

# Applied Commerce Education Teacher Education

PROGRAM HANDBOOK  
2023-24



**RRC**  
POLYTECH

EDUCATION



# **Bachelor of Education Applied Commerce Education Major Program Handbook**

**Effective August 2023**



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

Teacher Education Office  
Red River College Polytechnic  
D201 - 2055 Notre Dame Avenue  
Winnipeg, MB R3H 0J9  
Phone: 204-632-2300  
Email: [teachered@rrc.ca](mailto:teachered@rrc.ca)

Faculty of Education Office  
University of Winnipeg  
515 Portage Avenue  
Winnipeg, MB R3B 2E9  
Phone: 204-786-9491  
Fax: 204-783-7981

## TABLE OF CONTENTS

WELCOME TO TEACHER EDUCATION .....	5
PROGRAM CONTACT INFORMATION .....	6
FACULTY CONTACT INFORMATION .....	6
ACADEMIC YEAR CALENDAR.....	7
JOINT RRC/UW BACHELOR OF EDUCATION BUSINESS EDUCATION INFORMATION.....	8
ACCELERATED DIPLOMA INFO .....	8
INSTITUTIONS & FACILITIES .....	8
CERTIFICATION .....	8
EMPLOYMENT .....	8
AWARDS & FINANCIAL AID.....	9
ADULT CRIMINAL RECORDS.....	9
BUSINESS EDUCATION PROGRAMS.....	10
ADVANCED CREDITS .....	10
COLLEGE POLICIES .....	10
GENERAL ACADEMIC REGULATIONS.....	10
RRC ACADEMIC POLICIES .....	10
ACADEMIC INTEGRITY POLICY .....	11
DISCRIMINATION & HARASSMENT/EQUITY, DIVERSITY & INCLUSION POLICY .....	11
STUDENT CODE OF RIGHTS & RESPONSIBILITIES POLICY .....	11
TEACHER EDUCATION PROGRAM POLICIES.....	14
PRACTICUM REQUIREMENTS .....	12
PROGRESSION REQUIREMENTS.....	12
COURSE WITHDRAWALS .....	12
PROGRAM WITHDRAWALS .....	12
CLASS REQUIREMENTS & ATTENDANCE .....	12
STUDENT ACCOMMODATION.....	13
STANDARDS OF PROFESSIONAL CONDUCT FOR PRE-SERVICE TEACHERS .....	13
THE MTS CODE OF PROFESSIONAL PRACTICE .....	13
KEY POINTS FROM THE RRC STUDENT CODE OF RIGHTS & RESPONSIBILITIES.....	15
GRADUATION .....	16
USEFUL WEB LINKS TO COLLEGE SERVICES .....	17
FIVE YEAR BACHELOR OF EDUCATION BUSINESS EDUCATION .....	18
YEARLY SCHEDULE .....	19
DEGREE PROGRAM COURSE LISTINGS .....	20
AFTER DEGREE BACHELOR OF EDUCATION .....	21
YEARLY SCHEDULE .....	22
DEGREE PROGRAM COURSE LISTINGS .....	23
ONE YEAR ACCELERATED DIPLOMA FOR CERTIFIED TEACHERS.....	24
YEARLY SCHEDULE .....	25

## WELCOME TO TEACHER EDUCATION

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

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

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

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

College should be a challenging and rewarding experience. To help you make the most of your time with us, I encourage you to visit the RRC Polytech Academic Success Centre at [library.rrc.ca/ASC](http://library.rrc.ca/ASC).

All the best in your endeavours!

*Daryl McRae*

Chair, Teacher Education

## PROGRAM CONTACT INFORMATION

### **Daryl McRae**

Chair of Teacher Education  
D201 – 2055 Notre Dame Avenue Winnipeg, MB R3H 0J9  
E: [dmcrae@rrc.ca](mailto:dmcrae@rrc.ca) T: 204-632-3765

### **Monique Pishak**

Administrative Assistant  
D201– 2055 Notre Dame Avenue Winnipeg, MB R3H 0J9  
E: [mlpishak@rrc.ca](mailto:mlpishak@rrc.ca) T: 204-632-2300

### **General Inquiries**

E: [teachered@rrc.ca](mailto:teachered@rrc.ca)

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

### **Student Services**

D105 – 2055 Notre Dame Avenue Winnipeg MB R3H 0J9  
E: [StudentServices@rrc.ca](mailto:StudentServices@rrc.ca) T: 204-632-2327 F: 204-697-4738

*For University of Winnipeg academic advising please contact:*

### **Amanda Bourgoin**

#### **Advisor Year 1-3 After Degree & Year 4-5 Year Integrated Students**

Academic Advisor, University of Winnipeg  
Faculty of Education, 515 Portage Avenue  
Winnipeg, Manitoba, R3B 2E9  
E: [a.bourgoin@uwinnipeg.ca](mailto:a.bourgoin@uwinnipeg.ca)

### **Claire Tordiffe**

#### **Advisor Year 1-3 Integrated Students**

Academic Advisor, University of Winnipeg  
Faculty of Education, 515 Portage Avenue  
Winnipeg, Manitoba, R3B 2E9  
E: [cm.tordiffe@uwinnipeg.ca](mailto:cm.tordiffe@uwinnipeg.ca)

## FACULTY CONTACT INFORMATION

### **Justin Pasosky**

Instructor  
Practicum Coordinator, Applied Commerce Education Programs  
D201 – 2055 Notre Dame Avenue, Winnipeg, MB R3H 0J9  
E: [jpasosky@rrc.ca](mailto:jpasosky@rrc.ca) T: 204-632-2352

### **Shannon Derksen**

Instructor  
D201 – 2055 Notre Dame Avenue, Winnipeg, MB R3H 0J9  
E: [sderksen36@rrc.ca](mailto:sderksen36@rrc.ca) T: 204-632-3766

### **Madison Tokar-Wolff**

Instructor  
D201 – 2055 Notre Dame Avenue, Winnipeg, MB R3H 0J9  
E: [mtokar-wolff@rrc.ca](mailto:mtokar-wolff@rrc.ca) T: 204-632-2434

# APPLIED COMMERCE AND INDUSTRIAL ARTS EDUCATION TEACHER EDUCATION PROGRAM ACADEMIC YEAR 2023-2024

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 07 - Civic Holiday; College Closed

Aug. 28 - Year 1, Year 1 AD & Accelerated only; first day of class

Aug. 29 - Years 2, 3 & Year 2 AD; first day of class

Aug. 30 - Year 4; first day of class

September 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 1 - Year 5; first day of class

Sept. 4 - Labour Day; College closed.

