

FACULTY HANDBOOK

2017/2018





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HUMBER LEARNING RESOURCE COMMONS



HUMBER



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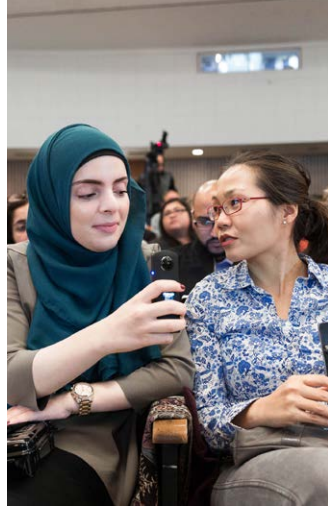
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Welcome Letter

Dear Faculty,

It's 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 experience.



Humber has a 50-year history and commitment to providing high-quality postsecondary education. Today, the college offers 180 full-time programs and 400 continuing education programs serving more than 31,000 full-time and 23,000 part-time and continuing education students across eight academic schools and at three campuses: North Campus including Guelph-Humber, Lakeshore Campus and Orangeville. We are a 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 and we encourage you to share your successes with us.

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

A stylized, handwritten signature in black ink, appearing to read 'Chris Whitaker'. The signature is fluid and cursive, with a prominent 'C' and 'W'.

President and CEO
Humber College Institute of Technology
and 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 180 full-time programs and 400 continuing education programs to choose from, Humber students have access to many opportunities for continuous learning.

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.

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. |

2017-18 Senior Executive Team



President & CEO
Chris Whitaker

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

Rani Dhaliwal

Senior Vice-President, Academic

Laurie Rancourt

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

Alister Mathieson

**Vice-President,
Human Resources**

Lori Diduch

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

Jason Hunter



Before the Semester Starts

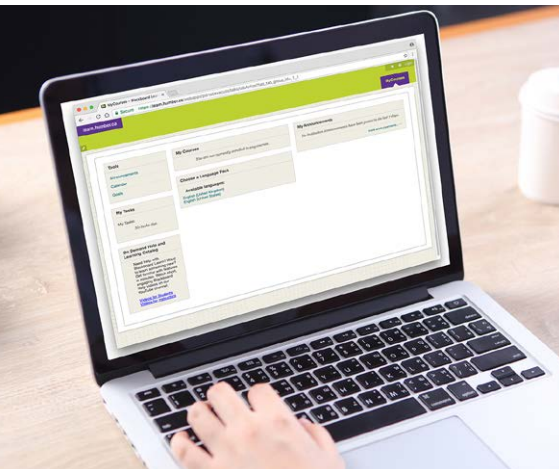
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Semester Start Checklist

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? (Banner – MyHumber)		
Do I have my class list(s)? (Banner – MyHumber)		
Do I have my course outline(s)? (Associate Dean)		
Do I have the appropriate resources for my course(s)? (text, articles, etc.)		
Do I have any necessary keys?		
Do I have my ID/Lenel 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?		
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? PODIUM CODE - 1967	✓	
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?		
Do I have my login credentials?		

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



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

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 credentials 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 [➔ learn.humber.ca](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 [➔ its.humber.ca](https://its.humber.ca) → Support Centre → eForms

Note: You must log-in to access the eForms. Logging in also authenticates you for other Humber services.

For help files and Blackboard resources, please view the Blackboard 9.1 help website [➔ humber.ca/bb91help](https://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 [➔ humber.ca/onlinelearning](https://humber.ca/onlinelearning)

North Campus, D225J

Phone: 416.675.6622 Ext. 4744

Email: waterloo.studentnorth@humber.ca

Lakeshore Campus, D112 (Cottage D)

Phone: 416.675.6622 Ext. 3288

Email: waterloo.studentlakeshore@humber.ca

Chat support and web-resources (eBrochures, video tutorials, etc.) available through the eLearning website

[➔ humber.ca/centreforteachingandlearning](https://humber.ca/centreforteachingandlearning)

Class Lists

Your class lists are available online through MyHumber 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.



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.

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 Advanced Education and Skills Development 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 2017 - 2018 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

humber.ca/bb91help/instructor.php

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

library.humber.ca/programs-list

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

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

 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 are required to use your Humber email account or your Blackboard site. Do not use a personal email address when communicating with students.**

 humber.ca/policies

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



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

Faculty Mailboxes

Faculty 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 receptionists in the assigned drop boxes for distribution to your mailbox.

How to Access Electronic Classrooms

Electronic classrooms are fully integrated multi-media 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 for CTL Humber Classroom Redesign.

 youtube.com/HumberCTL

Humber Classroom Redesign Initiative

Humber has upgraded and updated its classrooms to align with 21st-century teaching and learning practices. You can learn more about this project at

 humber.ca/classroomredesign

If you are scheduled to teach in one of the new "HIVES" (**H**umber **I**nteractive **S**paces) classrooms, on the 3rd and 4th floor of the F building, we encourage you to visit the space ahead of time to explore and get comfortable. You can also try out the technology and get teaching tips by contacting the CTL at Ext. 5040.



ID/Lenel 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 the IT Support Centre at the following campus locations:

Campus	Room
North Campus	NX210
Lakeshore Campus	A212
Orangeville Campus	0208
Carrier Campus	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.

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 (refer to page 59, Copyright). It is an important part of respecting intellectual property and modelling proper technique to your students.

Please remember that for any jobs larger than a class set (60 pages), please use the Xerox Print Centre and allow two business days turnaround time. You will need to complete a print order form available at the Xerox Print Centre and online.

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



Xerox Print Centre Locations:

Humber College North Campus

205 Humber College Blvd.
North Campus H106

Monday to Thursday
9:00 a.m. to 6:00 p.m.
Friday 9:00 a.m. to 5:00 p.m.
416.675.6622 Ext. 4228
humncprint@xerox.com

Humber College Lakeshore Campus

3199 Lake Shore Blvd. W.
Lakeshore Campus H105A

Monday to Friday
8:30 a.m. to 5:00 p.m.
416.675.6622 Ext. 3584
humlcprint@xerox.com

As an academic institution, paper use is a major concern. These sustainable approaches can reduce paper use:

- ✓ Switch to digital media where possible.
- ✓ Use digital textbooks and Blackboard.
- ✓ Print double-sided. The default on all college printers is double sided.
- ✓ Humber purchases recycled paper that contains minimum 50% post-consumer waste (PCW) and Forest Stewardship Council (FSC) certified.





Parking Permits

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

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 Lake Shore Blvd. West (off Twenty Third St.), or in the Annex parking lots, 3120 Lake Shore 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 Lake Shore West property, 3199 Lake Shore 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 humber.ca/publicsafety/parking

Textbooks

If you require textbooks or other resource materials for your course, you must let your Program Co-ordinator 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.

Timetables

Your timetable, including room locations, is available online through MyHumber

 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.



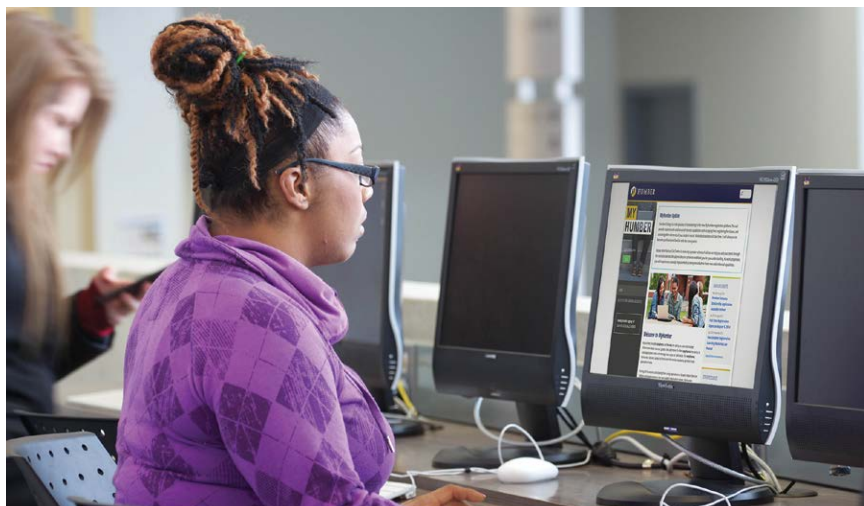
Voicemail

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.

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.

 humber.ca/myhumber





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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 identify appropriate accommodations in order to minimize the impact of disability or disabilities within the academic environment.
2. Accessible Learning Services drafts an accommodation letter for faculty which outlines the relevant accommodations in order to minimize the impact of the disability or disabilities within the academic environment.
3. If the student requires accommodations during tests, this usually means that the student will be writing the test in Testing Services. The student will notify their faculty each time they intend to use Testing Services. Once notified, faculty are then asked to provide the test directly to Testing Services.



Faculty with questions about accommodations 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 of a course. Faculty members are encouraged to discuss this with Accessible Learning Services.

