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MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY



Early Childhood Education

Program Guidebook

September 2024

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About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

Values

Student Focused: Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

Academic Excellence and Innovation: Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

Respect and Inclusion: Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

Employee-Centred: Valuing, respecting, and investing in our faculty and employees.

Effective Management: Ensuring fiscal responsibility, accountability, and corporate social responsibility.

Partnerships: Building partnerships with families, communities, industry, business, government, and other educational institutions.

Industry Driven: Reaching out and responding to industry and the needs of the labour market with flexibility.

Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.

Introduction

Purpose of this Guidebook

This guidebook is designed to help you navigate your studies in the Early Childhood Education program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements.

Welcome Message from the Dean

On behalf of the faculty and staff, I am excited to extend a warm welcome to all of you as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to invite you into our learning community.

As you attend our campuses, you will become part of a diverse and vibrant community of individuals that are passionate about learning, personal development, and making a positive impact in Manitoba. Here at the Manitoba Institute of Trades and Technology, we strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at the Manitoba Institute of Trades and Technology will be a time of immense growth, many memorable experiences, and the beginning of lifelong connections. Welcome again and thank you for choosing the Manitoba Institute of Trades and Technology, I wish you all a successful and fulfilling academic year.

Sincerely,

Curtis Aab

Dean, Health, Hospitality, Human Services, and Post-Graduate Studies

Academic Department Information

The Early Childhood Education (ECE) Program is part of the Health, Hospitality, Human Services and Post-Graduate Studies (HHHPGS) department. Most HHHPGS programs are situated at the Pembina campus at 1551 Pembina Highway; however, the ECE Program is situated out of the Henlow campus at 130 Henlow Bay. The Henlow campus offers state-of-the-art classrooms and simulation laboratories to provide students with a realistic and safe learning environment to develop relevant knowledge and skills.

Program Team

The Early Childhood Education program team consists of:

Dean	Curtis Aab	curtis.aab@mitt.ca
Program Manager	David Noorden	david.noorden@mitt.ca
Academic Coordinator	Colleen Little	colleen.little@mitt.ca
Program Lead Instructor	Lisa Vieweg	lisa.vieweg@mitt.ca
Faculty	Kelsey Alam	kelsey.alam@mitt.ca
	Kamani Baladurage	kamani.baladurage@mitt.ca
	Veronica Green	veronica.green@mitt.ca
	Tracy Hemmin	tracy.hemming@mitt.ca
	Linda Pruden	linda.pruden@mitt.ca
Practicum Facilitator	Haley Pedreira	haley.pedreira@mitt.ca

The program team has diverse work schedules and faculty availability may be constrained by part-time teaching schedules.

Program Overview

In June 2014, Manitoba Institute of Trades and Technology (MITT) in partnership with Assiniboine Community College (ACC), an accredited post-secondary institution, launched an Early Childhood Education Program at MITT. The program expanded from a one-year certificate to a two-year diploma in 2017.

The MITT Early Childhood Education Program is accredited by the Province of Manitoba Childcare Qualifications and Training Committee (CCQTC) as meeting the qualifications for the Early Childhood Educator Level II designation.

Program Learning Outcomes

Upon successful completion of the program, graduates will be able to:

- Demonstrate knowledge and understanding of a holistic approach to child development and learning.
- Demonstrate understanding of the value and role of a child's identity, family, culture, and community.
- Demonstrate knowledge, skills, and characteristics of a reflective early childhood educator.
- Demonstrate knowledge of health, safety, and nutrition guidelines.
- Design and integrate developmentally appropriate curriculum.
- Adhere to ethical practices in the field of early childhood education.
- Demonstrate MITT's essential and employability skills (Work Skills).
- Foster a collaborative learning environment and demonstrate co-operative skills.

Credential

Upon successful completion of this program, students earn an Early Childhood Education diploma.

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a Graduation Requirement as “a program-specific academic requirement that a student must meet to graduate from a program.” See [Table 1: Graduation Requirements](#) for a complete listing.

What happens if a student does not meet a Graduation Requirement?

A student is ineligible to graduate and must repeat a course (or an authorized equivalent) if they have any unmet graduation requirements. This may result in a study gap and additional tuition costs.

Progression Requirements

The Academic Standards Policy (AC-2-10) defines Progression Requirements as specific academic requirements, such as courses, that students must meet to remain enrolled in a program. If a student fails to meet a Progression Requirement, MITT will withdraw them from the program.

Course Prerequisites

What is a course prerequisite?

A prerequisite is a type of progression requirement. Prerequisite are courses students must successfully complete before progressing to advanced, related courses.

Prerequisites ensure students have the necessary foundational knowledge and skills to succeed in subsequent coursework.

