or involuntary withdrawals are recognized as an attempt. Any subsequent methods courses/practicum where the student does not demonstrate the required standard will result in the student's removal from the Technical Vocational Education Program. This applies to the following courses, in prerequisite order, and associated practicums:

| Technical Vocational Education Program |                                    |  |
|--|------------------------------------|--|
| EDUC-1090<br>Introduction to Education | EDUC-1091<br>Instructional Methods | EDUC-2092<br>Advanced Instructional<br>Methods |

### 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 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.

### CLASS REQUIREMENTS AND ATTENDANCE

RRC Polytech is an applied learning institution, and it is important to attend classes regularly to achieve success. Attending all scheduled class and lab time is required to gain maximum value from instruction and successful completion of assigned course work. Meeting attendance requirements is a prerequisite for participation in a student teaching practicum.

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Students are required to attend a minimum of 85% of scheduled class/lab time to meet course requirements. Students who miss an entire class are considered absent, regardless of prior notification to the instructor. Students are considered late if they are not present in the assigned learning space at the designated start of class. Three instances of a student arriving late or leaving the class early will be required to meet with the program Chair or designate and will be equated to one absence. Students who are late or absent are required to notify the instructor by email.

Any student whose attendance falls below 85% will be required to meet with the program Chair or designate and may be removed from the course. A physician's note or other suitable documentation may be required upon missing 3 or more consecutive classes or 15% of the course.

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

Instructors have the responsibility to ensure that academic integrity is maintained for all academic activities. Students assume full responsibility for the content and integrity of the course work evaluated. Assigned course work must meet assessed requirements and minimum proficiency of the course outcomes in order to receive a passing grade. Students who submit assigned work that is deemed to be below acceptable graded standards for a professional program may be required to seek additional support to improve specific skills.

## **COURSE WITHDRAWALS**

Students dropping course(s) in Technical Vocational Education program must use Student Planner to drop courses within the first week of the term start. Course withdrawals after the term add/drop period must be done by submitting the appropriate [Course Withdrawal form](#). 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/expected to facilitate completion within the required **five-year period**. ([Policy A20 – Requirements for Graduation Section 2.4](#))

### **Note:**

*Students are responsible for managing completion requirements set out by their employer or other sponsoring agents/organizations (e.g. maintaining a limited teaching permit).*

- All applicants are required to register for and complete their first course within six months of acceptance into the program or their program will be closed. Once closed, readmission processes and fees will apply. Requests for a delayed start date must be communicated in writing to Enrolment Services – Red River College Polytechnic.
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- The program reserves the right to limit the number of credits that can be taken per term.
- After two years of no activity, program files are closed.
  - An application to be readmitted is required to re-engage in the program (applicants will be subject to application fees). Completion of the program must be attainable within five years from original admission to the program to graduate.
  - Requests for program suspensions > two years must be communicated in writing to Enrolment Services at RRC Polytech. Completion of the program must be attainable within five years from original admission to the program to attain a certificate.

Assistance with program progression planning is available through the Teacher Education Department at Red River College Polytechnic. Please contact [teachered@rrc.ca](mailto:teachered@rrc.ca) to arrange for program assistance.

## STUDENT ACCESSIBILITY

RRC Polytech is committed to providing persons with documented disabilities fair and equal access to educational programs, services and facilities. If you are a student with a disability\* and require reasonable accommodations, you must connect with Student Accessibility Services (SAS) who will assist in developing and implementing your accommodation plan. Refer to the [Student Accessibility Services webpage](#) for information about SAS locations and how to [book an appointment](#). Students with disabilities are also encouraged to have a private discussion with their instructor(s) to facilitate greater understanding of their learning needs.

\*“Disability” refers to a condition that limits a person’s daily activities. Persons with disabilities may have long-term physical, mental, intellectual or sensory impacts which may hinder their participation on an equal basis with others. A disability includes those related to or caused by aging, an injury or other life events that may temporarily or permanently affect mobility, dexterity (use of hands), vision, hearing, communication, understanding or mental health.

## PROGRAM WITHDRAWALS

You may withdraw at any time during your program of study by completing a program withdrawal application. It is advisable that you speak with the program Chair 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 two 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 five years to complete the program from the date of admission.



# STANDARDS OF PROFESSIONAL CONDUCT FOR PRE-SERVICE TEACHERS

The Technical Vocational Education Program at Red River College Polytechnic is 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 has the responsibility of fostering the academic freedom of students with respect for the needs of the learner. The standards describe professional characteristics and behaviours 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 Polytech's [Student Code of Rights and Responsibilities](#) policy, Manitoba Teachers' Society Code of Professional Practice, and Regulations under The Public Schools Act and Education Administration Act of Manitoba. Students who do not demonstrate these professional standards may be subjected to [Policy A9 – Professional Suitability](#).

