



**‘M’ PROGRAM
PARTICIPANT HANDBOOK
2016 – 2017**

“Never confuse grades with potential.”

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INTRODUCTION

WHAT IS CAREER TREK?

Career Trek Inc. is a not-for-profit organization that helps young people discover the importance of education and career development by providing hands-on career oriented programming. Our programming helps youth develop essential skills for life and learning, building a foundation for a skilled workforce, a responsible community, and a thriving economy.

Career Trek programming takes place in the Winnipeg, Westman, Parkland and NORMAN regions of Manitoba and visits local post-secondary institutions. Programming in Winnipeg takes place at four post secondary institutions, the University of Manitoba, University of Winnipeg, Red River College and Winnipeg Technical College. The project is designed to educate participants about the relevance of their education to the world of work and post secondary education or training as a critical component of career development.

BENEFITS OF CAREER TREK

Career Trek provides participants with the opportunity to explore, first hand, involved post-secondary institutions.

Participants spend two nights a week for five weeks at each campus exploring various departments, programs and faculties through hands-on, educational, career focused activities. Programming is also designed to develop certain "soft" skills necessary to survive in today's world, such as critical thinking, teamwork and inter-personal communication. We believe that by developing and enhancing these "soft" skills, Career Trek graduates will be better prepared to meet the challenges of the future.

Career Trek will provide the following for the selected 15 participants:

- **Transportation:** Participants and their infants will be traveling in a bus with installed child safety seats.
- **Dinner:** A healthy and well-balanced dinner will be served.
- **Childcare Services:** Supportive and qualified staff will care for the children while their mothers are in class.
- **Career lessons:** Classes are engaging, hands-on and innovative and are designed

to increase participants' awareness about a particular field, and it's associated careers. All activities are structured to maximize those skills generally accepted to be vital to the changing workforce.

HOW ARE PARTICIPANTS CHOSEN?

Each year Career Trek's 'M' Program intakes 15 students. All participants in the project must be 14-21 years of age and currently enrolled in school. When selecting potential participants, please follow these simple criteria:

1. The participant has the potential for going on and completing a post-secondary education but the school believes some extra support and guidance may be needed in getting them to that point.
2. Participants must be in a position to commit to attending the project for the level of days required to complete the project.
3. Selected participants must be able to show respect for all fellow participants and staff of the project.

WHY SHOULD I HAVE A POST-SECONDARY EDUCATION?

There is real value attached to achieving a post-secondary education. It is shown that a person who has a post-secondary degree has more control over their life, a better chance of finding a job, and gaining competitive salaries, which will positively impact their quality of life.

PROJECT STRUCTURE

GENERAL STRUCTURE: WHAT WILL I DO AT THE PROJECT?

The Career Trek 'M' Program runs for 20 weeks every Tuesday and Thursday between November and April. There are four institutions involved in this programming: University of Manitoba, University of Winnipeg, Manitoba Institute of Technology and Trades, Red River College including Stevenson Aviation and Aerospace Training Centre.

When you first arrive at the program after school the childcare staff, group leader, program manager and program participants all sit down and share a meal together. After dinner you are responsible for cleaning your area and preparing your infant/toddler to head over to childcare. After all the infants and toddlers are dropped off with childcare staff you will experience one to two hands on career lessons. Each lesson is one hour each. There are 50 careers in total. All of the activities are designed to keep lecturing to a minimum.

Career Trek is designated a “homework-free” zone!

DEPARTMENTS AT EACH INSTITUTION

All activities are structured to maximize those skills generally accepted to be vital to the changing workforce. **The occupations that you will experience at each campus are:**

University of Manitoba

Department	Sample Careers
Agriculture	Plant technologist
Biology	Medical Doctor
Business	Entrepreneur
Chemistry	Biochemist
Environmental Science	Limnologist
Engineering	Structural Engineer
Geological Science	Gemologist
Nursing	ER Nurse
Peace and Conflict Studies	Peace Educator
Law	Lawyer
Social Work	Social Worker
Sociology	Social Researcher

