

# FACULTY HANDBOOK

2015/2016





**HUMBER L**



# FACULTY HANDBOOK

2015/2016

LEARNING RESOURCE COMMONS



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# WELCOME LETTER

Dear Faculty,

Welcome to the start of another great year at Humber College. On behalf of the executive and administrative teams, I would like to extend a warm welcome to you all. I am sure that you are all looking forward to an incredibly productive, creative and rewarding semester at Humber.

Humber has a 48-year history and commitment to providing high-quality postsecondary education. Today, the college offers over 350 programs and serves more than 27,000 full-time and 56,000 part-time student registrations across eight academic schools and at three campuses: North Campus including Guelph-Humber, Lakeshore Campus and Orangeville. We are a very diverse community that is dedicated to student success, and teaching and learning excellence.

Each of our programs is designed to meet the needs and vocational interests of our students. However, our students can only excel when you, the faculty, create a supportive and dynamic learning environment that places student success at the centre of your teaching practice. You play a pivotal role in creating a rich academic experience for students through your commitment to using the latest technology and teaching methodologies in state-of-the-art labs and classrooms that simulate a real-world working environment.

This handbook is designed to help you become familiar with the facilities and resources available to support you as a faculty member at Humber as well as some of our key policies and procedures that we feel will help contribute to and enrich your experience teaching at Humber. My hope is that the information contained within these pages will answer many of your questions, but please feel free to ask for additional assistance when needed, from any of the individuals listed in this handbook. Our doors are always open, so please do not hesitate to share your successes with us, no matter how small.

I wish you all the best as you begin your teaching career at Humber and thank you for your dedication to our students and their academic success.



Chris Whitaker  
President and CEO  
Humber Institute of Technology & Advanced Learning



## ABOUT HUMBER

Humber, a member of Polytechnics Canada, is committed to student success through excellence in teaching and learning. Humber's broad range of career-focused credentials include bachelor degrees, diplomas, certificates, apprenticeships and postgraduate certificates. With 160 full-time programs and 200 continuing education programs to choose from, Humber students have access to many opportunities for continuous learning.

### Values:

**Student-Centred** – We hold the current and future success of our students as our highest priority.

**Excellence** – We are committed to outstanding services, academic programs and teaching.

**Innovation** – We anticipate and respond to emerging trends to meet the evolving needs of our local, national and global communities.

**Respect** – We uphold the highest ethical standards, and affirm and protect the rights, dignity and integrity of each member of our diverse community.

**Inclusion** – We cultivate a working and learning environment where diversity is recognized as essential to our success.

**Sustainability** – We preserve our collective future by embracing the social, ecological and economic impact of our decisions.

### Vision:

Leadership in Polytechnic Education

### Mission:

Humber develops broadly educated, highly skilled and adaptable citizens to be successful in careers that significantly contribute to the communities they serve – locally, nationally and globally.





## 2015-16 SENIOR LEADERSHIP TEAM



**President & CEO**  
Chris Whitaker

**Senior Vice President,  
Academic**

Laurie Rancourt

**Vice-President,  
Student and Community  
Engagement**

Jason Hunter

**Vice-President,  
Advancement and  
External Affairs**

Alistair Mathieson

**Vice-President,  
Human Resources**

Lori A. Diduch

**Senior Vice President,  
Planning and Corporate  
Services, and CFO**

Rani Dhaliwal



## **CENTRE FOR TEACHING & LEARNING**

The Centre for Teaching & Learning (CTL) is dedicated to the development and enhancement of teaching and learning practices across the institution.

The Centre is both proud and excited to offer a forum for the sharing of information; to energize and mobilize innovative teaching practices; to support the vision of Humber as a leader in polytechnic education; to fulfill the mission of Humber to develop broadly educated, highly skilled and adaptable citizens locally, nationally and globally. The following descriptions provide a glimpse into just a few of the many training and development opportunities available to faculty.

### **TEACHING EXCELLENCE PROGRAM**

The Teaching Excellence Program is a two-year intensive program designed to support faculty as they transition into their full-time teaching roles. The program includes a three-day residential opportunity, action learning, mentorship, a variety of learning events that explore the theory and the application of teaching and learning, as well as educational and research opportunities to support leadership development.

### **TEACHING EFFECTIVENESS PROGRAM**

The Teaching Effectiveness Certificate program is designed for those interested in the field of teaching or private sector training. The courses within this certificate program provide participants with an opportunity to explore best practices in teaching and learning. Participants learn and apply the skills taught in a safe environment with other classmates.

The certificate is comprised of five individual courses that are designed to develop essential



teaching competencies. Each course is delivered over two or three Saturdays (9:30 a.m. – 3:30 p.m.) and is also available online. Register online: <http://www.humber.ca/continuingeducation/>

### **Culturally Inclusive Educator Certificate**

The program is composed of five key areas that are designed to develop essential teaching and learning competencies for supporting international students in higher education.

CIEC is offered in the fall, winter, or spring/summer semesters for full-time, and part-time faculty and training professionals. Each of the five courses is offered in a blended format with in class sessions on Wednesdays (6:00 – 8:30 p.m.). Register online: <http://www.humber.ca/continuingeducation/>

### **PROGRAMS AND WORKSHOPS**

The CTL offers over 500 workshops and training programs throughout the academic year. These programs and workshops are presented in a variety of forums, days and times to support both full-time and part-time teaching schedules. These training opportunities include expert panels, demonstrations, keynote speakers, hands-on workshops and learning events designed to support networking and best practices. For a full listing of training, please browse our calendar online at: <http://www.humber.ca/centreforteachingandlearning/>





**SHARING YOUR BEST PRACTICES**

Sharing your best teaching and learning practices with colleagues is a long-time Humber tradition. Together, faculty have made Humber a pre-eminent teaching institution.

**You Too Can Contribute**

Do you have a great idea for a workshop or development opportunity? Do you have a best practice that you would like to share?

Submit your ideas to Denise Gardner  
[Denise.Gardner@humber.ca](mailto:Denise.Gardner@humber.ca)

**COACHING**

The CTL provides coaching and mentoring to support and develop a full range of teaching abilities. If you are interested in getting a coach or being a coach, please contact the CTL at Ext. 5040 or email Denise Gardner  
[Denise.Gardner@humber.ca](mailto:Denise.Gardner@humber.ca).

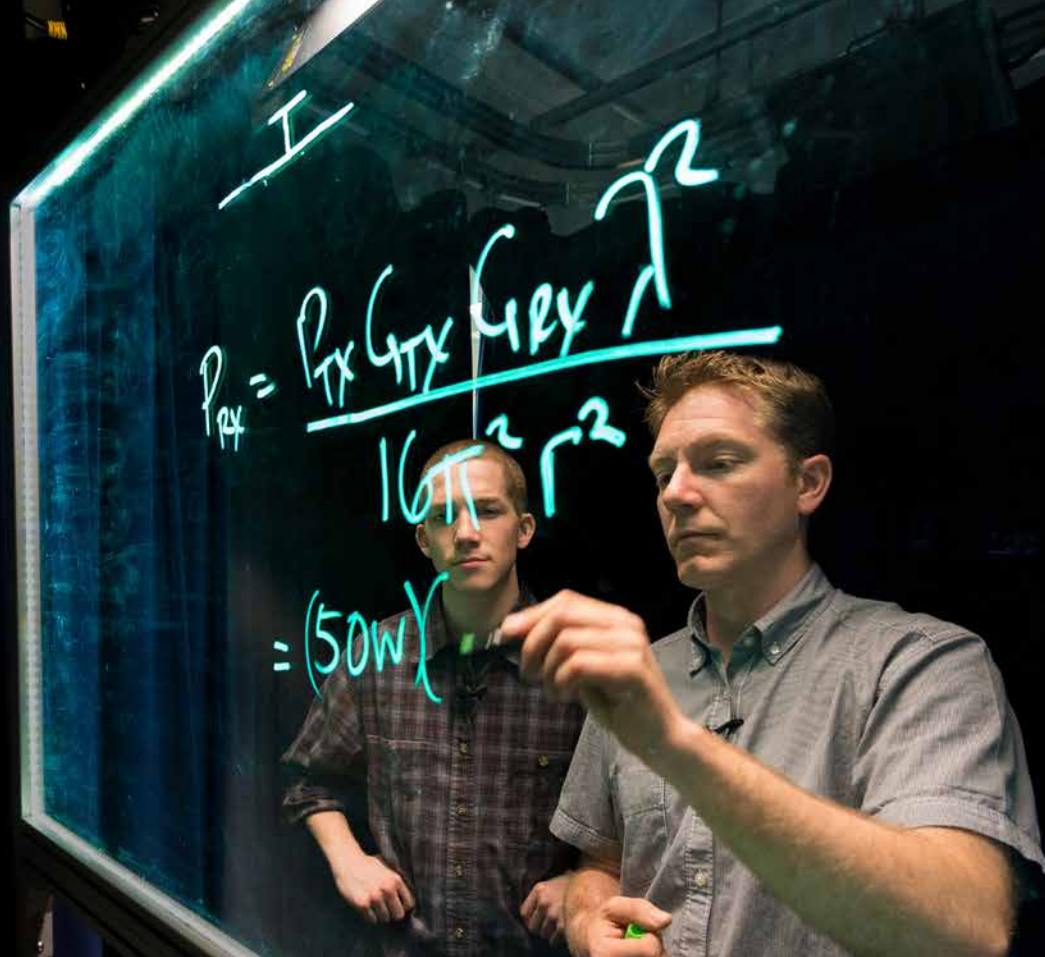
**INDIVIDUAL CONSULTATION ON TEACHING AND LEARNING**

Consulting services are also available on a one-on-one basis. Support is provided on issues related to teaching and learning, instructional design and the use of educational technology.

**CONFERENCES**

The CTL provides faculty with the opportunity to explore best practices, to learn new teaching and learning methodologies, and to network and share ideas with peers at three different in-house conferences.

**The Continuing Education (CE) and Part-time Faculty Appreciation Day** is designed to support and advance learning for our CE and part-time faculty. This is an opportunity for Humber to provide both development and recognition of these great teachers. October 20, 21, 2015.



**The Part-time Mini Conference** provides an opportunity for part-time faculty to listen and learn from both industry experts as well as to receive guidance and mentorship from full-time faculty in regard to their teaching practice. April 2, 2016.

**Showcase** is Humber's year-end faculty celebration. Most notable is the opportunity for faculty to showcase their teaching and learning innovations, as well as the opportunity to be inspired by their peers.

### HUMBER PRESS

Humber Press is a scholarly press that originated in the 1970s and was relaunched in 2013. The purpose of the press is to disseminate the knowledge, research, scholarship and creativity of Humber's faculty, students and interested writers. It offers encouragement and support and provides an outlet for participation in the wider academic and professional community through publishing. <http://humberpress.com/>

### TOOLS, RESOURCES AND TEMPLATES

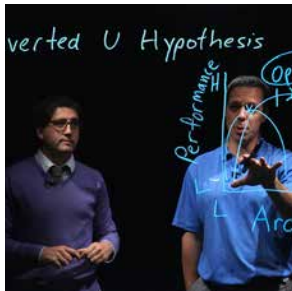
The CTL has built an extensive repository of teaching tools, resources and templates. Access is available through <http://www.humber.ca/centreforteachingandlearning>

### HumberCTL YouTube Channel

The HumberCTL YouTube Channel is designed to celebrate our success stories, learning events, and teaching practices. Learn from other faculty as they share new and innovative teaching techniques, study established best practices and future trends in postsecondary instruction, and watch as real students praise their favourite teachers for the exceptional learning experiences they have received. The HumberCTL YouTube channel provides a medium for our faculty to work as one, ensuring that our students receive only the best in postsecondary education. Be sure to subscribe to the HumberCTL YouTube channel at:

 <http://youtube.com/HumberCTL>





### HumberEDU YouTube Channel

The HumberEDU YouTube Channel enables open access to engaging educational content, created by some of Humber's most creative faculty. Have you created educational videos that are not featured on HumberEDU? We'd love to hear from you! Send us an email at [edu@humber.ca](mailto:edu@humber.ca).

Subscribe to HumberEDU by visiting:  
<http://www.youtube.com/HumberEDU>

### 21ST-CENTURY TEACHING

While firmly founded on proven teaching and learning principles, the Centre has a keen eye on the challenges posed in creating quality higher education learning experiences. Our future teachers must be attuned to the connected generation they teach by being agile with technology, credible in the digital world, and entrepreneurial in spirit while still engaged and available at the traditional classroom level. The CTL, through all of its many activities listed above, is committed to providing the fertile ground for the 21st-century teacher to thrive.

### LEAGUE FOR INNOVATION IN THE COMMUNITY COLLEGE

Humber College is a proud member of a group of vanguard colleges with membership in the League for Innovation. Every year the League honours outstanding innovations that have been recognized by member institutions as Innovations of the Year. These innovations represent faculty and staff achievements that advance learning throughout the institution. It is also an opportunity for peers to recognize college employees who have designed and implemented significant innovations that positively impact the education of students at Humber. Employees from all employee groups (full and part-time faculty, administrators, and support personnel) are eligible for nomination. Peers submit nominations to the President. To see the 2015 League for Innovation Awards Winners, go to: <http://youtube.com/HumberCTL>



**TEACHING AND LEARNING INNOVATION FUND**

Humber advocates faculty involvement in teaching and learning innovations through the CTL. Assistance can be given in the form of seed funds, time and/or other means of support. Experimentation in teaching is encouraged.

**CASE TEACHING AND WRITING SERVICES**

Want to bring the world of work into your classrooms? Want to engage your students in deep learning methods?

Through three-day case teaching and five-day writing workshops in the CTL, faculty can learn how to adapt the Case Study Method traditionally used in MBA programs to teaching at Humber and reap the benefits of using cases to stimulate critical thinking while allowing students to apply new concepts immediately to real-world situations. Faculty will discover how to mine industry contacts for engaging cases that can be used as teaching tools to get students to apply their learning.

The case writing workshop guides participants through the process of writing a case, from selecting an appropriate contact to conducting the interview(s) and shaping the narrative of the case to fit particular learning objectives. The case is also prepared for publication with a teaching note.

Are you already proficient using the case method? Access a variety of cases for use in Humber Programming at Humber Press

<http://humberpress.com/>

For more information, please contact the CTL at Ext. 5040.





### **TEACHING AND LEARNING EVIDENCE-BASED PRACTICE AND RESEARCH**

A qualified resource person in the CTL provides a sounding board to faculty to assist in helping to frame ideas and questions about Teaching and Learning project possibilities to enhance the quality of our students' learning experiences, to improve teaching and learning quality, to evaluate teaching strategies that are already in use in the classroom, to assess and measure the impact of learning approaches, qualitatively and quantitatively, to pilot innovative and flexible learning approaches for engaging students and faculty, and finally to help with graduate studies.

For more information, please contact the CTL at Ext. 5040. or email Heidi Marsh [Heidi.Marsh@humber.ca](mailto:Heidi.Marsh@humber.ca)

### **INTERNATIONALIZING CURRICULUM**

How do we provide opportunities for our students to transform through the stages of intercultural competence in the classroom? Take time to assess your own identity and translate that awareness and understanding into reflective action.

Humber recognizes the potential learning opportunities attained through engagement with our international community. Resources are available through the CTL to help faculty make the transition for international students a positive experience. One-on-one consultations and various workshops dealing with the behaviours and feelings that may accompany students through the stages of adjustment are offered throughout the year. Research and examination of learning styles of international students is available and can be used by faculty to set up classroom experiences to build trust and facilitate communication between all students. Information and suggestions can also be found on the CTL website in the form of video presentations.

 <http://humber.ca/centreforteachingandlearning/>

or on CTL's YouTube Channel:

<http://youtube.com/HumberCTL>

For more information, please contact the CTL at Ext. 5040.





### THE CTL CREATIVE STUDIO

Crafted for innovation and creativity, the Creative Studio is centered at the intersection of education and imagination. Our commitment is towards advancing the state of postsecondary scholarship, and merging it with the best in creative technology. We offer support to faculty using teaching technologies in the creation of content. The studio has all the ingredients needed to produce outstanding videos to share online or display in the class. In addition to supporting the production of course content for faculty, we also turn the cameras on the teaching process itself, interviewing Humber professors about best practice and promoting their voices on

 <http://youtube.com/HumberCTL>

For more information, visit us at:

<http://bit.ly/ctlmediastudio>

#### CTL Creative Studio

North Campus D225  
Lakeshore Campus A112

### CONTACT:

#### Eileen de Courcy

Associate Vice President,  
Teaching & Learning  
416.675.6622 Ext. 4766

[Eileen.Decourcy@humber.ca](mailto:Eileen.Decourcy@humber.ca)

#### Denise Gardner

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[Denise.Gardner@humber.ca](mailto:Denise.Gardner@humber.ca)

#### Mark Ihnat

Director, eLearning  
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[Mark.Ihnat@humber.ca](mailto:Mark.Ihnat@humber.ca)

#### Heidi Marsh

Director of Scholarship for Teaching & Learning  
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[Heidi.Marsh@humber.ca](mailto:Heidi.Marsh@humber.ca)

#### Darren Richards

Manager, Creative Productions  
416.675.6622 Ext. 5825

[Darren.Richards@humber.ca](mailto:Darren.Richards@humber.ca)



## eLEARNING

As one half of the CTL, the eLearning Division oversees three critical areas:

- Instructional Support Studio (The Studio)
- Open Learning Centre (OLC)
- Online Course Development, Maintenance and Management

Supporting all forms of content delivery (web-facilitated, hybrid delivery and online delivery), the eLearning Division and its staff focus on andragogy and technical support, helping faculty and staff engage in eLearning practices. eLearning extends beyond the classroom, as faculty, staff and students engage in eLearning practices on a daily basis as they pursue “personal learning agendas, leisure learning and online learning as an adjunct to daily life”<sup>1</sup>.

For information related to eLearning and eLearning workshops please visit:

<http://www.humber.ca/centreforteachingandlearning/>

## OLC PHONE APP

A student-centered app, the Humber OLC Student Support app allows students to view Humber’s online course offerings, allows them to book our study-room, enables easy access to our final exam proctor forms, facilitates a live chat session with a Student Support Advisor and provides relevant information related to our online courses and e-learning resources. Current Humber students and potential students now can be supported with the touch of a button.

Currently available for Android devices only with an iOS app launch planned for Fall 2015.

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1 Haythornthwaite and Andrews, 2011



### Blackboard Support - Faculty

Faculty Help Website: <http://www.humber.ca/bb91help/instructor.php>

Blackboard Twitter Announcements and Support: [@HumberBbSupport](https://twitter.com/HumberBbSupport)

Blackboard Tips & Tricks Blog: <http://hcblackboardblog.wordpress.com/>

Instructional Support Studio:

**North Campus** - D225J Ext. 4744

**Lakeshore Campus** - D112 Ext. 3288

Faculty support (face-to-face, email, remote access, and telephone support) is available through the Instructional Support Studios.

Monday	8:30 a.m. - 4:30 p.m.
Tuesday - Thursday	10:30 a.m. - 6:30 p.m.
Friday	8:30 a.m. - 4:30 p.m.
Saturday and Sunday	Basic Blackboard support is available to all faculty through email, remote access and telephone.

### Blackboard Support - Students

As faculty, encourage your students to use the following support tools:

Student Help Website: <http://www.humber.ca/bb91help/student.php>

Blackboard Twitter Announcements and Support: [@OLCHumber](https://twitter.com/OLCHumber)

**Open Learning Centre (OLC):** <http://www.humber.ca/onlinelearning/>

**North Campus D225** 416.645.5049 or 1.877.215.6117 ([OLC@humber.ca](mailto:OLC@humber.ca))

Monday to Friday	8:30 a.m. - 8:00 p.m.
Weekends	9:00 a.m. - 5:00 p.m.

# BEFORE THE SEMESTER STARTS

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# CHECKLIST

The following is **not** an exhaustive list of tasks to be performed, but is meant to assist you in preparing for the upcoming semester.

Pre-teaching Checklist	YES	NO
Do I have my teaching class schedule?		
Do I have my class list(s)?		
Do I have my course outline(s)?		
Do I have the appropriate resources for my course(s)? (text, articles, etc.)		
Do I have any necessary keys?		
Do I have my Access Card?		
Have I set the dates for the assignments / tests in my course(s)?		
Have I verified the presence of my Blackboard courses?		
Have I uploaded my course outline(s)?		
Have I uploaded my tentative weekly schedule / critical path?		
Do I have the podium code for the electronic classroom(s)? <b>CODE - 1967</b>	X	
Have I visited my classroom(s)?		
Do I know the layout of each classroom?		
Do I know how to operate the podium and its components?		
Do the podium, screens, lights, etc., work?		
Do I need flipcharts, markers, chalk, etc.?		
Do I have enough chairs for my students?		
Do I know where the nearest washrooms are to my classroom(s)?		
Do I know where the nearest emergency exits are?		
Have I set up my voicemail and email accounts?		
Have I checked my mailbox for any room changes and updates?		
Have I booked media materials?		
Have I prepared my first lesson? Do I have a formal lesson plan?*		
Have I planned a break for this class?		
Do I need to collect any additional resources?		
Do I know where the nearest emergency campus phone is?		

\*To access information on forming lesson plans and first day strategies, visit:

<http://www.humber.ca/centreforteachingandlearning/>



## PARKING PERMITS

Staff can now obtain parking via the new Services tab in MyHumber under Parking and Locker.

<http://www.humber.ca/myhumber>.

Permits are required for parking on campus between the hours of 6:30 a.m. and 8:00 p.m., Monday to Friday. Parking gates are raised at 8:00 p.m. and go down at midnight. The permit price is based on the hours worked in an average week.

Faculty working more than 13 hours weekly are considered to be full-time and must pay the \$293.25 semester fee as approved by the Humber Board of Governors.

Faculty working on property 12 hours or less qualify for the part-time parking rate.

There are two options at the North Campus for permit parking:

**Option 1:** Lot 2, a perimeter lot accessible from Driveway A, at a rate of \$88.00 per semester.

**Option 2:** Lot 1 and 13, accessible from Driveways A & E, at a rate of \$176.00 per semester. This option is limited based on numbers per academic division.

At Lakeshore, the part-time permit is valid only in the West property lot, 3199 Lakeshore Blvd. West (off Twenty Third St.), or in the Annex parking lots, 3120 Lakeshore Blvd. West, at a rate of \$88.00 per semester.

If driving only occasionally, Pay on Exit and Pay 'n' Display lots are available at North Campus and a Pay 'n' Display system is active at the Lakeshore West property, 3199 Lakeshore Blvd. West.

There is no charge for parking on the weekend.

Parking regulations and Municipal by-laws are enforced 24 hours a day. It is the sole responsibility of the people parking to ensure that their vehicles are parked in accordance with the rules, and only in the lot authorized by the permit. It is also required that the valid permit be hung from the rear view mirror, facing forward, so it is clearly visible from the outside.

For additional information, please visit <http://www.publicsafety.humber.ca>



## WELCOME TO MYHUMBER

MyHumber provides **students** and **faculty** the ability to view and manage information about courses, grades, fees and more. It offers **applicants** the ability to track application status and manage next steps for admission. For **employees**, MyHumber delivers access to forms and information needed to perform many operational tasks. <http://www.humber.ca/myhumber/>

## TIMETABLES

Your timetable, including room locations, is available online through MyHumber - <http://www.humber.ca/myhumber/> Please check under the Faculty and Advisor tab and click on Faculty Week at a Glance.