October 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 2 - National Day for TR; College Closed Observance

Oct. 6 - Reading Day; no classes.

Oct. 9 - Thanksgiving Day; College closed.

Oct. 20 - MTS (SAGE) PD Day

November 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 13 - Remembrance Day Observance; College closed

Nov 27 - Dec 1 - Fall Term Assessment period

December 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 1 - End of Fall term

Dec. 25, 2023 - Jan. 1, 2024 - College closed for Holiday break

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 2 - College reopens - Winter Term start - All Programs

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 6 - 10 - Student Teaching Practicum Observation Week

Feb. 19 - Louis Riel Day observed. College closed

Feb. 20-23 - Winter Break; No classes

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 29 - Good Friday; Apr 1- Easter Monday; college closed

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 2 - 5 Winter Term assessment period.

Apr. 5 - Winter term ends

Apr. 8 - Student Teaching Practicum begins - all programs.

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20 - Victoria Day. College closed.

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 14 - Final completion date for all student practicums and academic year end.

## **JOINT RED RIVER COLLEGE POLYTECHNIC/UNIVERSITY OF WINNIPEG**

### **BACHELOR OF EDUCATION APPLIED COMMERCE EDUCATION**

Applied Commerce Education is an integrated and after-degree joint Degree program offered at Red River College Polytechnic and the University of Winnipeg with a fall entry date. Successful completion of the program results in a Bachelor of Arts or Science degree and/or a Bachelor of Education degree from the University of Winnipeg. The purpose of the Applied Commerce Education program is to develop teaching and technical skills related to business practices including commerce, entrepreneurship, finance, management, and the related technologies as taught in the public school system. Emphasis is placed on developing knowledge and skills in teaching methodology and educational theory.

### **POST GRADUATE DIPLOMA**

The post graduate diploma program is offered to candidates who hold a Bachelor of Education. Further studies in the Applied Commerce Education program are offered at Red River College Polytechnic with a fall entry date. Successful completion of the program results in a Diploma in Applied Commerce Teacher Education from Red River College Polytechnic. The purpose of the program is to develop teaching and technical skills related to business practices including commerce, entrepreneurship, finance, management, and the related technologies as taught in the public school system.

### **INSTITUTIONS & FACILITIES**

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

The University of Winnipeg is situated in the heart of Winnipeg, at 515 Portage Avenue. Twelve buildings are located on its site. In addition to degrees in Arts, Science and Theology, the University of Winnipeg now offers a full Bachelor of Education degree. Through the Collegiate and the Continuing Education Divisions, the University is able to offer a continuum of learning unique in Canadian universities. The University has developed several joint programs with Red River College Polytechnic in applied sciences, education and communications.

### **CERTIFICATION**

As a graduate of this Bachelor of Education degree program you will be eligible for a Professional Teaching Certificate from the Province of Manitoba. This Certificate will entitle you to teach at all levels of the education system, Grades K - 12. The integrated five-year and after-degree programs meet the requirements for teacher certification in most Canadian provinces and most of the states in the U.S.A.

### **EMPLOYMENT**

This is a small program with typically up to 18 graduates each year. In recent years, the employment opportunities have been excellent in both urban and rural areas. Besides Manitoba, graduates have also found employment in Ontario, Saskatchewan, Alberta, British Columbia, some states in the U.S.A. and other international teaching positions.

## AWARDS & FINANCIAL AID

The Student Service Centre on the Red River College Polytechnic campus provides a number of support services for Red River College Polytechnic students:

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

For further information, please contact the Student Service Center, Building D, Room 101, phone (204) 632-2327.

## ADULT CRIMINAL RECORDS

Manitoba Education requires that:

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

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

### Residence in Winnipeg

Criminal Record with Vulnerable Sector Check: <https://policeinformationcheck.winnipeg.ca/>  
Child Abuse Registry Check: <https://web22.gov.mb.ca/AbuseRegistry>

### Residents of Manitoba (outside of Winnipeg)

Criminal Record with Vulnerable Sector Check:  
<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>  
Child Abuse Registry Check: <https://web22.gov.mb.ca/AbuseRegistry>

## APPLIED COMMERCE EDUCATION PROGRAMS

In partnership with The University of Winnipeg to prepare Applied Commerce Education teachers, Red River College Polytechnic offers the following programs:

- A five-year Integrated Bachelor of Education degree program
- An After-Degree Bachelor of Education program (Note: some students may be required to complete a pre-requisite year of study at Red River College Polytechnic prior to entering the two year After-Degree program in order to acquire the pre-requisite knowledge and skills)
- A one-year Post Graduate Diploma program for teachers certified in other teachable areas

## ADVANCED CREDITS

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

RPL (also known as PLAR – Prior Learning Assessment and Recognition) is a process in which individuals have the opportunity to obtain credit for college level knowledge and skills gained outside the classroom and/or through other educational programs. It is a process which documents and compares an individual's prior learning gained from prior education, work and life experiences and personal study to the learning outcomes in College courses/programs. For more information about RPL at Red River College Polytechnic, refer to the RPL website at: <https://www.rrc.ca/advising/rpl/>.

If a student is requesting RPL recognition for a course being offered in a current or upcoming term, they have until the end of the term add/drop period for that course to formally submit the RPL Assessment Application. Students will then have 30 days from the date they submitted their application to complete RPL assessment requirements.

Newly admitted students will receive an email with information about RPL Information Sessions that will provide further details. Sessions are normally held in June and August each year.

For general information and assistance with RPL, contact the Teacher Education department at [TeacherEd@rrc.ca](mailto:TeacherEd@rrc.ca) or 204-632-2300.

## REGISTRATION PROCESSES AND POLICIES

Effective Fall 2022, the Applied Commerce Education program has switched from a fixed, program-based registration method to the more flexible and user-friendly course-based registration (CBR) model.