Table 1: Graduation Requirements

To graduate from the Early Childhood Education program, a student must meet the following Graduation Requirements:

1. Successfully complete the Work Skills Foundations course.
2. Receive a grade of P (Pass) in the following three seminar courses:
 1. Practicum Seminar 1 (ECE-305)
 2. Practicum Seminar 2 (ECE-495)
 3. Practicum Seminar 3 (ECE-505)
3. Receive a grade of P (Pass) in the following three practicum courses:
 1. Early Childhood Education Practicum 1 (ECE-310)
 2. Early Childhood Education Practicum 2 (ECE-500)
 3. Early Childhood Education Practicum 3 (ECE-510)
4. Receive a minimum grade of C+ (65%) or higher, in all other courses in the program.

Early Childhood Education Program Progression Map and Mode of Delivery Overview

The following Year 1 and Year 2 tables provide a comprehensive program progression map (including applicable prerequisites) and general scheduling information (which may be subject to change).

Year 1

Course code	Course Name	Prerequisites	Contact hours	Term	Mode of delivery
ECE-210	Written Communication	n/a	40	1a	Onsite/hybrid
ECE-220	Interpersonal Communication	n/a	40	1a	Onsite/hybrid
ECE-200	Child Development 1: Early Years	n/a	80	1a	Onsite/hybrid
ECE-250	Introduction to Early Childhood Education	n/a	40	1a	Onsite/hybrid
ECE-230	Observation and Documentation	ECE-210	40	1b	Onsite/hybrid
ECE-240	Play and the Environment	ECE-200, ECE-210, ECE-230 ECE-250	40	1b	Onsite/hybrid
ECE-300	Child Development 2: Preschool Years	ECE-200	80	1b	Onsite/hybrid
ECE-460	Indigenous Perspectives in Early Childhood Education	n/a	40	1b	Onsite/hybrid
ECE-291	Guiding Young Children 1	ECE-200, ECE-210, ECE-230 ECE-240, ECE-250	40	2a	Onsite/hybrid
ECE-270	Health and Safety	ECE-210, ECE-230, ECE-250	80	2a	Onsite/hybrid
ECE-320	Curriculum and the Environment 1	ECE-200, ECE-210, ECE-230 ECE-240, ECE-250, ECE-300	80	2a	Onsite/hybrid
ECE-305	Practicum Seminar 1	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-300 ECE-320, ECE-460	10	3a	Onsite/hybrid
ECE-310	ECE Practicum 1	ECE-200, ECE-210, ECE-220, ECE-230, ECE-240, ECE-250,	272	3a	Onsite/hybrid

Course code	Course Name	Prerequisites	Contact hours	Term	Mode of delivery
		ECE-270, ECE-291, ECE-300, ECE-320, ECE-460 In addition: • Meet all Pre-Practicum Clearance Requirements • Meet all Additional Training Components			
ECE-260	Family	ECE-220, ECE-250	40	3b	Onsite/hybrid
ECE-330	Professionalism	ECE-220, ECE-250	40	3b	Onsite/hybrid
ECE-292	Guiding Young Children 2	ECE-200, ECE-210, ECE-230 ECE-240, ECE-250, ECE-291 ECE-300, ECE-310, ECE-270 ECE-460	40	3b	Onsite/hybrid
ECE-370	Year 1 Early Childhood Education Capstone	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-300 ECE-320, ECE-460, ECE-305 ECE-310	40	3b	Onsite/hybrid

Year 2

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
ECE-280	Personal Development	ECE-220	40	1a	Onsite/hybrid
ECE-410	Curriculum and the Environment 2	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-292 ECE-300, ECE-305, ECE-310 ECE-320, ECE-370, ECE-460	80	1a	Onsite/hybrid
ECE-401	Advanced Behaviour Guidance I	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-292 ECE-300, ECE-305, ECE-310 ECE-320, ECE-370, ECE-460	40	1a	Onsite/hybrid
ECE-450	Inclusive Practices in Early Childhood Education	ECE-200, ECE-210, ECE-220, ECE-230, ECE-240, ECE-250, ECE-270, ECE-291, ECE-300, ECE-320, ECE-460	40	1a	Onsite/hybrid
ECE-495	Practicum Seminar 2	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-300 ECE-305, ECE-310, ECE-320 ECE-370, ECE-401, ECE-410 ECE-450, ECE-460	10	1b	Onsite/hybrid
ECE-500	Early Childhood Education Practicum 2	ECE-200, ECE-210, ECE-220, ECE-230, ECE-240, ECE-250, ECE-270, ECE-291, ECE-300, ECE-305, ECE-310, ECE-320, ECE-370, ECE-401, ECE-410, ECE-450, ECE-460 In addition:	272	1b	Offsite