At the start of the semester, we may have to move your class to another classroom. When this happens, you will be notified via email. Students will also receive an email for a room or time change. You can also verify this information on MyHumber under Faculty Week at a Glance or Active Assignments.

## CLASS LISTS

Your class lists are available online through MyHumber - <http://www.humber.ca/myhumber/>

Students can register for classes when registration opens until the 5th day of the semester. They can drop courses for refund within the first 10 days of the semester. After the tenth day of classes, you should verify your class list. If you have students attending your class who are not officially registered, please refer them to the Program Co-ordinator who can submit a SAF to have them registered if warranted.

You may obtain class rosters with pictures through MyHumber.

**BP Best Practice:** Students are more engaged in their learning if their teacher knows their names. **Tip:** Keep your photo roster with you, play name games as an icebreaker, and use tent cards.





## EMAIL

Your email and voicemail accounts will be set up for you by the school's Business Office Manager, prior to the start of the semester. You will be provided with this access information at the start of the semester.

Every employee of Humber receives a personal email address. Microsoft Outlook is the email platform in use at the College that you can access at any time by visiting <https://mymail.humber.ca/>. You will find a guide sheet to using the email options in this manual under Appendix. Please remember that when communicating with your students about academic matters, you need to use your Humber email account or your Blackboard site. **Do not use a personal email address when communicating with students.** <http://www.humber.ca/policies/>

Faculty can communicate with students in Blackboard using the Course Message Tool.

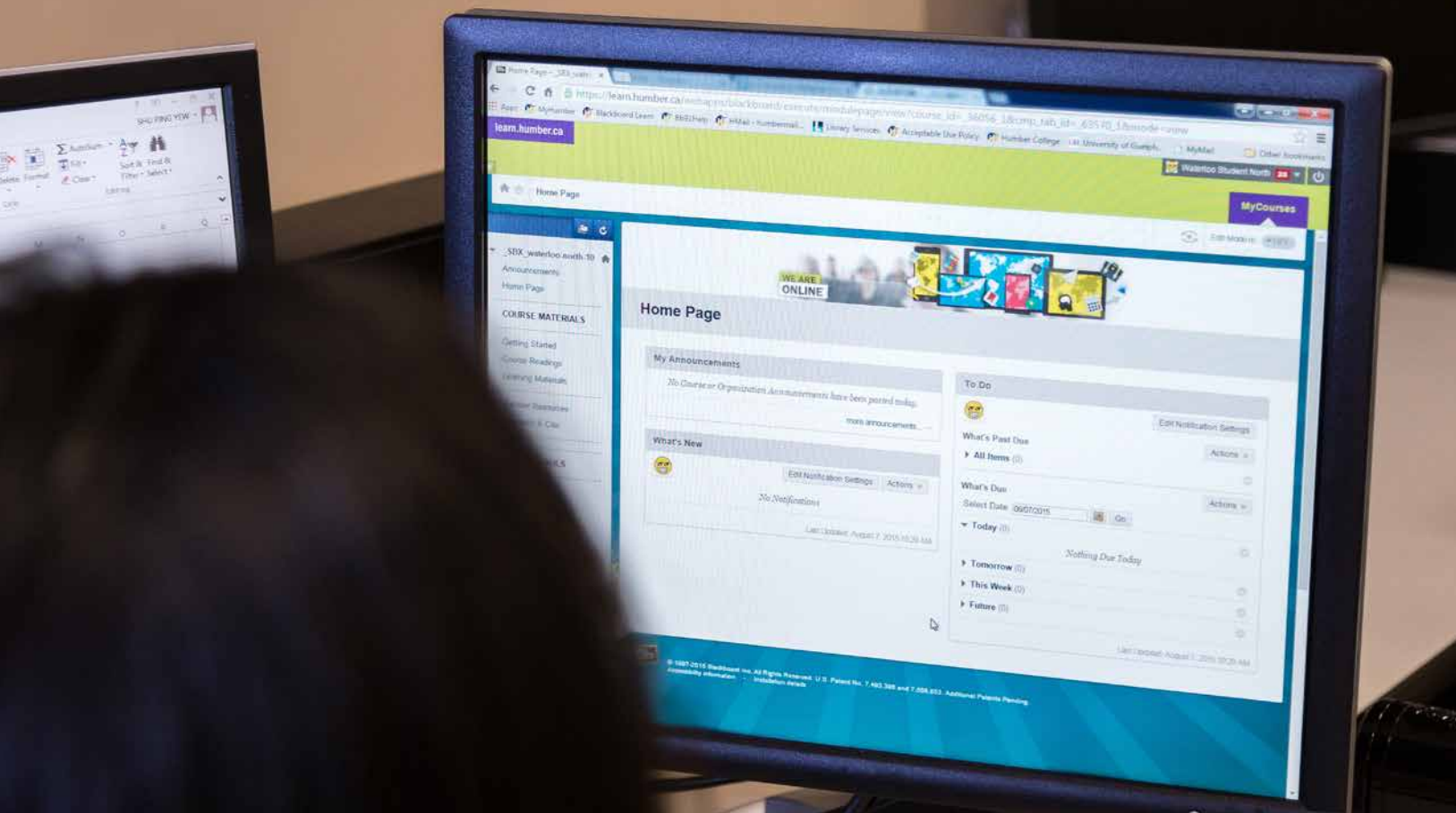


Students report that they prefer faculty using just Blackboard as the method for classroom electronic communication.

## VOICEMAIL

Every employee of Humber receives a personal mailbox and voice-messaging number. This number is a way for students, faculty and staff to contact you. This will be supplied to you by your school's Business Office Manager. You will find a guide sheet to using the voicemail options in this manual under Appendix.





## BLACKBOARD

### BLACKBOARD COURSES

Blackboard is the Learning Management System of choice at Humber. Faculty are expected to use this software to share course information and to communicate with students on course specific matters. Student assignments can be submitted and returned electronically via Blackboard. For a full demonstration of how Blackboard can effectively support and improve the classroom experience, refer to The Gold Master Blackboard Course. To access the Blackboard Gold Master site please contact Mark Ihnat [Mark.Ihnat@humber.ca](mailto:Mark.Ihnat@humber.ca).

Blackboard courses are automatically created, and only faculty assigned as the responsible teacher to a section will be provided access to the course.

- **Activate your Blackboard Account**

You use the same account to access Blackboard as you do when logging in to a computer at the College. This account must be activated and the password changed before you can use Blackboard.

- **Log in to Blackboard**

Go to the website:

<https://learn.humber.ca>

Enter your username and password and click OK. Once you have successfully logged in, you may access the courses you are teaching by clicking on the link which appears in “My Courses”. From that point on, you can build your course by uploading The Humber Template. If at any time you require help using Blackboard, click on the HELP link at the bottom left.

- **Blackboard eForms**

For Blackboard related requests (adding an instructor, merging/crosslisting courses) refer to the Information Technology Services website <https://its.humber.ca/> > Support Centre > eForms

**For help files and Blackboard resources,** please view the Blackboard 9.1 help website <http://www.humber.ca/bb91help/>

Alternately you can:

- Call the Open Learning Centre (OLC) at 416.675.5049 or 1.877.215.6117
- Chat with an OLC Representative through the OLC website at: <http://www.humber.ca/onlinelearning/>

#### North Campus, D225J

Phone: 416.675.6622 Ext. 4744

Email: [waterloo.student@humber.ca](mailto:waterloo.student@humber.ca)

#### Lakeshore Campus, D112 (Cottage D)

Phone: 416.675.6622 Ext. 3288

Email: [waterloo.studentlakeshore@humber.ca](mailto:waterloo.studentlakeshore@humber.ca)

Chat support and web-resources (eBrochures, video tutorials, etc.) available through the eLearning website: <http://www.humber.ca/centreforteachingandlearning/>




## HOW TO ACCESS ELECTRONIC CLASSROOMS

Electronic classrooms are fully integrated multimedia platforms designed to enhance the learning experience. All classrooms contain various types of multimedia equipment controlled from a podium at the front of the room.

Most podiums consist of a keyboard tray, a mouse, a flatscreen monitor, and a touch screen panel that controls all of the room's equipment.

If you have questions while in the electronic classroom, you can press the help icon located on the touch screen panel for instructions on how to contact media services. A technician can be dispatched immediately by pressing "2" on the in-class phone. **Note: The Podium Password is "1967"**

If you are teaching in one of Humber's new collaborative classrooms, resources are available in person at The CTL and online

 <http://www.youtube.com/HumberCTL> for CTL Humber Classroom Redesign.

## HUMBER CLASSROOM REDESIGN INITIATIVE

Humber is upgrading and updating its classrooms to align with 21st-century teaching and learning practices. You can learn more about this project at <http://www.humber.ca/classroomredesign/>. To practice using one of our collaborative classrooms, please come to the CTL and play in our mock classroom space, North Campus: D236.





## ID/LENELE CARDS

All faculty need to have a Humber-issued ID/Lenel card. This card will allow you access to a variety of services and facilities at Humber.

Requests for classroom keys to specialized classrooms should be made to your Program Co-ordinator or your Business Manager. If deemed necessary, faculty will then be issued the appropriate classroom keys. In some cases, access to your room is via your ID/Lenel card. Once you have obtained your ID/Lenel card, access will be activated by the school's Business Office Manager or designate. The faculty member bears sole responsibility for the return of each key and access card entrusted to him or her.

ID/Lenel cards should be obtained from IT Support Centre at the following campus locations:

<b>North Campus</b>	NX210
<b>Lakeshore Campus</b>	A212
<b>Orangeville Campus</b>	0208
<b>Carrier Campus</b>	Main Reception

## LOST/STOLEN KEYS

Any person losing a key(s) or ID/Lenel access card must notify the Program Co-ordinator or Business Manager immediately to ensure against a compromise of the system.

## REPLACEMENT COSTS

A replacement charge of \$20 will be made for each key or ID/Lenel access card that is lost/stolen. If a key or access card is damaged please return it to the school's Business Office Manager and it can be traded for a replacement at no charge.

## FACULTY MAILBOXES

Staff members will be assigned a mailbox in the mailroom (at the campus where they are teaching). If you are teaching at more than one campus, you will have a mailbox at both campuses. Please check your mailbox regularly because students will drop off assignments with the school secretaries/receptionists in the assigned drop boxes for distribution to your mailbox.



## TEXTBOOKS

If you require textbooks or other resource materials for your course, you must let your Program Coordinator know well in advance. In many cases these will be provided for you well in advance of your class by program staff. It can take over two months from the time books are ordered to the time they are available in the campus book store.

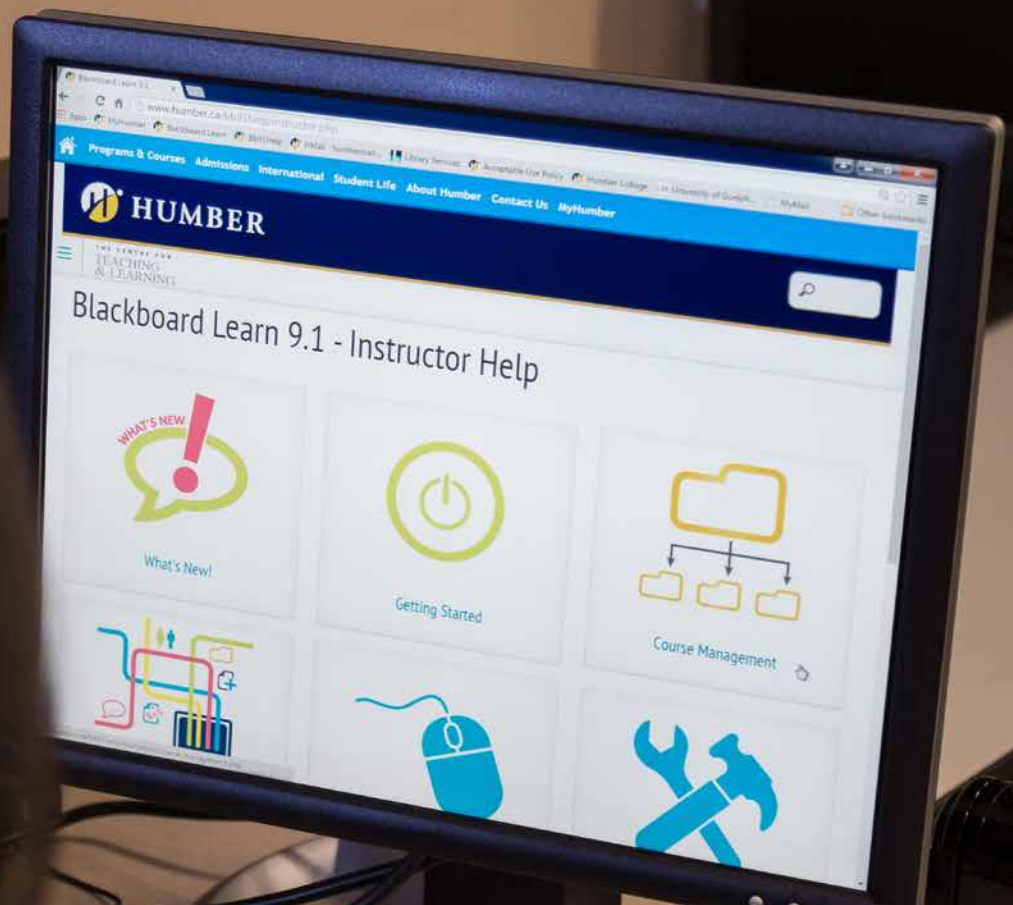
At Humber, we also strongly encourage the integration and use of digital resources and eBooks that are offered via Humber's Library.

## EBOOKS

The Libraries at Humber offer eBooks for both students and faculty. You are able to browse our collection and transfer eBooks to your portable device or view instantly with our web based reader. eBooks support information easier and faster with eBook downloads. For further information regarding eBooks offered at our Humber Libraries please visit the Humber Library website at: <http://library.humber.ca/programs-list>

Want to create your own eBook or eResource? Contact CTL Ext. 5040.





## COURSE OUTLINES

Curriculum design is of the utmost importance at Humber and we regularly review our course outlines to ensure that they not only reflect the Ministry of Training Colleges and University standards but also the evolving needs of our students' industry partners. Once outlines have been revised by faculty and approved by the relevant Associate Dean or Director, they can be obtained from the "I" drive. To access the "I" drive, complete the following sequence of steps from any Humber computer:

- Click on Windows button
- Click on Computer
- From Computer double click on "shares (\\humber.org)(I:)"
- Select Departmental
- Select Your Department/School (i.e.: Business School)
- Select 2014 - 2015 Course Outlines
- Select the appropriate folder

Humber values sustainability and in our effort to help reduce waste we do not normally print course outlines. As a result, you will need to upload your outline and weekly schedule to your course Blackboard sites prior to the start of the semester.

For additional help in uploading course outlines to Blackboard sites please visit:

<http://www.humber.ca/bb91help/instructor.php>



## MATERIALS AND SUPPLIES

Schools try to keep a variety of teaching supplies on hand. Supplies are normally kept in supply cupboards within each school at our campuses, and inventory levels are monitored regularly. If you require any teaching supplies that you cannot find in the school's supply cupboard, please see one of the program staff and an order will be placed.

Sustainability is one of Humber's values, and we encourage posting information to Blackboard; however, a multi-function photocopying machine is available in each of the main school office areas. In areas where you require a code, this will be provided to you by program staff. In some schools no code is required. In this case you will receive a printing account code from the school's Business Office Manager. Please remember, as a professional practice, to cite the source (see page 55, copyright). It is an important part of respecting intellectual property and modeling proper technique to your students.

Please remember that for any jobs larger than a class set (60 pages), please use the Grenville Print Centre and allow two business days turnaround time. You will need to complete a printing order form, available in the school's main office or from the Grenville Print Centre.

You can also submit an online, and electronic version of any document that you need printed to the Grenville Print Centre.

### **Grenville Print Centre Locations:**

#### **Humber College North Campus**

205 Humber College Blvd.  
North Campus H205

Monday - Thursday 9:00am - 6:00pm

Friday 9:00am - 5:00pm

416.675.6622 Ext. 4228

[Humber.north@grenville.com](mailto:Humber.north@grenville.com)

#### **Humber College Lakeshore Campus**

3199 Lakeshore Blvd. W.  
Lakeshore Campus H105A  
(next to the Cafeteria)

Monday - Friday 9:00am - 4:00pm

416.675.6622 Ext. 3584

[Humber.lakeshore@grenville.com](mailto:Humber.lakeshore@grenville.com)



Testing Services

TESTING SERVICES

## TESTING SERVICES

Testing Services are located at the North, Lakeshore and Orangeville Campuses as well as the Centre for Trades and Technology. The Testing Services offer a quiet and controlled space for students to write their tests outside of the classroom. The centres are monitored by our trained invigilation staff. The Testing Services also serve students who have disabilities and require testing accommodations such as access to a computer or assistive technology.

Our services include:

- Make-up or missed tests
- Tests for students with disabilities who require accommodation
- External Institution Testing
- Admission Testing
- Placement Testing

Please note that all tests submitted to the Testing Services must be submitted with a completed referral form, which can be found on our website. For up-to-date hours of operations, test referral forms, testing services for faculty, and rules and regulations please see our website at <http://www.humber.ca/testcentre/>

### Locations:

#### Humber North Campus

Learning Resource Commons  
Second Floor (LRC 2141), Ext 4712

#### Humber Lakeshore Campus

Room A235, Ext. 3228

#### Humber Centre for Trades & Technology

Room CAR145, Ext. 78089

#### Humber Orangeville Campus

Room AL204, Ext. 5902



## MATH AND WRITING CENTRES

The School of Liberal Arts & Sciences has established facilities at the Humber North, Lakeshore and Orangeville campuses to help students who need assistance with English and Mathematics.

**The Writing Centres**, located at Humber's North, Lakeshore and Orangeville campuses, provides students with a chance to refine their writing skills and to get help with individual assignments. The Centre's friendly tutors welcome the opportunity to work with students one-on-one and in small group settings on any writing issue, whether these are related to thesis development, research, documentation techniques, and analytical and technical reading abilities, regardless of a student's program of study.

Further, reading comprehension skill development and language skill development are also offered and tailored for English as a Second Language (ESL) Learners at the Writing Centre, along with Conversational and Pronunciation support.

Students can drop in for help or reserve a tutor through our online booking system.

<http://www.humber.ca/liberalarts/las-writing-centre>

**The Math Centres** are drop-in centres offering free math help to all Humber students. Students do not require appointments in order to get help. The Math Centres help with a broad range of math problems including basic math, remedial math, math of finance, statistics, quantitative methods, technical math and calculus. The Math Centres can also help with the math component of other courses such as nursing and physics. To find out more about how the Math Centres can help your students, drop by and speak with one of the staff.

<http://www.humber.ca/liberalarts/math-centre>

### Humber North Campus

Dan Andreae Math & Writing Centre  
Learning Resource Commons, 3rd floor

### Humber Lakeshore Campus

Writing Centre and Math Centre Room F201



# DURING THE SEMESTER

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## ACCESSIBLE LEARNING SERVICES

Humber College is committed to providing an inclusive learning environment for students with disabilities. To this end, Accessible Learning Services partners with students and faculty to ensure that the academic environment is accessible. When barriers to learning are identified, Accessible Learning Services offers a range of confidential services to support students with disabilities such as academic accommodations, assistive technology training and learning supports.

When a student encounters a barrier to access, Accessible Learning Services works with the student to develop an accommodation plan. This process is facilitated as follows:

1. The student connects with Accessible Learning Services to review disability related documentation and to develop an accommodation plan to minimize the impact of the disability or disabilities within the academic environment.
2. The student notifies faculty of accommodations. This is usually accomplished

by the student presenting faculty with a copy of the accommodation plan as represented by a letter or memo prepared by Accessible Learning Services.

3. If the student requires accommodations during tests, the student books test dates in advance with the Testing Services. Faculty are then notified of the booking and asked to provide the test directly to the Testing Services.

Faculty with questions about accommodation requests are invited to contact Accessible Learning Services. On occasion, faculty may need to explore whether or not an accommodation request interferes with the essential requirements or learning outcomes of a course. Faculty members are encouraged to discuss this with Accessible Learning Services.

### Contact Information:

North Campus: 2nd Floor LRC

Lakeshore Campus: Room A120

email: [accessible-learning@humber.ca](mailto:accessible-learning@humber.ca)

phone: North Campus & Orangeville Campus - (416) 675-5090

Lakeshore Campus - (416) 675-6622

Ext. 3331



## STUDENT TESTS AND ASSIGNMENTS<sup>1</sup>

Your students are expected to complete all tests, assignments and exams within the time frames and by the dates indicated on the course's critical path found in Blackboard 9.1. Any changes to the evaluation scheme contained in the course outline must be approved by the Associate Dean and then discussed with the class and confirmed in writing.

## GRADING RUBRICS

Rubrics are predefined grading frameworks that allow an instructor to efficiently and reliably assign grades. Rubrics are shared ahead of time with students, so that they know the criteria by which their work will be graded.

Many program areas will have specific grading rubrics that will be shared with you at the start of your semester.

The CTL's website also contains some terrific resources that can help you create your own rubrics. Please visit:

<http://bit.ly/ctl-rubrics>

## ATTENDANCE<sup>2</sup>

There is a strong relationship between attendance and academic achievement; higher grades are associated with regular class attendance. As adult learners, college students are responsible for attendance, punctuality and facilitating a positive and productive learning environment. All students are expected to complete all assignments and write all tests/exams during the normally scheduled dates and times.

For courses involving **computer lab work, practical lab classes, significant classroom group activities or student/industry guest presentations**, absenteeism is generally not permitted and may result in a failing grade for the course. The specific number of absences permitted is clearly stated in the individual course outlines. Please refer to your course outline to identify attendance requirements.

Frequent absenteeism may be symptomatic of other issues and/or problems. Changes in student behaviour and levels of engagement need to be investigated. For direction and support, please notify your Program Co-ordinator with regard to further action.

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<sup>1</sup> Modified from the Faculty Handbook, University of Guelph-Humber; and the Humber Policy Manual

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<sup>2</sup> Modified from the Policy Handbook, School of Hospitality Recreation & Tourism



## SUBMISSION OF GRADES

All students registered in postsecondary, postgraduate and degree-level courses will receive a midterm grade, which in conjunction with discussions with their faculty member, is to contribute feedback on academic performance and provide students with a realistic idea of their performance to date.

At the end of each term, all students registered in credit courses will receive a final grade reflective of their achievement of course outcomes.

The Office of the Registrar will establish and post to the Academic Calendar (see Appendix) midterm and final grade due dates and grade release dates, which will indicate when grades will be available for students to review.

Faculty are required to submit midterm and final grades each term according to the deadlines posted in the Academic Calendar.

Faculty are required to submit midterm and final grades for all students on their class lists, including students who have not attended the class or have failed to officially withdraw from the course.

Please note that midterm grades are not considered part of the official grade point average and will not appear on the students' official transcript.

Grades are to be entered via the Faculty tab on MyHumber. See Faculty & Staff Learning Resources for how to enter grades.



## CLASS CANCELLATIONS/ ABSENCES

### CLASS CANCELLATIONS DUE TO ILLNESS

If you have to miss a class due to illness, you must contact the school as soon as possible.