CBR allows students to plan their courses ahead of time and be ready when it's time to register for courses in the next term using the online Student Planning platform. **\*Please note that only first and second year students need to self-register. If you are enrolled from prior to the conversion, we will continue to register you for your courses.\***

Students should check their RRC Polytech academic email regularly for the most up-to-date registration information and instructions. **It is also recommended that you adjust your @academic.rrc.ca account to forward student communications to a preferred email account.** Review the program schedule at the back of the program handbook for courses being offered in the specific term/year of your program or consult with your program Chair or designate.

In **Student Planning** you can:

- ✓ Review your program progress to date
- ✓ Plan courses in advance of your registration date
- ✓ Register for courses

For instructions on using Student Planning visit <https://www.rrc.ca/course-based-registration/> or contact Margarita Natcheva at [planningsupport@rrc.ca](mailto:planningsupport@rrc.ca). All registration inquiries should be directed to Student Services at 204.632.2327 or [StudentServices@rrc.ca](mailto:StudentServices@rrc.ca).

### NOTE:

First and second year students are responsible to initiate the registration process for courses. You will **not** need to register for your practicum course(s), we will do that on your behalf.

## REGISTRATION TIPS

Course offerings are subject to change based on the academic year. Please refer to the updated program handbook each term prior to registration.

- Make sure your academic password is still valid. Passwords expire from time to time. If you haven't changed your password for a while, it is recommended that you reset it a few days before registration opens.
- Print or ensure easy access to the online registration instructions that are emailed to your academic college email account prior to registration.
- Review the course schedule for the term (prior to your designated registration day and time)
- Identify courses you are eligible to take - make note of course names, delivery format/location, days, dates and times.
- Document your **plan** within Student Planning.

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

- **On your designated registration date, go into Student Planning and follow the instruction to officially register for your term courses.**
- Record confirmed registrations in your personal calendar.

## Course Equivalency Table

Below you will find a course equivalency table. This table provides information for students currently enrolled in the Applied Commerce Education program. If you have partially completed the program at this time, you will see some of the old codes and some of the new codes on your transcript. When looking at the new program completion requirements, this table will provide you the information you need to ensure your credit requirements are still being met. **This information only represent RRC Polytech course requirements.**

Business Technology Teacher Education (Prior to August 2022)			Applied Commerce Education (Effective August 2022)	
BUSHF/BUSTF	Course Name	equates	ACOIF/ACADF	Course Name
BUSA-1305	Introduction to Business		BUSA-1109	Introduction to Applied Commerce
BUSA-1085	Business and Personal Finance		BUSA-1110	Business and Personal Finance
ACCT-1056	Fundamentals of Accounting 1		ACCT-1092	Financial Accounting 1
COMP-1993	Print Communications		COMP-1268	Visual Communication and Design
EDUC-1076	Seminar and School Experience		EDUC-1101	Exploration of Teaching and Learning
EDUC-1076	Seminar and School Experience (practicum)		PRAC-1207	Student Teaching Practicum 1
MRKT-1751	Marketing		MRKT-1101	Principles of Marketing
COMP-1234	Technology Essentials		COMP-1269	Applied Technology for Teaching and Learning
COMP-1996	Multimedia		COMP-2268	Digital Media Technology
COMM-1067	Information Technology		COMP-1270	Computational Thinking: Coding and Web Design
EDUC-1075	Business Education C & I 1		EDUC-2102	Applied Commerce C and I 1
EDUC-1075	Business Education C & I 1 (practicum)		PRAC-2207	Student Teaching Practicum 2
ADMN-1002	Entrepreneurial Ventures		ADMN-2002	Entrepreneurial Ventures
COMP-2029	Emerging Technology			Course Deleted for program admission Fall 2022
ACCT-2008	Fundamentals of Accounting 2		ACCT-2092	Financial Accounting 2
MGMT-2090	Management		MGMT-3018	Management
No course			COMM-2179	Communication for Educators (New course for program admission Fall 2022)
EDUC-2001	Business Education C & I 2		EDUC-3102	Applied Commerce C and I 2
EDUC-2001	Business Education C & I 2 (practicum)		PRAC-3207	Student Teaching Practicum 3
ECON-1002	Principles of Economics		ECON-2003	Economics
EDUC-1077	Testing and Evaluation		EDUC-4008	Assessment and Evaluation for Teaching and Learning
EDUC-1078	Course Development		EDUC-4009	Course Design and Planning
EDUC-2002	Technology Inclusive Pedagogy		EDUC-3034	Technology Inclusive Pedagogy
EDUC-2003	Business Education C & I 3		EDUC-4102	Applied Commerce C and I 3
PRAC-3327	Business Education Practicum		PRAC-4207	Student Teaching Practicum 4
EDUC-1079	Issues in Business Education		EDUC-4101	Emerging Topics in Applied Commerce Education 1
EDUC-1080	Topics in Business Education		EDUC-4103	Emerging Topics in Applied Commerce Education 2

# **COLLEGE POLICIES**

## **GENERAL ACADEMIC REGULATIONS AND POLICIES**

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

## **ACADEMIC INTEGRITY POLICY**

For any assignment, test, or exam, the copying of answers or files from another student, the providing of answers or files to another student, or the copying and pasting of information directly from the Internet without proper reference or citation, is a violation of academic integrity and may lead to disciplinary measures. It is your responsibility to be familiar with and adhere to the Red River College Polytechnic Academic Policies. Refer to RRC Polytech Policy S4.

## **RESPECTFUL WORKPLACE AND LEARNING ENVIRONMENT/ EQUITY, DIVERSITY AND INCLUSION POLICY**

The College is committed to providing a respectful College environment, free from harassment, disrespectful behaviour and discrimination, in which employees, learners, and members of the College community treat each other with respect in the form of fairness, justice, acceptance, honour, sincerity, inclusiveness and dignity. Refer to RRC Polytech Policy H1 and H2.

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

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

The Student Code of Rights and Responsibilities sets out these mutual expectations and outlines the behaviours, attitudes and conduct expected of all students registered at Red River College Polytechnic. The rights and responsibilities included in the Code are based on the values of learning, respect, inclusiveness, integrity, a healthy environment and contribution to community as defined in the Red River College Polytechnic Statement of Values. Refer to RRC Polytech Policy S1.

