MITT

Early Childhood Education

Program Guidebook

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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 Manitoba's public college of choice, connecting learners from all backgrounds with accessible, industry-driven education that fuels career success and contributes to the province's economy, communities, and innovation ecosystem.

Vision

To be recognized as a leader in developing and delivering inclusive, student-centred, future-focused learning that fosters personal and professional excellence, strengthens Manitoba's workforce, and contributes to a stronger, more innovative province.

Guiding Principles

MITT's strategy is grounded in guiding principles that shape our decisions, culture, and growth. These values are embedded across all strategic priorities:

Collaboration and Partnerships: We build strong, reciprocal relationships with industry, government, and communities.

Equity, Diversity, and Inclusion (EDI): We foster an accessible, inclusive, and culturally responsive environment for all.

Fiscal Responsibility and Organizational Resilience: We maintain sustainable practices to ensure long-term success.

Industry Responsiveness and Agility: We adapt quickly to changing workforce and societal needs.

Technology as an Enabler: We use technology to enhance learning, operations, and organizational effectiveness.

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.
Our water is sourced from Shoal Lake 40 First Nation in Treaty 3.

We honour the sacredness of these ancestral lands and waters and the original peoples who walked before us.

We proudly recognize the Treaties that were signed here and acknowledge and respect the history of the area. MITT values the many relationships that make up our home, and we dedicate ourselves to a spirit of reconciliation and partnership today and in the future. MITT is dedicated to ensuring that First Nations, Métis, and Inuit knowledge, cultures, and traditions are embraced and embodied in the work that we do.

Introduction

Purpose of this Guidebook

This guidebook was 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 faculty and staff, I am excited to extend a warm welcome as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to welcome 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. We strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at MITT is one of immense growth, memorable experiences, and the beginning of lifelong connections. Thank you for choosing the Manitoba Institute of Trades and Technology and I wish you all a successful and fulfilling academic year.
Sincerely,

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

Program Team

The Early Childhood Education program team consists of:

*the program team has diverse work schedules and faculty availability may be constrained by their teaching schedules

Curtis Aab	Dean	curtis.aab@mitt.ca
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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.

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
- Foster a collaborative learning environment and demonstrate co-operative skills.

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

Program Delivery
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 Scurfield campus at 65 Scurfield Boulevard.

Courses

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 1 Seminar	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, ECE-270, ECE-291, ECE-300, ECE-320, ECE-460 In addition: • Meet all Pre-Practicum Clearance Requirements • Meet all Additional Training Components	272	3a	Onsite/hybrid
ECE-260	Family	ECE-220, ECE-250	40	3b	Onsite/hybrid
ECE-330	Professionalism	ECE-220, ECE-250	40	3b	Onsite/hybrid

Course code	Course Name	Prerequisites	Contact hours	Term	Mode of delivery
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 2 Seminar	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: • Meet all Pre-Practicum Clearance Requirements	272	1b	Offsite

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
		• 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 3 Seminar	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-330, ECE-370, ECE-401, ECE-402, ECE-410, ECE-420, ECE-450, ECE-460, ECE-470, ECE-480, ECE-495, ECE-500	15	3b	Onsite/hybrid
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
- Commit to Kids

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.

Course and Program Schedule

Refer to the 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, students will not be scheduled for shifts on statutory holidays and other days when MITT buildings are closed.

Student schedules:
The Early Childhood Education Program posts the student schedule on MyLearning (in the "Content" area of the ECE-PC-GEN course page) approximately one week before the program start date. This program course serves both Year 1 and Year 2 students; be sure to select the schedule for your corresponding year.

The student schedule provides:

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

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

Assessment dates and details are available on course outlines and in the MyLearning course shell.

General information:
- Morning classes are 8:30 - 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.
- Program schedules include 2-week Intersessions (some exceptions apply).
- MITT offers a Year 1 intake and a Year 2 intake each academic year in the Fall term.

Class Cancellation

There may be instances in which MITT or an instructor must cancel class or move a class online. MITT will communicate this information to students through the MyLearning announcement system.

