

MANITOBA - QUEBEC

SIX-MONTH STUDENT EXCHANGE PROGRAM



SCHOOL GUIDE

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Winnipeg, Manitoba, Canada

ISBN: 978-0-7711-5107-1 (pdf)

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The electronic version is available on the Manitoba Education Website at <<http://www.edu.gov.mb.ca/k12/students/sep.html>>. Please note that the Department could make changes to the online version. ISBN: 978-0-7711-5103-3 (printed version)

This document is an update of the 2010-2011 edition.

Ce document est disponible en français.

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INTRODUCTION

The Manitoba – Quebec Six-Month Student Exchange Program is a reciprocal program, which involves the pairing of students from each province to encourage language acquisition and cultural exchange.

The Student Exchange Program is offered to students enrolled in the French-Immersion program who will be in Grade 10 or 11 next September. Students with strong skills in the Basic French course may also apply. Manitoba students are paired with Qu é bec students for a six-month period – three months in Manitoba and three months in Qu é bec. Participation in the program during grade twelve is not encouraged but still accepted.

This exciting program allows Quebec students to stay with Manitoba families and attend school here from September to December. From February to April, the Quebec students and their families return the hospitality and the Manitoba students stay in their homes while attending school in Quebec.

While in their host province, students are expected to speak the official language of the majority in that province and to get involved in a variety of cultural activities.

The success of the program depends upon the *commitment* of the **student**, the student's **family** and the student's **school**.

This guide has been designed for the school participating in the program, as well as those who may be considering future participation.

This guide outlines the requirements and guidelines for the exchange. Because each exchange is different, this guide cannot be all-inclusive. However, you will find that exchanges have much in common and that this guide should help everyone involved prepare for their common experiences.

TIMELINE

THE SELECTION PROCESS	THE EXCHANGE
<p>November to January</p> <ul style="list-style-type: none"> on behalf of the school, the school divisions apply to the Department of Education to participate in the exchange Liaison Teacher is identified advertising of the program begins <p>December – January</p> <ul style="list-style-type: none"> student application forms are available at the schools and on website <p>February</p> <ul style="list-style-type: none"> schools begin the selection process schools conduct in-home interviews of potential candidates <p>March</p> <ul style="list-style-type: none"> maximum of 5 high quality applications per school are submitted to the Department <p>April</p> <ul style="list-style-type: none"> processing and matching of student files pairing of eligible candidates done by provincial coordinators <p>May</p> <ul style="list-style-type: none"> selected participants and schools are notified students and Liaison Teachers receive Quebec student files <p>June</p> <ul style="list-style-type: none"> correspondence/communication begins between Manitoba and Quebec families (by email, audio/videocassette, telephone, etc.) <p>July</p> <ul style="list-style-type: none"> continuing communication between Manitoba and Quebec families <p>August</p> <ul style="list-style-type: none"> Manitoba families and schools are advised of Quebec students' arrival times 	<p>September</p> <ul style="list-style-type: none"> orientation session for Manitoba Families and Liaison Teachers before the arrival of Quebec students Quebec students arrive in Manitoba <p>October</p> <ul style="list-style-type: none"> mid-term evaluation interviews conducted by Quebec teachers (by phone) <p>End of November</p> <ul style="list-style-type: none"> Quebec students' report cards are completed by Manitoba Teachers <p>December</p> <ul style="list-style-type: none"> Quebec students return home Manitoba students prepare for their trip to Quebec <p>January</p> <ul style="list-style-type: none"> Manitoba students ensure that they are caught up and/or are prepared to catch up on school work which will be missed while on exchange <p>February</p> <ul style="list-style-type: none"> Manitoba students leave for Quebec student interviews by Provincial Coordinator (in person) <p>March</p> <ul style="list-style-type: none"> evaluation interviews are conducted by Liaison Teachers (by phone) <p>April</p> <ul style="list-style-type: none"> evaluation interviews are conducted by Liaison Teachers (by phone) Manitoba students return home

SCHOOL PRINCIPAL'S ROLE

SCHOOL REGISTRATION

Prior to participation in the Manitoba – Quebec Six-Month Student Exchange Program, school divisions are required to register by letter to the Provincial Coordinator. Registration is intended primarily to provide contact names for the exchange, to ensure each school's willingness to participate, and to clarify the various participants' responsibilities.

