**Midland Adult**

**Education Centre**

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**Learn for Life**

**Recognition of 20 years of service 1999-2019**

**Student Handbook**

**2021-2022**

**Midland Adult Education Centre**

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**Prairie Rose School Division**

Dedicated to developing lifelong learners for responsible global citizenship.

***Welcome to Midland Adult Education Centre!***

Congratulations for taking a step towards lifelong learning. You have probably come to the centre because you want to make some changes in your life. Whether you want to earn your Mature Student Diploma, upgrade for college or university, or improve your skills for employment, this package will provide helpful information as you contemplate those changes. You have taken a bold step in the right direction, and we are here to help you reach your goals.

**Mission Statement:**

To promote the economic and social well-being of Manitoba’s adult learning community by providing self-paced online courses to facilitate students’ progress toward their education and career goals.

**Staff:**

David Langill, B.Ed, M.Ed (Director/Teacher) dlangill@prsdmb.ca

Michelle Nicolajsen (Teacher) mnicolajsen@prsdmb.ca

Joel Boyce (Teacher) jboyce@prsdmb.ca

Lynne Wilkinson (Admin Assistant) lwilkinson@prsdmb.ca

**Hours of Operation:**

You are encouraged to communicate with staff on a regular basis, as often as possible. You can study at home and get assistance from teachers by phone, text, email, or by meeting online Monday to Friday, days and evenings as indicated below. If you would like to come to the centre to study or receive one-on-one help from staff, the doors are open Tuesday to Thursday as indicated below.

**Contact Staff:**

Monday to Friday 9:00 – 4:00

**Come to the Centre: During COVID**

Monday to Friday 9:00 – 4:00 By appointment only (204-745-2095)

 Special arrangement only, days only.

Cost:

The Adult Learning and Literacy branch of Manitoba Education and Training Post-Secondary Education and Workforce Development, has been funding adult education centres since 1998. Continued funding is provided to centres with successful programming and acceptable rates of course completions and graduates. In addition to an annual registration fee of $35.00, the only cost to you is your time and commitment to completing your course within the school year!

*Courses and Services:*

**High School Credit Courses**

Students with or without their grade 12 diplomas are eligible to attend. The centre is funded to allow adults to complete their eight-credit Mature Student Diploma, upgrade to meet entrance requirements for university or college, or to increase employability skills. Midland Adult Education Centre offers the following self-paced courses:

**Online Courses:**

ELA 40S Transactional

Essential Math 40S

Essential Math 20S

Applied Math 40S

Intro to Applied and Precalc Math 20S

Biology 40S

Biology 30S

Psychology 40S

Physical Education 40F

**Career Development/Work Experience or Employment Courses:**Life/Work Transitioning 40S

Credit for Employment 40G (Must have Life/Work course before earning CFE)

**Online Credits**

Our courses are online, using the D2L Brightspace website. Students can log on to work on these courses at any time from any computer and some devices using Firefox or Google Chrome browsers. Students don’t have to be online at the same time as the teacher.

Manitoba Education created the courses many years ago on Blackboard Learn and in 2020 transferred them to the new Brightspace platform. You may still see some references to Blackboard Learn in the courses. The courses were designed for teenage high school students. MAEC teachers are flexible, often working with individual students to make the material more relevant and suitable for adults. Be sure to talk to your teacher about any changes that would make the material and assignments more relevant and meaningful to you.

Brightspace learning material is either provided within the self-paced learning modules or you are referred to additional Internet sites for up-to-date content. Students submit assignments and tests through the course and receive feedback from the teacher in the same way. Additional communication using phone, text, fax, or email is available and encouraged. Students are also encouraged to search for their own Internet resources. Our teachers have found [www.khanacademy.org](http://www.khanacademy.org) to be very helpful.

**Evaluation:**

Evaluation includes some or all of the following: assignments, tests, projects and exams. When you submit your work, teachers grade it and your marks appear in the Grades tool of Brightspace and some teachers may also keep an additional tracking sheet. Students must keep copies of their assignments until the course has been completed. In order to make progress, students are expected to read the feedback and discuss any concerns with the teacher. Due to our continuous intake and the self-paced nature of the courses, our online students are exempt from writing provincial exams.

**Other Types of Credits:**

**Career Development/Work Experience or Employment Credits**

**Life/Work Transitioning 40S** is an opportunity for students to conduct self-assessment and career exploration using various Internet resources. With the results of their assessments and exploration, students are guided through the process of creating a career portfolio. The second component of the course involves verification of at least 50 hours of volunteering, work experience, or employment.