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
		- Meet all Pre-Practicum Clearance Requirements - Meet all Additional Training Components			
ECE-402	Advanced Behaviour Guidance 2	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-280, ECE-291, ECE-292, ECE-300, ECE-305, ECE-310, ECE-320, ECE-330, ECE-370, ECE-401, ECE-460	40	2a	Onsite/hybrid
ECE-430	Family and Community Relationships	ECE-220, ECE-260, ECE-370	40	2a	Onsite/hybrid
ECE-440	Curriculum and the Environment 3	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-292 ECE-300, ECE-305, ECE-310 ECE-320, ECE-370, ECE-460	80	2a	Onsite/hybrid
ECE-420	Child Nutrition	None	40	3a	Onsite/hybrid
ECE-470	School-Age Development and Curriculum	ECE-200, ECE-210, ECE-220 ECE-230, ECE-240, ECE-250 ECE-270, ECE-291, ECE-292 ECE-300, ECE-305, ECE-310 ECE-320, ECE-370, ECE-440, ECE-460	80	3a	Onsite/hybrid
ECE-480	Professional Behaviour Practices	ECE-220, ECE-250, ECE-280, ECE-330	40	3a	Onsite/hybrid
ECE-505	Practicum Seminar 3	ECE-200 ECE-210, ECE-220, ECE-230 ECE-240, ECE-250, ECE-270	15	3b	Onsite/hybrid

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
		ECE-291, ECE-292, ECE-300, ECE-305, ECE-310, ECE-320, ECE-330, ECE-370, ECE-401, ECE-402, ECE-410, ECE-420, ECE-450, ECE-460, ECE-470, ECE-480, ECE-495, ECE-500			
ECE-510	Early Childhood Education Practicum 3	ECE-210, ECE-220, ECE-230 ECE-240, ECE-250, ECE-270 ECE-291, ECE-292, ECE-300, ECE-305, ECE-310, ECE-320, ECE-330, ECE-370, ECE-401, ECE-402, ECE-410, ECE-420, ECE-450, ECE-460, ECE-470, ECE-480, ECE-495, ECE-500 In addition: - Meet all Pre-Practicum Clearance Requirements - Meet all Additional Training Components	272	3b	Offsite

Detailed Course Information

For more detailed course information, refer to the course outlines in MyLearning or the Early Childhood Education [Course Information](#) page on the MITT website. Course Outlines are available in MyLearning approximately one week prior to the course start date.

Additional Training Components

The program includes the following additional training components, **which are required for practicum eligibility**:

- First Aid and CPR certifications
- Workplace Hazardous Materials and Information Systems (WHMIS) certification
- Safe Food Handling certification

MITT embeds these training components into the program structure, coordinates student registration, and posts relevant training details in the ECE-PC-GEN course shell in MyLearning. Students holding a current certificate should discuss a potential waiver with the Academic Coordinator.

Credit Transfer

MITT may consider credit transfer requests for course work completed at another recognized post-secondary institution.

Admitted students must initiate the Credit Transfer Request process immediately on confirmation of admission, and **no later than 30 days prior to the program start**. Please refer to the [Request for Credit Transfer Form](#) for relevant information.

Work Practicum

This two-year program includes three (3) Work Practicum components with one (1) placement as part of the Year 1 and two (2) placements as part of the Year 2 curriculum. Refer to the Course Outlines and the Practicum Evaluation forms for each Work Practicum course for more detailed information about the experiences.

All practicums in this program are mentor-supported placements in which students work under the direction of a mentor or centre director. Practicums are **unpaid practice experiences** that offer students the opportunity to gain relevant work experience and further develop entry-to-practice competence.

MITT manages all aspects of practicum placements, including site prospecting and finalizing placements based on student, program, and accreditation requirements. Evaluations involve self-assessment, preceptor evaluation, instructor observations, and instructor evaluation.

To ensure eligibility, MITT requires specific pre-practicum clearances (medical and non-medical) as per affiliated practicum partnership agreements.

Pre-Practicum Clearance Requirements

This program requires the following pre-practicum clearance documentation:

- Clear Police Vulnerable Sector Check or RCMP equivalent
- Clear Child Abuse Registry Check
- A valid Co-op Work Permit (international students only)

Important: Students should not start any clearance applications before the program start date. They should wait for guidance on the process, obtain relevant forms, and ensure their clearances do not expire before their practicum.

Note: MITT cannot accept Police Clearance documentation completed outside of Manitoba.