Any class cancellations will be posted by the school on the classroom doors. Class cancellation notices can also include instructions for your students regarding readings, assignments, etc.

**Please post your class cancellation on your Blackboard course sites along with instructions for your students regarding readings, assignments, homework, etc.** In some cases, we may be able to provide coverage for your class; therefore, it is imperative to notify your school/department as soon as possible.

### CLASS CANCELLATIONS DUE TO WEATHER<sup>1</sup>

On rare occasions, classes may be cancelled due to hazardous weather or emergency situations.

To this effect, announcements are made on the front page of the college website (<http://www.humber.ca>), as well as over local radio stations and by recorded message to anyone telephoning the college at 416.675.6622.

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<sup>1</sup> Modified from the Faculty Handbook. University of Guelph-Humber

Figure 2: Leadership Virtues



© Sarah, Crossan, Sept, 2013, from, *Key Business Journal*, May/June, 2013.

## GUEST SPEAKERS AND FIELD TRIPS

Humber is committed to providing students with an exceptional education experience that is both engaging and dynamic. There are many ways to create dynamic learning environments for your students where learning goes beyond the classroom walls and allows them to learn by doing.

### GUEST SPEAKERS

Where and when appropriate, faculty may invite industry or guest speakers to visit their classes as a way of supporting teaching and learning. Before inviting a guest speaker, you should speak to your Associate Dean or Program Co-ordinator. If you are unsure if a guest speaker would be right for your course, please discuss this with your Program Co-ordinator.

**BP** Connect the speaker's content to lessons, assignments and reflective practice. For assistance and ideas on how to do this, contact the CTL.

### FIELD TRIPS

Before you may proceed with any arrangements to take your students on a field trip, you must submit a written request to your Program Co-ordinator. **Such a request should be submitted at least 10 days prior to your trip.** This is necessary for insurance purposes. Students are protected under Humber's insurance coverage only when you have written approval, a Humber faculty or staff in attendance and the trip is related directly to the curriculum. Contact your Program Co-ordinator for details. For additional ideas regarding experiential learning opportunities visit the CTL at: <http://www.humber.ca/centreforteachingandlearning/>

**BP** To encourage deep learning while on a field trip, ask students to either prepare a report/presentation or have them blog or tweet about the field trip.



## STUDENT FEEDBACK<sup>1</sup>

### STUDENT TESTS / ASSIGNMENTS

Timely and constructive feedback in response to students' work is an integral part of the learning process. Students should be able to assess their progress in a course as early as possible. Instructors' responses should inform, guide and encourage students in their learning.



Utilizing the Grading & Grade Book functions on Blackboard is a useful way to track student grades and allows you to release grades to students letting them know where they stand in the course. For more information on posting grades to Blackboard visit the Help Centre at the CTL at <http://www.humber.ca/centreforteachingandlearning/>

<sup>1</sup> Modified from the Faculty Handbook, School of Hospitality, Recreation and Tourism.

### COLLECTION AND DISTRIBUTION OF STUDENT WORK

The Ontario Freedom of Information and Protection of Privacy Act requires that the College protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

Student tests and assignments fall under the definition of personal information and reasonable security arrangements must be taken when receiving and returning tests and assignments.

### COLLECTING STUDENTS' ASSIGNMENTS

If assignments cannot be handed in during class time, they can be dropped off in each school's "Assignment Drop Box" located outside of the school's main office at each of the campuses. These will then be date stamped and placed in your mailbox. An alternative would be to have students upload assignments to Blackboard 9.1. You can use this technology for uploading and tracking student submissions.

### RETURNING STUDENTS' TESTS/ ASSIGNMENTS

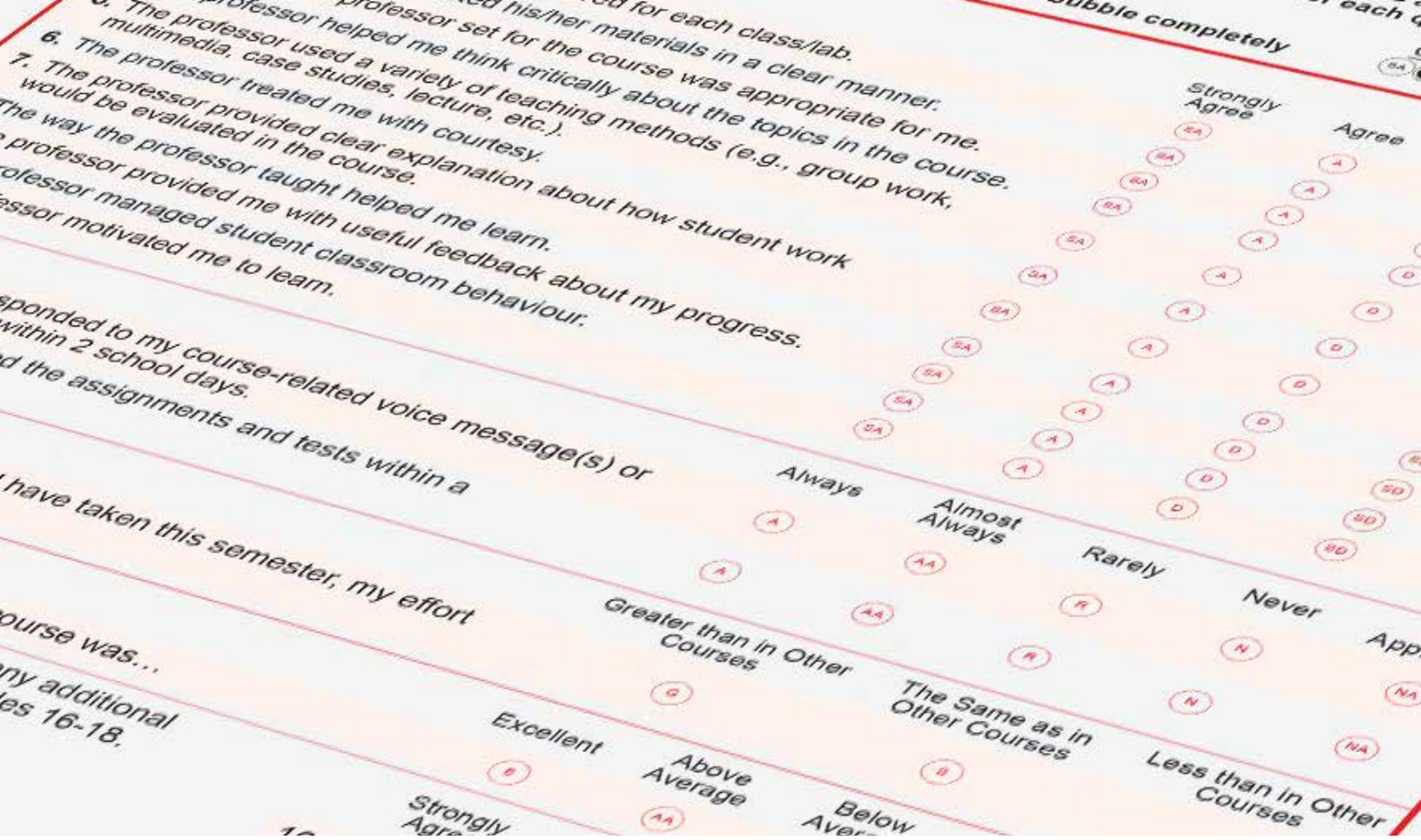
It is the professor's responsibility to return graded tests and assignments directly to the student. Tests and assignments should **NOT** be placed in faculty mailboxes or in any other public area for pickup. Students are not permitted to handle exams or assignments other than their own.

Students should also have access to their marks via Gradebook on your Blackboard course site in order for them to gauge their progress in your course.



When providing written feedback, do not use red pen or place student's grade/ comments on the cover page. Using red pen, in certain cultures, is perceived as stressful and may impede learning.<sup>2</sup> **Tip:** Use green, purple or any colour except red.

<sup>2</sup> Richard L. Dukes, Heather Albanesi, Seeing red: Quality of an essay, color of the grading pen, and student reactions to the grading process, *The Social Science Journal*, Available online 23 October 2012, dx.doi.org/10.1016/j.soscj.2012.07.005 Read more at: <http://phys.org/news/2013-01-red-pen-instructors-negative-response.html#jCp>



## STUDENT FEEDBACK QUESTIONNAIRES (SFQs)

At Humber, we value feedback and seek opportunities to engage in discussion and dialogue about our performance with all of our stakeholders. We formally review our programs at least once every five years. We also have very active and committed Program Advisory Committees that provide us with current and immediate feedback.

Each semester, all of our classes are involved in the Student Feedback Questionnaire (SFQ) process during which students are asked to provide feedback on their courses and professors. We encourage you to familiarize yourself with the SFQ (see Appendix) so that you can understand ways in which students will be asked to rate both your classes and your performance as a professor at Humber. SFQs are scheduled to take place after midterms. We strongly recommend that you avoid administering the SFQ either directly before or after a test/quiz has been completed or returned. It is also important for you to receive feedback from the majority of your students, so

you are encouraged to announce the SFQ dates well in advance and to remind students of the importance of the SFQ both for Humber and for yourself as a teacher-practitioner.

The SFQ form provides space to ask your students up to three specific questions. You will receive a list of suggested questions, but you are free to create your own. When adding questions to the SFQ, please be sure that the question is framed so that the most desirable answer is in the “Strongly Agree” column.

You may want to solicit feedback from your students sooner in the semester and at more regular intervals. This can be easily accomplished in many different ways. Visit the CTL website to access a variety of helpful tools and resources that you can use throughout the semester.

<http://bit.ly/ctl-feedback>



Use a variety of Classroom Assessment Techniques (CATs) to assess student learning and to better understand your effectiveness as a teacher. For more info go to: <http://humber.ca/centreforteachingandlearning/>



<http://youtube.com/HumberCTL>





## KEY PERFORMANCE INDICATORS (KPIs)

The Key Performance Indicators (KPIs) survey is a method of measuring how well colleges in the province of Ontario meet the needs of students and the marketplace and is used as a basis for performance funding. KPIs also ensure that programs remain strong, responsive and needs-focused. The KPI survey is administered annually during the first week of February, by an independent body on behalf of the Ministry of Training, Colleges and Universities in conjunction with Colleges Ontario.

The five key performance indicators listed below are used to measure the performance of Colleges in achieving Ministry stated outcomes and objectives.

- Graduate Employment
- Graduate Satisfaction
- Employer Satisfaction
- Student Satisfaction
- Graduation Rate

Please familiarize yourself with the questionnaire (see Appendix) so that you may be able to understand ways in which students may be asked to rate their experience at Humber and in your courses.

For more information on Ministry KPIs, go to:

<http://www.humber.ca/strategicplanning/kpi-qa>



## HELP

All incoming students are also asked to complete the HELP survey.

### What is HELP?

HELP is the Humber Engagement and Learning Profile survey for incoming students.

Developed by a cross-institutional advisory group, HELP is a cutting-edge incoming student survey.

### WHO IS HELP FOR?

HELP asks incoming first-semester students in certificate, diploma and degree programs to tell us about their preparation for college, their educational and career goals, early opinions about their program and Humber generally, and to identify particular student support services they may use.

### WHEN DOES IT HAPPEN?

The HELP survey is open to incoming students during the **third and fourth weeks of class** each semester.

The survey is administered online and takes approximately 10 minutes to complete.

### WHY IS HELP IMPORTANT?

Students share how we can help them be successful at Humber, and receive individualized emails and timely information about Humber's services based on areas of assistance they identified as beneficial.

Humber Institutional Research creates reports based on student responses to key questions and distributes these to student service areas as well as academic faculty/staff.

Aggregate data at the program, school and college levels will inform institutional retention strategies that will help more students be successful in their program.

### WHERE CAN YOU GET HELP INFO?

To ask questions or learn more about the survey or reports please contact Humber Institutional Research.

#### Corrine Johnston

Director

Strategic Planning and Institutional Analysis (SPIA)

416.675.6622 Ext. 4630

[corrine.johnston@humber.ca](mailto:corrine.johnston@humber.ca)

#### Pat Van Horne

Manager

Strategic Planning and Institutional Analysis (SPIA)

416.675.6622 Ext. 4943

[patricia.vanhorne@humber.ca](mailto:patricia.vanhorne@humber.ca)

**Improving student success is an institutional priority, and benefits all of us!**



# AT THE END OF THE TERM

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## TESTS, ASSIGNMENTS AND EXAMS

### FINAL EXAMS AND TESTS

At Humber we strive for academic excellence and introduce processes that emphasize academic integrity in all that we do. Tests and exams are opportunities to allow students to demonstrate academic excellence and integrity.

### TEST AND EXAM PROTOCOL AND CONDUCT<sup>1</sup>

#### Consider using some or all of the following suggestions when conducting an examination:

- Students may not enter the test/exam room until the faculty member is present and has directed the students to enter.
- Seats may be pre-assigned by the faculty member.
- Students may be asked to provide a valid student ID card, with photo, to be eligible to write the examination. No other identification will be accepted.

- Students are to bring only what is necessary to the test/examination room. All personal effects are to be stored in the students' lockers, or in an unsupervised, designated area in the exam room, as determined by the faculty member.
- All cell phones and other electronic devices must be turned off and placed with other personal belongings/bags in the designated area.
- No outerwear such as hats, gloves, overcoats, jackets, vests, etc. are permitted to be worn. Religious head coverings are exempted.
- Students must be punctual for all tests and examinations. Students must stay in the examination room for the first 30 minutes. After 30 minutes, students may exit quietly by submitting their exam/test and all paper used during the exam to the faculty member.
- Once a student has left the examination room, there will be no re-admittance. Students are directed to use the washroom prior to entering the exam.
- No student is permitted to leave the examination room in the last 15 minutes of the exam.

1 Modified from the Policy Handbook, School of Hospitality, Recreation & Tourism



- Students are to follow the instructions of the faculty member for collection of exams and dismissal procedure at the end of the examination.
- Faculty members have the authority to direct students to move to another seat during the test/exam.

**BP** Review current research on Why Students Cheat, Prevention, and Academic Integrity Policy on the CTL website.  
<http://bit.ly/CTL-academic-integrity>

### STUDENTS MISSING EXAMS<sup>1</sup>

All tests and assigned course work, as described in the course outline, will have their due date announced in class prior to the actual date. Advising students to synchronize their Outlook and/or Google calendars via Blackboard would be ideal in helping students track important dates. However, **it is the students' responsibility to be aware of the dates of tests and assigned course work.** Students who are late for tests will not be

given extra time, unless there are extenuating circumstances. If a student misses an evaluation, the student must contact the course instructor within 24 hours of the evaluation to discuss an extension or seek permission to write a makeup test/assignment. Permission to make up the missed evaluation is granted by the faculty member and you are encouraged to discuss such requests with the Program Co-ordinator to ensure we are consistent in our decision making. Please note that information regarding make up tests and/or evaluations must be included in our course outlines. Please review the outline carefully to ensure that you are following established program policies.

<sup>1</sup> Modified from the Policy Manual, School of Hospitality, Recreation & Tourism



## SUBMITTING FINAL GRADES

### MIDTERM AND FINAL GRADES

You are required to submit both midterm and final grades for each of your students, in each of your classes. At Humber, we submit grades electronically using MyHumber. Information will be distributed to faculty several weeks in advance of each deadline illustrating the MyHumber grade submission process. Faculty are encouraged to submit their grades as early as possible. At the end of each semester, you will also be required to submit a copy of your final grades and a grade breakdown to your school. These copies are used to help respond to student and program enquiries as well as requests from the Office of the Registrar when grades are missing or incomplete.

Please refer to the Academic Calendar dates in the Appendix.

## CHANGING A STUDENT'S GRADE

Under extenuating circumstances, faculty will have six weeks, following the end of the semester, to reassess a student's final grade and submit any changes to the Office of the Registrar for input. Changes beyond the six weeks will be permitted only if authorized by the Dean and/or designate.



## RETAINING STUDENT WORK AND GRADES

Each academic school is required to retain unreturned graded tests, assignments and final exams for 12 months after the end of term, or 12 months after the date of the last use.

Please provide a copy of these items along with a copy of your final grades to your Program Coordinator or designate as indicated by your school's Business Office Manager or Associate Dean.

## SAMPLES OF STUDENT WORK FOR DEGREE STUDY

We are also required to retain samples of degree student work in the terminal stage of the program and for breadth courses. During the registration process, degree students indicate their agreement to the collection of sample work. Files may be stored electronically. Video or photo images of completed work for design/studio projects are appropriate. Samples must be sorted and reflect student work that is exemplary, average and minimally acceptable. There should be sufficient numbers of assignments for external reviews to randomly select samples from each category. No personal information (e.g. student name, ID number etc.) should appear on the samples.



## ACADEMIC REGULATIONS

Our Academic Regulations contain important information and highlight important processes. You are encouraged to make yourself familiar with Humber's Academic Regulations. Please note that our Academic Regulations can vary depending on which program you are teaching at Humber. To view the Academic Regulations please select the appropriate link below:

- 2015-2016 Admission Requirements & Academic Regulations for Degree, Diploma and Certificate Studies
- 2015-2016 Admission Requirements & University Regulations for the Bachelor of Nursing Degree Program
- <http://www.humber.ca/admissions/academic-regulations>

Please note that Academic Regulations apply to all credit courses and programs at Humber. Academic schools may have specific supplementary procedures that derive from our Academic Regulations and are communicated to students when they first begin their studies. These

supplementary procedures are often included in school-specific, or program-specific handbooks available from the Program Co-ordinator and/or the Associate Deans.

### POLICIES AND PROCEDURES - ACADEMIC

In addition to our Academic Regulations, there are many different policies and procedures that govern Humber's day-to-day operations. For example, there are several policies in place at Humber that focus on teaching and learning:

Academic Freedom Policy

Academic Honesty of Faculty and Staff Policy and Procedure

Copyright Policy

Fair Dealing Policy

Student Feedback Questionnaire Policy

All of our policies are available on our website at: <http://www.humber.ca/policies/>





### AUDITING A COURSE

Where applicable, a student may apply to audit a course. A student must obtain written permission to audit a course from the appropriate Associate Dean and present the authorization to the Customer Service and Registration Centre at the time of registration. Students who are auditing courses will not be evaluated nor will credits be earned. The regular fee applies.

### LAST DAY TO DROP A COURSE WITHOUT ACADEMIC PENALTY

To drop a course and have it removed from an official transcript, students must apply to drop the course through the Admissions and Registration Centre. (It is not sufficient for students to just tell their instructor.) **The last day to withdraw from a course without academic penalty is two-thirds of the way through the course. Students are encouraged to check the academic calendar for the exact date (See Appendix).** After that, the course will remain on the student record with the grade earned showing as a final grade.

Grades will be reported in percentages, unless otherwise specified in the course outlines. A pass in each course will be fifty (50%) unless otherwise indicated.

For further information, visit <http://www.humber.ca/admissions/academic-regulations>



## ACADEMIC COMPLAINTS/APPEALS

### Student Appeal Procedure

Students should be aware they have the right to appeal a course, grade or a program standing.

When a student disagrees with a grade received or any decision resulting from the Academic Regulations, the following informal procedure should be followed before making a formal appeal:

- The student should first discuss the matter with you, the instructor, in an attempt to resolve the disagreement
- If the matter remains unresolved with the instructor, the student should discuss the matter with the Program Co-ordinator
- If the student is not satisfied at this point, the student meets with the Associate Dean to try to resolve the situation at the school level
- If the student is still not satisfied at this point, the student meets with the Dean to try to resolve the situation at the school level

If the student is still not satisfied, a formal appeal in writing may be initiated to the Registrar. Such documentation must be completed within 10 days from the end of the course. Full details can be viewed online at <http://www.humber.ca/admissions/academic-regulations>

The outcome of a formal appeal is officially communicated to the students and all parties involved.



## **PROGRESSION/ PROMOTION MEETINGS**

At the end of term, many of our programs have progression or promotion meetings to review our students' academic progress. Your participation in these meetings is crucial as decisions regarding academic standing can only be made when the appropriate faculty come together to review a student's academic record.

Information regarding the date and time of progression/promotion meetings will be provided to you by the Program Co-ordinator.

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## STUDENT SUCCESS AND ENGAGEMENT (SSE)

Student Success and Engagement (SSE) comprises a range of services that share the common goal of supporting students' personal and academic success. The various services are designed to provide support and resources to students, faculty and staff, taking the approach that each student's education is enhanced by the range of opportunities, and interactions available both inside and outside of the classroom.

Services include:

- Aboriginal Resource Centre
- Athletics and Recreation
- Career Centre
- Peer Tutoring and Mentoring
- Residence Life
- Service Learning
- Student Code of Conduct (Non-academic behaviour)

- Student Life Programs (including Leadership Development and Orientation activities)
- Student Wellness and Accessibility Centre
- Testing Services

For more information related to any of these services, please contact the Office of the Dean of Students at Ext. 4872, or visit Humber's website for specific office locations and contact information.

<http://wegotyou.humber.ca>





## HUMBER LIBRARIES

Come to the circulation desk to activate your library account to access print, multimedia and online collections, which include books, journals, magazines, newspapers, videos and encyclopedias. Distance education faculty can apply for an account online at

<http://library.humber.ca/get-account>

### Humber North Library, LRC Building 4th Floor

**Circulation:** 416.675.5079

**Reference:** 416.675.6622 Ext. 4421

**Hours of Operation:**

Monday to Thursday 7:30 a.m. – 10:00 p.m.

Thursday

Friday 7:30 a.m. – 6:00 p.m.

Saturday 8:30 a.m. – 5:00 p.m.

Sunday 12:00 p.m. – 5:00 p.m.

### Humber Lakeshore Library, Building B

**Circulation:** 416.675.6622 Ext. 3247

**Reference:** 416.675.6622 Ext. 3351

**Hours of Operation:**

Monday to Thursday 7:30 a.m. – 10:00 p.m.

Thursday

Friday 7:30 a.m. – 6:00 p.m.

Saturday 8:30 a.m. – 5:00 p.m.

Sunday 12:00 p.m. – 5:00 p.m.





### **COLLECTIONS AND INSTRUCTION**

Contact your faculty liaison librarian if you need materials to support your course. Your librarian will also work with you to enhance student research skills through classroom visits, assignment development, or online tutorials.

<http://library.humber.ca/liaison-librarians>

### **INTERLIBRARY LOAN**

You can borrow material from other academic institutions. Place a request using the InterLibrary Loan at <http://library.humber.ca/interlibrary-loan>

### **COPYRIGHT**

Humber College is required to comply with Canadian Copyright Law, institutional licensing agreements and the Universal and Berne International copyright conventions to which Canada is a signatory. This means that the reproduction, use and dissemination of copyright protected materials, regardless of format, are subject to certain limits and restrictions.

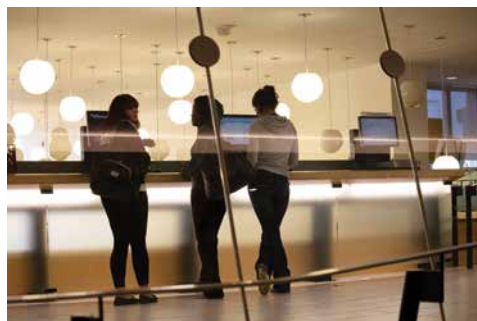
It is the responsibility of Humber faculty to be aware of the restrictions and to copy and distribute materials in accordance with institutional directives.