# TEACHER EDUCATION PROGRAM POLICIES

## TEACHER EDUCATION PRACTICUM REQUIREMENTS

Students must maintain a minimum grade of “B” in any Curriculum & Instruction course to progress to the associated practicum component and to enroll in the next required Curriculum & Instruction course.

Should a student not receive a minimum “B” in any of the Curriculum & Instruction courses, or not demonstrate proficiency of the outcomes during any of the practicum blocks, that student will be permitted only one attempt to repeat that course and practicum. Voluntary or involuntary withdrawals are recognized as an attempt. Any subsequent Curriculum & Instruction courses/practicum where the student does not demonstrate the required standard will result in the student’s removal from the Teacher Education Program.

This applies to the following courses, in prerequisite order, and associated practicums:

Applied Commerce Education Program	
EDUC-1101 Exploration of Teaching and Learning	EDUC-2102 Applied Commerce C&I 1
EDUC-3102 Applied Commerce C&I 2	EDUC-4102 Applied Commerce C&I3

## PROGRESSION REQUIREMENTS

Individual course outlines will identify progression requirements for the specific subject areas. Should your grade point average fall below 2.0 in any term, you will be placed on academic probation and be required to meet with the Teacher Education Program Chair or designate to determine an appropriate plan of action.

If your GPA does not improve after appropriate actions have taken place, you will be required to formally withdraw from the program.

## COURSE WITHDRAWALS

You may withdraw from a course at any time. In order to have your course grade reflect a VW (voluntary withdrawal), you will have to complete a course withdrawal application and submit it to a Student Service Centre at least three weeks prior to the last day of the term of study. Term dates are found on the current program Academic Calendar at the beginning of this handbook. You are encouraged to meet with the program Chair or designate prior to withdrawing from a course.

## PROGRAM WITHDRAWALS

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

## CLASS REQUIREMENTS AND ATTENDANCE

RRC Polytech is an applied learning institution and it is important to attend classes regularly to achieve success. Timely attendance is required to gain maximum value from instruction and is a prerequisite for participation in a student teaching practicum.

Students are required to attend a minimum of 85% of scheduled class time to successfully meet course requirements. Students who miss an entire class are considered absent, regardless of prior notification to the instructor. Students are considered late if they are not present in the assigned workspace at the designated start of

class. Students who are late or absent are required to contact the instructor by email or phone.

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

## STUDENT ACCOMMODATION

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

\*RRC Polytech's definition of "disability" is consistent with the Manitoba Human Rights Code. In the educational setting, "disability" refers to a permanent or temporary medical, physical, sensory, mental health (e.g., anxiety, depression), learning, or neurological (e.g., ADHD, Autism Spectrum Disorder) condition that interferes with a student's ability to fully participate in their studies and/or other associated activities.

## STANDARDS OF PROFESSIONAL CONDUCT FOR PRE-SERVICE TEACHERS

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

**Professionalism** – is expected in all Teacher Education programs. The assessment of professionalism is based on RRC Polytech's **Student Rights and Responsibilities** policy, Manitoba Teachers' Society Code of Professional Practice, and Regulations under The Public Schools Act and Education Administration Act of Manitoba. Students who do not demonstrate these professional standards may be subjected to Policy A9 – Professional Suitability.

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

- Attend class and is punctual (online, engaged and regularly participates in online courses)
- Complete assignments as outlined and on time
- Participate actively and respectfully in class discussions
- Contribute positively to group and class dynamics through actions and words
- Take responsibility for actions and words that negatively affect the learning environment
- Be open to and supportive of the thoughts, opinions and contributions of others in a group
- Incorporate feedback from peers and instructors
- Seek out necessary information or guidance from appropriate resources regarding knowledge,

process and the incorporation of feedback

- Interact professionally with colleagues and instructors
- Address challenges that may interfere with the ability to fulfill any or all student responsibilities with the appropriate people in a timely manner

Students whose behaviour negatively affects the learning environment will be subject to removal from the course or the program. **See policy A9 Professional Suitability** <https://www.rrc.ca/legal/policies/professional-suitability/>

**Specifically:**

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

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

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

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

1. A Member's first professional responsibility is to the Member's students
2. A Member acts with integrity and diligence in carrying out professional responsibilities
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other

advantage

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

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

## **KEY POINTS FROM THE RRC POLYTECH STUDENT CODE OF RIGHTS AND RESPONSIBILITIES**

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

- Right to express oneself individually or as a group...with due regard for others and applicable laws, rules, regulations and policies;
- Work and learn in a safe and healthy environment;
- Work and learn in a positive and respectful environment, free from any and all harassment. The student has a right not to be subjected to indignity or violence;
- As outlined in College Policy S1, (Student Code of Rights and Responsibilities); all staff, learners, contractors and clients of the College are responsible for ensuring that the College environment is free from disrespectful behavior. All staff, learners and clients are responsible for understanding and applying the policy in good faith;
- Academic Integrity as unfit professional behavior: plagiarism, cheating, fabrication, collusion and academic misconduct.

For more information about RRC Polytech Student Code of Rights and Responsibilities please visit

<http://www.rrc.ca/policies>.

## **GRADUATION**

### **Integrated and After-Degree Applied Commerce Education**

Graduation with your degree in Arts or Science is conferred through the University of Winnipeg. The Bachelor of Education is conferred jointly through Red River College Polytechnic and the University of Winnipeg. Consult the university general calendar for graduation requirements and procedures.

### **Post-Graduate Diploma – Applied Commerce Education**

Upon successful completion of all course work credits and a final program GPA minimum of 2.0, students will be eligible to apply to graduate with a Diploma in Teacher Education. If you wish to attend the College's convocation ceremony you must complete the required documentation as found on the Convocation website at <http://www.rrc.ca/convocation>.

## USEFUL WEB LINKS TO COLLEGE SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# FIVE-YEAR BACHELOR OF EDUCATION APPLIED COMMERCE EDUCATION

## ACADEMIC YEAR

The academic year runs from the last week in August to June, with parts of February, April, May and June spent in the Manitoba schools for the school experience practicum.