University of Winnipeg

Department	Sample Careers
Anthropology	Archaeologist
Criminal Justice	Victim Services
Education	Resource Teacher
Environmental Studies	Environmental Consultant
Geography	Climatologist

Indigenous Studies	Community Developer
Kinesiology	Athletic Therapist
Theatre and Film	Costume Design

Red River College

Department	Sample Careers
Notre Dame Campus	
Business Administration	Advertiser
Carpentry	Cabinet Maker
Electrical Engineering Technology	Electrician
Laboratory Sciences	Medical Lab Technician
Paramedicine	Paramedic
Health Science	Health Care Aide
Tourism Management	Eco-Tourism
Roblin Campus	
Applied Counseling	Career Counselor
Creative Communications	News Anchor
Early Childhood Education	ECE III

Manitoba Institute for Trades and Technology

Department	Sample Careers
Culinary Arts	Pastry Chef
Industrial Mechanics	Millwright
Pharmacy Technology	Pharmacy Technician
Graphic and Print Technology	Print Technician
Technical Drafting	Auto-Cad Technician

M Program Dates 2016/17

Meet and Greet: Career Trek 9th Floor, 191 Lombard Ave

*October 25th 5 - 7pm

Prior to the first term of program, the participants will attend the mandatory Meet and Greet. Students will be responsible to find their own transportation to the office downtown. This Meet and Greet session is the chance for the moms and their children to meet the staff and each other before the program begins.

Term 1: Red River College Notre Dame Campus

November 1 & 3

November 8 & 10

November 15 & 17

November 22 & 24
November 29 & December 1

Term 2: University of Manitoba

December 8 & 10
December 13 & 15
December 20 & 22 **last day of program before winter break**
Winter Break Dec 27th to Jan 5th * no programming
January 10 & 12
January 17 & 19

Term 3: University of Winnipeg

January 24 & 26
January 31 and February 2
February 7 & 9
February 14 & 16
February 21 & 23

Term 4: Manitoba Institute for Trades and Technology

February 28 & March 2
March 7 & 9
March 14 & 16
March 21 & 23
Spring Break March 28 to March 30 * no programming

Term 4 continued: Red River College – Exchange District Campus
April 4 & 16

Convocation: Tuesday, April 25th, 2017 at Eckhardt Grammate Hall at the University of Winnipeg 515 Portage Avenue.

CONVOCATION

The Career Trek 'M' Program culminates with a graduation ceremony for the participants, their families and friends. This day highlights the achievements of the participants. Families, friends and educators are strongly encouraged to attend and support the participants. Further details will be provided closer to the convocation date.

Convocation 2017
Tuesday, April 25th
Location: University of Winnipeg,
Eckhardt-Gramatté Hall



TRANSPORTATION

Career Trek recognizes that accessibility to the program may be an issue for some students. Therefore, Career Trek provides transportation for all participants free of charge.

The bus schedules will be sent to the schools prior to the beginning of programming. We ask the school contact to distribute these schedules to each participant.



Participants must be at the designated pick up location a minimum of five minutes prior to the pick up time. The bus generally pulls away from the school at the exact time indicated on the schedule.

In the case that you miss the bus, you must call the Project Manager to let them know if or when you are making other transportation arrangements.

If you need to take your own vehicle, you must contact the Project Manager in advance, as the bus company will need to be notified.

COST

The cost to participate in Career Trek's 'M' Program is **\$25**. The \$25 is not a "fee for service", but simply a gesture of commitment. This must be paid before you enter the program. If the fee is not paid, Career Trek reserve the right to remove you from the program.

ADDITIONAL PARTICIPANT INFORMATION

Dinner

A healthy and well-balanced dinner will be provided for both Tuesday's and Thursday's programming. The cafeteria at each campus will be opened if you would like to purchase additional beverages and snacks during the designated break times.

Microwaves are available at all campuses, to heat up snacks, bottles and meals for the children.

Clothing

You may be required to walk outside during the programming evening. This is definitely the case at the University of Manitoba campus.

Weather

In the event of poor weather conditions (ie, blizzard, snowstorm and extreme wind chill), the program may be cancelled. The Program Manager, in consultation with the transportation company, will decide the cancellations. The general rule for wind chill cancellations will be -45° C.