For details on allowable limits, go to: <http://library.humber.ca/copyright>

If you have any questions regarding the appropriate use of print and online materials, please contact library copyright staff at [copyright@humber.ca](mailto:copyright@humber.ca).

### **UNIVERSITY OF GUELPH-HUMBER LIBRARY SERVICES**

Go to <http://www.guelphhumber.ca/library> for details.



# Drop by the INTERNATIONAL CENTRE

International students are welcome to drop by the International Centre located at either campus (North - D224 or Lakeshore - A116) so we can introduce ourselves. We will ensure that you have everything you need to be successful in your journey here at Humber.

#### SERVICES WE OFFER:

- Guidance with study and work permit applications
- Student events (Niagara Falls, Woodstock, ski trips, and much more)
- Language courses
- Workshops (Canadian culture, Canadian history, Canadian geography, and many more)
- Off-campus housing

## INTERNATIONAL CENTRE



## INTERNATIONAL STUDENT SERVICES

Humber provides specialized services for international students. The International Centre assists students with questions regarding study and work permits, transition, housing, health insurance and employment. In addition to acting as a resource to students, the International Centre provides various opportunities for students to learn more about Canada and meet new friends. The International Centre also houses many resources on work/study abroad, multiculturalism and other international issues. Visit <http://International.humber.ca> for more information.

**North Campus:** LRC 2185 Front desk Ext. 5067

**Lakeshore Campus:** H100A Front desk Ext. 3178

**Email:** [international@humber.ca](mailto:international@humber.ca)

#### Contact:

##### **Diane Simpson**

Dean, International Centre

416.675.6622 Ext. 5630

[diane.simpson@humber.ca](mailto:diane.simpson@humber.ca)

##### **Kim Smith**

Associate Director International Admissions  
and Student Services

International Centre

416.675.6622 Ext. 5968

[kim.smith@humber.ca](mailto:kim.smith@humber.ca)





## RESEARCH OFFICE

Applied research is an important part of Humber's strategic vision. Research activities enable faculty to provide meaningful learning activities both inside and outside the classroom. Students benefit by applying classroom learning to industry challenges; these experiences make Humber students market-ready on graduation.

Students may be involved in research

- as part of the curriculum, including class projects and capstone projects individually or in teams
- as work-study students or as research assistants to faculty members
- as entrepreneurs in the HumberLaunch incubator

The Research Department supports faculty researchers by:

- fostering relationships and facilitating research projects with industry, especially with Small and Medium Enterprises (SME)
- identifying potential funding opportunities
- offering internal funding for staff initiated research projects (SIRF) and Developing Activities and Idea for Research (DAIR)
- providing mentorship in developing research projects including refining the research question
- providing workshops and other learning activities for faculty interested in developing a research proposal
- matching faculty/staff for collaborative research opportunities
- providing assistance in developing grant applications
- providing assistance in developing applications for ethical approval (either individual projects or course designation)
- providing project management and other work-study student assistance for research projects

To Apply for Research Ethics Approval – <http://www.humber.ca/research/faculty>

To Apply for SIRF Funding – <http://www.humber.ca/research/node/161>

To Apply for DAIR funding – <http://www.humber.ca/research/faculty/opportunities>

Please contact us with queries related to Humber Research. Our offices are located at the North campus in LX104A.

### Patricia Morgan, PhD

Dean, Research  
416.675.6622 Ext. 4525  
[patricia.morgan@humber.ca](mailto:patricia.morgan@humber.ca)

### Amanda Brown

Research Co-ordinator  
416.675.6622 Ext. 5722  
[amanda.brown@humber.ca](mailto:amanda.brown@humber.ca)

### Laura Keating, MSc, CCRP

Research Facilitator  
416.675.6622 Ext. 5592  
[laura.keating@humber.ca](mailto:laura.keating@humber.ca)

### Krista Holmes

Research Co-ordinator  
416.675.6622 Ext. 5721  
[krista.holmes@humber.ca](mailto:krista.holmes@humber.ca)



## HUMBER PROGRAM PLANNING, DEVELOPMENT & RENEWAL

### WHO WE ARE

The Program Planning, Development and Renewal department reports to the Vice President, Academic.

### Program Planning & Development

The Program Planning & Development Office is responsible for assisting with the design of new programs and the preparation of program applications including apprenticeship, postsecondary certificates, diplomas, advanced diplomas and graduate certificates in addition to Ministerial Consent and/or Consent renewal applications for Humber's degree programs.

### Program Renewal

The Program Renewal Office is responsible for the formal review of Humber's postsecondary programs. The intent of the process is to critically examine all aspects of the curriculum and the delivery of that curriculum associated with a program.

### Program Planning & Development

The department's activities include:

- conducting market research to determine the need for new programs;
- working with the Vice-President Academic to determine priorities for new programs, enrolment planning, and special college projects;
- working with curriculum experts in developing new programs;
- working with academic school administrators and faculty in planning and designing new programs;
- conducting curriculum reviews;



- shepherding new programs and consent renewals through the internal and external approval processes;
- preparing the new program applications for Ministry approval;
- managing curriculum changes;
- planning and managing external site visits; and
- working on special projects.

Applications are prepared in conformity with Humber and Ministry guidelines and, in the case of baccalaureate degrees, the requirements for consent and consent renewal set by the Postsecondary Education Quality Assessment Board.

### **Program Renewal**

The process followed for program review at Humber is aligned with the requirements set by the Ontario College Quality Assurance Service for non-degree programs and the Postsecondary Education Quality Assessment Board for degree programs.

### **Three Stages to a Program Review**

- First, the program administrators and faculty members complete a self-study which includes an analysis of the program outcomes, course outcomes, content and delivery, student experience, resources, external stakeholder relationships, program retention, graduation rates and employment outlook. The self-study also includes student feedback obtained through focus groups.
- Next, the program goes through an external assessment; two assessors,

usually an academic and an industry expert in the case of non-degrees, review the internal assessment documents and then conduct a site visit where they meet with program staff, current students, graduate students, and advisory committee members.

- Lastly, based on the report submitted by the external assessors, an action plan is drawn up that identifies the changes or improvements a program should implement in order to strengthen the program. Action plans are reviewed by the Vice President Academic who also ensures that the plans are implemented.

All programs at Humber are formally reviewed at least once every five years.

<http://www.humber.ca/program-development/>



## HUMAN RESOURCES (HR) SERVICES

Humber employees have access to a variety of benefits. Updated information about wages and benefits are available to Humber employees on the Human Resource Services website, as are all postings for permanent and contract opportunities. Please visit <http://hrs.humber.ca/> to learn more.

### COMPENSATION & BENEFITS

Faculty and staff are paid bi-weekly via direct deposit. Please speak to your Associate Dean or school's Business Office Manager about your wages and/or benefits. Employees can also contact **Sherry Fast Ext. 5089** with questions about wages, or **Joanne Baker Ext. 4023** with questions about benefits.

### TYPES OF BENEFIT COVERAGE:

- Dental
- External Health
- Life Insurance
- Sick Days/Short Term Disability/Long Term Disability
- Pension

For more information, please visit:

<http://hrs.humber.ca/>



**Contact:**

**Lori A. Diduch**

Vice-President, Human Resources  
416.675.6622 Ext. 4520  
[LoriA.Diduch@humber.ca](mailto:LoriA.Diduch@humber.ca)

**Christy Lihou**

Manager, Academic Staff Relations  
416.675.6622 Ext. 4225  
[Christy.Lihou@humber.ca](mailto:Christy.Lihou@humber.ca)

**Joanne Baker**

Benefit Consultant  
416.675.6622 Ext. 4023  
[Joanne.Baker@humber.ca](mailto:Joanne.Baker@humber.ca)

**Eloise Etcubanez**

HR Consultant  
416.675.6622 Ext. 4021  
[Eloise.Etcubanez@humber.ca](mailto:Eloise.Etcubanez@humber.ca)

**Christa Hinds**

Sr. HR Consultant  
416.675.6622 Ext. 3325  
[Christa.Hinds@humber.ca](mailto:Christa.Hinds@humber.ca)

**Sherry Fast**

Compensation Analyst  
416.675.6622 Ext. 5089  
[Sherry.Fast@humber.ca](mailto:Sherry.Fast@humber.ca)

**Noreen Gomes**

HR Office Manager  
416.675.6622 Ext. 4896  
[Noreen.Gomes@humber.ca](mailto:Noreen.Gomes@humber.ca)



## Impact of Psychological Harassment

From an organizational perspective:

- Low morale
- High turnover
- Low productivity
- Lost innovation
- Hiring and enrolment challenges
- Financial costs
- Reputational

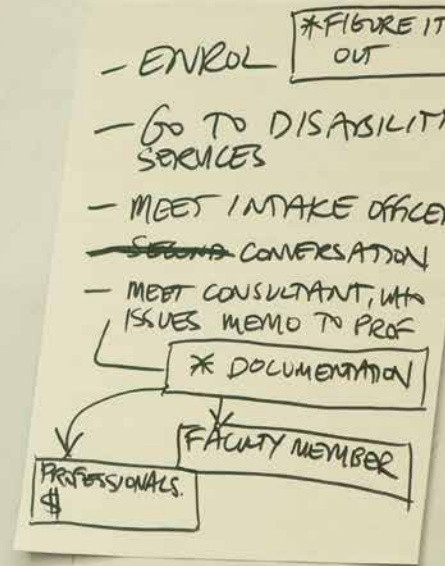
## HUMAN RIGHTS, EQUITY & DIVERSITY

Human Rights, Equity & Diversity has been a formal program in Humber's Human Resources Services since the 1990s and its mandate is to assist Humber in increasing equity and inclusion throughout the College. Programs and initiatives of the office focus on the prevention of human rights violations through education, training and early complaint resolution.

The office provides the following services to the Humber community:

- **Prevention Education:** Education provided through workshops, library exhibits, fact sheets and lecture series;
- **Resource and Support:** Group and one-to-one training support and resources on Human Rights, Equity & Diversity issues;
- **Human Rights Complaints Resolution:** Early intervention into human rights related concerns, provision of information, investigation, conciliation and referrals where deemed necessary;

- **Referrals:** Referral to internal departments (for example, Counseling or Accessible Learning Services) and external organizations;
- **Community Collaboration:** Works alongside local and national communities to enhance Humber's visibility, attract prospective students and staff from diverse communities and to maintain a competitive advantage within the college and university arenas;
- **Human Rights, Equity & Diversity Website:** Provides educational resources that may strengthen Humber's online communities' understanding of human rights, diversity and equity related issues;
- **Equitable Employment:** Works towards increasing representation of Employment Equity for designated groups as well as other groups within the college community; and
- **Accessibility for Ontarians with Disability Act (AODA):** Leads and co-ordinates Humber's compliance with the AODA.



**Centre for Human Rights, Equity & Diversity in Human Resources Services**

Human Resources Services, Learning Resource Commons, 5th Floor, Humber College, 205 Humber College Blvd. Toronto, Ontario M9W 5L7

**Nancy Simms**

Director, Centre for Human Rights, Equity & Diversity  
416.675.6622 Ext. 4425  
[nancy.simms@humber.ca](mailto:nancy.simms@humber.ca)

**Candice Warner-Barrow**

Co-ordinator, Human Rights, Equity & Diversity  
416.675.6622 Ext. 4808  
[candice.warner-barrow@humber.ca](mailto:candice.warner-barrow@humber.ca)

Hours: Monday-Friday: 9:00 a.m. – 5:00 p.m.  
Evening appointments are available with advanced notice.

[humanrights@humber.ca](mailto:humanrights@humber.ca)

<http://hrs.humber.ca/human-rights-equity-diversity.html>

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)**

The goal of the Accessibility for Ontarians with Disabilities Act (2005) is to “develop, implement and enforce accessibility standards” to ensure accessibility for all Ontarians.

As an employee at Humber, you are required to complete AODA Training. The online trainings are available through The Centre for Human Rights, Equity & Diversity in Human Resources.

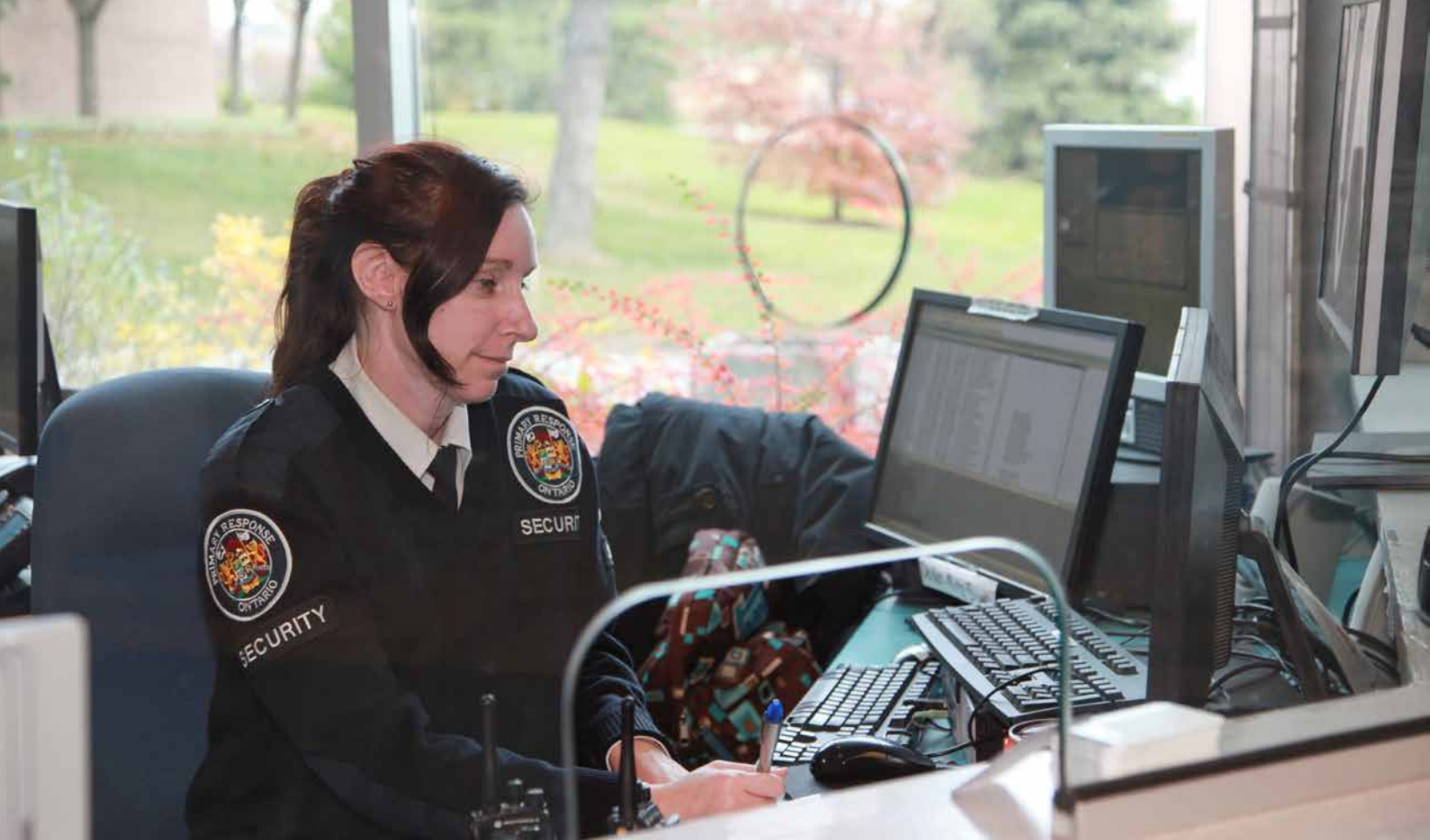
For more information on the AODA and to access the online training modules, please visit:  
<http://hrs.humber.ca/human-rights-equity-diversity.html>

**Contact:**

**Jessica Bowen**

Manager, Human Rights, Equity & Diversity  
416.675.6622 Ext. 5685  
[jessica.bowen@humber.ca](mailto:jessica.bowen@humber.ca)





## DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is committed to ensuring the safety and security of Humber College's students, staff and faculty. A comprehensive breadth of services coupled with close community relations with Toronto Police Service, Toronto Fire Service and Crime Stoppers allow Public Safety to maintain a safe and secure learning and work environment.

Your familiarity with the following emergency procedures and Public Safety services will help ensure that you, your students and your colleagues are prepared to respond in the event of an emergency.

## EMERGENCY PREPAREDNESS

In an **emergency situation**, contact Security by calling 416.675.6622 Ext. 4000 from an on-campus phone, your cellphone or an emergency phone located around campus. Emergency phones are a free direct line to Security. You will be required to provide the following information:

- Your name
- Your location
- Location of the incident
- Nature of the emergency

For **non-emergency situations**, such as Campus Walk, room openings or other inquiries Security can be contacted at 416.675.6622 Ext. 8500.





## FIRE PROCEDURES

### DUTIES OF INSTRUCTORS DURING EMERGENCIES

When you are in a classroom, lab and other assembly or work areas, and the fire alarm bells sound, proceed as follows:

- STOP the class and any learning activities

#### UPON HEARING A FIRE ALARM

##### If Intermittent Signal (beeping sound every two (2) seconds)

- Stand by and prepare to leave the building
- DO NOT use the elevators

##### If Continuous Signal (three (3) fast beeps followed by a short pause)

- Close doors behind you
- Leave building by the nearest exit
- DO NOT use the elevators

**Important Note:** If you encounter smoke, use an alternate exit. If smoke is heavy in the corridor,

it may be safer to stay in your area. Close doors, block openings, and stay low to the floor at a window if available.

#### UPON DISCOVERY OF FIRE

- LEAVE fire area immediately
- CLOSE doors behind you
- SOUND the fire alarm, pull manual alarm station
- LEAVE the building by the nearest exit
- DO NOT use the elevators

Provide assistance to any persons with accessibility needs you encounter while evacuating. If you are unable to do so, tell them to stay where they are and that you are getting them help and immediately inform Security where this person(s) is located.



## EVACUATION

1. EXIT the building immediately if you are able to do so safely
2. NOTIFY anyone you encounter to exit the building immediately
3. CALL 911. Provide as much information as possible

If you are unable to exit the building safely, immediately go to the nearest area where you feel safe. Follow the lockdown instructions.

### LOCKDOWN PROCEDURES

4. LISTEN for instructions via the public address system
5. GATHER others from open areas
6. CLOSE and lock the door
7. COVER windows if possible
8. IDENTIFY the location of injured persons by placing signs in exterior windows
9. GET LOW and lie on the floor or crouch behind desks

10. SILENCE cell phones or devices that generate noise
11. DO NOT answer the door
12. CALL 911 if you have specific information about the threat
13. DO NOT EVACUATE until contacted by the Toronto Police Service or the Department of Public Safety

For more information on lockdown procedures and the lockdown video visit: <http://humber.ca/publicsafety/content/lockdown-exercises>



## CAMPUS SECURITY

The security team is available 24 hours a day and employs a wide array of trained professionals to assist Humber students, staff, faculty and visitors.

Security Reception is located at the front of the NX Building at the North Campus and in M106 at the Lakeshore Campus.

Campus Security is available 24 hours, 7 days a week. The following security programs and services have been implemented to keep Humber's campus safe and secure:

- Campus patrols by uniformed Security guards
- Posted Security Notices
- Campus Walk Program
- Work Alone Service
- Off Hook Service
- Humber Emergency Auto Response Team (H.E.A.R.T)
- Interior and exterior Emergency Phone system

For more information on Public Safety's programs and services or to view the locations of the

campus Emergency Phones, visit the Humber College Department of Public Safety website at: <http://humber.ca/publicsafety/>

## HUMBER GUARDIAN APP

The Department of Public Safety has released the Humber Guardian app for Apple, Android and Blackberry Smartphones!

<http://www.humber.ca/publicsafety/Guardian>

The Guardian is designed for Humber students, staff and faculty and provides quick access to campus safety and security resources, emergency contact information, safety services and a safety toolbox.





## WORK ALONE

The Work Alone program is for staff and faculty who work past standard business hours. This service allows you to register with security for periodic check-ins to ensure your safety when working late.

You may request this service by:

- Checking in at Security Reception
- Notifying a security guard
- Calling extension 8500 or 416.675.8500

## H.E.A.R.T. PROGRAM

The Humber Emergency Auto Response Team (H.E.A.R.T) is a program designed to help anyone who is experiencing vehicle problems while on-campus.

To access this service, call Parking Services at 416.675.6622 Ext. 8500 or through any emergency telephone. Parking Services will dispatch someone to help you get on your way safely.

If Parking Services is unable to get you on your way, they will provide access to a telephone and the appropriate contact information to arrange emergency assistance.



## CAMPUS WALK PROGRAM

The Campus Walk program provides a walking partner for students, employees and visitors who wish to be accompanied to their vehicle on the property, to the campus residence or anywhere within the perimeter of the campus property.

To request this service:

1. Contact Public Safety at:
  - a. **North Campus:** Security Reception near the Library entrance or phone 416.675.6622 Ext. 8500
  - b. **Lakeshore Campus:** Security Reception in M106 or phone 416.675.6622 Ext. 8500
2. Campus Walk will then meet the person requesting the walk at their chosen meeting place
3. The Campus Walk team will present identification
4. The person(s) requesting the walk will be accompanied to their requested location

## EMERGENCY CONTACT INFORMATION

Humber North and Lakeshore Campuses	Ext. 4000
Humber Orangeville	911
Humber Transportation Training Centre	911
Humber Sailing & Powerboating Centre	911
Police/Fire/Ambulance	911

For safety information and security updates, visit the Public Safety website at:

<http://humber.ca/publicsafety/>

## NON-EMERGENCY NUMBERS

Public Safety (North and Lakeshore)  
416.675.8500 or Ext. 8500

For more information about our programs, services and for security updates, visit the Public Safety website at:

<http://humber.ca/publicsafety/>



## DINE ON CAMPUS

**The Humber Room** is a full service upscale-casual restaurant, located at the Humber's North Campus. World class lunches and dinners are prepared by students in culinary programs at Humber who are studying to become chefs. The service in the restaurant is provided by students studying in a hospitality program at Humber.

### Fall Semester 2015:

#### Lunch:

Monday to Friday 11:45 a.m. – 1:15 p.m.

#### Dinner:

Monday to Thursday 6:15 p.m. – 7:45 p.m.

### Spring Semester 2016:

#### Lunch Only:

Tuesday to Friday 11:45 a.m. – 1:15 p.m.

### Other Dining Options

Good food is an integral part of the campus life experience. Humber's diverse dining program makes it easy for students, faculty and staff to eat well-balanced meals at any of our many convenient campus locations. Humber has a passion for providing quality food and services with a focus on freshness, satisfaction and value. This is reflected in the freshly prepared menus and the hallmark brands we offer such as **Big Pita, Booster Juice, GH Café, Pizza Pizza, Second Cup, Starbucks, Subway, Teriyaki Experience, Tim Hortons, Yogurty's** and many more.

Offering Halal, vegan or vegetarian options, Humber is committed to providing food that meets the needs of the Humber community.

For additional information and hours of operation, please visit <http://dineoncampus.ca/humber>



## ATHLETICS

### ATHLETICS CENTRE

Most of the activities and facilities of the Athletic Centre are available to you free of charge. They include weight room, fitness classes, fitness testing, cardio room, three gymnasiums, lockers and showers.