Contact

North Campus

2nd Floor LRC

Lakeshore Campus

Welcome Centre - 2nd floor,
2 Colonel Smith Park Dr.

accessible-learning@humber.ca

Phone: North Campus & Orangeville
Campus 416.675.5090

Lakeshore Campus
416.675.6622 Ext. 3331

Attendance

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.

Note: Students who miss class due to illness, death in a family etc. must be provided an opportunity to make up missed tests, lab and inclass assignments. Discuss the situation with your Program Co-ordinator or Associate Dean if necessary.

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.

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

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 (humber.ca), as well as over local radio stations and by recorded message to anyone telephoning the college at 416.675.6622.


Additional closure notification can be found through Humber Alert (refer to page 53) and social media accounts:

 facebook.com/humbercollege  twitter.com/humbercollege

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:  bit.ly/ctl-rubrics



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 **Best Practice:** 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 Associate Dean and copy 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 is 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:

humber.ca/centreforteachingandlearning

BP **Best Practice:** 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.



Humber Student Success (HSS) Survey

The new student engagement survey called HSS – Humber Student Success survey will be administered each year to all students.

Incoming students will receive the survey in two parts: the first in August and September before classes begin and the second following midterm exams.

In 2017-2018, both incoming and second year students will be surveyed. In 2018-2019, third year students will be added and so on until all students are surveyed each year.

There are four purposes of the HSS survey:

1. To identify students who may be at risk of attrition.
2. To understand our student population in terms of sociodemographic and other factors (e.g., culture and ethnicity, sexual identity, disabilities) so that we can assess the extent to which we are meeting the needs of diverse groups.

3. To understand students' academic goals throughout their program and the extent to which we are meeting their academic and career goals.
4. To gain a broad understanding of students' support needs to allow for service planning and resource allocation.

Each year, communications will be sent out to academic personnel reminding them of the survey and asking them to encourage students to complete the survey.

The results of the survey will be distributed to all schools each year.

If you have questions about the HSS survey, please contact Humber Institutional Research, Patricia Van Horne, Manager, Institutional Research Strategic Planning and Institutional Analysis at Pat.VanHorne@humber.ca or 416.675.6622 Ext. 4943.

Key Performance Indicators (KPIs)

The Key Performance Indicators (KPIs) survey (refer to Appendix page 90) 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 Advanced Education and Skills Development 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:

[humber.ca/strategicplanning](https://www.humber.ca/strategicplanning)



Student Feedback

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.

Best practice indicates that students should have preliminary feedback on their performance within the first two weeks of class. Subsequent feedback at regular intervals and all feedback on tests/assignments/projects should be received by students within a two-week period.



Best Practice: 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:

[humber.ca/centreforteachingandlearning](https://www.humber.ca/centreforteachingandlearning)

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.



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.

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.



Best Practice: 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.¹ **Tip:** Use green, purple or any colour except red.

1 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.sosocij.2012.07.005
Read more at: <http://phys.org/news/2013-01-red-pen-instructors-negative-response.html#jCp>

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 on their learning experience. We encourage you to familiarize yourself with the SFQ document (refer to Appendix page 90) so that you can understand ways in which students will be asked to rate their learning experience 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.

For any additional questions regarding the administration of the SFQs, please contact the Director of Professional Development or your Associate Dean.

bit.ly/ctl-feedback



Best Practice: 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:

humber.ca/centreforteachingandlearning

youtube.com/HumberCTL

Student Tests and Assignments

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.



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.

humber.ca/admissions/academic-calendar

A modern office interior with large glass windows and a red overlay. The ceiling features a grid of recessed lights and a cylindrical pendant light. The floor is a light-colored wood or laminate. The overall atmosphere is professional and contemporary.

At the End of the Term

- 28** Academic Complaints/Appeals
- 28** Academic Regulations
- 29** Changing a Student's Grade
- 30** Progression/Promotion Meetings
- 30** Retaining Student Work and Grades
- 30** Samples of Student Work for Degree Study
- 30** Submitting Final Grades
- 30** Tests, Assignments and Exams

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

🔗 humber.ca/admissions/office-registrar/academic-regulations.html

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

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:

- 2017-2018 Admission Requirements & Academic Regulations for Degree, Diploma and Certificate Studies
- 2017-2018 Admission Requirements & University Regulations for the Bachelor of Nursing Degree Program

🔗 humber.ca/admissions/office-registrar/academic-regulations.html

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: [humber.ca/policies](https://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).

CE Students wishing to withdraw from a continuing education course need to withdraw one full business day before the second class takes place. Kindly note, that drop dates may vary depending on the course and we recommend contacting the school/department that delivers the course for accurate information.

After that, the course will remain on the student's 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

[humber.ca/admissions/office-registrar/academic-regulations.html](https://www.humber.ca/admissions/office-registrar/academic-regulations.html)

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.



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.

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 Co-ordinator 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 the breadth of 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.

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.



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 Conduct¹

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. **Note:** CE students do not have ID cards; however, a valid government issued photo ID can be used.
- 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, or in plastic zip-locked bags and placed under their seats. 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.

- 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.



Best Practice: Review current research on Why Students Cheat, Prevention, and Academic Integrity Policy on the CTL website. bit.ly/CTL-academic-integrity

Students Missing Exams

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 make up 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.

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

Services

- 3** Aboriginal Resource Centre
- 34** Advising & Student Academic Support
- 35** Applied Research & Innovation
- 36** Athletics
- 38** Centre for Teaching & Learning
 - 38** Professional Development
 - 43** Research, Scholarship and Publishing Opportunities
 - 44** The CTL Creative Studio
 - 45** eLearning
- 47** Community Outreach & Workforce Development (COWD)
 - 48** Programs for Newcomers to Canada
- 50** Department of Public Safety
 - 50** Alert button
 - 51** Campus Security
 - 51** Campus Walk Program
 - 51** Emergency Preparedness
 - 52** Emergency Contact Information
 - 52** Non-Emergency Numbers
 - 52** Evacuation
 - 52** Fire Procedures
 - 53** H.E.A.R.T. Program
 - 53** Humber Guardian App
 - 53** Humber Alert
 - 53** Work Alone
- 54** Dining Options
- 55** Galleries
- 56** Human Resources (HR) Services
 - 56** Centre for Human Rights, Equity & Diversity
 - 57** Accessibility for Ontarians with Disabilities Act (AODA)
- 58** Humber Child Development Centre
- 58** International Student Services
- 59** Libraries
- 60** Marketing and Communications Office
- 61** Math and Writing Centres
- 62** Office of Sustainability
- 63** Peer Assisted Learning Support (PALS)
- 64** Program Planning, Development & Renewal
- 66** Student Success and Engagement (SSE)
- 67** Testing Services
- 68** Top 10 Technical Services for Employees



Aboriginal Resource Centre

The Aboriginal Resource Centre (ARC) works in partnership with regional Aboriginal communities to ensure Aboriginal students are supported and connected to their learning environment - academically, culturally and socially. We assist Aboriginal students in making the transition to the challenges of college life while creating awareness and appreciation of Indigenous cultures and histories in the greater campus community.

Interested in learning about Indigenous knowledges and perspectives and how to include them in curriculum? Want to learn about culturally appropriate protocols and practice? The Aboriginal Resource Centre welcomes all faculty and staff who are

interested in learning about Indigenous peoples, histories, traditions and cultural practice. Connect with us to sign up for upcoming cultural competency trainings and learn more!

Contact

North Campus (Learning Resource Centre)

Second Floor, Room 2137

Lakeshore Campus (Welcome Centre)

Third Floor, Room 301

416.675.6622 Ext. 5424

aboriginal@humber.ca

[humber.ca/aboriginal](https://www.humber.ca/aboriginal)



Advising & Student Academic Support

We offer advising, services and programs to support students on their educational journey and to prepare them for future careers. Students today have complex needs and sometimes require outside-the-classroom assistance with their academic pursuits or could benefit from some assistance in making choices relating to their future career and educational pursuits. We deliver both one-on-one support but also offer some of our programs in the class setting. Contact us for more information on the ways we can work with you to support your students.

Academic and Career Success Centre

The Academic and Career Success Centre is committed to helping students choose the right academic program and career pathway based on their interests and strengths.

- Career Services
- Internationally Trained Immigrant Advising
- New Student Advising
- Student Pathway Planning

Peer Assisted Learning Support (PALS)

- Assignment Calculator
- Learning Skills Workshops
- Note Taking Services
- The PASS Program

Refer to page 63 for more details.



Applied Research & Innovation

Humber has a strong culture of innovation and applied research excellence and encourages and supports the growth of applied research collaborations and partnerships. Applied research at Humber is student-centric: student training and skills acquisition drive applied research projects, which serve to strengthen the curriculum by identifying and showcasing skill development. Applied research at Humber also provides faculty with opportunities to remain current on rapidly changing market needs and requirements.