Teacher and students will send files and feedback through email. A final percentage grade will be provided for this full credit course. Life/Work Transitioning 40S or similar career development course is a pre-requisite to the Credit for Employment 40G course.

**Credit for Employment (CFE) 40G** allows students to earn high school credit for paid work experience. This course encourages and recognizes the skill development and experience gained through employment. In addition to providing verification of at least 110 hours of employment, students will consider Essential Skills, Safety and Health, and the value of their employment. The pre-requisite for this course is Life/Work Transitioning 40S or equivalent.

Teacher and students will send files and feedback through email. This full credit course is recognized as Complete or Incomplete on the transcript.

**Apprenticeship Credits**

Through the provincial High School Apprenticeship Program, online and local students can earn up to six grade 12 credits while working as a paid apprentice. If an employer agrees to take you on as an apprentice, talk to staff about completing an application for the High School Apprenticeship Program. Adults, who have not yet graduated, are eligible to apply for this program. If you are already in an apprenticeship program, you may be able to earn high school credit for the hours you have already accumulated. To learn more about apprenticeship visit:

<http://www.gov.mb.ca/wd/apprenticeship/discover/youth/index.html>

Dual Credits

The Dual Credit process is used to get credit for a course on both your high school transcript and your university or college transcript. For example, if you decide to take a university or college psychology course, you may be able to use that same course as one of your grade 12 options. You would then be closer to getting your high school diploma. Likewise, some high school courses can be used to meet college requirements. Speak to staff to learn more about this option. The paper work should be completed before the college course begins but speak to MAEC staff to learn more about Dual Credits.

**Receiving Credit for What You Have Already Learned…**

Recognition of Prior Learning (RPL):

RPL is a process used to give you credit for what you have already learned in other areas of your life. For example, if you have been doing your own income taxes for many years, you may be able to get partial credit for this in a math course. It’s also possible to provide evidence that you have the knowledge and skills necessary for an entire course. This process is used at Midland Adult Education Centre and in many universities and colleges across Canada and the United States. Speak to your teacher to learn more about your opportunities for RPL.

*Mature Student Diploma Requirements* (minimum 8 credits):

 Mature students are eligible for obtaining a Mature Student High School Diploma if they have been out of high school for at least one year and have reached 19 years of age. Students who are18 and under who have not completed their High School diploma must have permission from their High School principal in order to register for courses at the adult education centre.

In order to graduate with a Mature Student High School Diploma, the student must have a minimum of eight credits. Four of these credits must be at the Grade 12 level, and include an English Language Arts credit and a Math credit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade 9 to 12 credits 4****Which may include:** |  | **Grade 12 4****Which must include:** |  |
|   |  | Language Arts 1\_\_ |  |
|  ABE or Literacy credits or  |  | Math 1\_\_ |  |
|  Credits from previous transcripts |  |  |  |
|  |  | **Plus:** |  |
|  |  | Two optional credits 2\_\_ |  |
|  |  |  |  |
|  |  |  |  |

Using a copy of your marks from your last high school, we can help you choose your courses.

***Graduation:***

Graduation is held on a Friday near the end of June in Carman, MB. The town of Carman is located only 45 minutes from the south Winnipeg perimeter. Be sure to complete your courses in time for assignments to be graded and final marks issued well before the grad ceremony. Students expecting to graduate must contact staff in February to ensure a diploma is ordered. Group emails will be sent to potential grads in the spring with further graduation information. Graduates may choose to have an important role in the planning and preparation of the graduation ceremony and reception. The ceremony is followed by an informal reception with family and friends to celebrate students’ accomplishments.

**NOTE: COVID-19 has interrupted our lives in many ways. Depending on health guidelines in place in June 2022, the graduation ceremony may have to be cancelled.**

***Course Registration Expectations:***

Midland Adult Education Centre offers a continuous intake registration program. Intake continues until capacity is reached. (usually March 1) This allows our students the flexibility to learn and complete their courses at their own pace. The Centre does require however, that students make progress at a reasonable rate so that courses can be completed within the school year. Course completion statistics and student attendance numbers are reported to our funding source, Adult Learning and Literacy. Keeping this in mind, MAEC has established the following expectations of all registered students:

1. Students must be committed to completing their courses by June 11, 2022, giving ample time for teachers to grade and finalize marks.
2. Students must have the time and dedication required to work on their course and/or submit assignments or tests on a weekly basis.
3. Students must take the initiative to contact the teacher or other staff when difficulties are encountered. Staff is there to assist in any way they can.
4. If you begin a course and decide you cannot continue, please inform the Centre immediately. This will allow the centre to accept other students.
5. A one-month period of inactivity will be seen as intent not to continue. Students may be withdrawn at this time.
6. Courses should be completed within the school year. Students who treat their course like a second job, communicate regularly with the teacher and/or attend the centre on a regular basis are the most likely to succeed.