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

- Attend class and be punctual (online, engaged and regularly participating 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  
subject to removal from the course or the program.

[See policy A9 Professional Suitability](#)

## **Specifically:**

1. To adhere to the MTS Code of Professional Practice;
  2. To adhere to the Red River College Polytechnic Student Code of Rights and Responsibilities;
  3. To adhere to The Public Schools Act and Education Administration Act;
  4. 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;
  5. To act professionally as ambassadors of the Technical Vocational Education Program both inside and outside of the College.
  6. The student acts in a responsible manner which includes being punctual,
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dependable and trustworthy in class and during practicum.

7. The student maintains positive interpersonal relationships with peers, faculty, school personnel and pupils by contributing, cooperating, participating and working with others in a professional manner.
8. The student demonstrates a commitment to teaching by taking initiative, showing enthusiasm, and showing an interest in learning about teaching.
9. The student directs 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.
10. The student respects the confidentiality of information about pupils, peers, school personnel, or faculty received in confidence or in the course of professional duties.

## **THE MANITOBA TEACHERS' SOCIETY, CODE OF PROFESSIONAL PRACTICE**

What is expected of you as a professional? This is a question which is not only asked by beginning teachers, but also reflects the ethical dilemmas even more experienced teachers face. As a profession, we have made a public statement about the conduct of our members, which the public can expect in return for trusting us with the education of their children.

The Code of Professional Practice establishes the required standards of conduct for all members of The Manitoba Teachers' Society, whether acting in an employed position under a Collective Agreement or acting in an appointed or elected position. A member's professional behaviour must reflect the spirit as well as the letter of the Code. (1)

**Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:**

1. A Member's first professional responsibility is to the Member's students;
  2. A Member acts with integrity and diligence in carrying out professional responsibilities;
  3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
  4. A Member's conduct is characterized by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
  5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
  6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A Member shall not be considered in contravention of this Article in the following circumstances:
    - a) consulting with the Society or the Member's Local president;
    - b) taking any action that is allowed or mandated by legislation;
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- c) where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;
7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
  8. A Member makes an ongoing effort to improve professionally;
  9. A Member adheres to collective agreements negotiated by the Society and its Local; and
  10. A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals.

(The Society approved new Bylaws at its 2014 AGM. Bylaw IV includes the Code of Professional Practice that applies to all teachers who are members of the Society. Bylaw IV also outlines what constitutes professional misconduct and how the Code is enforced. The Society's Constitution and Bylaws outline the remedies or sanctions that can be imposed against any teacher who violates the Code of Professional Practice.)

## **KEY POINTS FROM THE RRC POLYTECH 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:

- 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 behaviour. 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 Polytech Student Code of Rights and Responsibilities (Policy S1) please visit <http://www.rrc.ca/policies>.

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## Appendix 1

### USEFUL WEB LINKS TO COLLEGE SERVICES

[RRC HUB](#) (Student Portal to College/Course Resources)

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

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

[Campus Store and Printing Services](#) (lists of course textbooks and purchase options, lockers, printing)

[Safety and Security](#) (Emergency Procedures and RRC Mobile Safety app, campus alerting system)

[Academic Success Centre](#) (including tutoring)

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

[Assessment Services](#) (resources to assist with academic writing)

[Counselling Services](#) (resources for personal and career counselling)

[Campus Well-Being](#) (online mental health resource Healthy Minds, Healthy College initiative, fitness centre hours)

[Indigenous Student Supports](#) (tools and resources to help Indigenous students succeed)

[Student Printing](#) (PaperCut print account)

[Commuting and Parking](#) (parking, bike lockers, bus information)

[Food Services](#) (Notre Dame Campus food outlets)

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## Appendix 2

### SELECTED RRC POLYTECH POLICIES

[A9 - Professional Suitability](#)

[A14 – Recognition of Prior Learning](#)

[A17 – Academic Integrity](#)

[A22 – Academic Standards](#)

[A29 – Academic Accommodation](#)

[H1 – Respectful Workplace and Learning Environment](#)

[H2 – Equity, Diversity and Inclusion](#)

[IT1 – Acceptable Use of Information Technology Resources](#)

[S1 – Student Code of Rights and Responsibilities](#)

[S2 – Student Discipline](#)

[S3 – Student Appeals](#)

[S4 – At-Risk Students](#)

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