Humber Applied Research & Innovation (ARI) supports faculty researchers by:

- Fostering relationships and facilitating research projects with industry and community partners.
- Offering and identifying potential funding opportunities.
- Assisting in the development of research projects, proposals and grant applications.
- Delivering workshops and other professional development activities for faculty interested in developing research partnerships.
- Providing project management and administrative support for research projects.

To learn more about Humber ARI

 humber.ca/research

Applied research is the systematic and original investigation of a problem, need or new entrepreneurial opportunity with practical implications identified either by a third party (industry or community) or through analysis, with a goal of achieving a measurable and practical outcome.

Contact:

Darren Lawless, PhD

Dean, Applied Research & Innovation
416.675.6622 Ext. 4525

Darren.Lawless@humber.ca

Krista Holmes, PhD

Associate Dean, Applied Research & Innovation
416.675.6622 Ext. 5721

Krista.Holmes@humber.ca

Amanda Brown, MSc

Manager, Research Partnership Development
416.675.6622 Ext. 5722

Amanda.Brown@humber.ca



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:

North Campus:	NX210
Lakeshore Campus:	3246 Lake Shore Blvd. W
Orangeville Campus:	0208
Carrier Campus:	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 equipment 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

North Campus will be selling locks in the office, and will no longer lend, due to theft issues with borrowed locks. Lockers are for day use only. 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.

Towels

Towels are available at no cost when a valid ID card is handed in but must be returned upon leaving the fitness area.

Humber's Centre for Healthy Living

Humber's Centre for Healthy Living offers many great health and wellness programs for faculty and staff that incorporate student experiential learning. Services include:

- Healthy Changes Program
- Personal Training
- Massage Therapy
- Nutritional Counselling

Humber North Campus	Fitness Centre
Phone:	416.675.5097
Hours of Operation:	Monday to Thursday 6:30 a.m. to 11:00 p.m. Friday 6:30 a.m. to 10:00 p.m. Saturday and Sunday 8:00 a.m. to 5:00 p.m.

Humber Lakeshore Campus	Humber Fitness Centre 3246 Lake Shore Blvd. W
Phone:	416.675.6622 Ext. 3525
Hours of Operation:	Monday to Thursday 6:30 a.m. to 11:00 p.m. Friday 6:30 a.m. to 10:00 p.m. Saturday and Sunday 8:00 a.m. to 5:00 p.m.





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 and 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.

Professional Development

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, active 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 Certificate

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. to 3:30 p.m.) and is also available online.

➤ Register online humber.ca/centreforteachingandlearning

Culturally Inclusive Educator Certificate

The Culturally Inclusive Educator Certificate (CIEC) program is designed for people teaching, training, facilitating or advising in the public and private sector. The certificate is comprised of five courses to help strengthen, and enhance participants' intercultural knowledge, communication, curriculum development and differentiated teaching skills when teaching and supporting international higher education students. Upon completion of the certificate, participants will have developed a framework of actions they can integrate into their own practice.

Each course is offered over three classes (for a total of 15 weeks) in the fall, winter, and spring/summer semesters. Upon successful completion of the five courses, participants receive a Certificate of Completion.

➤ Register online humber.ca/centreforteachingandlearning



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 **CTL Ext. 5040**

Inclusive Design Certificate

Inclusive Design encompasses the key elements of multiple teaching and learning approaches to offer a robust and accessible learning experience for all students. The principles of inclusive curriculum design focus on a proactive rather than reactive approach to course design and are founded in equity, collaboration, flexibility and accountability. This certificate addresses the idea that students are not meant to fit into a traditional “one size fits all” model of education and that applying the principles of inclusive design will ensure that the range of student diversities, abilities, and needs are being met through a number of teaching and learning strategies.

The certificate is comprised of five courses for a total of 7 weeks in the fall, winter and spring/summer semesters. Upon successful completion of the five courses, participants receive a Certificate of Completion.

For registration information contact Katie Billard katie.billard@humber.ca



Programs and Workshops

The CTL offers over 600 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

➤ 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.

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.

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.

Educational Technologist

One-on-one consultation regarding the use of educational and emerging technology to enhance teaching practices is available through the CTL at Ext. 5040.





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.

Continuing Education (CE) and Part-time Faculty Appreciation 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. **CE Conference: Wednesday, November 1, 2017.**

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. **Saturday, March 24, 2018.**

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. **Thursday, June 7, 2018 at Lakeshore Campus.**

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.

➔ humberpress.com

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



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.

humber.ca/centreforteachingandlearning

or on CTL's YouTube Channel

youtube.com/HumberCTL

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

League for Innovation in the Community College

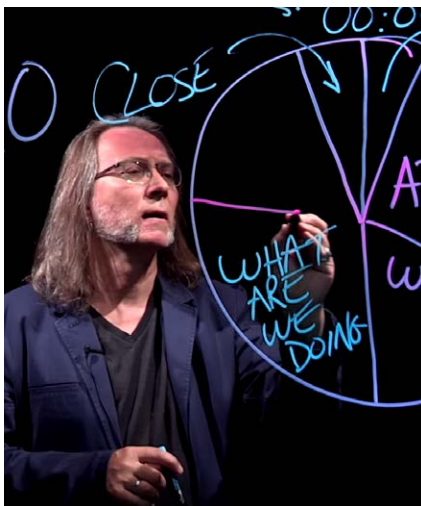
Humber College is a proud member of a group of vanguard colleges with membership in the League for Innovation. Every year the League honours outstanding innovations that have been recognized by member institutions as Innovations of the Year. These innovations represent faculty and staff achievements 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 2017 League for Innovation Awards Winners, go to

youtube.com/HumberCTL

Tools, Resources and Templates

The CTL has built an extensive repository of teaching tools, resources and templates. You can access them through

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 [youtube.com/HumberCTL](https://www.youtube.com/HumberCTL)

Research, Scholarship and Publishing Opportunities

Teaching Innovation Fund (TIF)

The CTL provides a comprehensive support package to help Humber faculty (full-time, part-time, or partial-load) develop and conduct a research project focused on a teaching and learning question. The fund includes up to \$1200.00 per faculty member (which may be pooled together for larger, collaborative projects), a research workbook, and assistance

from the CTL research support team. **All faculty that complete the two 2-hour proposal development workshops and submit an acceptable proposal are awarded the fund.**

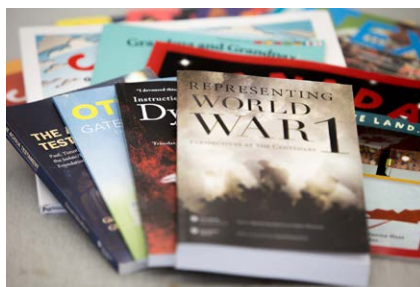
Scholarly Writing Boot Camps

The CTL offers these three-day, off-campus writing retreats as a chance to make a commitment to get a piece of scholarly writing done, by dedicating a consolidated period of time to writing in a quiet group retreat context. Camps are typically offered thrice per year, with limited spaces available. Priority is given to: those who have completed research through the Teaching Innovation Fund; those who have not attended a writing boot camp before; and those who can commit to attending the entire boot camp. Applications are further adjudicated based on writing quality, project progress to date, and articulated time to completion.

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.

➔ [humberpress.com](https://www.humberpress.com)



Journal of Innovation in Polytechnic Education (JIPE)

JIPE is an online, open-access journal, published by Humber Press, that is devoted to publishing peer-reviewed papers that investigate and expand teaching and learning within the polytechnic educational context. JIPE especially encourages contributions exploring the impact of innovative teaching and learning practices that push the boundaries of traditional approaches to learning or educational delivery. The journal publishes original empirical papers, brief reports, review papers, and occasionally, book reviews. Submissions can be made online at:

jipe.ca

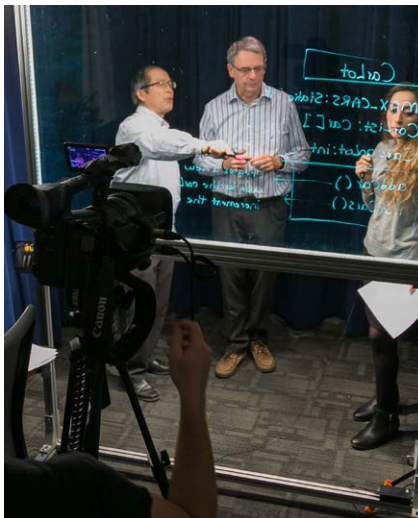
Additional Teaching and Learning Research Support

The Director of Scholarship of Teaching & Learning (S.o.T.L.) and accompanying team in the CTL provide a sounding board to faculty to assist in helping to frame ideas and questions about Teaching and Learning project possibilities. This helps:

- Enhance the quality of our students' learning experiences;
- Evaluate teaching strategies that are already in use in the classroom;
- Assess and measure the impact of learning approaches, qualitatively and quantitatively;
- Pilot innovative and flexible learning approaches for engaging students and faculty; and
- Help with other teaching and learning scholarly activities (conference presentations, manuscript writing and graduate studies).