PVSC and abuse registry clearances are only deemed valid for a maximum period of six months and must cover the entire Work Practicum duration (e.g., end date). Consequently, returning Year 2 students must renew pre-practicum clearance documentation in accordance with placement dates.

Students are responsible for all costs associated with the pre-practicum clearances.

Work Practicum Documentation Validation - Paramed Placement Pass

MITT has an agreement with ParaMed to collect and verify students' pre-practicum clearance documentation. This agreement ensures student information is protected in accordance with privacy laws and ParaMed's terms of use provisions (see <https://www.paramed.com/privacy/>).

Students are responsible for all fees associated with a Placement Pass user account.

ParaMed and MITT hold an orientation session during the first few weeks of the program and this session walks students through the following:

- The mandatory clearance requirements
- The Pre-Placement Health Form
- The associated deadlines
- The documentation submission process

Students who miss stated ParaMed documentation deadlines risk forfeiting practicum eligibility and program continuance.

Potential Pre-Practicum Clearances Issues

MITT reserves the right to prohibit students from participating in a Work Practicum placement if one of the mandatory pre-practicum clearance documents is not cleared. This policy is in place to ensure the safety and integrity of the practicum environments and to comply with industry standards.

Students with potential clearance issues should contact the Program's Academic Coordinator before applying for admission to this program.

COVID Vaccination Requirements

Some childcare facilities may require students to:

- Have up-to-date COVID-19 vaccinations.
- Participate in regular COVID-19 testing.

Workers Compensation and Liability

All MITT students who participate in an unpaid work practicum are deemed to be workers of the Government of Manitoba and are entitled to Workers Compensation benefits if injured while participating in their work practicum. This provision applies even if the employer is not registered with WCB Manitoba as stipulated in Manitoba Regulation 545/88.

Practicum Hours

MITT requires students in CCQTC accredited program to meet minimum practice experience hour requirements. Students may need to make up missed practicum time (at the instructor's determination) to fulfill these requirements.

Work Practicum shifts may vary site-to-site and differ from the standard course schedule.

Confidentiality Agreement Form

Students must sign a Confidentiality Agreement form or equivalent prior to beginning their Work Practicum placement where specific sites require.

Transportation

Transportation, accommodation, and travel costs associated with specific practicum sites are each student's responsibility. MITT will do its best to secure quality placement sites that are accessible by public transportation but cannot guarantee convenient placement locations.

Termination of Work Practicum

The site or MITT may terminate work practicums due to:

- Child safety issues
- Confidentiality breaches
- Professionalism issues
- Changes in documentation status (e.g., PVSC) that impact practicum eligibility

Work Practicum terminations may result in:

1. A course failure
2. Course repeat conditions (see MITT Academic Standards policy for details)

To ensure child safety, MITT reserves the right to require mandatory course audits for students who need to retake a practicum. These audits verify:

- Practicum readiness
- Currency of practice knowledge
- Child safety compliance

Before allowing students to reattempt the practicum, MITT ensures they meet these essential requirements.

Program Scheduling Information

Important academic dates:

Refer to the 2024-2025 [Academic Schedule](#) on the MITT website for:

- MITT Closure Dates (including statutory holidays)
- Academic Schedules and Important Program Dates

Note: MITT closure dates extend to work practicum placements; as such, MITT directs practicum sites to not schedule a practicum shift on statutory holidays or other MITT closure dates.

Student Schedules

The Early Childhood Education Program posts the student schedules on MyLearning (in the "Content" area of the ECE-PC-GEN course page) approximately one week before the program start date. This program course shell serves all Year 1 and Year 2 cohorts so students should be sure to select the schedule for the correct Program cohort.

Note: Year 1 students returning for Year 2 should have access to their schedule in late August of the subsequent year.

General Program Delivery Information

The student schedule provides:

- Course-specific start and end dates
- Dates of all academic breaks

Assessment details, including dates, are available in course outlines and in the MyLearning course shell for each class.

Prior to course start date, instructors will communicate course delivery details (e.g., mode of delivery, class location, etc.) to students through MyLearning.

General information:

- Morning classes are from 8:45 to 11:30 a.m. and afternoon classes are 12:30 to 3:15 p.m.
- Lunch break is 11:30 a.m. to 12:30 p.m.
- Each term consists of two 7-week blocks, separated by a Student Success Week.
- Student Success Weeks provide time for academic recovery, preparation, and remediation. Campus services remain open during Student Success Weeks.
- The program schedules include 2-week Intersessions (some exceptions apply).
- MITT will offer a Year 1 intake in the Fall 2024, Winter 2025, and Spring 2025 and Year 2 intake in the Fall 2024 terms.