## SCHOOL EXPERIENCE PRACTICUM

The practicum in years 1-4 will be organized through Red River College Polytechnic and will focus on teaching the major teaching area (applied commerce education). The practicum in year five will be organized through the University of Winnipeg and will focus on teaching in the second teachable area.

**NOTE: Due to the limited availability of suitable school placements within the city limits, you may be placed in communities outside of Winnipeg. It is your responsibility to arrange transportation to any school placement.**

## DEGREES

Upon successful completion of the five-year program, you will receive and a B.A. or B.Sc. degree from the University of Winnipeg and a Bachelor of Education degree jointly conferred by Red River College Polytechnic and the University of Winnipeg.

## BACHELOR OF ARTS OR BACHELOR OF SCIENCE DEGREE

The technical course work in years 1-3 at Red River College in Applied Commerce Education is counted towards a B.A. or B.Sc. degree at the University of Winnipeg to make up the 90 credit hours required.

The major and minor for the B.A. or B.Sc. must be in one of the following teachable subjects:

**MAJOR TEACHABLE AREAS:** Biology, Chemistry, English, French, Geography, History, Kinesiology and Applied Health (Phys. Ed.), Math, Physics, Theatre and Film

**MINOR TEACHABLE AREAS:** Anthropology, Biology, Chemistry, Classics, Economics, English, French, Geography, History, Kinesiology and Applied Health (Phys. Ed.), Math, Philosophy, Physics, Politics, Psychology, Sociology, Theatre and Film

## REGISTRATION

You will be jointly registered at Red River College Polytechnic and the University of Winnipeg in the Faculty of Arts or Science and the Faculty of Education each year in the program. Red River College Polytechnic uses course-based registration, information regarding registration processes can be found in this handbook. You are responsible for course registration in Arts, Science and Education courses at the University of Winnipeg.

## YEARLY SCHEDULE

In each of the five years in the program, you will spend some days each week at each institution, according to the following schedule.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Year 1	RRC POLYTECH	University of Winnipeg	RRC POLYTECH	University of Winnipeg	RRC POLYTECH
Year 2	University of Winnipeg	RRC POLYTECH	University of Winnipeg	RRC POLYTECH	University of Winnipeg
Year 3	University of Winnipeg	RRC POLYTECH	University of Winnipeg	RRC POLYTECH	University of Winnipeg
Year 4	RRC POLYTECH	University of Winnipeg	RRC POLYTECH	University of Winnipeg	RRC POLYTECH
Year 5	University of Winnipeg	University of Winnipeg	University of Winnipeg	University of Winnipeg	RRC POLYTECH

## BACHELOR OF EDUCATION APPLIED COMMERCE EDUCATION INTEGRATED DEGREE PROGRAM – COURSE LISTINGS

YEAR 1 RRC Polytech and U of W 32 credit hours	YEAR 2 RRC Polytech and U of W 32 credit hours	YEAR 3 RRC Polytech and U of W 32 credit hours	YEAR 4 RRC Polytech and U of W 34 credit hours	YEAR 5 RRC Polytech and U of W 33 credit hours
ACCT-1092 Financial Accounting 1 RRC Polytech (T3)	COMP-1269 Applied Technology for Teaching and Learning RRC Polytech (T3)	ADMN-2002 Entrepreneurial Ventures RRC Polytech (T3)	ECON-2003 - Economics RRC Polytech (T3)	EDUC-4101 Emerging Topics in Applied Commerce Education 1 RRC Polytech (E3)
BUSA-1109 Introduction to Applied Commerce RRC Polytech (T3)	COMP-2268 Digital Media Technology RRC Polytech (T3)	COMM-2179 Communication for Educators ) RRC Polytech (T3) <i>Formerly Emerging Technologies</i>	EDUC-3034 Technology Inclusive Pedagogy RRC Polytech (E3)	EDUC-4103 Emerging Topics in Applied Commerce Education 2 RRC Polytech (E3)
BUSA-1110 Business and Personal Finance RRC Polytech (T3)	COMP-1270 Computational Thinking: Coding and Web Design RRC Polytech (T3)	ACCT-2092 Financial Accounting 2 RRC Polytech (T3)	EDUC-4102 Applied Commerce C & I 3 RRC Polytech (E3)	SYCIA:MY for SY Teacher (based on teachable minor) (E3) SY CIA I: Various (based on teachable minor) (E3)
COMP-1268 Visual Communications and Design RRC Polytech (T3)	MRKT-1101 Principles of Marketing RRC Polytech (T3)	MGMT-3018 Management RRC Polytech (T3)	EDUC-4008 Assessment and Evaluation for Teaching and Learning RRC Polytech (E3)	EDUC-4870 CI & A: Literacy Across the Curriculum University of Winnipeg (E3)
EDUC-1101 Exploration of Teaching and Learning RRC Polytech (T3)	EDUC-2102 Applied Commerce C&I 1 RRC Polytech (T3)	EDUC-3102 Applied Commerce C&I 2 RRC Polytech (T3)	EDUC-4009 Course Design and Planning RRC Polytech (E3)	EDUC-2410 School System University of Winnipeg (E3)
Arts/Science Major University of Winnipeg (A/S 6)	Arts/Science Major University of Winnipeg (A/S 6)	Arts/Science Major University of Winnipeg (A/S 6)	Arts/Science Major University of Winnipeg S6	EDUC-4401 Just and Effective Schools University of Winnipeg (E3)
Elective/Humanities/Science University of Winnipeg (A/S6)	Elective/Humanities/Science University of Winnipeg (A/S 6)	Elective/Humanities/Science University of Winnipeg (A/S 6)	Arts/Science Major University of Winnipeg A/S 6	EDUC-4405 Contemporary Issues in Inner City Ed (fulfills "Special Ed II") University of Winnipeg (E3)
RHET-1xxx(3) University of Winnipeg (A/S 3)	EDUC-2513(3) Learning Theory University of Winnipeg, delivered at RRC Polytech (E3)	EDUC-3510(3) Inclusive Approaches to Teaching Exceptional Students University of Winnipeg (E3)	Educational Foundations E3 One of: CLAS-2050(3), EDUC-3400(3), EDUC-4401(3), HIST-2514(3), HIST- 2516(3), PHIL-2291(3), UIC-2515(3)	EDUC-4410 Intro to Aboriginal Ed University of Winnipeg (E3)
PRAC-1207 <b>4 week</b> Applied Commerce Education Student Teaching Practicum 1 RRC Polytech (ST/E2)	PRAC-2207 <b>4 week</b> Applied Commerce Education Student Teaching Practicum 2 RRC Polytech (ST/E2)	PRAC-3207 <b>4 week</b> Applied Commerce Education Student Teaching Practicum 3 RRC Polytech (ST/E2)	PRAC-4207 <b>6 week</b> Applied Commerce Education Student Teaching Practicum 4 RRC Polytech (ST/E4)	EDUC-4701 Classroom Management University of Winnipeg (E3)
				EDUC-4778 <b>6-week</b> Practicum Block- Arts/Science Teachable University of Winnipeg (E3)