For more information, please contact the CTL at Ext. 5836 or email Heidi Marsh Heidi.Marsh@humber.ca

The CTL Creative Studio



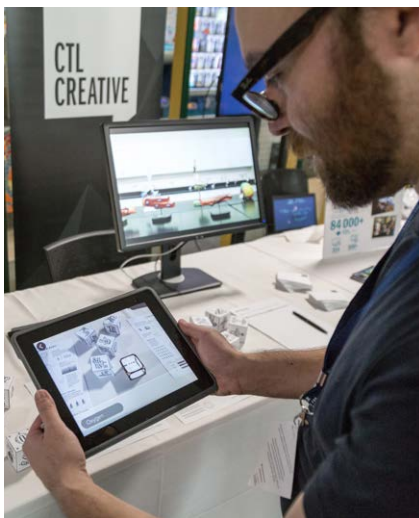
Crafted for innovation and creativity, the Creative Studio is centred at the intersection of education and imagination. Our commitment is towards advancing the state of postsecondary scholarship, and merging it with the best in creative technology. We offer great support to faculty using teaching technologies in the creation of content. Using great tools such as Lightboard, Camtasia and Videoscribe, the studio has all of 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, by interviewing Humber professors about best practice and promoting their voices on CTL's YouTube Channel:

[youtube.com/HumberCTL](https://www.youtube.com/HumberCTL)

For more information, visit us at

bit.ly/ctlmediastudio

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.

Subscribe to HumberEDU by visiting

 youtube.com/HumberEDU

CTL Creative Studio

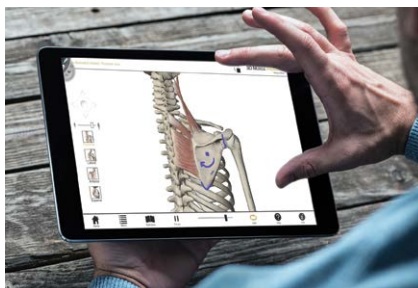
North Campus D225
Lakeshore Campus A112

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."¹

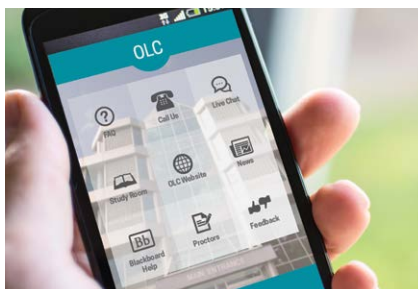
For information related to eLearning and eLearning workshops please visit

 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.



1 Haythornthwaite and Andrews, 2011

Faculty Blackboard Support Instructional Support Studio

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

- Faculty Help Website humber.ca/bb91help/instructor.php
- Blackboard Twitter Announcements and Support: [@HumberBbSupport](https://twitter.com/HumberBbSupport)
- Blackboard Tips & Tricks Blog humberbb91blog.com

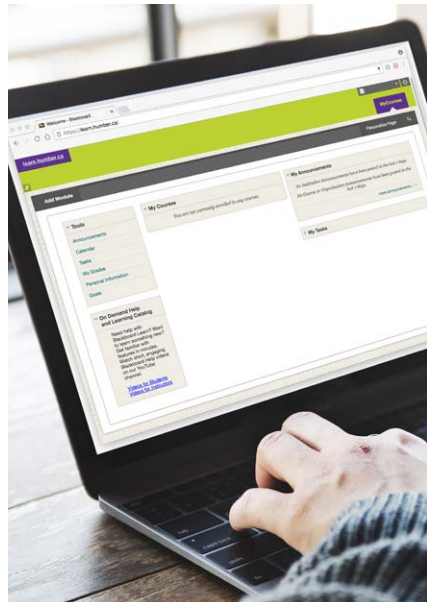
North Campus D225J Ext. 4744	
Lakeshore Campus D112 Ext. 3288	
Monday	8:30 a.m. to 4:30 p.m.
Tuesday to Thursday	10:30 a.m. to 6:30 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Saturday and Sunday	Basic Blackboard support is available to all faculty through email, remote access and telephone.

Students Blackboard Support Open Learning Centre (OLC)

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

- Student Help Website humber.ca/bb91help/student.php
- Blackboard Twitter Announcements and Support: [@OLCHumber](https://twitter.com/OLCHumber)
- **Open Learning Centre (OLC)** humber.ca/onlinelearning

North Campus D225 416.645.5049 or 1.877.215.6117 (OLC@humber.ca)	
Monday to Friday	8:30 a.m. to 8:00 p.m.
Saturday and Sunday	9:00 a.m. to 5:00 p.m.



Contact:

Eileen de Courcy

Associate Vice President,
Teaching & Learning
416.675.6622 Ext. 4766

Eileen.Decourcy@humber.ca

Carol Appleby

Director, Professional Learning
416.675.6622 Ext. 4127

Carol.Appleby@humber.ca

Mark Ihnat

Director, eLearning
416.675.6622 Ext. 4752

Mark.Ihnat@humber.ca

Heidi Marsh

Director of Scholarship for
Teaching & Learning
416.675.6622 Ext. 5836

Heidi.Marsh@humber.ca

Darren Richards

Manager, Creative Productions
416.675.6622 Ext. 5825

Darren.Richards@humber.ca



Community Outreach & Workforce Development (COWD)

COWD supports people in our communities that may not traditionally access education and employment. We do this by collaborating with Humber Schools and departments in partnerships with community agencies and government to offer a broad range of programs and services to assist youth, Aboriginal Peoples, immigrants to Canada, unemployed and underemployed individuals, to enter postsecondary education, apprenticeships and meaningful work opportunities.

humber.ca/community

Programs and Services:

- Humber Community Employment Services
- Newcomer Programs
- Pre-Apprenticeship and Training Opportunities
- Children and Youth Enrichment Camps

Humber Community Employment Services

Humber Community Employment Services provides a full range of employment and training services and resources for job seekers to support them in reaching their employment goals. These services are delivered in the community at five different locations in the

Toronto West and Brampton area. In each location job seekers have access to free information and resources, employment related workshops, individual employment assistance and access to training and jobs. In addition, staff work directly with employers to support them in their hiring and training needs. These services are funded by MTCU and in part by the federal government of Canada.

Humber Community Employment Services can help you with:

- Access to Job Postings
- One-to-One Career Planning
- Job-Search Workshops
- Educational Advising
- Employment and Training Supports
- Second Career Applications
- Mentoring for Newcomers to Canada
- Information and Referrals to Other Services
- Canada Ontario Job Grant

ces.humber.ca

For your convenience, these services are available at five locations across the Greater Toronto Area. Find us by visiting

ces.humber.ca/contact.html



Programs for Newcomers to Canada

Humber College is dedicated to helping internationally-trained professionals to meet their educational and career goals. Many internationally trained professionals have benefited from the educational opportunities and services that Humber College provides, namely:

- Free Occupation-Specific Language Training.
- Bridging programs that offer short-term, technical training.
- Newcomer Advising Services.

We have provided educational and career advice to over 4500 internationally trained professionals that has led them to further professional studies and employment in their desired fields.

Free Occupation-Specific Language Training

Free occupation-specific language training courses in Project Management and Technology provide immigrants with the workplace culture, and language skills employers require to communicate effectively on the job.

➤ newtocalanda.humber.ca/language-training/occupation-specific.html

Bridging Programs

These are short-term technical programs designed specifically for new immigrants to Canada who are internationally trained professionals. The programs are intensive but have short durations. The objective of these programs is to ensure that newcomers gain the skills and knowledge that are in demand by employers in Ontario. Most importantly, students enrolled in these programs will have access to individualized career planning support, as well as support from Job Developers, who contact hiring employers and develop job leads for the students.

Classes take place on evenings and weekends.

Humber offers the following Bridging Programs for Newcomers To Canada:

- Engineering Software Skills Enhancement
- IT Infrastructure (Mobile Systems Integration)
- .NET Developer
- Supply Chain Management

Newcomer Advising Service

Humber's advisors can guide you in the following areas:

- Exploring programs and courses that will ultimately support a newcomer's educational goals.
- Admission and enrolment process.
- Academic and skills upgrading options.
- Bridging programs for internationally trained professionals.
- Referrals to community resources.
- Assessment and evaluation of prior education and experience.

➤ newtocalanda.humber.ca/bridging-programs.html



Children and Youth Enrichment Camps

Youth Enrichment at Humber (YEAH!) provides stimulating academic experiences that venture beyond the scope of the traditional classroom. Students are free to create, design, and explore with others in a safe and encouraging environment. Participants are introduced to topics in class that incorporate various curricular areas such as business, applied technology and health science. This experience provides a glimpse of a possible future pathway.

YEAH also offers Aboriginal Camp Choice and Oshakabewis Peer Mentoring. These programs are designed to introduce Aboriginal students in Grades 7 and 8 to college life. This program is unique in that staff stay connected with the students once they return to their communities and throughout high school, providing support and advising on post-secondary education choices.