Preparing For a Successful Start of the Early Childhood Education Program

In mid-August, MITT emails the incoming Early Childhood Education students the following:

1. Academic Success Checklist for Early Childhood Education students
2. Textbook List
3. Supply List
4. Student Schedule

Learning Technology and Technical Requirements

MITT delivers this program in a blended delivery format, which mostly consists of in-person classes with some synchronous or asynchronous online classes. MITT uses a variety of web-based technologies and tools specifically designed to support different learning activities in this program.

To ensure students have the required hardware and software for their studies, they should refer to [About Online Learning | Manitoba Institute of Trades and Technology](#) (mitt.ca). Students must have a laptop/computer that meets the required specifications.

During their studies, students will have access to the following accounts and tools:

- MITT Student Email account
- MyLearning, a learning management software system
- Free web-based version of Microsoft 365 (including Word, Excel, Outlook, etc.)
- MITT Student Portal account

Instructors may also use other collaboration and gamification tools to engage and challenge students. In most cases, the instructor will directly issue user accounts.

Preowned Computers and Risks of Outdated Software

Using an outdated operating system or software can disrupt online learning, especially testing. It may cause system crashes, downtime, and browser compatibility issues.

With pre-owned computers, students must complete a full factory reset before downloading and installing any software. This ensures they have full administrator rights, allowing them to make changes such as installing or updating software.

It is the student's responsibility to ensure their computer meets the technological requirements for this program. Keeping the system updated is crucial for a smooth learning experience.

MITT Student Email

MITT issues a student email account, which can be accessed through: <http://student.mail.mitt.ca>. This email account is the primary communication channel for all important student and academic information.

In email communications to MITT instructors and staff, students should:

- Include their first name, last name, and Student ID number.
- Include the course name and course code (e.g., Introduction to ECE (ECE-250)).
- Provide a brief description of the nature of the inquiry.
- Be proactive in reporting absences or making academic accommodation requests.
- Use their MITT student email for all communication.
- Check their email regularly.

MyLearning

MyLearning is an online learning platform. This platform provides students with 24/7 web access to electronic course resources, assessment details, instructor contact information, class location details. MyLearning provides access to course outlines, assessment and grading rubrics, grades, announcements, guidance documents, etc.

Logging Into MyLearning

- Go to mylearning.mitt.ca
- Click on the “Sign in with MITT Email” button.
- Log in using student email (<https://login.microsoftonline.com/>) and new password.
- Click “yes” to stay signed in if using a personal computer. Click “no” if using a public computer.

MyLearning Technical Support

There are **two** main ways students can access MyLearning help.

For technical issues/questions (e.g., MyLearning login or password recovery, student email access, or missing courses in MyLearning):

- Email mylearning@mitt.ca and provide a summary of the nature of the inquiry.

For support on how to use MyLearning:

- **Consult the instructor first** in case the issue is related to a course-specific tool or feature.
- **Use the Virtual Assistant** by clicking the button that appears on the MyLearning pages.
- **Use the D2L Helpdesk** if assistance beyond what the Virtual Assistant can provide is required. This is available 24-7 with how-to-use instructions, videos, and a chat box. Every student should have the D2L Brightspace Support [widget](#) at the bottom of their MyLearning homepage and within courses. [How to access.](#)
- **Refer to the FAQs and video [tutorials](#)** for navigating the Brightspace/MyLearning platform.

Students who are experiencing issues:

- logging into MyLearning or accessing their MITT student email should email mylearning@mitt.ca for support.
- accessing a course in MyLearning should notify the Academic Coordinator immediately to have this rectified.

MyLearning Course Hubs

MyLearning is a learning resource repository for all courses in the program. This includes the general Early Childhood Education Program Course (ECE-PC-GEN), which contains program information and the Student Schedule.

The Student Schedule includes the names and codes and code for each course. Search for courses in MyLearning using the name or code (e.g., Introduction to ECE ECE-250) to access the course outline and learning resources.

To retrieve Course Outlines from MyLearning using the following steps:

- Login to MyLearning.
- Type the course name (as named in Student Program Schedule) into the search bar on the MyLearning Homepage to locate this course.
- Click on the course name in the drop-down window to open the course home page.
- Click on the Content tab to locate the Course Outline.

Check MyLearning Announcements and your MITT student email for relevant communication.

Microsoft 365

Students should check their personal email (the email included in their MITT application) for login instructions from MITT.

1. Go to student.mail.mitt.ca.
2. Log into MITT email (...@student.mitt.ca) using the default password provided.
3. Use the “Update Your Password form” to enter a new password.
4. Provide a phone number or personal email.
5. Submit the verification code provided to activate the account.
6. Go to Outlook in your Office 365 to access emails.