Access to all facilities will be given with your photo ID card, obtained from your IT/Media Services desk at the following locations:

<b>North Campus:</b>	NX210
<b>Lakeshore Campus:</b>	A212
<b>Orangeville Campus:</b>	0208
<b>Carrier Campus:</b>	Main Reception

### ENTRANCE

A valid identification card must be presented to gain entrance to the Humber Athletic Centre.

### DRESS

Proper gym attire and non-marking running shoes must be worn at all times while using the athletic centre.

### CONDUCT

A strict code of conduct is in place. Those not adhering to the facility rules will be asked to leave or not be admitted. Continuous abuse of the facility and/or staff may result in the cancellation of privileges or memberships.

### Equipment

Basic athletic equipment such as volleyballs, basketballs, etc. are available at no cost. A valid ID card must be handed in and you must be dressed in proper gym attire to acquire the equipment. Campus recreation may only be issued to the referee or person in charge of the activity. All equipment must be returned in good condition, or a charge may apply for repair or replacement.





### Lockers

Day use only lockers. All locks must be removed at the end of the day. Locks not removed will be cut and the contents removed. The contents will be held in storage for only 30 days from the time of cutting. Locks are available for loan at the North Campus.

### Towels

Towels are available at no cost when a valid ID card is handed in. Workout towels are available in the weight room for fitness use, but must be returned upon leaving the fitness area.

<b>North Campus</b>	<b>Room A116</b>
<b>Phone:</b>	416.675.5097
<b>Hours of Operation:</b>	Monday to Friday 6:30 a.m. – 10:00 p.m.  Saturday and Sunday 8:00 a.m. – 5:00 p.m.

<b>Lakeshore Campus</b>	<b>Residence 142</b>
<b>Hours of Operation:</b>	Monday to Friday 6:30 a.m. – 10:00 p.m.  Saturday and Sunday 10:00 a.m. – 4:00 p.m.





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# ACADEMIC CALENDAR

## 2015/2016 Humber Postsecondary - Certificates, Diplomas and Graduate Certificates

### Humber Academic Calendar 2015/2016

<b>Humber College Post-Secondary 15 Week Semester</b>	<b>Fall 2015</b>
Orientation	August 31-September 04, 2015
Public Holiday (Labour Day) - College Closed	Monday, September 07, 2015
Day/Evening Classes Begin*	Tuesday, September 08, 2015
Last Day to Add	Monday, September 14, 2015
Balance of Fall Fees Due	Monday, September 21, 2015
Last Day for Refund	Monday, September 21, 2015
Public Holiday (Thanksgiving) - College Closed	Monday, October 12, 2015
Mid Term Grades Due	Friday, October 30, 2015
Winter 2016 Tuition Deposit Due	Wednesday, November 04, 2015
Fall Convocation	Thursday, November 05, 2015
Last Day to Withdraw without academic penalty	Friday, November 13, 2015
Registration Opens for Winter 2016	First week of December 2015
Last Day of Classes	Friday, December 18, 2015
Final Grades Due by Faculty	Monday, December 21 (9:00pm)
Holiday Period-College will be closed at 12:00 noon	Thursday, December 24, 2015
<b>Humber College Post-Secondary 15 Week Semester</b>	<b>Winter 2016</b>
Public Holiday (New Year)- College Closed	Friday, January 01, 2016
College Re-opens	Monday, January 04, 2016
Orientation	January 4 - 10, 2016
Day/Evening Classes Begin*	Monday, January 11, 2016
Last Day to Add	Friday, January 15, 2016
Balance of Winter Fees Due	January 22, 2016
Last Day to Withdraw for Refund	Friday, January 22, 2016
Earliest Date - Fall Graduation Status available	Friday, February 12, 2016
Reading Week	February 15 to 19, 2016
Public Holiday (Family Day) - College Closed	Monday, February 15, 2016
Summer 2016 Tuition Deposit Due	Wednesday, March 9, 2016
Mid Term Grades Due	Friday, March 11, 2016
Last Day to Withdraw without academic penalty	Thursday, March 24, 2016
Public Holiday (Good Friday) - College Closed	Friday, March 25, 2016
Registration Opens for Summer 2016	Second Week of April 2016
Last Day of Classes	Friday, April 29, 2016
Final Grades Due at noon by Faculty	Tuesday, May 03, 2016

<b>Humber College Post-Secondary 15 Week Semester</b>	<b>Summer 2016</b>
Orientation	May 02 - 06, 2016
Day/Evening Classes Begin*	Monday, May 09, 2016
Last day to add a course	Friday, May 13, 2016
Balance of Summer Fees Due	May 20, 2016
Last Day to Withdraw for Refund	Friday, May 20, 2016
Public Holiday (Victoria Day) - College Closed	Monday, May 23, 2016
Earliest Date - Winter Graduation Status available	Friday, June 10, 2016
Convocation Week	June 13-17
Fall 2016 Tuition Deposit Due	TBD
Mid Term Grades Due - 8 Week Courses	Friday, June 03, 2016
Mid Term Grades Due - 12 Week Courses	Friday, June 17, 2016
Mid Term Grades Due - 15 Week Courses	Thursday, June 30, 2016
Public Holiday (Canada Day) - College Closed	Friday, July 01, 2016
Last Day to Withdraw without academic penalty	Friday, June 17, 2016 (8 Week Courses) Thursday, June 30, 2016 (12 Week Courses) Friday July 15, 2016 (15 Week Courses)
Registration Opens for Fall 2015	First week of August 2016
Public Holiday (Civic Holiday) - College Closed	Monday, August 01, 2016
Last Day of Class 8 Week Courses	Thursday, June 30, 2016 (8 Week Courses) Friday, July 29, 2016 (12 Week Courses) Friday, August 19, 2016 (15 Week Courses)
Final Grades Due at noon by Faculty	Tuesday, July 05, 2016 (8 Week Courses) Wednesday, August 03, 2016(12 Week Courses) Wednesday, August 24, 2016(15 Week Courses)
Earliest Date- Graduation Status available	Friday, October 7, 2016

**\*Summer courses running in a non-standard term (other than 14-15 weeks), will have to calculate the last day of withdrawal using 66.66% into classes.**

**\*Courses offered online or during the weekend may begin before this date.**

## 2015/2016 Humber Bachelor Degrees

### Humber Academic Calendar 2015/2016

<b>Humber College Bachelor Degrees 14 Week Semester</b>	<b>Fall 2015</b>
Orientation	August 31-September 04, 2015
Public Holiday (Labour Day) - College Closed	Monday, September 07, 2015
Day/Evening Classes Begin*	Tuesday, September 08, 2015
Last Day to Add	Monday, September 14, 2015
Balance of Fall Fees Due	Monday, September 21, 2015
Last Day for Refund	Monday, September 21, 2015
Public Holiday (Thanksgiving) - College Closed	Monday, October 12, 2015
Mid Term Grades Due	Friday, October 23, 2015
Fall Convocation	Thursday, November 05, 2015
Winter 2016 Tuition Deposit Due	Wednesday, November 4, 2015
Last Day to Withdraw without academic penalty	Friday, November 06, 2015
Registration Opens for Winter 2016	First week of December 2015
Last Day of Classes	Friday, December 11, 2015
Final Grades Due by Faculty	Wednesday, December 16, 2015
Holiday Period-College will be closed at 12:00 noon	Thursday, December 24, 2015
<b>Humber College Bachelor Degrees 14 Week Semester</b>	<b>Winter 2016</b>
Public Holiday (New Year)- College Closed	Friday, January 01, 2016
College Re-opens	Monday, January 04, 2016
Orientation	Monday, January 4 - 10, 2016
Day/Evening Classes Begin*	Monday, January 11, 2016
Last Day to Add	Friday, January 15, 2016
Balance of Winter Fees Due	Friday, January 22, 2016
Last Day to Withdraw for Refund	Friday, January 22, 2016
Earliest Date - Fall Graduation Status available	Friday, February 12, 2016
Reading Week	February 15 to 19, 2016
Public Holiday (Family Day) - College Closed	Monday, February 15, 2016
Mid Term Grades Due	Friday, March 04, 2016
Summer 2016 Tuition Deposit Due	Wednesday, March 9, 2016
Last Day to Withdraw without academic penalty	Friday, March 18, 2016
Public Holiday (Good Friday) - College Closed	Friday, March 25, 2016
Registration Opens for Summer 2016	Second Week of April 2016
Last Day of Classes	Friday, April 22, 2016
Final Grades Due at noon by Faculty	Wednesday, April 27, 2016

<b>Humber College Bachelor Degrees 14 Week Semester</b>	<b>Summer 2016</b>
Orientation	May 02 - 06, 2016
Day/Evening Classes Begin*	Monday, May 09, 2016
Last day to add a course	Friday, May 13, 2016
Balance of Summer Fees Due	Friday, May 20, 2016
Last Day to Withdraw for Refund	Friday, May 20, 2016
Public Holiday (Victoria Day) - College Closed	Monday, May 23, 2016
Earliest Date - Winter Graduation Status available	Friday, June 10, 2016
Convocation Week	June 13-17
Fall 2016 Tuition Deposit Due	TBD
Mid Term Grades Due - 14 Week Courses	Friday, July 08, 2016
Public Holiday (Canada Day) - College Closed	Friday, July 01, 2016
Registration Opens for Fall 2015	First week of August 2016
Last Day to Withdraw without academic penalty	Friday, July 08, 2016
Public Holiday (Civic Holiday) - College Closed	Monday, August 01, 2016
Last Day of Class	Friday, August 12, 2016
Final Grades Due at noon by Faculty	Wednesday, August 17, 2016
Earliest Date- Graduation Status available	Friday, October 7, 2016

**\*Summer courses running in a non-standard term (other than 14-15 weeks), will have to calculate the last day of withdrawal using 66.66% into classes.**

**\*Courses offered online or during the weekend may begin before this date.**

## 2015/2016 UNB-Humber Collaborative Bachelor of Nursing

### Humber Academic Calendar 2015/2016

<b>Humber College UNB 13 Week Semester</b>	<b>Fall 2015</b>
Orientation	August 31-September 04, 2015
Public Holiday (Labour Day) - College Closed	Monday, September 07, 2015
Day/Evening Classes Begin*	Tuesday, September 08, 2015
Last Day to Add	Monday, September 14, 2015
Balance of Fall Fees Due	Monday, September 21, 2015
Last Day for Refund	Monday, September 21, 2015
Public Holiday (Thanksgiving) - College Closed	Monday, October 12, 2015
Fall Convocation	Thursday, November 05, 2015
Winter 2016 Tuition Deposit Due	Wednesday, November 4, 2015
Last Day to Withdraw without academic penalty	Friday, November 06, 2015
Last Day to hold an in class test	Friday, November 20, 2015
Registration Opens for Winter 2016	First week of December 2015
Last Day of Classes	Friday, December 04, 2015
UNB Nursing Exam/Evaluation Period	December 8 - 18, 2015
Final Grades Due by Faculty	Monday, December 21 (9:00pm)
Holiday Period-College will be closed at 12:00 noon	Thursday, December 24, 2015
<b>Humber College UNB 13 Week Semester</b>	<b>Winter 2016</b>
Public Holiday (New Year)- College Closed	Friday, January 01, 2016
College Re-opens	Monday, January 04, 2016
Orientation	January 4 - 10, 2016
Day/Evening Classes Begin*	Monday, January 11, 2016
Last Day to Add	Friday, January 15, 2016
Balance of Winter Fees Due	Friday, January 22, 2016
Last Day to Withdraw for Refund	Friday, January 22, 2016
Earliest Date - Fall Graduation Status available	Friday, February 12, 2016
Reading Week	February 15 to 19, 2016
Public Holiday (Family Day) - College Closed	Monday, February 15, 2016
Summer 2016 Tuition Deposit Due	Wednesday, March 9, 2016
Last Day to Withdraw without academic penalty	Friday, March 18, 2016
Last Day to hold an in class test	Friday, April 01, 2016
Public Holiday (Good Friday) - College Closed	Friday, March 25, 2016
Registration Opens for Summer 2016	Second Week of April 2016
Last Day of Classes	Friday, April 15, 2016
UNB Nursing Exam/Evaluation Period	April 19 - April 29, 2015
Final Grades Due at noon by Faculty	Tuesday, May 03, 2016
Intersession Nursing Practice - BN 2nd Year	May 2 to May 29, 2015
Intersession Nursing Practice - BN 3rd Year	May 3 to June 12, 2015

<b>Humber College UNB 13 Week Semester</b>	<b>Summer 2016</b>
Orientation	May 02 - 06, 2016
Day/Evening Classes Begin*	Monday, May 09, 2016
Last day to add a course	Friday, May 13, 2016
Balance of Summer Fees Due	Friday, May 20, 2016
Last Day to Withdraw for Refund	Friday, May 20, 2016
Public Holiday (Victoria Day) - College Closed	Monday, May 23, 2016
Earliest Date - Fall Graduation Status available	Friday, June 10, 2016
Convocation Week	June 13-17
Fall 2016 Tuition Deposit Due	TBD
Public Holiday (Canada Day) - College Closed	Friday, July 01, 2016
Registration Opens for Fall 2015	First week of August 2016
Last Day to Withdraw without academic penalty	Friday, July 08, 2016
Public Holiday (Civic Holiday) - College Closed	Monday, August 01, 2016
Last Day of Class	Friday, August 05, 2016
Final Grades Due at noon by Faculty	Wednesday, August 10, 2016
Earliest Date- Graduation Status available	Friday, October 7, 2016

**\*Summer courses running in a non-standard term (other than 14-15 weeks), will have to calculate the last day of withdrawal using 66.66% into classes.**

**\*Courses offered online or during the weekend may begin before this date.**

# STUDENT FEEDBACK QUESTIONNAIRES (SFQS)

## STUDENT FEEDBACK QUESTIONNAIRE



The student Feedback Questionnaire is a means for students to provide information to faculty and administrators to acknowledge teaching excellence and strengthen teaching effectiveness. As such, it is a developmental / formative tool. Please answer thoughtfully and honestly by using the response scale provided for each question.

### MARKING INSTRUCTIONS

- use H.B. pencil only, erase errors completely & fill in response bubble completely



	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. The professor was well prepared for each class/lab.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
2. The professor presented his/her materials in a clear manner.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
3. The pace the professor set for the course was appropriate for me.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
4. The professor helped me think critically about the topics in the course.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
5. The professor used a variety of teaching methods (e.g., group work, multimedia, case studies, lecture, etc.).	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
6. The professor treated me with courtesy.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
7. The professor provided clear explanation about how student work would be evaluated in the course.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
8. The way the professor taught helped me learn.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
9. The professor provided me with useful feedback about my progress.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
10. The professor managed student classroom behaviour.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
11. The professor motivated me to learn.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
	Always	Almost Always	Rarely	Never	Not Applicable
12. The professor responded to my course-related voice message(s) or email message(s) within 2 school days.	<input type="radio"/> A	<input type="radio"/> AA	<input type="radio"/> R	<input type="radio"/> N	<input type="radio"/> NA
13. The professor returned the assignments and tests within a 2-week period.	<input type="radio"/> A	<input type="radio"/> AA	<input type="radio"/> R	<input type="radio"/> N	<input type="radio"/> NA
	Greater than in Other Courses		The Same as in Other Courses		Less than in Other Courses
14. Compared with other courses I have taken this semester, my effort in this course was...	<input type="radio"/> G		<input type="radio"/> S		<input type="radio"/> L
	Excellent	Above Average	Below Average	Poor	
15. Overall, the learning experience in this course was...	<input type="radio"/> E	<input type="radio"/> AA	<input type="radio"/> BA	<input type="radio"/> P	
<b>YOUR PROFESSOR'S QUESTIONS</b> Answer any additional questions provided by your professor using bubbles 16-18.	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
16.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
17.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
18.	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA

See Back for Comments Section

SFQ901(05/11)



**COMMENTS**

Your comments are **highly valued** and will assist the professor with this course.

What did you like about the course?

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What would make this course a better learning experience?

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# KEY PERFORMANCE INDICATORS (KPIs)



## Ontario Colleges of Applied Arts and Technology

### KPI

### Student Satisfaction Survey

The information asked for in this survey is collected under the legal authority of subsection 8(2) of Ontario Regulation 34/03 made under the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used for the administrative and statistical purposes of the college and the ministry. Only collective information will be reported - individual responses will be kept confidential.

Please do not mark in this area.

0  1  2  3  4  5  6  7  8  9  
 0  1  2  3  4  5  6  7  8  9  
 0  1  2  3  4  5  6  7  8  9  
 0  1  2  3  4  5  6  7  8  9

This survey provides you with an opportunity to give feedback about your program and your college. It is not an evaluation of this specific course, subject or teacher.

#### SECTION A:

1. Please mark the alphanumeric code identifying your program and campus in the following selection box. A list of codes has been printed on the back of the instruction sheet provided to you.

Alphanumeric program code:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5	6	7	8	9																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. In which semester/term are you currently enrolled?

1    2    3    4    5    6    7    8    Other

**SECTION B:** Please think about how the learning experiences in THIS PROGRAM relate to YOUR future, and then rate the importance of, and YOUR satisfaction with the following:

(If you choose 'NOT APPLICABLE', move to the next question. Do not complete the IMPORTANCE or SATISFACTION questions.)

This program...

	IMPORTANCE			SATISFACTION				
	NOT APPLICABLE	Not Important	Important	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied	
3. Provides you with skills and abilities specific to your chosen career. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
4. Includes topics relevant to your future success. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
5. Has teachers who help you to understand your chosen career. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
6. Develops your writing skills. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
7. Develops your speaking skills. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
8. Develops your ability to solve problems using math techniques. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
9. Develops your ability to work with others. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
10. Develops your ability to solve problems. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
11. Develops your computer skills. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
12. Provides you with opportunities to further your education after graduation. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
13. Provides you with experience that will be useful to your future life outside of work. ....	<input type="checkbox"/> N	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				
14. OVERALL, your program is giving you knowledge and skills that will be useful in your future career. ....		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				





**SECTION C:** Please think IN GENERAL about ALL your courses and ALL your teachers in this program, and then rate the importance of, and your satisfaction with the following:

(If you choose 'NOT APPLICABLE', move to the next question. Do not complete the IMPORTANCE or SATISFACTION questions.)

	IMPORTANCE			SATISFACTION				
	NOT APPLICABLE	Not Important	Important	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied	
15. Teachers' knowledge of their subjects. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Teachers are up-to-date/current in their fields. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Teachers' presentation of the subject material. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Helpfulness of teachers outside of class. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Feedback about your progress. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Quality of classroom learning. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Quality of lab/shop learning. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Quality of other learning experiences (e.g., Independent/alternative learning opportunities, computer-assisted learning, peer tutoring, project-based learning). ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Field placement, clinical experiences or co-op work terms. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Course materials (e.g., books, software, handouts). ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Lab/shop facilities and equipment. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. The OVERALL quality of the learning experiences in this program. ....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION D:** Please indicate YOUR usage of the following facilities/resources and services. Rate how important they are to YOU, and if you used them, rate YOUR satisfaction with them.

	USAGE	IMPORTANCE		SATISFACTION					
	Did Not Use/ Not Available	Low Use	High Use	Not Important	Important	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
27. Library/Resource Centre. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Open Access Computer Labs/Resources. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Peer Tutoring Services. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Special Skills Services (e.g., math/writing/remedial assistance). ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Space for individual/group study. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Counselling/Native Counselling/Advising Services. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Special Needs/Disability Services. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Bookstore. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Recreation/Athletics. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Registration/Records Services (e.g., timely issuing of grades, transcripts, diplomas; accuracy of the student record; promptness in correcting errors). ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Health Services. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Cafeteria/Food Services. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Safety and Security Services. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





SECTION D (continued) :	USAGE			IMPORTANCE		SATISFACTION					
	Did Not Use/ Not Available	Low Use	High Use	Not Important	Important	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied		
40. Financial Aid Services (i.e. please comment on the service provided, not the amount of money received). .....	1	2	3	1	2	1	2	3	4	5	
41. Co-op/Field Placement Services. ....	1	2	3	1	2	1	2	3	4	5	
42. Employment/Placement/Career Services. ....	1	2	3	1	2	1	2	3	4	5	
43. Comfort/Cleanliness/Accessibility of college facilities. ....				1	2	1	2	3	4	5	
44. The OVERALL quality of the facilities/resources in the college. ....				1	2	1	2	3	4	5	
45. The OVERALL quality of the services in the college. ....				1	2	1	2	3	4	5	
<b>SECTION E: Please rate the importance of, and your satisfaction with:</b>											
46. The concern of people at this college for your success. ....				1	2	1	2	3	4	5	
47. Your overall college experience. ....				1	2	1	2	3	4	5	
<b>SECTION F: Please think IN GENERAL about all your courses and experiences at this college.</b>						Strongly Disagree	Neither Agree nor Disagree	Strongly Agree			
<i>This college...</i>											
48. Encourages you to spend time on your coursework. ....						1	2	3	4	5	
49. Provides support to deal with your coursework. ....						1	2	3	4	5	
50. Provides support to deal with your non-academic responsibilities (e.g., work, family, etc.). ....						1	2	3	4	5	
51. Provides information on social opportunities. ....						1	2	3	4	5	
52. Provides information on student financial aid services. ....						1	2	3	4	5	
53. Has at least one person you can rely on for useful information (e.g., teacher, counsellor, other staff, student). ....						1	2	3	4	5	
54. Provides you with challenging courses. ....						1	2	3	4	5	
<b>SECTION G: Please think IN GENERAL about all your courses and experiences at this college.</b>						Occasionally Never	Sometimes	Usually	Always		
<i>How often do you...</i>											
55. Participate in class discussions. ....						1	2	3	4	5	
56. Ask questions in class. ....						1	2	3	4	5	
57. Present information to your class. ....						1	2	3	4	5	
58. Work with other students on assignments/projects. ....						1	2	3	4	5	
59. Review an assignment/project before submitting it. ....						1	2	3	4	5	
60. Select and organize information from different sources to complete an assignment/project. ...						1	2	3	4	5	
61. Complete homework assignments/projects on time. ....						1	2	3	4	5	
62. Skip classes. ....						1	2	3	4	5	
63. Discuss your course performance with a teacher. ....						1	2	3	4	5	
64. Discuss ideas from your courses with a teacher. ....						1	2	3	4	5	
65. Work hard to meet the demands of your courses. ....						1	2	3	4	5	





**SECTION H: The college is interested in understanding demands on students' time.**

Estimate to the nearest hour, how many hours you spend in a typical 7-day week doing each of the following:

	None	1-5 hours	6-10 hours	11-15 hours	16-20 hours	21-25 hours	More than 25 hours
66. Traveling to and from the college. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Coursework outside of class. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Participating in college activities other than attending classes or labs. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Participating in volunteer activities. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Working for pay. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Providing care for dependents (e.g., children, spouse/partner, relatives, etc.). ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION I: To help us group responses, please provide the following information about yourself: (No information which could identify an individual will be reported.)**

72. You are:

- Female
- Male

73. Your age is (in years):

- Less than 21
- 21-25
- 26-30
- 31-35
- More than 35

74. Your first language is:

- English
- French
- Other

75. The education you completed before entering this program includes: (Select all that apply.)

- High school diploma
- College upgrading
- Some previous college
- College diploma
- Some university
- University degree
- Other
- None of the above

76. Your main goal in enrolling in this program is: (Select only one.)

- To prepare for employment/career
- To prepare for further college or university study
- To pursue an interest or for personal development
- Other

77. You are registered as a:

- Full-time student
- Part-time student

**SECTION J: College-Specific Questions**

The following two survey questions relate to *program advising*. For the purpose of these questions, program advising refers to meetings about any range of topics that focus on your program. For example,

- careers related to your current or other academic programs,
- transferring to another program,
- preparing for further education after program completion,
- grade point average (GPA) in your program,
- advice about electives, dropping a course or course registration, etc.