Pre-Apprenticeship and Training Opportunities

These unique programs and services support youth, women and other designated groups to reach their potential and attain their employment and academic goals, through hands-on practical programming designed to provide Level One Pre-apprenticeship training that is based on current labour market needs.

Pre-apprenticeship Training Programs are designed to help individuals interested in apprenticeship options to develop their job skills and trade readiness leading to apprenticeship opportunities. There is no cost to participate in these programs and the costs for text books, safety equipment and tools are provided.

[humber.ca/community/programs/youth.html](https://www.humber.ca/community/programs/youth.html)

[humber.ca/4youth](https://www.humber.ca/4youth)





Department of Public Safety

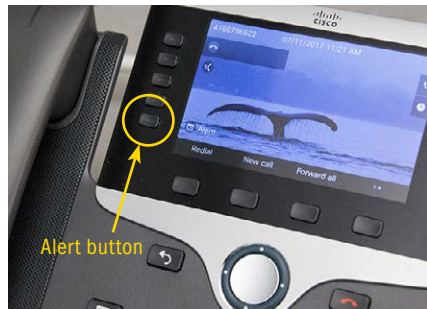
The Department of Public Safety is committed to ensuring the safety and security of Humber College's students, staff and faculty. A comprehensive breadth of services coupled with close community relations with Toronto Police Service, Toronto Fire Service and Crime Stoppers allow Public Safety to maintain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

Alert button

Using the Alert button is easy. Simply press the button labeled "Alert" and the phone will do the rest (fifth key from the top). You do not need to activate the speakerphone, lift the handset, or dial any numbers. Simply pressing the button is enough.

The button functions like a silent alarm. Pressing the button discretely notifies Public Safety that an urgent security response is needed.



Examples of circumstances when pressing the Alert button may be appropriate include the following:

- You are busy providing urgent assistance (i.e. First Aid, CPR etc).
- You feel calling security will only escalate a situation.
- You are alone and experience a medical emergency.

Note: the Alert Button does not replace the Ext. 4000 Emergency Line.

Please continue to call Ext. 4000 if you experience an emergency, witness a crime in process, or require urgent assistance.

Campus Security

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

Security Reception is located at the entry to NX101 at the North Campus and in M106 at the Lakeshore Campus.

The following security programs and services have been implemented to keep Humber's campus safe and secure:

- Campus patrols by uniformed security guards
- Campus Walk Program
- Humber Emergency Auto Response Team (H.E.A.R.T)
- Interior and exterior emergency phone system
- Posted security notices
- Work Alone Service

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 [humber.ca/publicsafety](https://www.humber.ca/publicsafety)



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 by NX101 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 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.

Emergency Contact Information

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

For safety information and security updates, visit the Public Safety website at 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 humber.ca/publicsafety

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

1. **LISTEN** for instructions via the public address system.
2. **GATHER** others from open areas.
3. **CLOSE** and lock the door.
4. **COVER** windows if possible.

5. **IDENTIFY** the location of injured persons by placing signs in exterior windows.
6. **GET LOW** and lie on the floor or crouch behind desks.
7. **SILENCE** cell phones or devices that generate noise.
8. **DO NOT** answer the door.
9. **CALL 911** if you have specific information about the threat.
10. **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:

humber.ca/publicsafety/services/emergency-management/lockdown

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. Immediately inform Security where this person(s) is located.

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.

Humber Guardian App

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

➤ humber.ca/publicsafety/services/humber-guardian-app



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.

Humber Alert

Humber College strives to provide a secure and safe campus for its students, employees, and visitors. To keep the Humber community informed about emergency situations, the College offers Humber Alert. This emergency notification system is offered by Blackboard Connect.

This service is available to everyone in the Humber community. To subscribe, simply click on the link below and register to receive important information and instructions during an emergency. You can register multiple emails and phone numbers to receive messages by voice, text, and email.

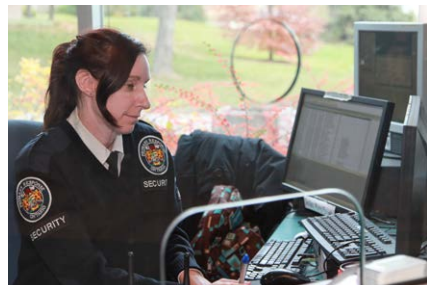
➤ humber.bbcportal.com

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, or
- Calling 416.675.6622 Ext. 8500 or 416.675.8500.





Dining Options

The Humber Room is a full-service upscale-casual restaurant, located at 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 hospitality and event management programs at Humber.

Hours of Operation vary by semester. For details, please call 416.675.6622 Ext. 5022 or visit thehumberroom.ca

The Humber Food Truck and **Gourmet Express** offer quick, fresh and affordable meals prepared by students. Drop by for hours of operation and to check out what our students are cooking up today!

Other Dining Options

Good food is an integral part of 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, Pizza Pizza, Van Houtte Fairtrade Coffee, Starbucks, Tim Hortons, Subway, Teriyaki Experience, Yogurty's, Austin Grill 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:

dineoncampus.ca/humber



Galleries

Humber Galleries brings together students, faculty, and the communities that surround Humber, as well as the local, national, and international art field. The polytechnic model is the “third way” between the university and the trade college; it blends the creation of new knowledge and the solving of real world problems. Because we are located within Humber College—a polytechnic environment—Humber Galleries is a space where art and polytechnic learning come together and influence each other. We are an active collaborator in the social and educational fabric of Humber College, our neighbourhood, and the contemporary art discipline. Come to North Space (North Campus) and L Space (Lakeshore Campus) to be changed by art and leave with new knowledge about the world.

For additional information, please visit [humbergalleries.ca](https://www.humbergalleries.ca) or search Humber Galleries on social media.

North Space

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

Hours of Operation:	Monday to Friday 10:00 a.m. to 4:00 p.m.
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L Space

L Building, Lakeshore Campus
Room L1002
19 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6

Hours of Operation:	Monday to Friday 10:00 a.m. to 4:00 p.m.
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Contact:

Alissa Firth-Eagland

Curator

416.675.6622 Ext. 5742

Alissa.Firth-Eagland@humber.ca



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.

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.

Types of Benefit Coverage:

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

To find out who your HR representative is, please check with your school's Business Office Manager or visit the following link

➤ hrs.humber.ca/support/get-connected

➤ Please visit hrs.humber.ca to learn more.

Centre for 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, to 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

The Centre for Human Rights, Equity & Diversity ensures that diversity and equity are instilled as values throughout Humber’s inclusive culture.

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

Hours:

Monday to Friday: 9:00 a.m. to 5:00 p.m.

Evening appointments are available with advanced notice. humanrights@humber.ca

➤ hrs.humber.ca/human-rights-equity-diversity.html

Contact:

Nancy Simms

Director, Centre for Human Rights,
Equity & Diversity
416.675.6622 Ext. 4425
Nancy.Simms@humber.ca

Sacha Ally

Co-ordinator, Human Rights,
Equity & Diversity
416.675.6622 Ext. 4808
Sacha.Ally@humber.ca

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

➤ hrs.humber.ca/human-rights-equity-diversity.html

Contact:

Jodie Glean

Manager, Centre for Human Rights,
Equity & Diversity
416.675.6622 Ext. 5685
Jodie.Glean@humber.ca



Humber Child Development Centre

The Humber Child Development Centre is a unique laboratory school, connected to Humber College's School of Health Sciences. The Centre offers quality education and childcare to twenty infants, thirty toddlers and forty-eight preschoolers.

The Centre is open Monday to Friday from 7:30 a.m. to 6:00 p.m. and is located in FX101.

To apply or register for the waitlist or for more information please contact the Director, **Sally Kotsopoulos RECE, M. Ed** at sally.kotsopoulos@humber.ca.

➤ Visit humber.ca/about-humber/campuses-facilities/child-care for more information.



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 International.humber.ca for more information.

Humber North Campus

LRC 2185 Front desk Ext. 5067

Humber Lakeshore Campus

H100A Front desk Ext. 3178

Email: international@humber.ca

Contact:

Kim Smith

Associate Director International Admissions and Student Services
416.675.6622 Ext. 5968

Kim.Smith@humber.ca

Libraries

The library offers a wide range of print and electronic resources (including books, eBooks, and scholarly journals) to support teaching and learning at Humber.

Your Humber username and password is all that's required to access electronic resources online at

➤ library.humber.ca

A library card is required to sign out print materials - visit the circulation desk with your faculty card to activate your account.

