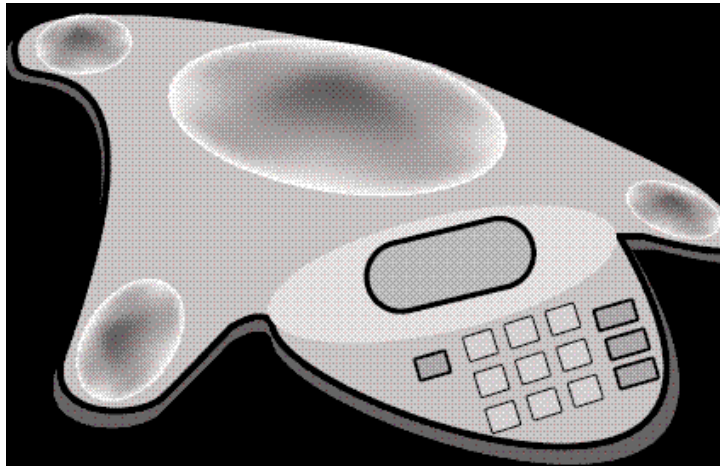


# Teacher Mediated Option

## Course Guide



2019-2020

# Welcome to the Teacher Mediated Option (TMO)

## *Roles*

In order to offer a successful TMO program to distance learners, many stakeholders are involved:

As host division, Pine Creek School Division provides a Teacher Leader and the TMO principal who provide leadership to the TMO Teachers and support the successful implementation and delivery of TMO courses. They develop, coordinate, and administer the TMO Program while providing support to all TMO Stakeholders. The TMO Teacher Leader and Principal liaise with the TMO Teachers, Proctors, Principals, and Students on a regular basis to ensure that the TMO policies, practices, and procedures are understood and adhered to.

TMO Consortium members determine fees and other related policies. School divisions appoint a TMO School Proctor, usually a teacher or division employee, who is responsible for the on-site delivery and supervision of the TMO Students.

TMO Teachers prepare their courses and learning activities and deliver classes via teleconference. TMO teachers also make regular on-site visits to TMO schools to work directly with students and teach lessons from the site.

TMO Students are registered with a Manitoba school. They attend the scheduled audio teleconference classes hosted by the TMO Teacher.

## *The Program*

Grade 9 to 12 courses are offered on a six-day timetable. Course materials follow Manitoba Education and Advanced Learning's provincial curricula.

Courses are timetabled within the school day and include 50 minutes of teleconference class time, four times per cycle, with the exception of Physical Education which is three times per cycle.

All courses are held by audio teleconference. During class time, TMO Teachers teach course content and answer any questions that the students might have. TMO Teachers and TMO Proctors work together to pace the students and encourage them to complete work on a set schedule.

TMO Students are given regular assignments that they send to the TMO Teacher via mail, email and/or fax. Between classes, students may also contact the TMO Teacher by email or by phone (toll free number) for additional one-to-one or small group tutoring sessions.

## *School Proctor Responsibilities*

Schools that register students for Teacher Mediated Option (TMO) courses appoint a TMO Proctor. TMO Proctors are employees of the participating school.

The TMO Teacher Leader will provide information to TMO Proctors regarding course content, course prerequisites, and TMO Program policies and procedures.

## **TMO Proctor Expectations:**

- Acts as a Liaison between the school, TMO Teacher Leader, and/or the TMO Teachers:
  - Ensures that students complete the TMO registration form and submits it with TMO Proctor and Parent/Guardian signatures.
  - Provides an adaptation plan to the TMO office; the Teacher Leader will review the plan and share it with the TMO teachers to accommodate requests for adaptations to course material, assignments, exams/tests.
  - Submits and returns assignments, tests, exams, projects, or essays to and from students and TMO Teachers.
  - Administers and supervises TMO tests/exams and Provincial exams. If the TMO Proctor is unable to supervise, arrangements must be made to ensure there is a teacher in the room.



- Completes and submits withdrawal forms by the published deadline date to the TMO office.
- Consults with the TMO Teacher Leader regarding students that do not meet end of semester course work submission deadlines.
- Registers students for the Provincial Standards Tests. Proctors must administer the provincial exams according to the Policies and Procedures for Provincial Tests found on the website:
  - [www.edu.gov.mb.ca/k12/assess/s\\_tests/index.html](http://www.edu.gov.mb.ca/k12/assess/s_tests/index.html)
- Ensures the students have the required supplies and textbooks.
- Ensures the students have the use of a speaker phone (with mute & volume option) or other teleconference system to access TMO audio teleconferences.
- Monitors student progress and attendance:
  - Liaises with the TMO Teacher regarding student's attendance, progress, and behavior.
  - Schedules regular meetings with student(s) to review their progress.
  - Promotes regular/punctual attendance and discusses attendance issues with students.
  - Monitors deadlines for students to ensure assignments and courses are completed on time.
  - Communicates student progress and attendance to parent(s)/ guardian(s).
  - Records TMO marks and comments on school issued report cards and transcripts.

## Student Responsibilities

The design of the TMO program requires that students are able to work independently. Students are scheduled into regular classes, following a semester timetable. Students are expected to come to class prepared to engage with the TMO Teacher as well as fellow students joining the teleconference class. Assignments will be completed outside of the scheduled class times.

The TMO Teacher will pace the students throughout the course and students are expected to submit assignments in a timely manner for assessment. Students must submit individual assignments. Group assignments will not be accepted unless requested by the TMO Teacher.