Scheduled Examinations and Inclement Weather Closures

MITT reserves the right to defer a scheduled exam or other assessment 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 assessment arrangements to students with as much advance notice as possible.

MITT reserves the right to reschedule an assessment in such circumstances to a date during Intersession or another break period if required.

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a **Graduation Requirement** as "a program-specific academic requirements that a student must meet to graduate from a program."

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.

Note: Students in the Early Childhood Education Program have a maximum time limit of five years of the original program start date to complete their studies.

To graduate from the Early Childhood Education program, a student must meet the following Graduation Requirements:
1. Receive a grade of P (Pass) in the following courses:
    1. Early Childhood Education Practicum 1 (ECE-310)
    2. Practicum 1 Seminar (ECE-305)
    3. Early Childhood Education Capstone 1 (ECE-370)
    4. Practicum 2 Seminar (ECE-495)
    5. Early Childhood Education Practicum 2 (ECE-500)
    6. Practicum 3 Seminar (ECE-505)
    7. Early Childhood Education Practicum 3 (ECE-510)
2. Receive a minimum grade of C+ (65%) or higher, in all other courses in the program.

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.

Work Experience

This two-year program includes three Work Practicum components with one placement as part of the Year 1 and two 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 handles all aspects of practicum placements, including site prospecting and finalizing placements based on student, program, and accreditation requirements. Evaluations involve self-assessment, mentor evaluation, instructor observations, and instructor evaluation.

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

Pre-Practicum Clearance Requirements

- Clear Polic Vulnerable Sector Check (PVSC) 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 or immunizations before the program start date. They should wait for guidance on the process, obtain relevant forms, and **apply on the program specified date** to ensure their clearances do not expire before the practicum end date.

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 submit new pre-practicum clearance documentation as these are annual requirements.

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. Review ParaMed's privacy policy and terms of use at <u>Privacy - Paramed.</u>

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

Potential Pre-Practicum Clearance 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 comply with industry standards.

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

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

CCQTC and MITT require students in accredited programs 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 may be required to sign a Confidentiality Agreement form or equivalent prior to beginning their Work Practicum placement as determined by specific sites.

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

Work practicums may be terminated by the site or MITT due to:
- Child safety concerns
- Confidentiality breaches
- Professionalism issues
- Changes in documentation status (e.g., PVSC) that impact practicum eligibility

When a work practicum is terminated for any of the above reasons, it may result in:
1. A course failure
2. Course repeat conditions (defined in the MITT Academic Standards AC-2-10 policy)

MITT may encourage re-entry students to audit select courses to refresh knowledge, enhance practicum readiness, and meet child safety standards before reattempting a practicum course.

The Academic Standards Policy (AC-2-10) sets out 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

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; or
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 (AC-2-10) 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 student status of Required Program Withdrawal two or more times; or
- fails the same course three times, or a work-integrated learning course (work practicum) 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.
- Subject 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:

- meet a Progression Requirement; or
- fulfill Program Continuance Conditions while on Academic Probation.

A student who receives a Program Withdrawal* is:

- Withdrawn or dropped from all their courses.
- Withdrawn from their program.
- Permitted to apply for Program Re-entry to the same program or admission to another
- program.
- Subject 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.

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 years, starting from their original program start date, to complete the Early Childhood Education program.

Why does a Maximum Time to Complete Exist?

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

Course Audit

Returning students can audit a course they have previously completed. This option allows them to refresh their knowledge and address any potential content gaps.

Course audits do not carry academic credit, and students do not participate in any assessment activities.

Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies. MITT's policies are listed on the college website: Policies - MITT

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 population. 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 Accessibility Services - MITT

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 is committed to a collegial work and learning environment that fosters equity, diversity, and inclusion (see the Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)).

Policies that relate specifically to student conduct include:
- Student Behaviour (AC-1-1)

- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

Preparing for Academic Success

Course Outlines provide essential information for academic success, including:
1. Course descriptions
2. Prerequisites
3. Learning outcomes
4. Course topics
5. Student evaluation details

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

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. Grades are displayed as percentages in MyLearning, and final grades are displayed as letter grades on an official MITT Transcript.