Distance education faculty can apply for an account online at:

➤ library.humber.ca/get-account

Humber North Library	
LRC Building 4th Floor	
Phone:	416.675.5079
Humber Lakeshore Library	
Building B	
Phone:	416.675.5079
Humber Orangeville Campus	
Alder Street Library (in Recreation Centre): 25 Alder St., Orangeville	
Phone:	416.675.6622 Ext. 5909

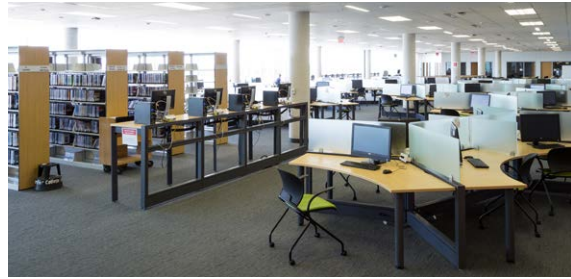
Library Hours change throughout the year.

➤ For current hours visit
library.humber.ca

Collections and Instruction

Your liaison librarian can support your teaching and course development with class visits, assignment development, resource acquisition, and eLearning content.

➤ Find your librarian at
library.humber.ca/liaison-librarians



InterLibrary Loan

Library material not available at Humber may be borrowed from other academic institutions. Place a request using the InterLibrary Loan form at

➤ 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, visit
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.

University of Guelph-Humber Library Services

➤ Visit guelphhumber.ca/library for details.



Marketing and Communications Office

Humber Marketing and Communications provides services that sustain and connect the brand to you. A brand is not simply a logo or a tagline – it is a foundation that represents the essence of Humber’s core values, vision, attributes and qualities. Our current students, staff and faculty are our best ambassadors in the community, and any academic or recruitment/promotion materials created should align with how we visually present Humber’s brand identity. For complete brand guidelines visit [📄 humber.ca/brand](https://www.humber.ca/brand).

Marketing Services

- Marketing campaigns supporting student recruitment
- Promotional, brand and general marketing consultation
- Humber Calendars and Viewbook – both print and web versions

Communications Services

- All external news media inquiries and opportunities*
- Communications and public relations campaigns
- Recruitment-focused multimedia (video and photo) services and consults
- Articles on [📄 humber.ca/news](https://www.humber.ca/news)
- Social media consults
- Communiqué (internal staff and faculty website)

Web/Digital Media Services

- Website development and consultation

*All media inquiries are to be directed to:

Andrew Leopold

Director, Communications
416.675.6622 Ext. 4296

Andrew.Leopold@humber.ca

Sara Laux

Manager, PR and Communications
416.675.6622 Ext. 5778

Sara.Laux@humber.ca



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, provide students with a chance to refine their writing skills and to get help with individual assignments. 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, along with conversational and pronunciation support.

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

➤ liberalarts.humber.ca/about/learning-resources/writing-centre.html

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.

➤ 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

Humber Orangeville Campus

By appointment



Office of Sustainability

Humber's Office of Sustainability leads the college's sustainability initiatives and is a hub for campus engagement and information. We support the college community to integrate sustainability into 'Everything We Do.' Sustainability at Humber encompasses Social justice, Ecological Preservation and Economic Viability, or "People, Planet, Profit."

Activities of Humber's Office of Sustainability include:

- Making campus operations more sustainable.
- Collaborating and engaging with various stakeholders to implement sustainability projects, initiatives and events, inside and outside the classroom.
- Tracking and publishing successes using defined metrics.
- Providing information and resource support on sustainability topics.
- Supporting faculty with integrating sustainability into courses and programs.

On our website you will find information on topics such as:

- Sustainable commuting to campus (transit, carpooling, biking, etc.).
- Recycling, saving energy and water on campus.
- Programs and courses related to sustainability at Humber.
- Campus sustainability events and news.

For more information related to any programs and services visit:

[humber.ca/sustainability](https://www.humber.ca/sustainability)

Email us: sustainability@humber.ca

Or visit us in person:

Humber North Campus
D134 (Appointment suggested)
Humber Lakeshore Campus
By appointment

Contact:

Lindsay Walker, MAsc, LEED Green Assoc.
Sustainability Manager
416.675.6622 Ext. 5829
Lindsay.Walker@humber.ca

Peer Assisted Learning Support (PALS)

The Peer Assisted Learning Support (PALS) team is here to help with student learning at the North and Lakeshore Campus through peer led learning supports.

The PALS office supports students via the following services:

Learning Skills Workshops: Free, drop-in workshops available to all students at the North and Lakeshore Campuses. Topics include Time Management, Cite it Right!, Dealing with Test Taking Stress and Anxiety, Presentation Skills and many more! We also offer in class presentations when requested by faculty.

Note Taking Services: Available to students registered with Accessible Learning Services, who have a note taking accommodation listed on their accommodation letter. PALS coordinates note taking services for these students. Looking for more information, check out our faculty resources on our website.

The PASS Program: PASS = Peer Assisted Study Sessions. This program is a partnership between PALS and the Academic Schools to support high risk courses with high levels (30% or more) of withdraws, fails or low class marks. It is best suited for historically difficult courses that challenge all students. The PASS Program is a weekly study session with a peer facilitator who encourages deeper learning through activities and incorporating learning strategies into weekly drop-in sessions.

Peer Tutoring: One-on-one help for students requiring course specific help. Our tutors are upper year students who were successful in the class (80% or higher) and have the desire to help students succeed. Tutoring is done on campus and is available during the Fall/Winter/Summer semesters. The cost is \$10 for 8 hours of tutoring for interested students.



Online Supports are also available to students including:

Online Learning Skill Workshop Videos: Quick snippets of our best skills strategies to manage their busy student lives.

Assignment Calculator: The assignment calculator is a tool to help students stay organized and view assignments as a series of manageable steps. Students plug in the anticipated start date of the assignment and the due date as well as the assignment type. The calculator will break down the steps of the assignment and when the steps should be completed! It is a great time management tool to help students plan their assignments for multiple classes.

For more information on PALS services, please visit one of our Centres, or check us out online

humber.ca/learningresources

Locations:

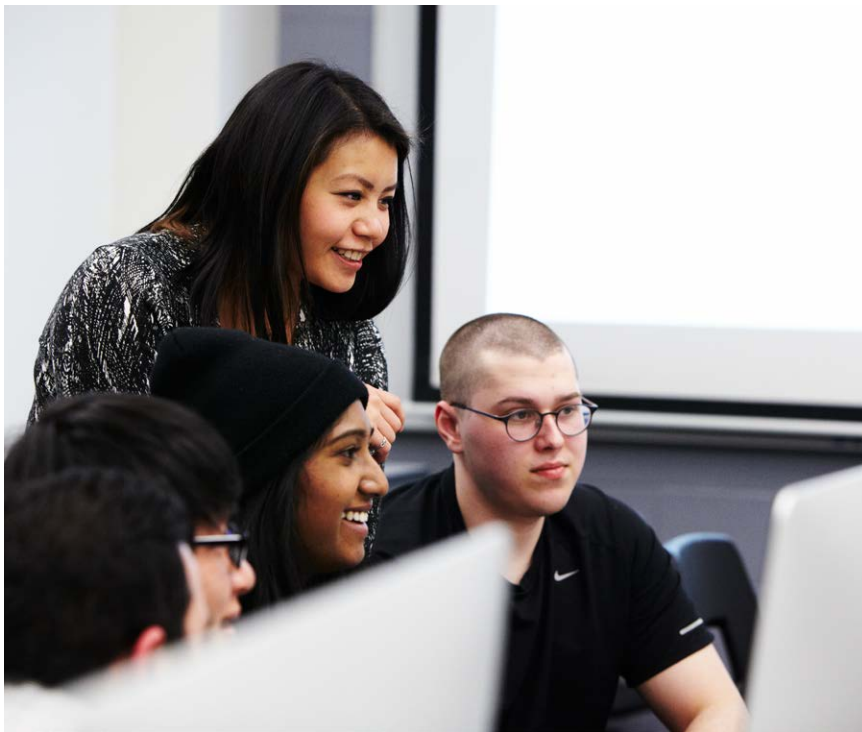
Humber North Campus

Learning Resource Commons, 3rd Floor

Humber Lakeshore Campus

Welcome Centre in the Academic & Career Success Centre, 1st Floor

Please see *current hours of operation on our website.*



Program Planning, Development & Renewal

Who We Are

The Program Planning, Development and Renewal department reports to the Senior, 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 Senior, 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 Senior, Vice-President Academic who also ensures that the plans are implemented.

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

➤ humber.ca/program-development





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:

- Athletics and Recreation
- Residence Life
 - Living in Residence
humber.ca/residence
- Student Life Programs (including Leadership Development and Orientation activities)
 - First Year Experience
humber.ca/student-life/fye
 - Co Curricular Record
humber.ca/student-life/ccr
 - LGBTQ
humber.ca/lgbtq
 - Leadership Workshop By Request Program
humber.ca/studentleadership
 - Orientation
humber.ca/orientation
 - Student Code of Conduct
- (Non-academic behaviour)
humber.ca/knowthecode
- Student Wellness and Accessibility Centre (refer to page 20 for more details)
 - Counselling Services for your students
humber.ca/student-life/swac/health-counselling/resources/faculty
 - Health Services for your students
humber.ca/student-life/swac/health-counselling
- Testing Services (refer to page 67 for more details)

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.

wegotyou.humber.ca



Testing Services

Testing Services offers a quiet and controlled space for students to write their tests outside of the classroom. Testing Services runs a full service Test Centre at both the North and Lakeshore Campuses. Limited hours are also available at the Orangeville campus. Our centres are monitored by trained invigilation staff.