**EFFECTIVE FOR PROGRAM ENROLLMENT IN 2023-2024**

## APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION YEAR 2 FALL TERM 2023 (T4)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00	University of Winnipeg		University of Winnipeg		University of Winnipeg
9:00 – 10:00		MRKT-1101 Principles of Marketing		MRKT-1101 Principles of Marketing	
10:00 – 11:00		LEC – F203 Justin Pasosky		LEC – F203 Justin Pasosky	
11:00 – 12:00		COMP-1269 Applied Technology for Teaching and Learning		COMP-1269 Applied Technology for Teaching and Learning	
12:00 – 1:00		LAB – F204 Madison Tokar-Wolf		LAB – F204 Madison Tokar-Wolf	
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					

\*EDUC 2513/3 Learning Theory (U of W IA/Bus Tech) T/TH 4:00 p.m. – 5:30 p.m. RRC Campus – must register through UofW WebAdvisor system

**APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION  
YEAR 2 WINTER TERM 2024 (T5)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:00 – 9:00</b>	University of Winnipeg	COMP-2268 Digital Media Technology	University of Winnipeg	COMP-2268 Digital Media Technology	University of Winnipeg
<b>9:00 – 10:00</b>		LAB – AB14 Jeff Herkimer		LAB – AB14 Jeff Herkimer	
<b>10:00 – 11:00</b>		EDUC-2102 Applied Commerce C&I 1		EDUC-2102 Applied Commerce C&I 1	
<b>11:00 – 12:00</b>		LAB – F203 Madison Tokar-Wolff		LAB – F203 Madison Tokar-Wolff	
<b>12:00 – 1:00</b>					
<b>1:00 – 2:00</b>		COMP-1270 Computational Thinking: Coding & Web Design		COMP-1270 Computational Thinking: Coding & Web Design	
<b>2:00 – 3:00</b>		F203 Shannon Derksen		F203 Shannon Derksen	
<b>3:00 – 4:00</b>					

**APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION  
YEAR 3 FALL TERM 2023 (T7)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:00 – 9:00</b>	University of Winnipeg		University of Winnipeg		University of Winnipeg
<b>9:00 – 10:00</b>		ADMN-2002 Entrepreneurial Ventures  LEC – F204 Shannon Derksen		ADMN-2002 Entrepreneurial Ventures  LEC – F204 Shannon Derksen	
<b>10:00 – 11:00</b>					
<b>11:00 – 12:00</b>		EDUC-3102 Applied Commerce C&I 2  LEC – F203 Justin Pasosky		EDUC-3102 Applied Commerce C&I 2  LEC – F203 Justin Pasosky	
<b>12:00 – 1:00</b>					
<b>1:00 – 2:00</b>					
<b>2:00 – 3:00</b>					
<b>3:00 – 4:00</b>					

**APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION  
YEAR 3 WINTER TERM 2024 (T8)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00	University of Winnipeg		University of Winnipeg		University of Winnipeg
9:00 – 10:00		ACCT-2092 Financial Accounting 2		ACCT-2092 Financial Accounting 2	
10:00 – 11:00		LEC – F204 Justin Pasosky		LEC – F204 Justin Pasosky	
11:00 – 12:00		MGMT-3018 Management		MGMT-3018 Management	
12:00 – 1:00		LEC – F204 Justin Pasosky		LEC – F204 Justin Pasosky	
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					

## APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION YEAR 4 FALL TERM 2023 (T10)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00	ECON-2003 Economics	University of Winnipeg	ECON-2003 Economics	University of Winnipeg	
9:00 – 10:00	LEC - F201 Shannon Derksen		LEC - F201 Shannon Derksen		
10:00 – 11:00	EDUC-4008 Assessment and Evaluation for Teaching and Learning		EDUC-4008 Assessment and Evaluation for Teaching and Learning		
11:00 – 12:00	LEC - F201 Shannon Derksen		LEC - F201 Shannon Derksen		
12:00 – 1:00					
1:00 – 2:00	EDUC-3034 Technology Inclusive Pedagogy		EDUC-3034 Technology Inclusive Pedagogy		
2:00 – 3:00	LAB – F203/CM 27 Justin Pasosky		LAB – F203/CM 27 Justin Pasosky		
3:00 – 4:00					

# APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION

## YEAR 4 WINTER TERM 2024 (T11)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:00 – 9:00</b>	EDUC-4102 Applied Commerce C&I 3	University of Winnipeg	EDUC-4102 Applied Commerce C&I 3	University of Winnipeg	
<b>9:00 – 10:00</b>	LEC – F203 Shannon Derksen		LEC – F203 Shannon Derksen		
<b>10:00 – 11:00</b>	EDUC-4009 Course Design and Planning		EDUC-4009 Course Design and Planning		
<b>11:00 – 12:00</b>	LEC – F201 Justin Pasosky		LEC – F201 Justin Pasosky		
<b>12:00 – 1:00</b>					
<b>1:00 – 2:00</b>	EDUC-3034 Technology Inclusive Pedagogy		EDUC-3034 Technology Inclusive Pedagogy		
<b>2:00 – 3:00</b>	LAB – F203/CM 27 Justin Pasosky		LAB – F203/CM 27 Justin Pasosky		
<b>3:00 – 4:00</b>					

**APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION  
YEAR 5 FALL TERM 2023 (T13)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00	University of Winnipeg	University of Winnipeg	University of Winnipeg	University of Winnipeg	
9:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					EDUC-4101
1:00 – 2:00					Emerging Topics in Applied Commerce Education 1
2:00 – 3:00					Room TBD Instructor TBD
3:00 – 4:00					

# **APPLIED COMMERCE EDUCATION – INTEGRATED– TEACHER EDUCATION** **YEAR 5 WINTER TERM 2024 (T14)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00	University of Winnipeg	University of Winnipeg	University of Winnipeg	University of Winnipeg	
9:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					EDUC-4103
1:00 – 2:00					Emerging Topics in Applied Commerce Education 2
2:00 – 3:00					
3:00 – 4:00					

## **AFTER-DEGREE BACHELOR OF EDUCATION APPLIED COMMERCE EDUCATION**

The After-Degree program requires completion of a minimum 60 additional credit hours. You may be required to complete a pre-requisite year of study at Red River College Polytechnic as part of the two year After-Degree Program in order to acquire the pre-requisite knowledge and skills. Depending on the content of the first degree, advance credit may be granted for Red River College Polytechnic courses. Advance standing in Red River College Polytechnic courses will be evaluated by the Chair of Teacher Education, Red River College Polytechnic.

### **ADVANCED CREDITS FOR COMMERCE/BUSINESS ADMINISTRATION DEGREES**

Applicants holding a Commerce degree or other degree with a major in business and a cumulative Grade Point Average of 2.0 or higher would be eligible for advanced credit of up to 30 credit hours towards courses in the major of Applied Commerce Education. However, Commerce/Business graduates may have to complete additional coursework at the University of Winnipeg to meet the requirements of a second teachable area.

For general information and assistance with credit transfers and RPL, contact the Teacher Education department at [TeacherEd@rrc.ca](mailto:TeacherEd@rrc.ca) or at 204-632-2300.

### **ACADEMIC YEAR**

The academic year runs from the last week of August to June, with parts of February, April, May and June spent in the Manitoba schools for the school experience practicum.

### **SCHOOL EXPERIENCE PRACTICUM**

The practicum in years 1 and 2 of the After-Degree program will be organized through Red River College Polytechnic and will focus on teaching the major teaching area (Applied Commerce Education). The practicum in year 3 of the After-Degree program will be organized through the University of Winnipeg and will focus on teaching in the second teachable area.

**NOTE: Due to the limited availability of suitable school placements within the city limits, you may be placed in communities outside of Winnipeg. It is your responsibility to arrange transportation to any school placement.**

### **DEGREE**

As a graduate, you will receive a Bachelor of Education degree jointly conferred by Red River College Polytechnic and the University of Winnipeg.

### **REGISTRATION**

You will be jointly registered at Red River College Polytechnic and the University of Winnipeg in the Faculty of Education program. Red River College Polytechnic uses course-based registration, information regarding registration processes can be found in this handbook. You are responsible for course registration in Arts, Science and Education courses at the University of Winnipeg.

## YEARLY SCHEDULE

During the three years in the program, you will spend time at each institution, according to the following schedule.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Year 1	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH
Year 2	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH
Year 3	University of Winnipeg	University of Winnipeg	University of Winnipeg	University of Winnipeg	University of Winnipeg

## APPLIED COMMERCE EDUCATION AFTER-DEGREE PROGRAM – COURSE LISTINGS

PRE-REQUISITE offered at RRC Polytechnic 34 Credit Hours	YEAR 1 AD RRC Polytechnic 36 Credit Hours	YEAR 2 AD University of Winnipeg 30 Credit Hours
ACCT-1092 Financial Accounting 1 RRC Polytech (T3)	ACCT-2092 Financial Accounting 2 RRC Polytech (T3)	SY CIA: MY for SY Teachers (based on teachable minor) (E3) SY CIA I: Various (based on teachable minor) (E3) EDUC-4870 SY CIA: Literacy Across the Curriculum (E3)
BUSA-1109 Introduction to Applied Commerce RRC Polytech (T3)	ADMN-2002 Entrepreneurial Ventures RRC Polytech (T3)	EDUC-3510 Inc Approaches University of Winnipeg (E3)
BUSA-1110 Business and Personal Finance RRC Polytech (T3)	COMM-2179 Communication for Educators RRC Polytech (T3)	EDUC-4401 Just and Effective Schools University of Winnipeg (E3)
COMP-1270 Computational Thinking: Coding and Web Design RRC Polytech (T3)	ECON-2003 Economics RRC Polytech (T3)	EDUC-4405 Contemporary Issues in Inner City Education (fulfills "Special EdII") University of Winnipeg (E3)
COMP-1269 Applied Technology for Teaching and Learning RRC Polytech (T3)	MGMT-3018 Management RRC Polytech (T3)	EDUC-4410 Intro Aboriginal Ed University of Winnipeg (E3)
COMP-1268 Visual Communications and Design RRC Polytech (T3)	EDUC-3034 Technology Inclusive Pedagogy RRC Polytech (T3)	EDUC-4701 Classroom Management University of Winnipeg (E3)
COMP-2268 Digital Media Technology RRC Polytech (T3)	EDUC-3012 Applied Commerce C&I 2 RRC Polytech (T3)	One of: EDUC-2410 School System OR Ed Foundations: CLAS-2050, EDUC-3400, EDUC-4401, HIST-2514, HIST-2516, PHIL-2291, UIC-2515 University of Winnipeg (E3)
EDUC-1101 Exploration of Teaching and Learning RRC Polytech (T3)	EDUC-4102 Applied Commerce C & I 3 RRC Polytech (E3)	EDUC-4778 Practicum Block Arts/Science teachable minor <b>6 weeks</b> University of Winnipeg (E3)
EDUC-2102 Applied Commerce C&I 1 RRC Polytech (T3)	EDUC-4008 Assessment and Evaluation for Teaching and Learning RRC Polytech (E3)	
MRKT-1101 Principles of Marketing RRC Polytech (T3)	EDUC-4009 Course Design and Planning RRC Polytech (E3)	
PRAC-1207 <b>4 week</b> Applied Commerce Education Student Teaching Practicum 1 RRC Polytech (ST/E2)	PRAC-3207 <b>4 week</b> Applied Commerce Education Student Teaching Practicum 3 RRC Polytech (ST/E2)	
PRAC-2207 <b>4 week</b> Applied Commerce Education Student Teaching Practicum 2 RRC Polytech (ST/E2)	PRAC-4207 <b>6 week</b> Applied Commerce Education Student Teaching Practicum 4 RRC Polytech (ST/E4)	

