

DATE: April 2009

TO: School Administrators

FROM: Manitoba Education, Citizenship & Youth
Instruction, Curriculum & Assessment Branch
Distance Learning Unit
555 Main Street – Main Plaza
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PHONE NO: 204-325-1705 or 1-800-465-9915

SUBJECT: **2009-2010 Teacher Mediated Option Overview**

There have been some recent changes to the TMO program that I want to bring to your attention. In the last couple of years, the changes that we have implemented include access to instructors via toll free number and email, as well as the recording of classes for playback and review. To increase student access to courses to complete their graduation requirements we are pleased to inform you that next year's timetable is now on a semester system.

I know that many of your schools are or will be completing course selections in the next while. Please consider TMO as a way to supplement your current course offerings, and a method for students to obtain a high school diploma or for adults to obtain a Mature Student Diploma. For the 2009/2010 school year, we are proposing to convert the timetable to a semester system. Semester 1 will begin Sept 24, and Semester 2 will begin Feb 1. The TMO program runs on a unique six-day cycle, so I am attaching the DRAFT version of the timetable, as well as the DRAFT school day calendar for your consideration. Both are subject to change based on student demand. The TMO program is available to all students registered with an educational institution.

The TMO program offers Grade 9-12 courses using the distance delivery format of teleconferencing. The Teacher Mediated Option is operated by the Distance Learning Unit, which is part of Manitoba, Education, Citizenship and Youth. Participating students are situated in classrooms throughout the province and receive instruction using the telephone or a teleconference system. Instruction is audio only, does not require access to the Internet, and is provided by Manitoba certified teachers. This program is designed to increase access to courses that may otherwise not be available, and is supported by the Rural and Northern Initiative.

The school is responsible for providing a proctor, or liaison, for the TMO program. This person is responsible for shipping and receiving assignments, supervising tests and exams, supervising non-teleconference classes, recording attendance, and reporting marks on the school's reporting system. The schools are responsible for reporting these marks to Student Records. The school is responsible for providing the classroom, and the necessary technology. Students require access to a good quality speaker phone or another type of teleconference system. There are multiple classes scheduled at the same time, so multiple systems and classrooms may be required.

Teleconference classes are scheduled 4 times in a six day cycle, and are 40 minutes in duration. During the remaining 2 days in the cycle, students should be in a supervised environment working on course materials. Students will need to be able to work independently, as they will need to complete approximately 60-70% of the course material outside of the scheduled teleconference times. Teleconference classes will be used to review key concepts, highlight important topics, hold class discussions, and answer questions. Individual tutoring is also available to students, using a toll free number or email address. TMO students have a high completion rate. This may be attributed to the regular pacing of the course, and the support provided by the instructor and classmates. Students are provided with an opportunity to interact and learn from students throughout the province, allowing them to gain a variety of perspectives on relevant topics.

The fees are \$190.75 per credit and \$141.70 per half credit. Schools or educational authorities will be invoiced in September after registrations are confirmed.

If you require more information about the TMO program, please do not hesitate to call me at 204-325-1711 or toll free at 1-800-465-9915. You can also email me at myrna.klassen@gov.mb.ca. For general information about the TMO program please visit our website at <http://www.edu.gov.mb.ca/k12/dl/tmo/index.html>.

Brochures describing the programs available through the Distance Learning Unit can be ordered by completing the form at the following link: <http://www.edu.gov.mb.ca/k12/dl/forms/index.html>.

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