Our services include:

- Admission Testing
- Placement Testing
- Make-up or missed tests
- External Institution Testing
- Tests for students with disabilities who require accommodation such as access to a computer or assistive technology.

For up-to-date hours of operations, online test submission details, test referral forms and rules and regulations please see our website at:

➤ humber.ca/student-life/testing-services

Locations:

Humber North Campus

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

Humber Lakeshore Campus

Welcome Centre – 2 Colonel Samuel Smith
Park Drive, 3rd floor

Humber Orangeville Campus

Room AL204, Ext. 5902



Top 10 Technical Services for Employees

#10 Equipment Rental

A variety of audio/visual equipment is available to borrow at no cost. Laptops, digital camcorders, speaker systems, and multimedia carts are among the most popular items. Please visit A212 at Lakeshore or NX210 at North to sign out what you need. We will even show you how the equipment works before you go!

#9 Email & Calendaring Exchange

Exchange is one of Humber's communication/collaboration tools. In addition to powerful email and calendaring tools, Exchange also features contact and task management functionality. It also synchronizes with mobile devices. You can access Exchange at myMail.Humber.ca

#8 Software Licensing & Release

Humber's licenses with Microsoft and Adobe include work-at-home privileges on select titles. Microsoft titles include Office, Office for Mac, Project, Visio, and Windows. Adobe titles include Creative Cloud, Creative Suite, and Master Collection. Look for "Work-at-home Software" on our Web site to get started. Note a nominal download fee will apply.

#7 Educational Technology & Support

Many of Humber's learning spaces have been enhanced with multimedia technology to support teaching and learning. Some spaces also allow tablets and personal laptops to share a single display for active learning purposes. Note that picking up the phone in a learning space connects one to our Support Centre for priority support.

#6 Technical Training

Looking to upgrade your technical skills? Be sure to check out our self-guided learning resources. We have exceptional online tutorials, courseware (with practice files), and quick reference guides. And it is all free! Popular topics include Access, Excel, PowerPoint, Project, Publisher, Visio, Windows, and Word.

#5 Digital Signage & Wayfinding

Want to know what is happening around campus? Check out Humber TV. Sponsored in part by IGNITE, Humber TV has all the news, weather, and sports you need. Humber TV is also used to showcase student achievements. There are 58 displays and four video walls in service.

#4 Unified Communications

Humber's new unified communications tool allows you to host Web conferences, route incoming calls to your smartphone, and participate in chat sessions. It also allows you to move your extension between telephones, search a corporate phone book, and receive voicemail as email. Contact our Support Centre for details.

#3 Network Access & Wi-Fi

Secure, wireless access to the Internet is available across all Humber campuses. Connect up your smartphone, laptop, and/or tablet. Look for the "My-Wi-Fi@Humber" network. Note that you will need your Humber credentials (username and password) to connect. There is no cost to use the WiFi network.

#2 File Storage

Secure storage space is available on Humber's network to host your data files. Look for the H-drive in Windows Explorer. Files stored on the H-drive are accessible to you from any on-campus computer. Files are also backed up nightly and can be easily restored if accidentally deleted. Contact our Support Centre for more details.



#1 Help & Support

We are here to help!

Phone:

416.675.6622 Ext. 8888

Toll free at 1.866.484.6622

Locations:

Humber North Campus:	NX210
Humber Lakeshore Campus:	A212
Humber Orangeville Campus:	X210

Hours:

Monday to Friday	7:30 a.m. to 8:00 p.m.
Saturday to Sunday	8:45 a.m. to 4:15 p.m.

For additional information, please visit

 its.humber.ca



Appendix

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Academic Calendar

humber.ca/admissions/academic-calendar

Certificates, Diplomas and Graduate Certificates

Fall 2017	Humber College Postsecondary 15 Week Semester
Fall 2017 Deposit Due	Wednesday, June 21, 2017
Registration opens for Fall 2017	Tuesday, July 18, 2017
Orientation	August 28-September 1, 2017
Public Holiday (Labour Day) - College Closed	Monday, September 4, 2017
Day & Evening Classes Begin*	Tuesday, September 5, 2017
Last Day To Add A Course	Monday, September 11, 2017
Balance Of Fall Fees Due	Monday, September 18, 2017
Last Day To Drop A Course For Refund	Monday, September 18, 2017
Summer Graduation Status Available	Friday, October 6, 2017
Fall Study Days (No Classes, College Open)	October 6-10, 2017
Public Holiday (Thanksgiving) - College Closed	Monday, October 9, 2017
Mid Term Grades Due	Friday, October 27, 2017
Fall Convocation	Thursday, November 2, 2017
Last Day to Withdraw From a Course Without Academic Penalty	Monday, November 13, 2017
Winter 2018 Tuition Deposit Due	Wednesday, November 1, 2017
Registration begins for Winter 2018	Monday, November, 20, 2017
Last Day of Classes	Friday, December 15, 2017
Final Grades Due by Faculty	Tuesday, December 19, 2017 at 6:00 p.m.
Holiday Period College Closed at 12:00 Noon	Friday, December 22, 2017

*courses starting on the weekend may begin before this date.

Winter 2018	Humber College Postsecondary 15 Week Semester
Public Holiday (New Year) - College Closed	Monday, January 1, 2018
College Re-opens	Tuesday, January 2, 2018
Orientation	January 2-5, 2018
Day & Evening Classes Begin*	Monday, January 8, 2018
Last Day To Add A Course	Friday, January 12, 2018
Balance Of Winter Fees Due	Friday, January 19, 2018
Last Day To Drop A Course For Refund	Friday, January 19, 2018
Fall Graduation Status Available	Friday, February 9, 2018
Public Holiday (Family Day) - College Closed	Monday, February 19, 2018

Certificates, Diplomas and Graduate Certificates continued

Winter 2018	Humber College Postsecondary 15 Week Semester
Reading Week	February 19-23, 2018
Summer 2018 Tuition Deposit Due	Wednesday, March 7, 2018
Mid Term Grades Due	Friday, March 9, 2018
Last Day to Withdraw From A Course Without Academic Penalty	Monday, March 26, 2018
Registration Opens for Summer 2018	Monday, March 26, 2018
Public Holiday (Good Friday) - College Closed	Friday, March 30, 2018
Last Day of Classes	Friday, April 27, 2018
Final Grades Due by Faculty	Wednesday, May 2, 2018 at 6:00 p.m.

*courses starting on the weekend may begin before this date.

Summer 2018	Humber College Postsecondary 15 Week Semester
Orientation	May 1-4, 2018
Day & Evening Classes Begin*	Monday, May 7, 2018
Last Day To Add A Course	Friday, May 11, 2018
Balance of Summer Fees Due	Friday, May 18, 2018
Last Day To Drop A Course For Refund	Friday, May 18, 2018
Public Holiday (Victoria Day) - College Closed	Monday, May 21, 2018
Winter Graduation Status Available	Friday, June 8, 2018
Convocation Week	June 11-15, 2018
Fall 2018 Tuition Deposit Due	Wednesday, June 20, 2018
Mid Term Grades Due	Friday, June 29, 2018
Public Holiday (Canada Day) - College Closed	Sunday, July 1, 2018
Public Holiday (Canada Day) - College Closed	Monday, July 2, 2018
Registration Opens For Fall 2018	July 9-13, 2018
Last Day To Withdraw From A Course Without Academic Penalty	Monday, July 16, 2018
Public Holiday (Civic Day) - College Closed	Monday, August 6, 2018
Last Day of Class	Friday, August 17, 2018
Final Grades Due	Wednesday, August 22, 2018 at 6:00 p.m.

*courses starting on the weekend may begin before this date.

Humber Bachelor Degrees

Fall 2017	Humber College Bachelor Degrees 14 Week Semester
Fall 2017 Deposit Due	Wednesday, June 21, 2017
Registration opens for Fall 2017	Tuesday, July 18, 2017
Orientation	August 28-September 1, 2017
Public Holiday (Labour Day) - College Closed	Monday, September 4, 2017
Day & Evening Classes Begin*	Tuesday, September 5, 2017
Last Day To Add A Course	Monday, September 11, 2017
Balance Of Fall Fees Due	Monday, September 18, 2017
Last Day To Drop A Course For Refund	Monday, September 18, 2017
Summer Graduation Status Available	Friday, October 6, 2017
Fall Study Days (No Classes, College Open)	October 6-10, 2017
Public Holiday (Thanksgiving) - College Closed	Monday, October 9, 2017
Mid Term Grades Due	Friday, October 20, 2017
Fall Convocation	Thursday, November 2, 2017
Last Day to Withdraw From a Course Without Academic Penalty	Monday, November 6, 2017
Winter 2018 Tuition Deposit Due	Wednesday, November 1, 2017
Registration begins for Winter 2018	Monday, November 20, 2017
Last Day of Classes	Friday, December 8, 2017
Final Grades Due by Faculty	Wednesday, December 13, 2017 at 6:00 p.m.
Holiday Period College Will Be Closed at 12:00 Noon	Friday, December 22, 2017

* courses starting on the weekend may begin before this date.