If cancelled, the Program Manager will contact the school. If at any time you are unsure if the program is running on a particular day, please call the Program Manager at 204-944-1800 ext 152.

PARTICIPANT COMMITMENT

Participants are required to attend an orientation session, which will provide information about the program and the responsibilities of being in the program upon successful selection.

Career Trek believes that it is a privilege to become a participant of the project. There is a high level of commitment required for this reason, as we only select 15 participants in total. All participants must be aware of, and agree to, the program's expectations and involvement.

PROJECT EXPECTATIONS FOR PARTICIPANTS

Regular Attendance

If a participant misses several Tuesday's or Thursday's without a good reason and without notifying Career Trek, they will be removed from the program to allow another student to attend.

Active Participation Along with Tolerance and Understanding

Career Trek has high expectations for each participant in the program. We also understand that sometimes, young mothers have their hands full with balancing school, life and family responsibilities.

At Career Trek, we aim to maintain an atmosphere where each participant can learn and grow in a safe and happy environment. This being said, we understand that our participants all come from different schools, communities, backgrounds and so forth and we will work with you to ensure you understand the expectations required for them while at Career Trek.

Staff will notify the Program Manager of any behavioural problems, which will then be brought to the school for resolution, as required.

If the problem becomes persistent and the participant is not learning from their previous behaviours, we may be in a position to have to remove the student from the program.

Career Trek does have a zero tolerance policy regarding any student who brings drugs and weapons to the project. Any student in this situation will be immediately removed from the project and law enforcement may be called.

School Orientation

Participants are expected to attend a program orientation. An orientation will be held at your school. Participants are expected to attend this orientation in order for the referred student to be selected for the project.

In the case that you are unable to attend at the set time and location for your school, it is your responsibility to ensure you speak with the school contact at your school or to call the Program Manager to find out what was missed.

Paperwork

There are a number of documents that will have to be filled out in full in order for you and your child to be accepted into the program. This paperwork will be passed out to you at the time of the selection process and should be returned to the school on or before the orientation date. This paperwork will include, but is not limited to, the following:

- Application form,
- Waiver of liability, and
- Release of information.

At the meet and greet held in mid-October, all participants will also be asked to sign a commitment contract. This form is used to demonstrate the commitment the participant has to being a part of Career Trek.

General Support

While Career Trek recognizes that your schedule may not allow for full participation every Tuesday and Thursday there are a couple of things we look for with the support from our caregivers:

- Supporting you in getting to the program every Tuesday and Thursday;
- Ensuring you come to the project with childcare items and snacks for your child;
- Attending special events such as convocation.

Note: Convocation will be discussed in further detail.

CALLING IN ABSENCES

It is your responsibility to call the Program Manager if you are going to be absent. The phone number for the Program Manager will appear in a number of places including:

- The top of their bus schedule for each term,
- Below,
- The website, and
- The telephone book white pages.

Phone Number Reference:

Project Manager	204-944-1800 ext 152
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On programming days, the staff will be on site with the participants. As a result, we do not have someone answering these lines. Messages should be left for absences, detailing the following information:

- Participants' name,
- Participants' school, and
- Reason for the absence.

If you need to get in touch with someone on the weekend, please call the Project Manager's phone line (**944-1800 ext 152**) and leave a message. Messages are checked on a regular basis on Tuesday's and Thursday's and will be responded to as quickly as possible.



If you miss several Tuesday's and Thursday's without calling in with a valid reason, Career Trek reserves the right to remove you from the project. Valid excuses include illness or family obligation.

CONTACT INFORMATION

Mailing Address

Career Trek Inc.
191 Lombard Ave.
Winnipeg, MB R3B 0X1
Fax number: 204-942-4912

Website

www.careertrek.ca

<p>Erica Hoiss M Program Manager 944-1800 ext. 152 ehoiss@careertrek.ca</p>	<p>Lasha Stordeur Director of Programming 944-1800 ext.119 lstordeur@careertrek.ca</p>
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