OTHER RESPONSIBILITIES

Your support to the exchange program will ensure a successful and pleasant experience for all participants. Besides being responsible for the School Registration, your role will include:

- identifying the Liaison Teacher; *
- notifying the Provincial Coordinator of this selection and any later changes in this designation;
- supporting the decisions and actions of the Liaison Teacher;
- waiving school rental and other student fees for Quebec exchange students;
- accepting the Quebec school's attendance record for your Manitoba student;
- officially welcoming Quebec Exchange Coordinators and students who will be visiting;
- mediating at the school level;
- assuring assistance to participating students in timetable planning;
- helping to promote the program and its activities, and to demonstrate the benefits of the exchange to your school.

You may also wish to participate in the selection process of the candidates for participation in the exchange program. Some principals choose to leave this responsibility to a committee.

*** IDENTIFYING THE LIAISON TEACHER**

The person selected is pivotal in a successful exchange. This person should be:

- familiar with Quebec culture;
- preferably, but not necessary fluent in French;
- knowledgeable about the exchange program;
- a good communicator who is also willing to listen;
- interested in promoting exchange opportunities and providing information about current exchanges;
- able to mediate differences between the exchange students and/or their families.

LIAISON TEACHER'S ROLE

The Liaison Teacher has a challenging and exciting role in enhancing cultural awareness. As Liaison Teacher, you will be responsible for:

- advertising and promoting the program and its activities;
- acting as chairperson of the student selection committee;
- conducting home interviews for potential candidates;
- acting as a liaison between exchange students, their families, and the Provincial Coordinator;
- informing students of the details of participation;
- informing school staff members of the exchange students' arrival and departure dates;
- arranging for meetings between the principal and guidance counsellors with visiting Exchange Coordinators, when required;
- assisting visiting students with course selection, and working to ensure that the Manitoba exchange students continue to meet all of their academic responsibilities;
- identifying a contact person in the participating Senior High school, if the students selected are in the last year of Junior High school. You will need to make sure that the Senior High school fills out a School Registration Form. You may wish to include the Senior High school contact person on the selection committee. The contact person will likely become the Liaison Teacher for that school;
- ensuring that the Quebec students receive a copy of their assessment report before they return home in December; (see Appendix)
- conducting periodic evaluation (by phone) when Manitoba student is in Quebec.

PROVINCIAL COORDINATOR'S ROLE

The Exchange Program is administered and coordinated at the provincial level. The primary tasks of the Provincial Coordinator are to assist the schools to become involved, to explain the exchange process and to act as a resource person for Liaison Teachers. More specifically, the Provincial Coordinator's tasks include:

- administering the program;
- coordinating communication among the various parties;
- distributing information related to the exchange;
- receiving applications approved for Exchange participation;
- coordinating and completing the matching process;
- coordinating the arrival of Quebec students to Manitoba;
- conducting periodic and final evaluations of the program with the Liaison Teachers and students;
- making travel arrangements for the Manitoba students' trip to Quebec;
- upon request, providing mediation between partner schools involved in the exchange.

The Provincial Coordinator may be contacted at:

Manitoba-Quebec Student Exchange Program

Department of Education

Bureau de l' é ducation française Division

509 - 1181 Portage Avenue

Winnipeg, MB R3G 0T3

Phone: 204-945-6024

Fax: 204-945-1625

Email: Danielle.Parent@gov.mb.ca

BEFORE THE EXCHANGE

When the Provincial Coordinator notifies the students in May with the results of the matching, **the Liaison Teacher** will receive copies of the dossiers sent to the successful candidates describing their proposed partners.

At this point, the Liaison Teacher can assist by:

- offering suggestions and support to the Manitoba student when correspondence begins with the Quebec partner and family;
- communicating any changes in address, in habits, etc., of the selected Manitoba students to the Provincial Coordinator;
- assisting the Manitoba student and family in making course selections and planning schoolwork for the exchanged year;
- corresponding with the Quebec Liaison Teachers to respond to any of their concerns regarding the needs of their students.
- planning course selection for the Quebec student.

Copies of letters for students not chosen will also be sent to the Liaison Teacher.

PLANNING THE COURSE SELECTION WITH THE MANITOBA STUDENT

Planning the student's program for the exchange year should begin shortly after the student is notified of a successful match. This normally occurs in May, and before the end of June, the timetable should be completed.

Planning is the responsibility of the students who should consult with school administrators, teachers, guidance personnel, and the Liaison Teacher as required. The Liaison Teacher should double-check the plan and be satisfied that the Manitoba student has the understanding and support of school staff and that the student's academic progress will be as normal as possible under the circumstances.