78. Who would you approach for program advising?

- Faculty
- Program Coordinator
- Counselling Services
- Registrar's Office
- Do not know

79. Overall, how satisfied are you with the program advising you have received at Humber?

- Very Satisfied
- Satisfied
- Neither Satisfied nor Dissatisfied
- Dissatisfied
- Very Dissatisfied
- Not Applicable/I Have Not Had Program Advising

The following are general information questions.

80. Are you enrolled at Humber College on an International Study permit?

- Yes
- No

81. Do you know the requirements to graduate from your program?

- Yes
- No

82. Overall, Humber Students Federation (HSF) is providing you with quality student representation, services, and programming.

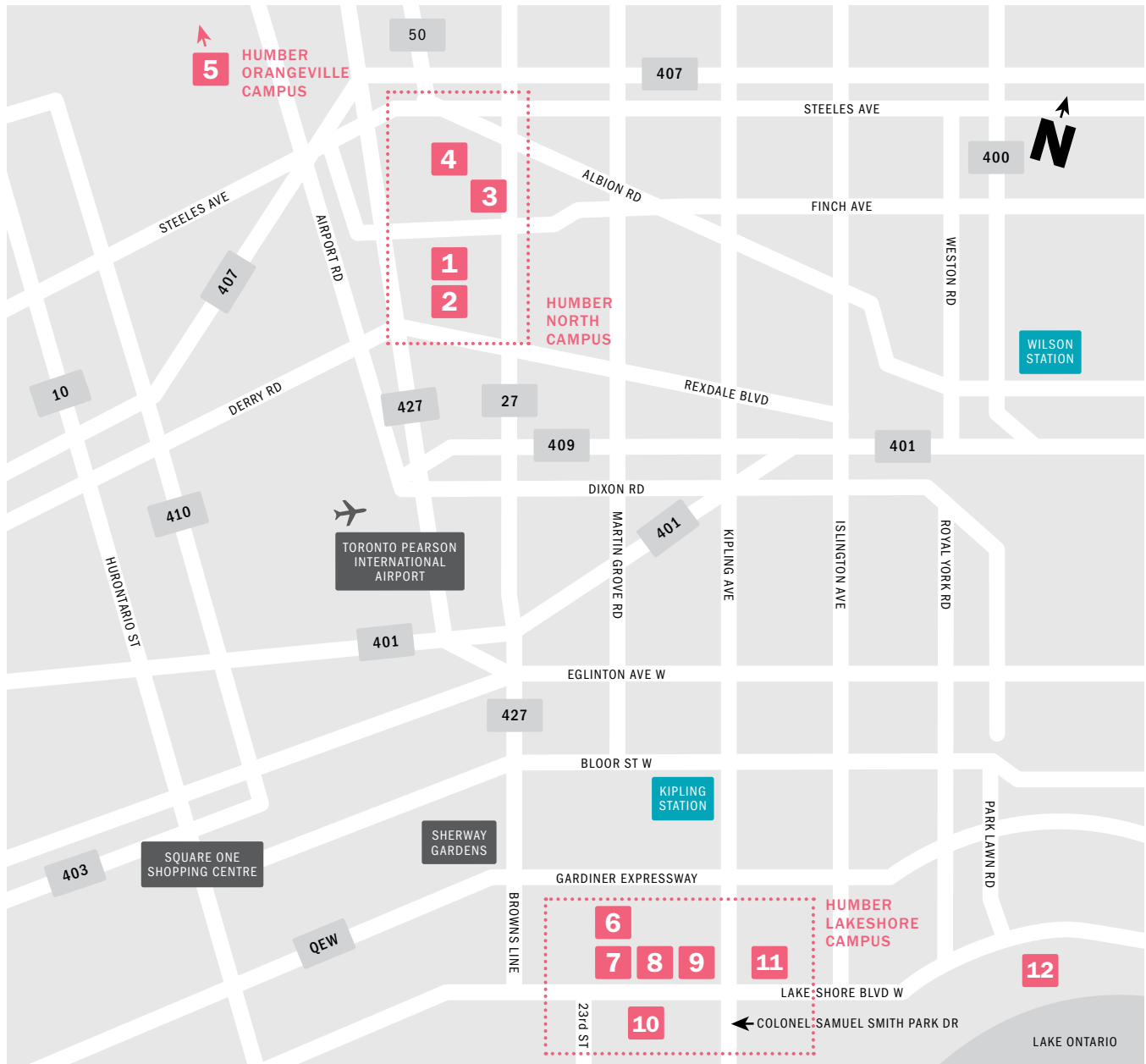
- Strongly Agree
- Agree
- Neither Disagree nor Agree
- Disagree
- Strongly Disagree

**Thank you for your participation.**

humbsse11



# HUMBER COLLEGE CAMPUS LOCATIONS



**1. HUMBER COLLEGE NORTH**

**CAMPUS (NO)**

205 Humber College Blvd.  
Toronto, ON M9W 5L7  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**2. Humber Arboretum**

North Campus  
Tel: 416.675.5009  
[arboretum@humber.ca](mailto:arboretum@humber.ca)

**3. Humber Transportation Training**

Centre (GA)  
55 Woodbine Downs Blvd.  
Toronto, ON M9W 6N5  
Tel: 416.798.0300  
[truck.info@humber.ca](mailto:truck.info@humber.ca)

**4. Humber Centre for Trades &**

Technology (CAR)  
110 Carrier Drive  
Toronto, ON M9W 5R1  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**5. HUMBER ORANGEVILLE**

**CAMPUS (OR)**

Alder St.Recreation Complex  
275 Alder Street  
Orangeville, ON L9W 5H6  
Tel: 416.675.5000 or 1.877.675.3111  
Fax: 519.941.8068  
<http://humber.ca/orangeville/>  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**6. Humber Arts & Media Studios (BIR)**

300 Birmingham Street  
Toronto, ON M8V 2E6  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**7. Humber Launch**

3180 Lake Shore Blvd. West  
Toronto, ON M8V 1L7  
Tel: 416.675.6622 ext.79250  
[humberlaunch@humber.ca](mailto:humberlaunch@humber.ca)

**8. Community Medical Services**

Building (MED)  
3170 Lake Shore Blvd. West  
2nd Floor  
Toronto, ON M8V 3X8  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**9. Humber Fashion Institute (FAS)**

3166 Lake Shore Blvd. West  
Toronto, ON M8V 1L6  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**10. HUMBER LAKESHORE CAMPUS (LA)**

3199 Lake Shore Blvd. West  
Toronto, ON M8V 1K8  
Tel: 416.675.5000  
<http://humber.ca/lakeshorecampus/>  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**11. Humber Centre for Justice**

Leadership (AN)  
3120 Lake Shore Blvd. West  
Toronto, ON M8V 1L3  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

**12. Humber Sailing & Powerboating**

Centre (SS)  
100 Humber Bay Park Rd. West  
Toronto, ON M8V 3X7  
Tel: 416.252.7291  
[sailing@humber.ca](mailto:sailing@humber.ca)

**TRANSIT TO HUMBER**

Brampton Transit/Züm  
905.874.2750  
[brampton.ca/en/residents/transit](http://brampton.ca/en/residents/transit)

Go Transit  
416.869.3200  
[gotransit.com](http://gotransit.com)

MiWay (Mississauga Transit)  
905.615.4636  
[mississauga.ca/portal/miway](http://mississauga.ca/portal/miway)

Toronto Transit Commission (TTC)  
416.393.4636  
[ttc.ca](http://ttc.ca)

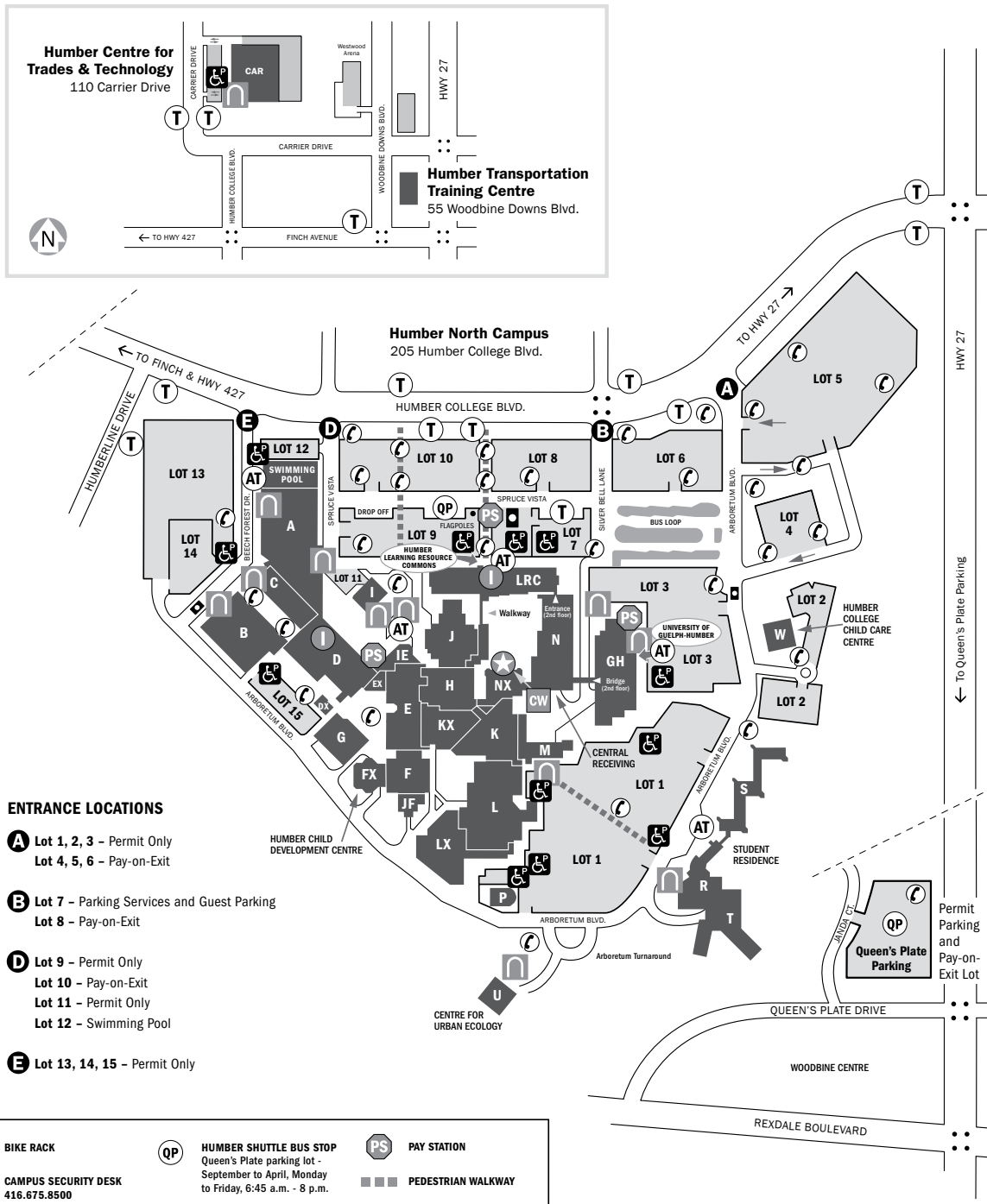
York Region Transit (YRT)/Viva  
905.762.2100  
[yorkregiontransit.com](http://yorkregiontransit.com)

Parking and campus maps are available at [humber.ca/maps](http://humber.ca/maps).

Map is not to scale.

# HUMBER NORTH CAMPUS

205 Humber College Blvd., Toronto, Ontario M9W 5L7



BIKE RACK	<b>HUMBER SHUTTLE BUS STOP</b> Queen's Plate parking lot - September to April, Monday to Friday, 6:45 a.m. - 8 p.m.	<b>PAY STATION</b>
<b>CAMPUS SECURITY DESK</b> 416.675.8500	<b>PARKING (accessible)</b>	PEDESTRIAN WALKWAY
<b>CAMPUS WALK</b> ext. 8500	<b>PARKING SERVICES KIOSK</b> Lot 7 kiosk staffed Monday to Friday, 6:30 a.m. - 8 p.m. ext. 4416.	TRAFFIC LIGHTS
<b>EMERGENCY TELEPHONE LOCATION</b>	<b>TRANSIT (accessible)</b> Pick-up/Drop-off	<b>TRANSIT (PUBLIC) STOP</b>
<b>INFORMATION</b>		

04.15  
MAP IS NOT TO SCALE



**B - Basement / 1 - Main Floor / 2 - 2nd Floor / 3 - 3rd Floor / 4 - 4th Floor / 5 - 5th Floor / 6 - 6th Floor**

**A**

ABORIGINAL RESOURCE CENTRE..... LRC-2

ACADEMIC AND CAREER SUCCESS CENTRE ..... LRC-1

ACADEMIC UPGRADING ..... LRC-5

ACCESSIBILITY SERVICES ..... LRC-2

ACCOUNTING CENTRE (E221) ..... E-2

ADMINISTRATIVE OFFICES

- President..... LRC-6
- Vice-Presidents..... LRC-6

ADMISSIONS ..... LRC-1

ADVANCEMENT AND ALUMNI RELATIONS ..... LRC-5

AMPHITHEATRE ..... KX-1

ARBORETUM ..... ARB

ART GALLERIES

- Aboriginal Art ..... E-1
- Guelph-Humber Gallery..... GH-1
- Humber Gallery..... LRC-1

ASSOCIATIONS AND PARTNERSHIP PROGRAMS (LX104) ..... LX-1

ATHLETICS & RECREATION

- Athletics Office (A116)..... A-1
- Community Pool ..... AX-1
- Fitness Centre/Weight Room..... A-2
- Gymnasium ..... A-1
- Sports Injuries Clinic..... A-1

ATRIUM ..... GH-1

AV GRAPHICS (D214) ..... D-2

**B**

BIOWALL ..... GH-1

BOOKSTORE ..... H-1

BROADCAST CENTRE ..... L-2

**C**

CAMP CHOICE (LX104) ..... LX-1

CENTRE FOR HUMAN RIGHTS, EQUITY AND DIVERSITY..... LRC-5

CENTRE FOR TEACHING & LEARNING (D225) ... D-2

CENTRE FOR URBAN ECOLOGY ..... U

CHILD CARE CENTRES .....FX-1/W-1

COMMUNITY OUTREACH AND WORKFORCE DEVELOPMENT ..... M-1

COMMUNITY ROOM (NX111) ..... NX-1

COMPUTER LABS (OPEN ACCESS)

- E-Link 1 ..... H-2
- E-Link 2 ..... N-2
- E-Link 3 ..... LX-1

CONCOURSE..... E-1

CONFERENCE SERVICES ..... R-1

COUNSELLING SERVICES..... LRC-2

CULINARY ARTS & SCIENCES (Canadian Centre for) ..... D-1

CULINARY ARTS DEMONSTRATION LAB ..... E-1

CUSTOMER SERVICE ..... LRC-1

- Admissions & Registration
- Financial Aid

**D**

DEAN OF STUDENTS..... LRC-2

DENTAL CLINIC (KX201) ..... KX-1

DESIGN CENTRE ..... N-1

DORIS TALLON ROOM (BASEMENT)..... K-B

**E**

EDUCATION & TRAINING SOLUTIONS (LX104) .. LX-1

**F**

FACILITIES MANAGEMENT (D134) ..... D-1

FINANCIAL AID/AWARDS ..... LRC-1

FINANCIAL SERVICES & PLANNING (B311) ..... B-3

FIRST AID (SEE HEALTH CENTRE/SECURITY)

FOOD SERVICES

- Ackee Tree..... E-1
- Food Emporium (BASEMENT)..... K-B
- Gourmet Express..... E-1
- Hawk's Nest..... C-1
- Pizza Pizza
- Second Cup
- Humber Room..... EX-1
- Java Jazz..... H-1
- Staff Lounge (K217)..... K-2
- LinX Lounge ..... LX-1
- Residence Café ..... R-1
- Starbucks..... LRC-1
- Tim Hortons..... IE-1
- Williams Coffee Pub ..... GH-2

**G**

GAMES ROOM (BASEMENT) ..... KX-B

GOVERNORS' BOARDROOM..... LRC-6

GREENHOUSES ..... G-1

**H**

HEALTH CENTRE/NURSE..... LRC-2

HUMAN RESOURCES ..... LRC-6

HUMBER SPA ..... A-1

HUMBER STUDENTS' FEDERATION (HSF)..... KX-2

**I**

INTERNATIONAL CENTRE..... LRC-2

IT SUPPORT CENTRE (NX210) ..... NX-2

**L**

LANDSCAPE TECHNOLOGY..... G/P

LIBRARY ..... LRC-3&4

LECTURE THEATRE (E135) ..... E-1

LOST & FOUND (SECURITY DESK) ..... NX-1

**M**

MAILROOM (BASEMENT) ..... N-B

MARKETING AND COMMUNICATIONS ..... LRC-6

MASSAGE THERAPY CLINIC..... A-1

MATH CENTRE..... LRC-3

**O**

OPEN LEARNING CENTRE/LAB (D225)..... D-2

**P**

PEER ASSISTED LEARNING SUPPORT ..... LRC-3

PRESIDENT'S BOARDROOM..... LRC-6

PRESIDENT'S OFFICE..... LRC-6

PRINT & COPY SHOP (H106) ..... H-1

PROGRAM PLANNING, DEVELOPMENT AND RENEWAL ..... LRC-6

PUBLIC SAFETY OFFICE (D153) ..... D-1

PURCHASING SERVICES (B314) ..... B-3

**R**

RECEIVING (BASEMENT) ..... N-B

RECRUITMENT (STUDENT) ..... LRC-1

REGISTRAR'S OFFICE..... LRC-1

REGISTRATION (CUSTOMER SERVICE)..... LRC-1

RESEARCH (INSTITUTIONAL) ..... LX-1

RESIDENCE LIFE ..... R-1

**S**

SCHOOL OFFICES

- Applied Technology (H221/J230) ..... H-2/J-2
- Business (E205) ..... E-2
- Health Sciences (M200)..... M-2
- Hospitality, Recreation & Tourism (C105)... C-1
- Liberal Arts & Sciences..... LRC-5
- Media Studies & Information Technology(K107) ..... K-1

SECURITY DESK (HUMBER) ..... NX-1

- Campus Walk
- First Aid
- Lost & Found

SEVENTH SEMESTER (BASEMENT) ..... K-B

SPA ..... A-1

STRATEGIC PLANNING AND INSTITUTIONAL ANALYSIS ..... LRC-6

STUDENT CENTRE ..... KX

STUDENT EVENTS (D149) ..... D-1

STUDENT RESIDENCES ..... R/S/T

STUDENT SUCCESS & ENGAGEMENT (STUDENT SERVICES)

- Aboriginal Resource Centre..... LRC-2
- Student Life..... LRC-2
- First Year Experience ..... LRC-2
- First in the Family..... LRC-2
- Multi-Faith Centre ..... LRC-2
- Orientation ..... LRC-2
- Student Conduct ..... LRC-2
- Transition and Leadership.....LRC-2
- Student Wellness and Accessibility Centre. LRC-2
- Accessibility Services..... LRC-2
- Counselling ..... LRC-2
- Health Centre ..... LRC-2
- Peer Assisted Learning Support.....LRC-3

**T**

TESTING SERVICES ..... LRC-2

TOURS ..... LRC-1

**U**

UNIVERSITY OF GUELPH-HUMBER ..... GH

URBAN ECOLOGY CENTRE ..... U

**W**

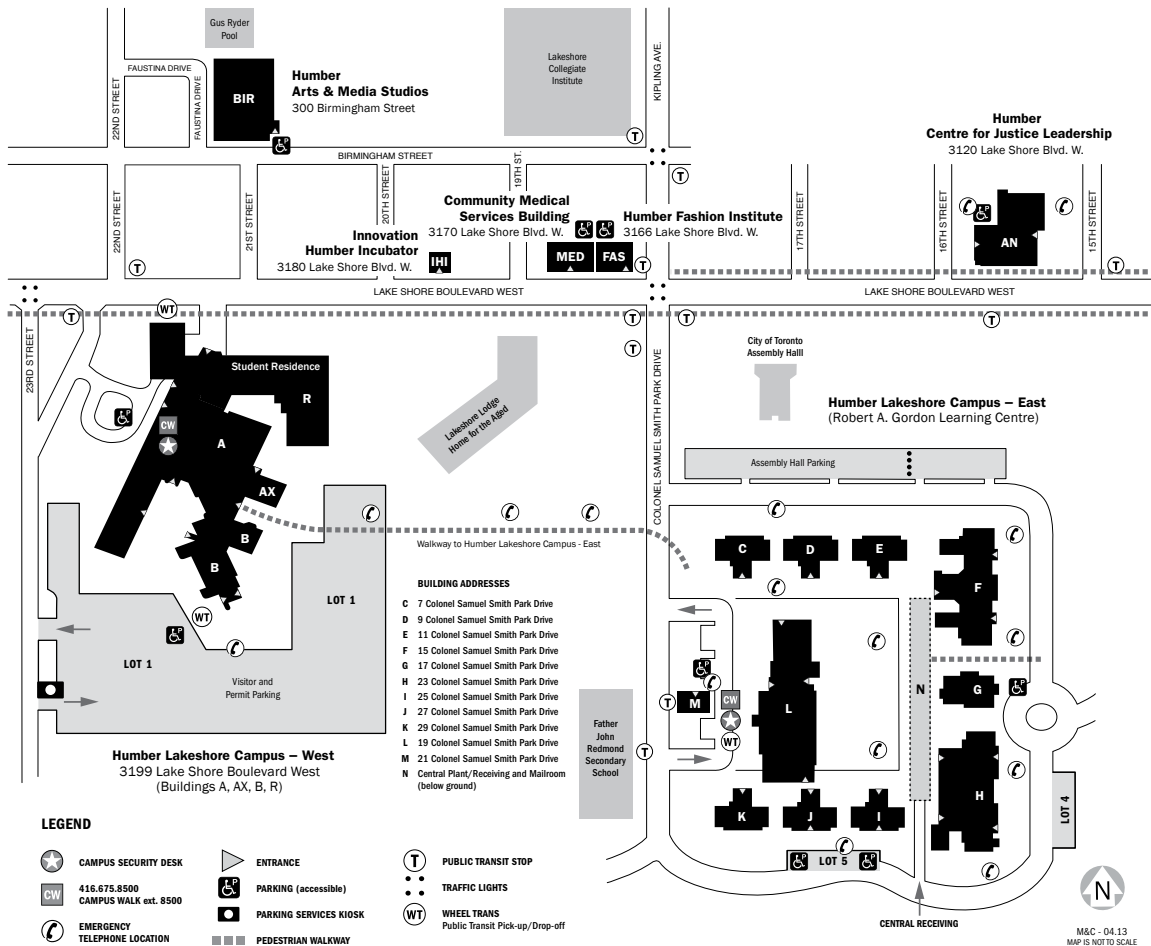
WRITING CENTRE ..... LRC-3

**Y**

YOUTH ENRICHMENT PROGRAM (LX104) ..... LX-

# HUMBER LAKESHORE CAMPUS

3199 Lake Shore Blvd. W., Toronto, Ontario M8V 1K8



**LEGEND**

- CAMPUS SECURITY DESK
- 416.675.8500  
CAMPUS WALK ext. 8500
- EMERGENCY TELEPHONE LOCATION
- ENTRANCE
- PARKING (accessible)
- PARKING SERVICES KIOSK
- PEDESTRIAN WALKWAY
- PUBLIC TRANSIT STOP
- TRAFFIC LIGHTS
- WHEEL TRANS  
Public Transit Pick-up/Drop-off