**Effective for program enrolment in 2023-2024**

**APPLIED COMMERCE EDUCATION – AFTER DEGREE – TEACHER EDUCATION  
YEAR 2 FALL TERM 2023 (T4)**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>8:00 – 9:00</b>	ECON-2003 Economics		ECON-2003 Economics		
<b>9:00 – 10:00</b>	LEC - F201 Shannon Derksen	ADMN-2002 Entrepreneurial Ventures	LEC - F201 Shannon Derksen	ADMN-2002 Entrepreneurial Ventures	
<b>10:00 – 11:00</b>	EDUC-4008 Assessment and Evaluation for Teaching and Learning	LEC – F204 Shannon Derksen	EDUC-4008 Assessment and Evaluation for Teaching and Learning	LEC – F204 Shannon Derksen	
<b>11:00 – 12:00</b>	LEC - F201 Shannon Derksen	EDUC-3102 Applied Commerce C&I 2	LEC - F201 Shannon Derksen	EDUC-3102 Applied Commerce C&I 2	
<b>12:00 – 1:00</b>		LEC – F203 Justin Pasosky		LEC – F203 Justin Pasosky	
<b>1:00 – 2:00</b>	EDUC-3034 Technology Inclusive Pedagogy		EDUC-3034 Technology Inclusive Pedagogy		
<b>2:00 – 3:00</b>	LAB – F203/CM 27 Justin Pasosky		LAB – F203/CM 27 Justin Pasosky		
<b>3:00 – 4:00</b>					

**APPLIED COMMERCE EDUCATION – AFTER DEGREE – TEACHER EDUCATION  
YEAR 2 WINTER TERM 2023 (T5)**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>8:00 – 9:00</b>	EDUC-4102 Applied Commerce C&I 3		EDUC-4102 Applied Commerce C&I 3		
<b>9:00 – 10:00</b>	LEC – F203 Shannon Derksen	ACCT-2092 Financial Accounting 2	LEC – F203 Shannon Derksen	ACCT-2092 Financial Accounting 2	
<b>10:00 – 11:00</b>	EDUC-4009 Course Design and Planning	LEC – F204 Justin Pasosky	EDUC-4009 Course Design and Planning	LEC – F204 Justin Pasosky	
<b>11:00 – 12:00</b>	LEC – F201 Justin Pasosky	MGMT-3018 Management	LEC – F201 Justin Pasosky	MGMT-3018 Management	
<b>12:00 – 1:00</b>		LEC – F204 Justin Pasosky		LEC – F204 Justin Pasosky	
<b>1:00 – 2:00</b>	COMM-2179 Communication for Educators				
<b>2:00 – 3:00</b>	LEC – TBD Instructor TBD				
<b>3:00 – 4:00</b>					

## ONE-YEAR POST GRADUATE DIPLOMA FOR CERTIFIED TEACHERS APPLIED COMMERCE EDUCATION

In order to meet the current demands for Applied Commerce Education teachers in Manitoba schools, Red River College Polytechnic offers a post graduate diploma program for certified teachers.

The requirements for the 60 credit hour full-time Post Graduate Diploma in Applied Commerce Education may be completed in one year (10 months) at Red River College Polytechnic. This program of business, technology and education coursework meets the requirements for the teachable major in Applied Commerce Education.

### ADMISSION

Applicants apply directly to Red River College Polytechnic.

Requirements for admission are:

- Bachelor of Education degree, preferably in secondary school preparation.
- Interview
- Resume
- All students in teacher training programs undergo a background check with respect to adult criminal convictions (as a result of violations of the Criminal Code, Narcotics Control Act, Food and Drugs Act) and a Child Abuse Registry Check as a condition of acceptance to the program.

### REGISTRATION

Red River College Polytechnic uses course-based registration, information regarding registration processes can be found in this handbook.

### ACADEMIC YEAR

The academic year runs from September to June. April, May and June are spent in the Manitoba schools completing a student-directed program of studies covering field-based business\technology and methods courses.

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 1	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH	RRC POLYTECH

### DIPLOMA

Upon successful completion of this one-year program, graduates will receive a Diploma from Red River College Polytechnic.

## POST GRADUATE DIPLOMA PROGRAM – COURSE LISTINGS\*\*

<b>RRC Polytech Course Work Required (45 credit hours)</b>	<b>Granted Based on B.Ed. Degree (15 credit hours)</b>
ACCT-1092 Financial Accounting 1 (3)	EDUC-4101 Emerging Topics in Applied Commerce Education 1 (3)
BUSA-1110 Business and Personal Finance (3)	EDUC-4008 Assessment and Evaluation for Teaching and Learning (3)
BUSA-1109 Introduction to Applied Commerce (3)	EDUC-4009 Course Design and Planning (3)
COMP-1268 Visual Communications and Design (3)	EDUC-1101 Exploration of Teaching and Learning (3)
COMP-1270 Computational Thinking: Coding & Web Design (3)	PRAC-4207 Student Teaching Practicum 4(3)
COMP-2268 Digital Media Technology (3)	
EDUC-2102 Applied Commerce C & I 1 (3)	
EDUC-3102 Applied Commerce C & I 2 (3)	
ECON-2003 Economics (3)	
MRKT-1101 Principles of Marketing (3)	
* ACCT-2092 Financial Accounting 2 (3)	
* ADMN-2002 Entrepreneurial Ventures (3)	
* EDUC-3034 Technology Inclusive Pedagogy (3)	
* MGMG-3018 Management (3)	

*\*Note: These courses will be completed during the spring according to a student-directed program of studies.*

*\*\*New course codes are being used to align with the CBR conversion of our Integrated and After-Degree Applied Commerce Education program. Please see the Course Code Conversion Chart in the Registration Section of the Program Handbook.*