**PRSD 2021-2022 School Calendar with Notes for MAEC**

**MAEC**

|  |  |  |
| --- | --- | --- |
| Tuesday, Sept. 7/21 | Professional Development Day, No Classes (K-12) | Closed |
| Wednesday, Sept. 8/21 | Professional Development Day, No Classes (K-12) | Closed |
| Thursday, Sept. 9/21 | First Day of Classes for Students | Regular Hours |
| Thursday, Sept. 30/21 | National Day for Truth and Reconciliation (Schools Closed) | Closed |
| Monday, Oct. 11/21 | Thanksgiving Day (All Schools Closed) | Closed |
| Wednesday, Oct. 13/21 | Early Dismissal | Regular Hours |
| Friday, Oct. 22/21 | MTS Professional Development Day, No Classes (K-12) | Closed |
| Friday, Nov. 5/21 | Administration Day, No Classes (K-12) | Regular Hours |
| Thursday, Nov. 11, 2021 | Remembrance Day (All Schools Closed) | Closed |
| Friday, Nov. 19/21 | Student-Parent-Teacher Conferences, No Classes (K-12) | Regular Hours |
| Wednesday, Dec. 1/21 | Early Dismissal | Regular Hours |
| Wednesday, Dec. 22/21 | Last Day of Classes before Christmas Break | Regular Hours |
| Thursday, Dec. 23/21 toWednesday, Jan. 5/22 | Christmas Break (All Schools Closed) | Closed |
| Thursday, Jan. 6/22 | First Day of Classes after Christmas Break | Regular Hours |
| Thursday, Jan. 6/22 | Epiphany-Hutterian Colony School | Regular Hours |
| Monday, Jan. 24 toThursday, Jan. 27/22 | Summative Assessment Week | Regular Hours |
| Friday, January 28/22 | Administration Day 9-12/PD Day K-8, No Classes (K-12) | Regular Hours |
| Monday, Jan. 31/22 | Semester II Begins (9-12) | Regular Hours |
| Monday, Feb. 21/22 | Louis Riel Day (All Schools Closed) | Closed |
| Friday, Feb. 25, 2022 | Administration Day K-8/PD Day 9-12, No Classes (K-12) | Closed |
| Wednesday, March 9/22 | Early Dismissal | Regular Hours |
| Friday, March 11/22 | Student-Parent-Teacher Conferences, No Classes (K-12) | Regular Hours |
| Mon. Mar. 28 to Fri. April 1/22 | Spring Break (All Schools Closed) | Closed |
| Friday, April 15/22 | Good Friday (All Schools Closed) | Closed |
| Monday, April 18/22 | Easter Monday – Hutterian Colony School | Regular Hours |
| Monday, April 18/22 | PD Day/School Improvement Plan. No Classes (K-12) | Closed |
| Tuesday, April 19/22 | Easter Tuesday – Hutterian Colony School | Regular Hours |
| Monday, May 23/22 | Victoria Day (All Schools Closed) | Closed |
| Thursday, May 26/22 | Ascension Day – Hutterian Colony School | Regular Hours |
| Monday, June 6/22 | Pentecost Monday – Hutterian Colony School | Regular Hours |
| Tuesday, June 7/22 | Pentecost Tuesday, Hutterian Colony School | Regular Hours |
| Friday, June 24/22 | Administration Day, No Classes (K-12) | Closed (Grad) |
| Friday, June 24/22 | Midland Adult Education Centre Graduation | Closed (Grad) |
|  Date to be determined | Carman Collegiate Graduation | Note MAEC will be open for administration purposes from Mon. June 27 -Thurs. June 30/22 |
|  Date to be determined | St. Laurent School Graduation |
|  Date to be determined | St. Paul’s Collegiate Graduation |
|  Date to be determined | Elm Creek School Graduation |
|  Date to be determined | Miami School Graduation |
| Thursday, June 30/22 | Last Day of Classes (K-8) & Registration and Time Table Changes (9-12) |
| Special Note for MAEC Students:Course work is due by June 11, 2022. |