**Buildings A, AX, B and R**

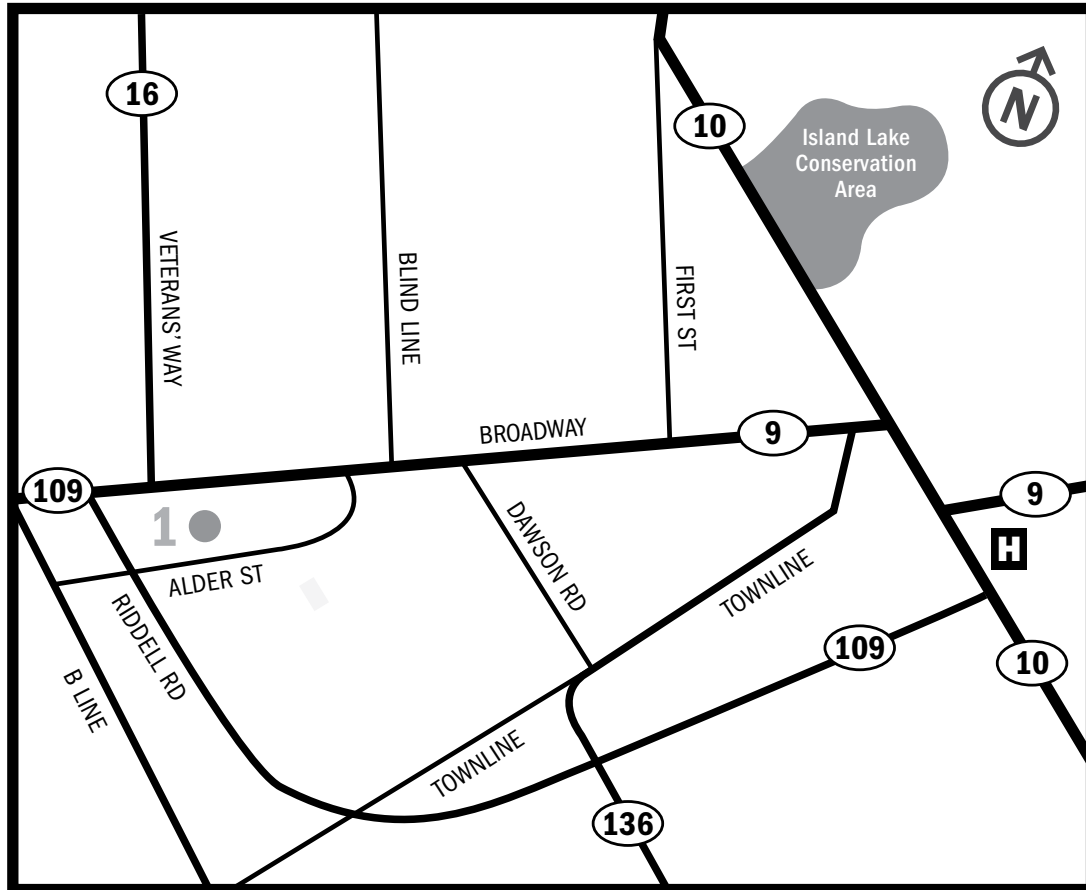
Accessible Learning Services .....	A120
Admissions .....	A118
Auditorium .....	A128
Bookstore .....	R134
Cafeteria .....	A
Counselling .....	A120
Customer Service .....	A118
CTL Creative Studio .....	A112
Financial Aid .....	A118
Fitness Centre .....	R
Gymnasium .....	A
Liberal Arts & Sciences Office .....	A114
Library .....	B
Lost and Found .....	A110
Media Centre (second floor) .....	A
Music Department Office .....	A101
Percussion Studio .....	A122
Principal's Office .....	A110
Recording Studio .....	AX
Registration .....	A118
Registrar's Office .....	A118
Testing Services .....	A235

**Buildings C, D, E, F, G, H, I, J, K, L, M and N**

Social & Community Services	
Office/Classrooms.....	C
Creative & Performing Arts Office/Classrooms .....	D
Classrooms/Faculty Offices/Labs .....	E
Media Studies & Information Technology Office/Math & Writing Centre/Media Buzz Cafeteria/ Classrooms/Labs/Centre for Teaching and Learning.....	F
Future Development .....	G
Business School Office/International Centre/Accounting Centre/ Health Centre/Career Centre/Peer Tutoring/Prayer Room H	
Classrooms/Faculty Offices/Labs .....	I
English Language Centre/Liberal Arts & Sciences Faculty Offices/ Classrooms/English for Academic Purposes (EAP) Labs J	
Student Centre/Humber Students' Federation Office/ Games Room .....	K
Lakeshore Commons/Cafeteria/Broadcast Centre/ Classrooms/Labs/Tours .....	L
Security/Facilities Management/Tim Hortons .....	M
Central Plant/Receiving/Mailroom (below ground) .....	N

# HUMBER ORANGEVILLE CAMPUS

275 Alder St., Alder Street Recreation Complex, Orangeville, Ontario L9W 5H6



275 Alder Street

Orangeville, ON L9W 5H6

Tel: 416.675.5005 or

1 877.675.3111

Fax: 519.941.8068

[http://humber.ca/orangeville/  
enquiry@humber.ca](http://humber.ca/orangeville/enquiry@humber.ca)

## FREQUENTLY CALLED NUMBERS

Department	Telephone	Extension
Aboriginal Services (North)	416.675.6622	ext. 5424 ext. 5675
Accessible Learning Services (North)	416.675.5090	
Accessible Learning Services (Lakeshore)	416.675.6622	ext. 3331
Accounting Centre (North)	416.675.6622	ext. 4929 ext. 5503
Accounting Centre (Lakeshore)	416.675.6622	ext. 3889
Advancement & Alumni Relations	416.673.0152	
Awards & Scholarships	416.673.0152	
Arboretum (Nature Centre)	416.675.6622	ext. 5009
Athletics (North)	416.675.5097	
Athletics (Lakeshore)	416.675.6622	ext. 3237
Athletics (Swimming Pool)	416.394.6050	
Call Centre/Customer Service	416.675.6622	
Catering Services	416.675.6622	ext. 4238
Camp Choice (North/Lakeshore)	416.675.6622	ext. 4735
Campus Bookstore - Follett (North)	416.675.5066	
Campus Bookstore - Follett (Lakeshore)	416.675.6622	ext. 3236
Campus Pharmacy (North)	416.675.6622	ext. 8503
LinX Pub	416.675.5003	
Career Service Centre (North)	416.675.5030	
Career Service Centre (Lakeshore)	416.675.5028	
Centre for Employee Benefits (401 The West Mall)	416.675.5047	
Centre for Teaching & Learning	416.675.6622	ext. 5040
Chaplaincy Services (North/Lakeshore)	416.675.6622	ext. 4427
Child Care Centre (North)	416.675.5073	
Child Development Centre (North)	416.675.5057	
Conference Services	416.675.5027	

Education Training Solutions (North)	416.674.2472	
Counselling - Educational and Psychological (North)	416.675.5090	
Counselling - Educational and Psychological (Lakeshore)	416.675.6622	ext. 3331
Dental Clinic (North)	416.675.6622	ext. 4166
Development Office (North)	416.675.6622	ext. 5480
Evening Bus Service	416.675.6622	ext. 4416
Facilities Management (North/Lakeshore)	416.675.6622	ext. 4444
Financial Assistance - OSAP (North)	416.675.3111	option 4
Financial Assistance - OSAP (Lakeshore)	416.675.3111	option 4
Government & Community Relations	416.675.5042	
Health Centre (North)	416.675.6622	ext. 4533
Health Centre (Lakeshore)	416.675.6622	ext. 3234
HR Services	416.675.6622	ext. 4393
HR Services - Employment Inquiries	416.675.5088	
Humber Press	416.675.5000	ext. 5237
Humber Room (Direct Line)	416.675.5022	
Humber Spa	416.675.5033	
Humber Students Federation (North)	416.675.5051	
Humber Students Federation (Lakeshore)	416.675.6622	ext. 3382
Grenville Copy Centre	416.675.6622	ext. 4228
International Office	416.675.5067	
Libraries (North)	416.675.5079	
Libraries (Lakeshore)	416.675.6622	ext. 3247
Libraries (Orangeville)	416.675.6622	ext. 5909
Math Centre (North)	416.675.6622	ext. 76259
Math Centre (Lakeshore)	416.675.6622	ext. 73663
Open Learning Centre	416.675.5049	
Orangeville - Front Desk	416.675.6622	ext. 5902

Parking Services	416.675.6622	ext. 4416
Peer Tutoring (North)	416.675.6622	ext. 4616
Peer Tutoring	416.675.6622	ext. 3340
Planning & Development Office	416.675.5061	
Principal Lakeshore	416.675.6622	ext. 3332
Public Safety (North)	416.675.6622	ext. 8500
Public Safety (Lakeshore)	416.675.6622	ext. 3240
Public Safety (Tol-Free-Cell)	416.675.8500	
Purchasing	416.675.5050	
Radio Humber (Campus Radio Station)	416.675.6622	ext. 4913 (Station Manager)
Registrar's/Enrolment Mgmt.Services	416.675.5005	
School of Applied Technology (Front Desk for Faculty Office)	416.675.6622	ext. 4888
School of Applied Technology (Technical Corporate Training)	416.675.6622	ext. 4567
School of Applied Technology (Arboretum and Ecology Centre)	416.675.6622	ext. 5009
School of Applied Technology (Carrier Campus)	416.675.6622	ext. 78066
School of Applied Technology (Front Desk for Administrative Office)	416.675.5010	
School of Applied Technology (Continuing Education)	416.675.5094	
School of Creative & Performing Arts (Sanja Antic - Music)	416.675.6622	ext. 3427
School of Creative & Performing Arts (Joe Bowden - Acting for Film & Television and Theatre)	416.675.6622	ext. 79052
School of Creative & Performing Arts (Hilary Higgins - Humber School for Writers and Comedy)	416.675.6622	ext. 3449
School of Creative & Performing Arts (Cynthia Good - Creative Book Publishing)	416.675.6622	ext. 3462
School of Health Sciences (Bachelor of Nursing)	416.675.6622	
School of Health Sciences (Bachelor of Nursing Continuing Education)	416.675.6622	ext. 4975
School of Health Sciences (Practical Nursing)	416.675.6622	ext. 4282

School of Health Sciences (Continuing Education Nursing Certificates)	416.675.6622	ext. 4078 ext. 5868
School of Health Sciences (ECE Full-Time)	416.675.6622	ext. 4339
School of Health Sciences (ECE Continuing Education)	416.675.6622	ext. 5058
School of Health Sciences (Continuing Education)	416.675.6622	ext. 4868
School of Health Sciences (Allied Health)	416.675.6622	ext. 4462
School of Health Sciences (Emergency Skills)	416.675.6622	ext. 5784
School of HRT (Hospitality, Recreation & Tourism)	416.675.5012	
School of Liberal Arts & Science	416.675.6622	ext. 74313
School of Media Studies	416.675.6622	ext. 4111
School of Media Studies (Digital Imaging)	416.675.6622	ext. 4552
School of Social & Community Services	416.675.6622	ext. 3259
I.T.Support Centre (North/Lakeshore)	416.675.6622	ext. 8888 ext. 4786 (From Residence)
Student Recruitment (North)	416.675.6622	ext. 4048
Student Residence (North)	416.675.6622	ext. 77200
Student Residence (Direct-line)	416.675.3413	
Student Residence (Lakeshore)	416.675.6622	ext. 73001
Student Success & Engagement	416.675.6622	ext. 4872
Testing Services (North)	416.675.6622	ext. 4712
Testing Services (Lakeshore)	416.675.6622	ext. 3228
Theatre Humber	416.675.6622	ext. 79052
The Business School (North)	416.675.6622	ext. 4391
The Business School (Lakeshore)	416.675.6622	ext. 3358
Transportation Training Centre	416.798.0300	
Writing Centre (North)	416.675.6622	ext. 76261
Writing Centre (Lakeshore)	416.675.6622	ext. 73313

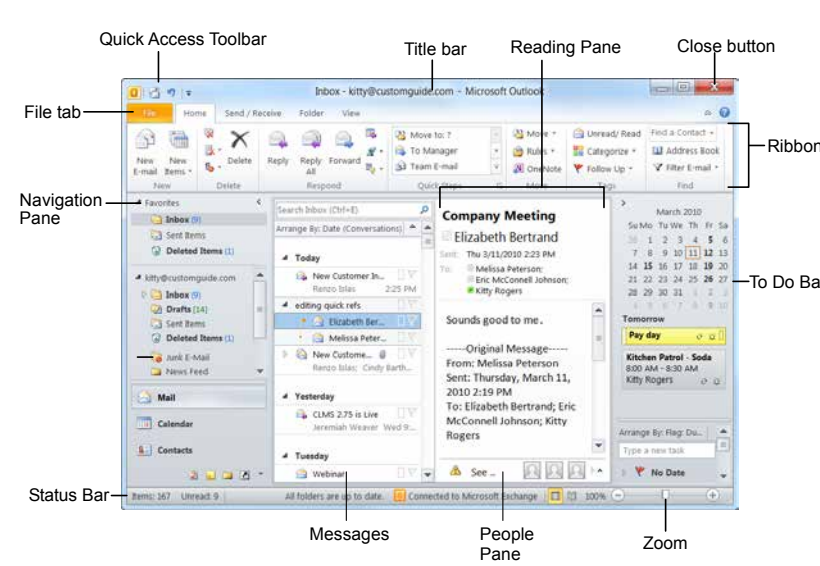
# OUTLOOK EMAIL GUIDE SHEET

Microsoft®  
**Outlook 2010**  
 Quick Reference Guide



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## The Outlook 2010 Screen



## Navigation Pane

**Mail**  
 Contains mail-related folders like your Inbox, Sent Items, and Search Folders. Use the Favorites section at the top of the pane for easy access to frequently-used folders.

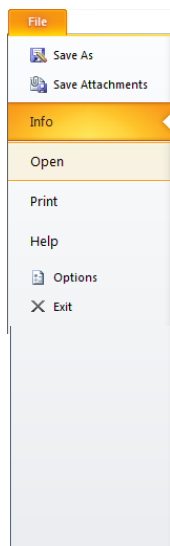
**Calendar**  
 Enables you to view and schedule appointments, event, and meetings. View shared calendars and compare calendars by viewing them side-by-side.

**Contacts**  
 Store and keep track of addresses, phone numbers, and e-mail addresses.

**Tasks**  
 Organize to-do lists, track task progress, and delegate tasks.

## The Fundamentals

The **File** tab menu and Backstage view contain commands for working with a program's files, such as Save As, Save Attachments, Close, New, and Print.



- To Check for New Messages:** Click the **Send/Receive All Folders** button or press **<F9>**.
- To Preview and Print a Message:** Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
- Message Indicators:**
  - Message has not been read.
  - Message has been read.
  - File is attached to the message.
  - Message has high or low importance.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, right-click a **tab** and select **Minimize Ribbon** from the contextual menu.
- To Change Account Settings:** Click the **File** tab and select **Open**. Click the **Account Settings** button.
- To Change Program Settings:** Click the **File** tab and select **Options**.
- To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.

## Mail: Basics

- To Create a New Message:**
  - Click the **New E-mail** button in the New group of the Home tab on the Ribbon. Or, press **<Ctrl> + <N>**.
  - Enter the e-mail address(es) in the **To** box, or click the **To** button to use the Address Book.
  - Click the **Cc:** or **Bcc:** buttons and enter the e-mail address(es) for whom you want to send copies of the message.
  - Enter the subject of the message in the **Subject** box.
  - Enter the text of your message in the text box.
  - Click the **Send** button.
- To Reply to a Message:** Select/open the message, click the **Reply** button, type your reply, and click the **Send** button.
- To Forward a Message:** Select/open the message, click the **Forward** button, enter the e-mail address(es) in the To field, enter comments in the Body area, and click the **Send** button.
- To Delete a Message:** Select the message and press the **<Delete>** key.
- To Open a Message:** Click a message to view it in the Reading Pane or double-click the message to open it.

**Notes:** Use like electronic Post-It® Notes to write down information.

**Folder List:** Displays a list of all your Outlook folders.

**Shortcuts:** Add shortcuts to folders and locations in Outlook for quick access.

## Keyboard Shortcuts

Save	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>
Preview and Print	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Paste	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Check Spelling	<b>&lt;F7&gt;</b>
Check for Mail	<b>&lt;F9&gt;</b>
Save, Close, and Send	<b>&lt;Alt&gt; + &lt;S&gt;</b>
Reply	<b>&lt;Ctrl&gt; + &lt;R&gt;</b>
Reply to All	<b>&lt;Alt&gt; + &lt;L&gt;</b>
Address Book	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;B&gt;</b>
Help	<b>&lt;F1&gt;</b>
Switch Between Applications	<b>&lt;Alt&gt; + &lt;Tab&gt;</b>
New Item	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Search	<b>&lt;Ctrl&gt; + &lt;E&gt;</b>



## Mail: Advanced Tasks

- **To Attach a File to a Message:** Click the **Attach Item** button in the Include group of the Message tab in the Message window.
- **To Preview an Attachment:** Click the **attachment** in the message preview in the Reading Pane.
- **To Open an Attachment:** Double-click the **attachment** in the Reading Pane. The file opens in its default program.
- **To Flag a Message as a To-Do Item:** Right-click the message, select **Follow Up** from the contextual menu, and select a flag. Or, click the **flag icon** on the message. Or, select the message, click the **Follow Up** button on the Standard toolbar and select a flag.
- **To Categorize a Message by Color:** Click the **Quick Click** icon on the message. Or, right-click the message, select **Categorize** from the contextual menu, and select a color category. Or, select the message, click the **Categorize** button in the Tags group of the Home tab on the Ribbon, and select a flag.
- **To Recall a Message:** Open the **Sent Items** folder. Double-click the message, click the **Actions** button in the Move group of the Message tab on the Ribbon, and select **Recall This Message**. Choose to delete the message or replace the message with a new one in the dialog box and click **OK**. *You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.*
- **To Resend a Message:** Open the **Sent Items** folder. Double-click the message, click the **Actions** button in the Move group of the Message tab on the Ribbon, and select **Resend This Message**. Edit the message and recipients as necessary and click **Send**.
- **To Create a Contact Group:** Click the **New Items** button in the New group on the Ribbon and select **More Items > Contact Group**. Click the **Add Members** button in the Members group on the Ribbon, select a name in the list, click the **Members** button, and repeat for each name to be added. Click **OK**, then click **Save & Close** in the Actions group of the Contact Group tab.
- **To Create a Signature:** In the message window, click the **Signature** button in the Include group of the Message tab on the Ribbon, select **Signatures**, and create the new signature.
- **To Change a Message's Options:** In the message window, click the **Options** tab on the Ribbon and click the **More Options** dialog box Launcher. Here you can specify: if the message is important or sensitive; importance or sensitivity of the message; if you want to add voting buttons to the message; where replies should be sent to; if you want a read receipt; and if you want to encrypt the message or delay its delivery.
- **To Move a Message to a Different Folder:** Select the item, click the **Move** button in the Move group of the Home tab of the Ribbon, and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- **To Turn On the Out of Office Assistant:** Click the **File** tab, select **Info** and click the **Automatic Replies** button.
- **To Save a Message as a Draft:** Click the **Save** button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- **To Create a New Rule:** Click the **Rules** button in the Move group of the Home tab on the Ribbon and select **Create Rule**.
- **To Manage Rules:** Click the **Rules** button in the Move group of the Home tab on the Ribbon and select **Manage Rules and Alerts**.

## Calendar

- **To Open the Calendar:** Click the **Calendar** button in the Navigation Pane.
- **To Change Views:** Click a view option in the **Arrange** group on the Home tab, or click the **View** tab and select an option there.
- **To View a Specific Date:** Click the date in the **Date Navigator**, or click and drag to view a set of consecutive dates.
- **To Schedule an Appointment:** Click the **New Appointment** button in the New group on the Home tab or press **<Ctrl> + <N>**.
- **To Schedule a Recurring Appointment:** Click the **New Items** button in the New group on the Ribbon, and select **More Items > Recurring Appointment**.
- **To Schedule a Meeting:** Click the **New Meeting** button in the New group on the Ribbon. Add recipients and meeting details and click **Send**.
- **To Schedule an All Day Event:** Click the **New Items** button in the New group on the Ribbon and select **All Day Event**.
- **To Reschedule an Item:** Click and drag the item to a new date and/or time on the Calendar. Or, double-click the item to open it, make your changes, and click the **Save & Close** button in the Actions group on the Ribbon.
- **To Edit an Item:** Click the item to view the Calendar Tools contextual tab. Or, double-click the item, make your changes, and click the **Save & Close** button in the Actions group on the Ribbon.
- **To Delete an Item:** Select the item and press **<Delete>**. Or, select the item and click the **Delete** button in the Actions group of the Appointment tab on the Ribbon.
- **To Search the Calendar:** Click in the **Search** box in the upper right corner, or press **<Ctrl> + <E>**. Type search keywords and press **<Enter>**.

## Contacts

- **To Open Contacts:** Click the **Contacts** button in the Navigation Pane.
- **To Change Views:** Click a view option in the **Arrange** group on the Home tab, or click the **View** tab and select an option there.
- **To Create a New Contact:** Click the **New Contact** button in the New group on the Home tab or press **<Ctrl> + <N>**.
- **To Create a New Contact Group:** Click the **New Contact Group** button in the New group of the Home tab on the Ribbon. Click the **Add Members** button in the Members group on the Ribbon, select a name in the list, click the **Members** button and repeat for each name to be added. Click **OK**, then click **Save & Close** in the Actions group of the Contact Group tab.
- **To Edit a Contact:** Double-click the contact and make your changes.
- **To Find a Contact:** Type your search text in the **Search Contacts** field or press **<Ctrl> + <E>**. Or, click the **Find a Contact** field in the Find group on the Home tab, enter your search text and press **<Enter>**.
- **To Delete a Contact:** Select the contact and press **<Delete>**.

## Tasks and To-Do Items

- **To Open Tasks/To-Do List:** Click the **Tasks** button in the Navigation Pane and select **To-Do List** or **Tasks** in the Navigation Pane.
- **To Create a New Task/To-Do Item:** Click the **New Task** button in the New group on the Home tab or press **<Ctrl> + <N>**.
- **To Complete a Task:** Click the **Mark Complete** button in the Manage Task group on the Ribbon, or click the task's **check box** in Simple List view.
- **To Delete a Task:** Select the task and press the **<Delete>** key. Or, click the **Delete** button in the Delete group of the Home tab.