The Introduction to MyLearning and Online Tools step-by-step tutorial on how to log in to Microsoft Office 365 and MyLearning are found here: <https://mitt.ca/student-services/online-learning-support>.

MITT Student Portal

The Student Portal is academic administrative hub, where students can:

- update contact information!

- enter social insurance number (SIN) information for the T2202 tax form!
- view final grades!
- print an unofficial transcript!
- view tuition fee balances!
- access the T2202 tax document!

The official Letter of Acceptance (LOA) includes Student Portal login credentials. To log into the Student Portal, [click here](#) and access the step-by-step login instructions [here](#). Students having trouble accessing the Student Portal should [use this help form](#).

Students are responsible for verifying and updating their contact information in the Student Portal to ensure MITT has current and correct information.

Work Skills Foundations

The WSF Program helps students transition into post-secondary studies, develop learning strategies, and build time management skills. It consists of 10 self-directed modules, taking approximately 30 hours to complete at the student's own pace outside of class.

Given the academic rigour of the Early Childhood Education Program, Academic strongly encourages students to complete the WSF modules early in their studies to avoid a compounded workload.

Completion of the WSF is a graduation requirement for the Early Childhood Education Program.

Student Orientation

Student Services hosts a New Student Orientation during the first week of the program; orientation includes representatives from the Career Services, Academic and Registrar's Office departments. Students will receive an electronic Guide to Orientation approximately 2 weeks before Orientation, which includes Student Services and academic information, as well as a virtual MyLearning tour.

Textbooks

This program requires textbooks, which students are responsible for purchasing prior to the Program start date. The University of Winnipeg Bookstore lists all required textbooks for this program.

MITT does not operate its own bookstore and has a partnership with the University of Winnipeg Bookstore to provide students with online or in-person textbook purchasing options.

To view or purchase textbooks online through the University of Winnipeg bookstore:

1. Open the link - [The University of Winnipeg New, Used, Rental and Digital Textbook\\s \(bkstr.com\)](#)
2. Drop the Select Program box down to choose MITT.
3. Drop the Select Term box down to choose Fall Intake 2024.

4. Drop the Department box down to choose Early Childhood Education Year 1. Note: The Course box will automatically populate with Term.
5. Drop the Section box down to choose 2024.
6. Click on the Find Materials for Courses button.
7. Click on the Buy or Rent button to finalize your purchase selections.
8. Click on the **Add Item to Bag** button.
9. Click on the **View Bag and Checkout** button.
10. Proceed with **Checkout**.

Students can also purchase their textbooks directly through the publisher or other e-commerce sites such as Amazon, using identical ISBN to the Program Textbook List. Unless otherwise stated, either a hard copy or an e-book is acceptable.

Unauthorized electronic sharing of textbooks with classmates is inappropriate and illegal; such actions would be subject to the MITT Fair Dealings, Academic Integrity, and Student Discipline policies.

Program Supplies

Students must also purchase supplies outlined on the [ECE Supply List](#). The supply list includes the following items:

- ParaMed Placement Pass User Account
- Pre-practicum background clearances

Preparing for Academic Success

Course Outlines

Course Outlines provide essential information for academic success, including:

- Course descriptions
- Prerequisites
- Learning outcomes
- Course topics
- Student evaluation details

Students should:

- Read all Course Outlines to understand individual course requirements.
- Seek clarification from instructors at the beginning of a course if needed.
- Retain electronic copies of Course Outlines for future academic and professional use.

Student Evaluation

Student evaluation measures learning within a course, aligning with course-specific learning outcomes. Assessment strategies include, but are not limited to:

- Individual and group assignments
- Presentations
- Reflections
- Case studies
- Practice simulations.
- Laboratory activities, skills demonstrations, and simulations
- Quizzes, tests, and examinations

Course Outlines identify all evaluation components, weighted grading values, and due dates.

MyLearning provides additional guidance, including assessment instructions and grading rubrics. Instructors post grades and feedback in MyLearning within 5 business days of an evaluation item's due date. MyLearning displays grades as percentages, whereas an official MITT transcript displays grades as letter grades.

Assessment Weighting and Grading

The MITT Academic Standards Policy (AC-2-10) sets guidelines for student learning evaluation and grading.

Final grades are calculated based on the weighted value and grade earned for each assessment. The total assessment weight is 100%. Each assessment is assigned a specific weighted value based on complexity or importance.

Student evaluation is at the instructor's discretion and provides evidence of learning. Program progression standards may affect academic rigour.

Refer to the Student Appeal Policy (AC-2-2) for guidance on grade disputes.