## Attendance

Attending class provides an opportunity to engage in conversations with the TMO Teacher and classmates. Participation enhances student's learning opportunities beyond independent study.

Being on time is expected and demonstrates respect for other students and the TMO Teacher.

## Obtaining Credit for a Course

- Students must complete all hand-in work and exams before a final grade will be issued.
- Assignments and re-done assignments must be submitted by the published semester-end due date.
- TMO Proctors are responsible to record the TMO Teacher's marks and comments on their school division's report cards.

## Evaluation

Formative and summative reports will be provided to the schools from the TMO Teacher.

## Plagiarism

Plagiarism is the use of another person's words or ideas without giving credit where credit is due. Some examples are:

- Downloading material in whole or part from the Internet.
- Copying word for word from published or unpublished work.
- Paraphrasing published or unpublished material without bibliographic notation. If this becomes an issue, the TMO Teacher and the student will follow the school's policy.



## Examinations

Arrangements for administration and supervision of tests and examinations will be done by the TMO Proctors in the schools. Exams are marked by the TMO Teacher.

## Provincial Standards Assessment

All TMO students in the Grade 12 English Language Arts and Mathematics courses are required to write the Provincial Standards Tests. The provincial standards test mark will account for 30% of the final mark.

For more policy and procedures information, please contact your local School Division Office, the TMO Principal, or the TMO Teacher Leader.

Tammy Kruse – TMO Teacher Leader

204-872-0795

Steven Williams – TMO Principal

204-871-6370

TMO Office

Box 179

Austin, MB

R0H 0C0

204-637-2129



## Getting Started: Procedures

Please register students early. Additional course sections will be considered if enrollment numbers are high. Minimum registration may also be required. Schools will be notified when courses are not offered due to low enrollment.

### Registration Fees

#### Members

Full-credit course \$630.00

#### Non-Member

Full-credit course \$710.00

### Course Materials

For each student registration, school divisions will be invoiced for one course package, including the provided resources. The cost of each course package is \$85.00 plus G.S.T for 1<sup>st</sup> semester packages ordered before September 1<sup>st</sup>. After Sept. 1<sup>st</sup>, course packages are \$90.00 plus G.S.T. Course packages will be shipped directly to the school prior to the start of each semester.

- Invoices are sent to all school divisions.
- Semester 1 payment is due in October.
- Semester 2 payment is due in March.
- Payment will be made to Pine Creek School Division.

### Textbooks

Textbooks are required for the following courses:

#### ELA 10F

- Alice Barlow-Kedves et al. *SightLines 9*. (Stock # 7702) MLRC
- Robert Dawe et al. *ResourceLines 9/10*. (Stock # 7703) MLRC

#### ELA 20F

- Crane, Mary, Barbara Fullerton, and Amanda Joseph, eds. *SightLines 10*. (Stock # 8241) MLRC
- Dawe, Robert, Barry Duncan, and Wendy Mathieu. *ResourceLines 9/10*. (Stock # 7703) MLRC

#### History 30F

- Connor, Hull and Wyatt-Anderson. *Shaping Canada*. McGraw-Hill Ryerson Limited, 2011. (10391) MLRC

#### Electricity 10G

Choose one of the kits listed below:

- *Electricity Kit (9993) MLRC\**
- *Electricity Kit (without Tool Kit) (3308) MLRC\**

#### Electricity 20G

Choose one of the kits listed below:

- *Electricity Kit (Stock # 13194) MLRC \**
- *Electricity Kit (without Tool Kit) (Stock # 13193) MLRC \**

Textbooks and toolkits are to be acquired through the: Manitoba Learning Resource Centre (MLRC)  
130 - 1st Avenue West  
P.O. Box 910 Souris,  
MB R0K 2C0  
Telephone: 204-483-5040  
Toll free: 1-866-771-6822  
Fax: 204-483-5041

### Resources/Technology

- Many courses have minimum supply requirements. Schools must purchase supplies when registering students in any of these courses. A list of resources that will be required/suggested for each course will be available before classes start for those registered.

### Minimum Equipment Requirements

- A good speaker phone with a mute button option and volume control. Multiple classes are scheduled at the same time and each class requires its own speakerphone or teleconference system.

### Refund Policies

- TMO Course Fees are non-refundable after the voluntary withdrawal date. TMO course packages are non-refundable.

#### Withdrawals

- Students can withdraw from a course without academic penalty. Divisions will not be invoiced for course fees until after the withdrawal deadline.



## Grade 9 - 12 Courses

In an effort to provide increased credit options to Manitoba students, the TMO program assists school divisions in offering courses by audio teleconference.

<b>TMO - Compulsory Courses</b>			
<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
English Language Arts 10F Mathematics 10F Canada in the Contemporary World 10F Science 10F Physical Education/Health 10F	English Language Arts 20F Essential Mathematics 20S Geographic Issues of the 21st Century 20F Science 20F Physical Education/Health 20F	ELA: Transactional Focus 30S Essential Mathematics 30S History of Canada 30F	ELA: Transactional Focus 40S Essential Mathematics 40S
<b>TMO - Optional Courses</b>			
Art 10S Bible 11G Electricity/Electronics 10G Foods 10S French 10G	Bible 21G Electricity/Electronics 20G	Agriculture 30S	

### Physical Education/Health Education

Teacher Mediated Option will not be offering the required Physical Education/Health Education courses in Grades 11 and 12. They are offered through Independent Study Option:

Grade 11 Active Healthy Lifestyles (30F)

Grade 12 Active Healthy Lifestyles (40F)