## Telephone Quick Reference Guide



### Layout

**Handset**  
With red light strip which lights up to indicate an incoming call (flashing) or a new voicemail (solid).

**Navigation Pad**  
Press one of the dots on the outer ring to move up, down, left or right in a menu. Press the grey button in the middle to make a selection.

**Keypad**  
Press keys to dial phone numbers, enter letters or choose menu items.

**Messages Button**  
Dials the voicemail system.

**Applications Button**  
Opens/closes the Applications menu. Accesses preferences, call history and phone information.

**Contacts Button**  
Accesses the personal and corporate directories.

**Volume Control**  
Controls the call volume if used while the handset is off-hook. Controls the ringer volume if used while the handset is on-hook.

**Feature Buttons**  
Each button corresponds with a phone line, speed dial or calling feature.

**Session Buttons**  
Each button corresponds with an active call or a call function depending on the state of the phone. Coloured LEDs on the button reflect the call state: flashing amber for a ringing call, solid green for a connected call.

**Softkey Buttons**  
Activates options for the selected call or the menu item.

**Phone Screen**  
Shows information about your phone.


**Back Button**  
Returns to the previous screen or menu.

**Release**  
Ends a connected call or session.

**Hold Button**  
Allows you to put an active call into a held state.

**Transfer Button**  
Allows you to redirect a connected call from your phone to another number.

**Conference Button**  
Allows you to add another party to the current call.



### Logging In

- Press **Applications** button.
- Select **ExtensionMobility**.
- Enter your user ID and PIN (provided by your system administrator).

### Answering Calls

**Using the Handset**

- If the Handset is already lit, press the **Answer** softkey or the flashing line button.

**Using the Headset**

- Press the unlit **Headset** .

**Using the Speaker**

- Press the **Speakerphone** button.
- Press the **Answer** softkey or select a flashing line button.

### Placing Calls

<b>Internal</b>	Dial the extension
<b>Local</b>	Dial 9 + local number
<b>Local Distance</b>	Dial 9 + 1 + local number
<b>International</b>	Dial 9 + 011 + number + # + Access Code (when requested)
<b>Emergency</b>	<b>Dial 911</b>

### Searching the Directory

- Press the **Contacts** button to access the personal directory, corporate directory or call history.
- Use the **Navigation** pad to select which directory to search.
- Enter first or last name using the dial pad. Keep pressing a number key to toggle between letters.
- Use the **X** softkey to backspace one or more letters.
- Press the **Search** softkey to search.
- Use the **Navigation** pad to highlight the person you would like to call.
- Press the **Dial** softkey to automatically call the number.

### Mobile Transfer

**Move a Desk Phone Call to a Mobile Phone**

- Press the rightmost softkey to view more options.
- Press the **Mobility** softkey.
- Select the **To Mobile** softkey.
- Answer the in-progress call on your mobile phone.

**Move a Mobile Call to the Desk Phone**


- Select a line on your desk phone.
- Hang up the call on your mobile phone to disconnect the mobile phone but not the call.
- Press the **Resume** softkey on your desk phone within 5 to 10 seconds and start talking on the desk phone.

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*This document is available in an alternate format upon request.*

## Managing Calls

### Placing a Call on Hold



- If you have more than one call on the line, the call you want to place on hold should be highlighted.
- Press the **Hold**  button. The call is now on hold.
- To resume the call, the call you want to resume should be highlighted.
- Press the **Resume** softkey to release the call from hold.

### Switching Between Calls



- While on a call, press the **Answer** softkey or a flashing line  button.
- The first call will automatically be placed on hold and you will be connected to the second call.
- After you hang up or place the second call on hold, press the **Resume** softkey, returning you to the first call.
- If there is more than one call on hold, ensure that you select the appropriate call before you press the **Resume** softkey.

### Transferring a Call

#### Transfer a call without speaking to the transfer recipient

- With a connected call, press the **Transfer**  button and enter the target number.
- When you hear ringing, press the **Transfer**  button again to transfer the call to the target number.

#### Talk to the transfer recipient before transferring the call


- With a connected call, press the **Transfer**  button and enter the target number.
- If the recipient is willing to accept the call, press the **Transfer**  button again to transfer the call to the target number.
- If you decide not to transfer the call, press the **Resume** softkey to return to the original call.

### Forwarding all Calls

#### To redirect all of your incoming calls to another internal phone or local number

- Press the **Forward all** softkey. Your phone may beep twice.
- Enter the extension or phone number to which your incoming calls should be forwarded.
- The forwarding number is now displayed on the top of your screen. All incoming calls will be routed to this number until you cancel call forwarding.

#### To forward your calls to voicemail


- Press the **Forward all** softkey. Your phone may beep twice.
- Press the **Messages**  button.
- The forwarding number is now displayed on the top of your screen. All incoming calls will be routed to this number until you cancel call forwarding.

#### To cancel Call Forwarding

- Press the **Forward off** softkey.



## Audio Conferencing

*You must have a connected call to use the feature.*



- Press the **Conference**  button to add another party to the call.
- Enter the phone number of the conference participant.
- After the call connects, speak to the conference participant and then press the **Conference** button to add another party to the call.
- Repeat the process to add additional participants to the conference call.

## Customizing Your Telephone



### Change the Font Size

- Press the **Applications**  button.
- Use the Navigation  pad to:
  - highlight and select **Settings**.
  - highlight and select **Font size**.
  - highlight and select the desired size.
- Press the **Set** softkey to confirm your choice.
- Press the **Exit** softkey twice.



### Change the Wallpaper

- Press the **Applications**  button.
- Use the Navigation  pad to:
  - highlight and select **Settings**.
  - highlight and select **Wallpaper**.
  - highlight and select the desired image.
- Press the **Set** softkey to save the setting.
- Press the **Exit** softkey twice.

### Customize the Ring Tone

- Press the **Applications**  button.
- Use the Navigation  pad to:
  - highlight and select **Settings**.
  - highlight and select **Ringtone**.
  - highlight and hear the selected sound.
- Press the **Set** softkey to save the setting.
- Press the **Exit** softkey twice.

### Customize the Screen Contrast

- Press the **Applications**  button.
- Use the Navigation  pad to:
  - highlight and select **Settings**.
  - highlight and select **Brightness**.
  - adjust the level of brightness.
- Press the **Save** softkey to save the setting.
- Press the **Exit** softkey twice.

# Voicemail

## Quick Reference Guide




### Logging In

**Message Waiting Indicator** – With red light strip which lights up to indicate an incoming call (flashing) or a new voicemail (solid).



### Access Unified Messaging by Phone

- Press the **Messages** button  on your phone.
- Enter your voicemail PIN and press #.

### If you are working from another internal phone:

- Dial 5100
- Press \* to interrupt the initial greeting and start the messages prompt.
- Enter your mailbox ID when prompted and press #.
- Enter your voicemail PIN and press #.

### If you are working from off campus:

- Dial 416.673.6711
- Enter your mailbox ID when prompted and press #.
- Enter your voicemail PIN and press #.

### Key Sequences

#### Main Menu

- Hear new messages **1**
- Send a message **2**
- Review saved messages **3 1**
- Change setup options **4**
- Change greetings **4 1**
- Turn alternate greeting on or off **4 1 2**
- Change message notification **4 2 1**
- Change recorded name **4 3 2**

#### After Recording a Message

- Send message **#**
- Add name **9 1**
- Mark message urgent and send **1 #**
- Request a return receipt and send **2 #**
- Mark message private and send **3 #**
- Set future delivery **4**
- Review recording **5**
- Re-record **6**
- Add to the message **7**

#### While Listening to a Message

- Rewind **1**
- Play previous message **1 4**
- Play next message **1 6**
- Pause or resume **2**
- Fast-forward **3**
- Fast-forward to end **3 3**
- Forward message **3 3 6**
- Delete message **3 3 7**
- Reply **3 3 8**
- Slow playback **4**
- Play message properties **5**
- Fast playback **6**
- Skip message, save as is **#**
- Skip message, save as new **##**
- Cancel or back up **\***
- Help **0**

#### While Recording a Message, Name or Greeting

- End a recording **#**
- Pause or Resume **8**

#### After Listening to a Message

- Skip back **1**
- Play previous message **1 4**
- Play next message **1 6**
- Replay message **4**
- Play message properties **5**
- Forward message **6**
- Delete **7**
- Reply **8**
- Reply to all **8 2**
- Save as is **#**
- Save or restore as new **##**
- Cancel or back up **\***
- Help **0**

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## Setting Up Your Mailbox

- Press the **Messages**  button on your phone.
- When prompted, enter the default voicemail PIN.

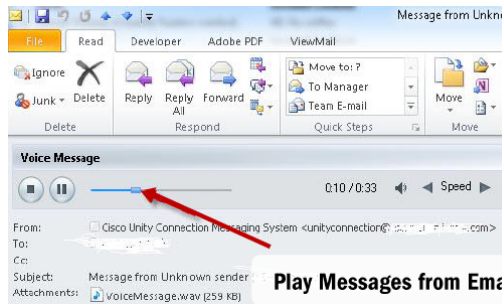
**Default Voicemail PIN: 135246**

- Follow the prompts to record your name, greeting, change your voicemail PIN and to choose whether or not to be listed in directory assistance.
- Your voicemail PIN must be a minimum of 6 digits AND not be the same as the previous 3 stored passwords.

## Unified Messaging

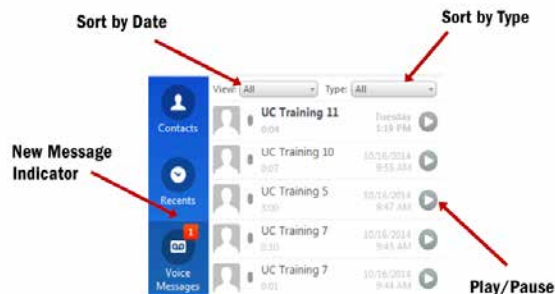
### Unity Connection Email Notifications

New voicemail messages are also sent directly to your Outlook inbox. From here, you can listen to, delete and manage your voice messages.



### Jabber Voicemail Notifications

The voice messages tab lets you access, play and manage your voice messages. **Right-click** voice messages to delete or call back.



## Voicemail Etiquette

- Record a greeting to add a personal touch.

A well-formed outgoing message includes:  
 your name  
 title  
 school or department  
 office hours (if applicable)  
 when the caller can expect a reply

- Check your voicemail messages regularly.
- When you leave for the day or are away from your desk during the day, forward calls to your voicemail as a courtesy to callers.
- Record an "Out of Office" greeting if you will be unavailable for an extended period of time (vacation, illness, different hours temporarily).

Include the dates/times you are unavailable.

Provide your callers with an alternate contact name/number in your absence.

- Reply, forward or delete messages immediately. Keep your mailbox clean!

## Voicemail Policy

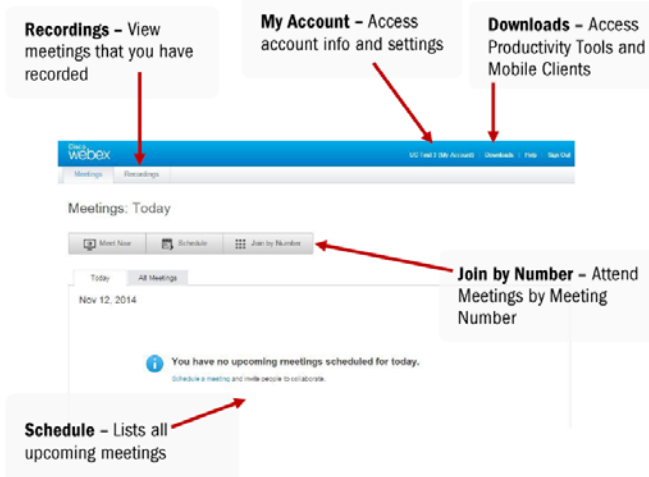
- Messages can be up to 3 minutes in length.
- Voicemail inboxes can hold up to 100 minutes of messages.
- Unread messages will stay in your mailbox until deleted.
- Unread messages that are deleted are retained for an additional 15 days before being permanently deleted.

# WebEx

## Quick Reference Guide



### Home Screen



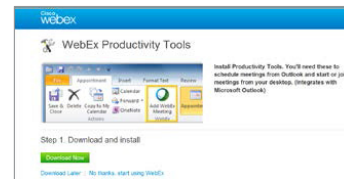
### Logging In

1. Open a web browser and enter **mymeeting.humber.ca**
2. Enter your Humber email address and password.
3. Click **Sign In**.

### First Time Use

After logging in, follow the prompt to install Cisco WebEx Productivity Tools.

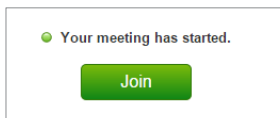
1. Click **Download Now**.
2. Click **Run**.
3. Click **Start WebEx Now**.



### Joining a Meeting

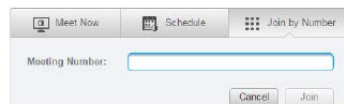
#### Join from Meetings Page

1. Locate your meeting in the **Today** list.  
*Meetings scheduled for today are shown by default.*  
*To see meetings scheduled for another date, click the **All Meetings** tab.*
2. Select the desired meeting.
3. If you are the meeting host, select **Start**.
4. If required, enter the meeting password and click **Join**.



#### Join by Meeting Number

1. From the Meetings page, select **Join by Number**.
2. Enter the meeting number.
3. If required, enter the meeting password and click **Join**.



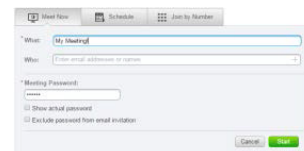
#### Join from an Email Invitation

1. From your email application, open the meeting invitation.
2. Click **Join the Meeting** to join the meeting.
3. If prompted, sign in with your profile information.
4. If required, enter the meeting password and click **Join**.

### Hosting a Meeting

#### Start an Instant Meeting

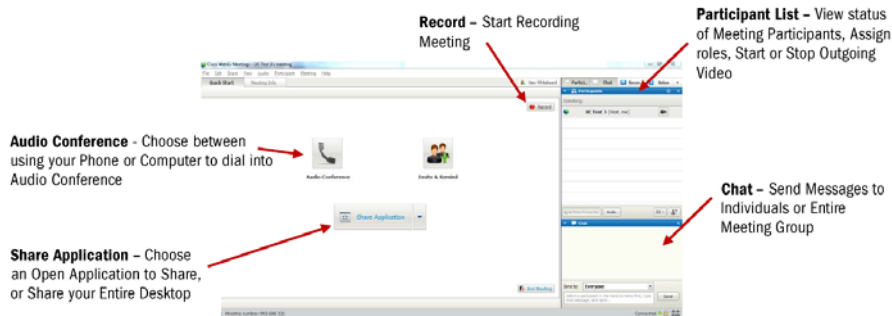
1. From the Meetings page, select **Meet Now**.
2. Enter your meeting details, including the names or email addresses of people you want to invite to your meeting.
3. Enter a meeting password.
4. Click **Start**.



#### Schedule a Meeting

1. From the Meetings page, select **Schedule**.
2. Enter details, date and length of meeting, recurrence and the names or email addresses of people you want to invite to your meeting.
3. Click **Schedule It!**

## Meeting Screen



## Passing Control to a Participant

### To Make Someone a Presenter

- Drag the WebEx ball from the last presenter to the next presenter.
- If you are viewing participant thumbnails, mouse over a thumbnail and select **Make Presenter**.
- If you are sharing in full screen mode, mouse over the docked tray at the top of your screen, select **Assign > Make Presenter** then select a participant.

### Make Someone Else the Host

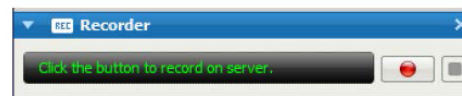
- Right-click on a participant name or thumbnail then select **Change Role to > Host**.

### Reclaim the Host Role

- Select your name in the Participant list then select **Participant > Reclaim Host Role** and enter the requested information.

## Recording a Session

Recording a meeting is a great way to share meeting content with invitees who could not make the meeting or with other interested people.



You can find links to the meetings you recorded on the **Recordings** page if you are also the meeting scheduler.



## Sharing Content

### File Sharing

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as a video or slide presentation. Participants can do the following:

- View shared files in their content viewers without the need for the application with which it was created.
- View a media file, such as a video, without the need for special software or hardware.

### Application Sharing

When you share software, such as an application, during a meeting, it can be viewed from the participants' content viewers or from a sharing window that opens on all participant screens. In this window, you can show:

- An application (for example, you want to edit a document as a group or show your team how a tool works).
- Your computer desktop (for easily sharing several applications at once and for sharing file directories open on your computer).
- A web browser (useful for sharing particular Web pages with participants or showing a private intranet).

# Jabber

## Quick Reference Guide



**Screen**

**Presence Control** - UC Teacher1 Available

**Contacts Tab** - Classroom

- UC Training 10
- UC Training 11

**Recent and Missed Calls** - Recents

- UC Training 10
- UC Training 11

**Voice Messages** - Voice Messages (1)

- Jack Piao
- John Choi

**Meetings Tab** - Meetings (31)

- UC Training 13

**Phone Control** - Select an available phone and set up call

- Use my computer for calls
- Use my phone for calls
- Forward calls to

**To Place a Call**

- Enter the contact's phone number in the **Search or Call bar**.
- Right-click** over the contact's name in your contact list.
- Select the **Call icon** in a chat window with the contact.

**Incoming Calls**

When you receive an incoming call, you can reply with a chat message, answer the call or decline the call.

**Search**

You can find, add and call contacts from the **Search or Call bar**. Jabber can find contacts across the entire network as well as locally stored contacts.

**Recent Calls and Voice Messages**

The **Recents** tab shows a list of recent and missed calls.

Hover your cursor over a missed call and select the **Call** icon to call back.

**Right-click** on each item to delete it.

**Sort by Date**

**Sort by Type**

**New Message Indicator**

**Play/Pause**

The **Voice Messages** tab lets you access, play and manage your voice messages.

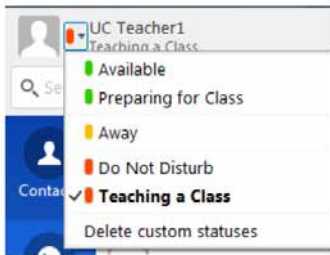
**Right-click** Voice Messages to delete or call back.

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*This document is available in an alternate format upon request.*



## Presence



**Presence indicates a user's availability and readiness to communicate.**

- You can create up to three custom status messages for each availability state.
- Insert your cursor in the status message field and enter your new status message.

## Collaboration

**Search or Call** - Enter a contacts name or a phone number in the Search or Call bar from the chat window

**Multiple Chat Tabs** - Allow you to manage separate conversations with individuals or groups

**Share your screen**

**Start a phone call**

**Start Video** - turn a chat or phone call into a Video Conference

**Go full screen**

**Show self-view**

**Open a keypad to enter digits**

**Mute your audio**

**Adjust volume**

**End calls**

**Opens more controls**

**Hold** - Places active call on hold

**Transfer** - Transfers current call

**Merge** - Merges current call with another call

**Conference** - Adds current call to conference

**Send a screen capture**

**Send a file**

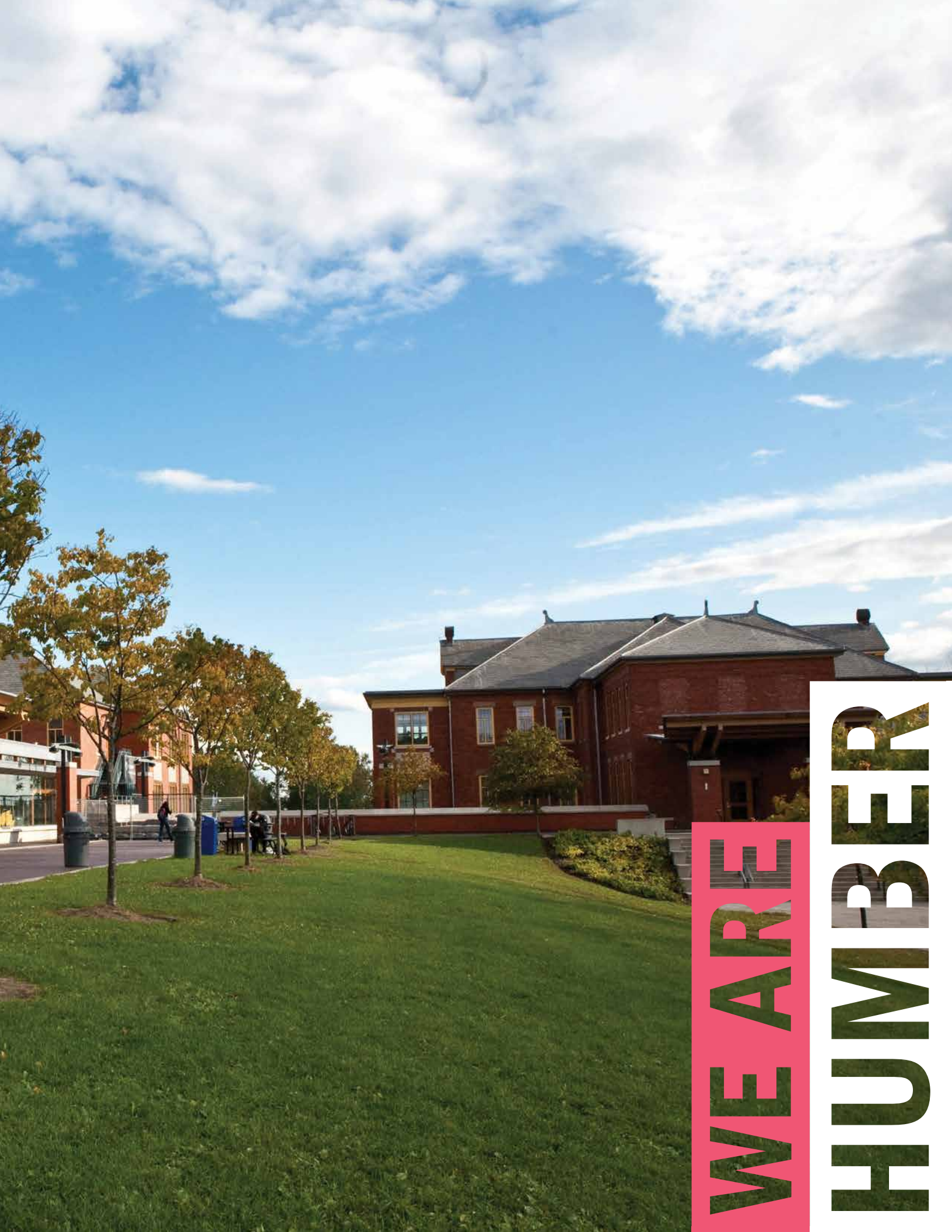
**Insert an emoticon**

**Edit the font size and color**

**Add participants to create group chats**

**Pop-out the window to show chat in a new window**





**WE ARE**

**HUNTER**

**Campus Locations**

Humber North Campus  
205 Humber College Blvd.  
Toronto, ON M9W 5L7  
Canada

Humber Lakeshore Campus  
3199 Lake Shore Blvd. W.  
Toronto, ON M8V 1K8  
Canada

Humber Orangeville Campus  
275 Alder St.  
Alder Street Recreation Complex  
Orangeville, ON L9W 5H6  
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