Use Of Artificial Intelligence (AI) Tools on Assessment

Artificial intelligence (AI) tools (such as ChatGPT, Google Gemini, GrammarlyGO, etc.) can be useful learning resources to help students brainstorm ideas and grammar/spell check their academic work. However, students must exercise extreme caution when using these technologies for academic purposes, especially with AI-generated assignment content. Unauthorized use of such AI tools, especially in cases in which the student gains an unfair academic advantage, represents a form of academic dishonesty.

Students are expected to submit original work for all graded assessments. To create original content for academic work, students must research the topic, present their perspective on the topic in their own words, build on the ideas of others, and acknowledge all sources of information. Furthermore, students must discuss intended use of AI assistance with their instructor before assignment submission to obtain consent for use of specific AI tools and clarify potential restrictions.

Instructors may permit use (or limited use) of AI tools in specific courses depending on learning and assessment objectives.

If not otherwise authorized, MITT may treat undeclared AI-generated content in student assessment as a form of academic misrepresentation and inappropriate collaboration. Such infringements will be subject to the MITT Academic Integrity and Student Discipline policies.

Academic Standards

The Academic Standards Policy (AC-2-10) sets the academic requirements students must meet to remain enrolled in or graduate from a program.

This program guidebook includes an overview of important concepts from the policy, such as:

- Academic Probation
- Program Withdrawal
- Academic Suspension

Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

Maximum Time to Complete

What is the Maximum Time to Complete the Early Childhood Education Program?

Students have a maximum of five (5) years, starting from their original program start date, to complete the Early Childhood Education program.

Why does a Maximum Time to Complete Exist?

MITT's time limits balance flexibility for student challenges while ensuring their skills remain current to industry standards. Students at risk of exceeding these limits should consult their Academic Coordinator to discuss their academic options.

Academic Probation

What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as “a student status that results when a student is identified as being at-risk of unsuccessful program completion.”

A student receives an Academic Probation status when:

1. They fail to achieve a grade that meets Course-Eligibility or Graduation Requirements.
2. An Academic Manager determines they are or may be at risk of not meeting Graduation Requirements.

A student who receives a status of Academic Probation may be:

1. Permitted to continue their studies.
2. Withdrawn from courses where they no longer meet Course-Eligibility Requirements (e.g., prerequisites).
3. Required to follow Conditions for Program Continuance.
4. Charged additional tuition or administrative costs resulting from the Academic Probation, including those associated with Program Continuance provisions (e.g., course repeats).

What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and determine Program Continuance provisions.

Academic Suspension

What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as “a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months.

An Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Fails the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Assigned an Academic Suspension status and barred from applying to or studying in any MITT post-secondary program for a minimum period of 8 months.
- Subjected to the tuition refund schedule, based on the start date of the Academic Suspension.

Program Withdrawal

What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program.

An Academic Suspension occurs when a student does not:

1. Meet a Progression Requirement.
2. Fulfill Program Continuance Conditions while on Academic Probation.

A student who receives a Program Withdrawal* is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Permitted to apply for Program Re-entry to the same program or admission to another program.
4. Subjected to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

*In some situations, MITT may initiate a Program Withdrawal without first placing a student on Academic Probation.

Student & Academic Policies

Students are responsible for reviewing and complying with all MITT Student and Academic Policies, which are listed on its website: <https://mitt.ca/about-mitt/mitt-policies>

Academic Integrity

The Academic Integrity Policy (AC-1-4) outlines academic integrity standards and defines what constitutes academic misconduct. The Student Discipline Policy (AC-1-8) specifies disciplinary action and penalties MITT may impose on students found to have committed academic misconduct.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at www.mitt.ca/student-success/accessibility-services.

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

Student Concerns and Appeals

If a student wishes to address:

1. an administrative concern (e.g., admissions, facilities, or finance), they are encouraged to discuss this directly with the respective employee. If unresolved, they should bring the concern to the appropriate department supervisor.
2. An academic concern (e.g., assessment or instruction), they are encouraged to discuss this directly with the respective instructor. If unresolved, they should bring the concern to their Academic Coordinator.

Refer the [Student Appeals \(AC-2-2\)](#) policy or speak with a Student Advisor to learn more about the MITT appeals process.

Student Conduct

MITT seeks to provide students, staff, and partners with an inclusive, safe, and respectful environment. Our campuses consist of a diverse group of learners, including secondary students, domestic and international post-secondary students, and adult EAL learners.

MITT expects all students, regardless of program, to conduct themselves in a safe and respectful manner.