The major consideration in setting up the course selection is the student's absence for approximately three months. While away, the student will have a full program in the Quebec school and will not be able to continue with Manitoba schoolwork as well. The time in Quebec must be devoted to full participation in the life of the family, the school, and the community. School attendance in Quebec will not be fully congruent with that which would have occurred in Manitoba. Tremendous personal growth and unparalleled life skills learning will easily compensate for this minor shortcoming. **It is critical that this aspect of the exchange experience be recognized and endorsed by school administrators and all teachers involved.**

Special timetabling arrangements may be made so that individual students' course requirements are met. In general, however, it should not be necessary for students to make up assignments they missed while in Quebec.

WITHDRAWALS

If care is taken in the initial selection process to ensure the participation of enthusiastic and committed applicants, there should be few if any student withdrawals after the matching process is completed. However, occasionally a withdrawal is essential, for instance, when a family moves, a health problem develops or when a family emergency occurs.

Should a student withdraw, the Provincial Coordinator must be notified by phone immediately.

In addition, the Manitoba student must write a letter to his/her partner and the Quebec family explaining the circumstances leading to this decision, and a copy of this letter must be sent to the Provincial Coordinator.

If possible, the Quebec student will be matched with another Manitoba student. Priority will be given to finding an appropriate partner among the unmatched applicants.

DURING THE EXCHANGE: FOR THE QUEBEC STUDENT

The Quebec students usually arrive in Manitoba during the second week of September and return to Quebec during the first week of December.

During this period, the **Liaison Teacher** should:

- remind all staff during the first week of September of the Quebec students' arrival;
- assist the Quebec student(s) with course selections (see below);
- welcome the Quebec student(s) to school during morning announcements of the day of their arrival;
- maintain close contact in September with both partners, as this is a time when misunderstandings may occur;
- work with students and family to solve any problems that may arise;
- contact the Provincial Coordinator if there are any serious problems;
- ensure that each teacher has completed the assessment report for the Quebec student and then distribute the originals to the student with copies to the Provincial Coordinator. (see Appendix)

ASSIST THE QUEBEC STUDENT(S) WITH COURSE SELECTION

While in Manitoba, the Quebec students are expected to follow a full curriculum. When Quebec students arrive in September, the Liaison Teachers must take time to meet with them, show them the school and plan or review their course outlines. During their visit in September, the Quebec Coordinators will offer students further assistance in planning an appropriate program.

They must be made aware that the Quebec students are to be treated as other students. They are to do the same assignments and tests as the other students in the class to the extent that they are able.

Within the limits of each school's timetable, the following suggestions may be helpful:

- the Quebec student will have a full, balanced program;
- two or three options (e.g. Drama, Art, Home Economics, etc) and Physical Education will give the Quebec student opportunities to meet and communicate with other students in a more relaxed atmosphere;
- options not offered in Quebec may make the three-month stay in Manitoba more interesting;
- Social Studies may be a better choice than English if the student's ability in English is limited;
- intramural sports and clubs may provide variety in the student's school life and provide opportunities to meet more people.

BEING AVAILABLE TO THE STUDENTS

The role of the Liaison Teacher is crucial during the Quebec students' stay. Both partners should feel that they can share issues, difficulties and of course, successes with the teacher. Without their usual support groups, Quebec students will need the help of the Liaison Teacher. A regular weekly meeting of at least five minutes would be helpful.

QUEBEC STUDENTS' REPORT CARDS

Quebec students should be evaluated in November along with all the other students. The form to be used for the Quebec students will be provided by the Provincial Coordinator. An original and three copies should be provided. The original Assessment Report Card is given to the Quebec student prior to departure. One copy should be filed at the school and the other two copies forwarded to the Provincial Coordinator at the Department.

QUEBEC STUDENTS' DEPARTURE

When the Quebec student leaves in December, the school might wish to present the student with mementos such as a school pin, crest, sweatshirt, etc.

The school might consider providing the Quebec students with a copy of the yearbook when it becomes available as a gesture of support for the program.

DURING THE EXCHANGE: FOR THE MANITOBA STUDENT

NOVEMBER TO JANUARY

Manitoba students will benefit from support during this time as their exchange program is about to take place in February. Some of them may be anxious. At this time, the Liaison Teacher should:

- discuss course planning for their time in Quebec schools, and correspond with Quebec counterpart(s) regarding any special requests;
- assist Manitoba exchange students in obtaining written agreements with teachers as needed, so that all parties understand how the missed work will be completed. As much as possible, this should be done prior to departure. Students who have completed the exchange say that the more work done prior to their departure, the easier it is when they return;
- discuss course work completion;
- discuss packing, clothing to take, etc;
- remind students of exchange commitments for the second phase;
- discuss language learning in an "immersion" setting, cultural differences, etc., to better prepare the student.