Assessment Weighting and Grading

Assessment complexity affects weighted value, with higher weighting reflecting:
- Complex reasoning skills and reflective thinking
- Required effort
- Importance of learning objectives
- Industry standards (e.g., child safety expectations)

Instructors use these factors to determine assessment weighting, ensuring a fair evaluation that accurately reflects the significance of each assessment.

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

Mobile Device Usage

Mobile devices are not allowed in the class or lab areas unless authorized by the instructor. A student who uses a mobile device may be required to leave the class or lab and will have the Attendance Policy applied.

Textbooks

MITT encourages students to **purchase required textbooks before the program begins**. The textbook list is available on MyLearning and the University of Winnipeg Bookstore website.

MITT partners with the University of Winnipeg Bookstore for textbook sales, available both online and in-person. Students may also buy books from publishers or other retailers, as long as the International Standard Book Numbers (ISBNs) match. Both print and digital formats are generally accepted.

Unauthorized sharing of textbooks is prohibited and subject to MITT's policies on Fair Dealings, Academic Integrity, and Student Discipline.

Language Use

In this program, the language used in learning activities (e.g., lectures, group activities, class discussion, and demonstrations) and assessments (e.g., assignments, tests, etc.) is English. To support an inclusive learning environment in this program, students are expected to speak in a common language so everyone can participate equally.

Technology 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 the MITT [Technology Resources](#) webpage. Students must have a laptop that meets the required specifications.

During their studies, students will have access to the following accounts and subscriptions (see supply list for details):
- 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.

Technical Troubleshooting Support for Students

Useful Information and links for accessing technical troubleshooting supports can be found on the MITT [Technology Resources](#) webpage.

MyLearning Program Course Hub

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 course names and course codes for all courses. 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.

Cameras and Recording Devices

Unless otherwise indicated, online class sessions are not recorded for later viewing. Students should ensure they have a way to take notes. To comply with MITT policies and to protect student and instructor privacy, cameras and other recording devices are not to be used by students, unless authorized by the course instructor.

Use of Artificial Intelligence (AI) Tools on Assessment

Artificial intelligence (AI) tools can be valuable learning resources when used appropriately and responsibly.

Students should exercise caution when using these tools for academic purposes and consult their instructor about intended AI use to obtain consent and clarify guidelines. Students who use unauthorized AI in ways that provide unfair academic advantages will face disciplinary action under the MITT Academic Integrity and Student Discipline policies.

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 Student Services - MITT.

Career and Employment Planning Services

The MITT Career and Employment Planning Services team works with students to prepare them for meaningful careers and connects graduates with employers. The Career and Employment Services team helps current students and alumni with:

- resume and cover letter review
- interview preparation
- job search
- career exploration

To learn more, refer to Career and Employment Planning Services webpage: Career and Employment Planning - MITT

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 on the Student Services - MITT webpage.

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.

Scurfield Campus offers through vending machine options:

- Grab-and-go food
- Hot and cold beverages

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. A valid student ID card must be shown at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

Parking

Paid parking is in effect at all times of the day at all MITT campuses. Parking is $25/month with Impark or $5/day with hangTag.

Daily and monthly parking passes are available for the following campuses:
- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

To learn more, please visit Parking information on the Campus Information - MITT.

Knowledge Check

To be successful in your program, you should be able to answer the following questions:

1. How many courses are in my program?

    a. What is a course outline?
    b. Where are course outlines posted?

2. What is a course prerequisite?

    a. Which courses have prerequisites?

    b. What are those prerequisites?

    c. What happens if a student does not meet a prerequisite?

3. What is a Graduation Requirement?

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

4. What is a Progression Requirement?

    a. What happens if a student does not meet a Progression Requirement?

5. What are the requirements to take the Work Experience credit? (if applicable)

6. What is Academic Probation? What causes Academic Probation?

7. What is a Program Withdrawal? What causes a Program Withdrawal?