The following [Academic/Student policies](#) define MITT's expectations for safety, inclusivity and respect and the students responsibilities in meeting these objectives:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)
- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

Technology Requirements

Online Tools

MITT integrates diverse web-based technologies and tools to enhance student learning in this program. These include MyLearning, the Student Portal, and Microsoft 365. To succeed in their studies, students should familiarize themselves with these tools and learn how to use them effectively.

Information about these tools, including how-to guides on how to access them, can be found on the *About Online Learning* webpage: <https://mitt.ca/about-online-learning>

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Student Accounts and Logins webpage: <https://mitt.ca/current-students/student-accounts-and-logins-faq>

Cameras and Recording Devices

Instructors will not record online class sessions for later viewing unless specifically stated otherwise. Students may need to employ effective note-taking strategies to capture vital information during live sessions. To uphold MITT policies and protect everyone's privacy, students must not use recording devices during classes without explicit authorization from the course instructor.

Campus Safety, Health, and Wellness

Workplace Safety, Health, and Wellness

MITT is committed to providing a safe and healthy environment that focuses on wellness for those who work, study, and visit MITT.

At a minimum, MITT complies with all federal or provincial legislation and regulations pertaining to Workplace, Health, and Safety. MITT acknowledges its duty and responsibility to ensure that every reasonable precaution is taken to ensure a safe and healthy environment.

MITT recognizes that safety, health, and wellness is a shared responsibility where everyone has a responsibility to be aware of and conduct themselves in accordance with the law and applicable MITT policies. All members of the MITT community have a role to play in creating and maintaining a safe and healthy working and learning environment.

Class Cancellation

There may be instances where MITT or a course instructor needs to cancel class or move a class online. In the event of class cancellations due to campus closures resulting from inclement weather or emergency circumstances, MITT will communicate this information to students through the MyLearning announcement systems.

Scheduled Examinations and Inclement Weather Closures

MITT reserves the right to defer a scheduled exam to an alternative date in the event of a campus closure due to inclement weather. In such circumstances, the course instructor will communicate the alternative exam arrangements to students with as much advance prior notice as possible. MITT reserves the right to reschedule an exam in such circumstances to a date during intersession or another break period if required.

Evacuation

There may be emergency situations that necessitate the evacuation of a facility. In such instances, MITT will activate a fire alarm or use its announcement system to communicate this information to occupants of the building.

If an alarm or announcement sounds, follow the steps below:

- Proceed to the designated fire exit calmly.
- Follow any instructions by the Fire Wardens or MITT security personnel.
- Move to the designated muster point and await further instructions.
- Re-enter the building after the “all clear” directive.

Lockdown

In emergency situations requiring facility lockdowns, including classrooms, MITT will use its announcement system to communicate this information. If you hear a lockdown announcement, treat the threat as real and follow the steps below.

- Lock the door.
- Barricade and secure doors to delay or prevent entry to the room.
- Turn out the lights and move out of sight.
- Remain as quiet as possible.
- Be prepared to react to an intruder should they gain access to the room as a last resort.
- Await police arrival and follow their commands once they enter the building.
- Do not open the door to anyone, wait for the police to open the door.
- Walk quickly and place your arms over your head, ensuring your hands are empty.
-

Respectful Workplace

MITT is committed to a collegial work environment in which all individuals are treated with respect and dignity. All members of the MITT community have the right to work and learn in an environment that is respectful, where equal opportunities are promoted and where discriminatory practices and harassment are prohibited. The principles of equity, diversity and inclusion shall be integrated into everyday practice at MITT. MITT prohibits all forms of harassment including discrimination and adheres to the Human Rights Code of the Province of Manitoba. MITT will not tolerate any harassment or discrimination engaged in by any member of the MITT community. Refer to the [Respectful Workplace, Harassment Prevention and Non-Discrimination Policy \(CC-2\)](#) for further information.

Campus Life

Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: <https://mitt.ca/student-services>.

Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers, which includes:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: <https://mitt.ca/career-and-employment-services>

Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT. Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: <https://mitt.ca/student-life>

Food Services

Food services are available at the Henlow, Pembina, and Scurfield campuses:

Henlow Campus: The Bridge Café offers hot breakfast, lunch, and afternoon snacks, including grab-and-go items and hot and cold beverages.

The Pembina and Scurfield campuses offer:

- Grab-and-go food options
- Hot and cold beverages
- Onsite microwaves and vending machines

Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: <https://winnipegtransit.com/>

Students can buy a peggo card (bus pass) directly from MITT and must present a valid student ID card at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

Parking

Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: <https://mitt.ca/parking>.

Good Luck

We are excited to have you begin this educational journey towards becoming an ECE II. Get ready to develop expertise in child guidance, curriculum, play, health, and safety, and so much more. Welcome to the first step toward making a positive impact as an Early Childhood Educator!