FEBRUARY TO APRIL

The Liaison Teacher:

- may have to remind the staff why the students are away. Manitoba students are to be reported as present during their time in the Quebec schools;
- conduct phone assessment with the student in Quebec
 - after 3 weeks in Quebec
 - after 2 months in Quebec;
- conduct a final assessment when the student return to Manitoba.

AFTER THE EXCHANGE

Students who have returned from the exchange will go through another adjustment period and may require support. **The Liaison Teacher** will need to be understanding at this time, listening to their experiences and making suggestions (if necessary).

To help students during this period, the Liaison Teacher should:

- discuss any course work which needs completion, and help to draw up a schedule;
- invite them to discuss their experiences in Quebec with other Immersion or Basic French classes: this is a real ego booster;
- coordinate a meeting with next year's successful candidates;
- consider calling upon past participants in the Exchange Program to provide support to both returning students as well as those selected for the following year: this might be in the form of a club;
- ensure that the yearbook tells the story of the exchange;
- arrange a meeting with the school board (possibly a dinner or attendance at a board meeting) to talk about the exchange.

FOR FUTURE APPLICANTS

NOVEMBER TO MARCH

The Liaison Teacher:

- promotes the Student Exchange program;
- distributes Application Forms to next year's candidate;
- ensures that all of next year's applicants have been interviewed;
- ensures that school/school division have applied to the Department to participate in the program;
- in consultation with the school principal, selects up to 5 candidates;
- submits completed, legible applications to the Provincial Coordinator by mid-March. Three copies of each application should be submitted along with the original copy. An additional copy should be retained for school records.

Please note that the matching of applicants is done in April. Therefore, applications must be received no later than mid-March.

If you have any questions, concerns or comments, please contact the Provincial Coordinator
(see page 8, for contact information).

2012 – 2013

Assessment Report for the Québec Student in Manitoba

Family Name and Given Name of Québec Student

Family Name and Given Name of Manitoba Student

Name of Host School in Manitoba

Name of Coordinator in Host Manitoba School

General Evaluation					
A - Excellent	B - Good	C - Satisfactory	D - Fair	E - Weak	F - Unsatisfactory
Subject: _____	Effort: A B C D E F				Comments
Teacher: _____	Oral Comprehension: A B C D E F				
Number of hours absent: _____	Progress: A B C D E F				
	Attitude: A B C D E F				
	Collaboration: A B C D E F				
Subject: _____	Effort: A B C D E F				Comments
Teacher: _____	Oral Comprehension: A B C D E F				
Number of hours absent: _____	Progress: A B C D E F				
	Attitude: A B C D E F				
	Collaboration: A B C D E F				
Subject: _____	Effort: A B C D E F				Comments
Teacher: _____	Oral Comprehension: A B C D E F				
Number of hours absent: _____	Progress: A B C D E F				
	Attitude: A B C D E F				
	Collaboration: A B C D E F				

APPENDIX

This Assessment Report must be completed by the teachers in the host school, involved in the “Six-month Manitoba-Québec Student Exchange Program”. Forward the original to the province coordinator, give a copy to the student and keep a copy at the school.

General Evaluation

A - Excellent

B - Good

C - Satisfactory

D - Fair

E - Weak

F - Unsatisfactory

Subject: _____ Teacher: _____ Number of hours absent: _____	Effort: A B C D E F Oral Comprehension: A B C D E F Progress: A B C D E F Attitude: A B C D E F Collaboration: A B C D E F	Comments _____ _____ _____
Subject: _____ Teacher: _____ Number of hours absent: _____	Effort: A B C D E F Oral Comprehension: A B C D E F Progress: A B C D E F Attitude: A B C D E F Collaboration: A B C D E F	Comments _____ _____ _____
Subject: _____ Teacher: _____ Number of hours absent: _____	Effort: A B C D E F Oral Comprehension: A B C D E F Progress: A B C D E F Attitude: A B C D E F Collaboration: A B C D E F	Comments _____ _____ _____
Subject: _____ Teacher: _____ Number of hours absent: _____	Effort: A B C D E F Oral Comprehension: A B C D E F Progress: A B C D E F Attitude: A B C D E F Collaboration: A B C D E F	Comments _____ _____ _____

Signature _____
 Coordinator in Host Manitoba School

Date: _____