Winter 2018	Humber College Bachelor Degrees 14 Week Semester
Public Holiday (New Year) - College Closed	Monday, January 1, 2018
College Re-opens	Tuesday, January 2, 2018
Orientation	January 2-5, 2018
Day & Evening Classes Begin*	Monday, January 8, 2018
Last Day To Add A Course	Friday, January 12, 2018
Balance Of Winter Fees Due	Friday, January 19, 2018
Last Day To Drop A Course For Refund	Friday, January 19, 2018
Fall Graduation Status Available	Friday, February 9, 2018

Humber Bachelor Degrees continued

Winter 2018	Humber College Bachelor Degrees 14 Week Semester
Public Holiday (Family Day) - College Closed	Monday, February 19, 2018
Reading Week	February 19-23, 2018
Summer 2018 Tuition Deposit Due	Wednesday, March 7, 2018
Mid Term Grades Due	Friday, March 2, 2018
Last Day to Withdraw From A Course Without Academic Penalty	Monday, March 19, 2018
Registration Opens for Summer 2018	Monday, March 26, 2018
Public Holiday (Good Friday) - College Closed	Friday, March 30, 2018
Last Day of Classes	Friday, April 20, 2018
Final Grades Due	Wednesday, April 25, 2018 at 6:00 p.m.

* courses starting on the weekend may begin before this date.

Summer 2018	Humber College Bachelor Degrees 14 Week Semester
Orientation	May 1-4, 2018
Day & Evening Classes Begin*	Monday, May 7, 2018
Last Day To Add A Course	Friday, May 11, 2018
Balance Of Summer Fees Due	Friday, May 18, 2018
Last Day To Drop A Course For Refund	Friday, May 18, 2018
Public Holiday (Victoria Day) - College Closed	Monday, May 21, 2018
Winter Graduation Status Available	Friday, June 8, 2018
Convocation Week	June 11-15, 2018
Fall 2018 Tuition Deposit Due	Wednesday, June 20, 2018
Mid Term Grades Due	Friday, June 22, 2018
Public Holiday (Canada Day) - College Closed	Sunday, July 1, 2018
Public Holiday (Canada Day) - College Closed	Monday, July 2, 2018
Registration Opens for Fall 2018	July 9-13, 2018
Last Day To Withdraw From A Course Without Academic Penalty	Monday, July 9, 2018
Public Holiday (Civic Holiday) - College Closed	Monday, August 6, 2018
Last Day of Class	Friday, August 10, 2018
Final Grades Due	Wednesday, August 15, 2018 at 6:00 p.m.

* courses starting on the weekend may begin before this date.

2017/2018 UNB-Humber Collaborative Bachelor of Nursing

Fall 2017	Humber College U N B 13 Week Semester
Fall 2017 Deposit Due	Wednesday, June 21, 2017
Registration opens for Fall 2017	Tuesday, July 18, 2017
Orientation	August 28-September 1, 2017
Public Holiday (Labour Day) - College Closed	Monday, September 4, 2017
Day & Evening Classes Begin*	Tuesday, September 5, 2017
Last Day To Add A Course	Monday, September 11, 2017
Balance Of Fall Fees Due	Monday, September 18, 2017
Last Day To Drop A Course For Refund	Monday, September 18, 2017
Fall Study Days (No Classes, College Open)	October 6-10, 2017
Public Holiday (Thanksgiving) - College Closed	Monday, October 9, 2017
Fall Convocation	Thursday, November 2, 2017
Last Day to Withdraw From a Course Without Academic Penalty	Monday, November 6, 2017
Winter 2018 Tuition Deposit Due	Wednesday, November 1, 2017
Last Day to hold an in class test	TBD
Registration begins for Winter 2018	Monday, November 20, 2017
Last Day of Classes	Friday, December 1, 2017
UNB Nursing Exam/Evaluation Period	TBD
Final Grades Due by Faculty	Tuesday, December 19, 2017 at 6:00 p.m.
Holiday Period College Will Be Closed at 12:00 Noon	Friday, December 22, 2017

* courses starting on the weekend may begin before this date.

Winter 2018	Humber College U N B 13 Week Semester
Public Holiday (New Year) - College Closed	Monday, January 1, 2018
College Re-opens	Tuesday, January 2, 2018
Orientation	January 2-5, 2018
Day & Evening Classes Begin*	Monday, January 8, 2018
Last Day To Add A Course	Friday, January 12, 2018
Balance Of Winter Fees Due	Friday, January 19, 2018
Last Day To Drop A Course For Refund	Friday, January 19, 2018
Public Holiday (Family Day) - College Closed	Monday, February 19, 2018
Reading Week	February 19 to 23, 2018

2017/2018 UNB-Humber Collaborative Bachelor of Nursing continued

Winter 2018	Humber College U N B 13 Week Semester
Summer 2018 Tuition Deposit Due	Wednesday, March 7, 2018
Last Day to Withdraw From A Course Without Academic Penalty	Monday, March 19, 2018
Registration Opens for Summer 2018	Monday, March 26, 2018
Public Holiday (Good Friday) - College Closed	Friday, March 30, 2018
Last Day to Hold an in Class Test	TBD
Last Day of Classes	Friday, April 20, 2018
UNB Nursing Exam/Evaluation Period	TBD
Final Grades Due	Wednesday, April 25, 2018 at 6:00 p.m.
Interession Nursing Practice - BN 2nd Year	TBD
Interession Nursing Practice - BN 3rd Year	TBD

* courses starting on the weekend may begin before this date.

Summer 2018	Humber College U N B 13 Week Semester
Orientation	May 1-4, 2018
Day & Evening Classes Begin*	Monday, May 7, 2018
Last Day To Add A Course	Friday, May 11, 2018
Balance of Summer Fees Due	Friday, May 18, 2018
Last Day To Drop A Course For Refund	Friday, May 18, 2018
Public Holiday (Victoria Day) - College Closed	Monday, May 21, 2018
Convocation Week	June 11-15, 2018
Fall 2018 Tuition Deposit Due	Wednesday, June 20, 2018
Public Holiday (Canada Day) - College Closed	Sunday, July 1, 2018
Public Holiday (Canada Day) - College Closed	Monday, July 2, 2018
Registration Opens for Fall 2018	July 9-13, 2018
Last Day To Withdraw From A Course Without Academic Penalty	Monday, July 9, 2018
Public Holiday (Civic Holiday) - College Closed	Monday, August 6, 2018
Last Day of Class	Friday, August 10, 2018
UNB Nursing Exam/Evaluation Period	TBD
Final Grades Due	Wednesday, August 22, 2018 at 6:00 p.m.

* courses starting on the weekend may begin before this date.

Canadian Press Style – Quick Reference

Capitalization

- Program/course names are capitalized but not the corresponding credential
 - The Floral Design certificate program
 - The Critical Care course
- Capitalize formal titles that directly precede a name
 - President Chris Whitaker, Vice-President Alister Mathieson
- Lower-case titles that appear after a name, or are set off from a name by commas
 - Laurie Rancourt, senior vice-president academic
 - The director of director of communications, Andrew Leopold
- Capitalize the name of an office, department or school when it appears in full as a formal name; lowercase informal or short forms
 - School of Applied Technology; the school; applied tech
 - Office of the Registrar; the office; the registrar's office
 - Office of Student Success and Engagement; the student success office
- Modified down style
 - Use a modified down style, that is, where a reasonable choice exists, use lowercase. Basic rule: Capitalize all proper names, trade names, government departments and agencies of government, names of associations, companies, clubs, religions, languages, nations, races, places and addresses. Otherwise, lowercase is favoured.



Numbers

- Whole numbers: write one to nine as words, 10 and up as numerals
 - The student bought four coffees and 12 bagels for his classmates. It was the fifth week of classes, and the 13th time he had waited in line at Tim's.
- Use numbers when writing decimals and with uncommon fractions
 - 0.54, 2 ½ days
 - three-quarters, two-fifths

Academic

- BA, MA, PhD
- B.Comm, B.Sc, M.Sc, P.Eng
- bachelor's degree, master's degree
- postgraduate, postsecondary

Other abbreviations

- U.S.
- a.m. and p.m.

General note: Above all else, be consistent!

Last updated: April 2016

From The Canadian Press Stylebook – a Guide for Writers and Editors, and The Canadian Press Caps and Spelling.

Note: these are general principles followed on the Humber website, in media documents and in corporate publications.

Frequently Called Numbers

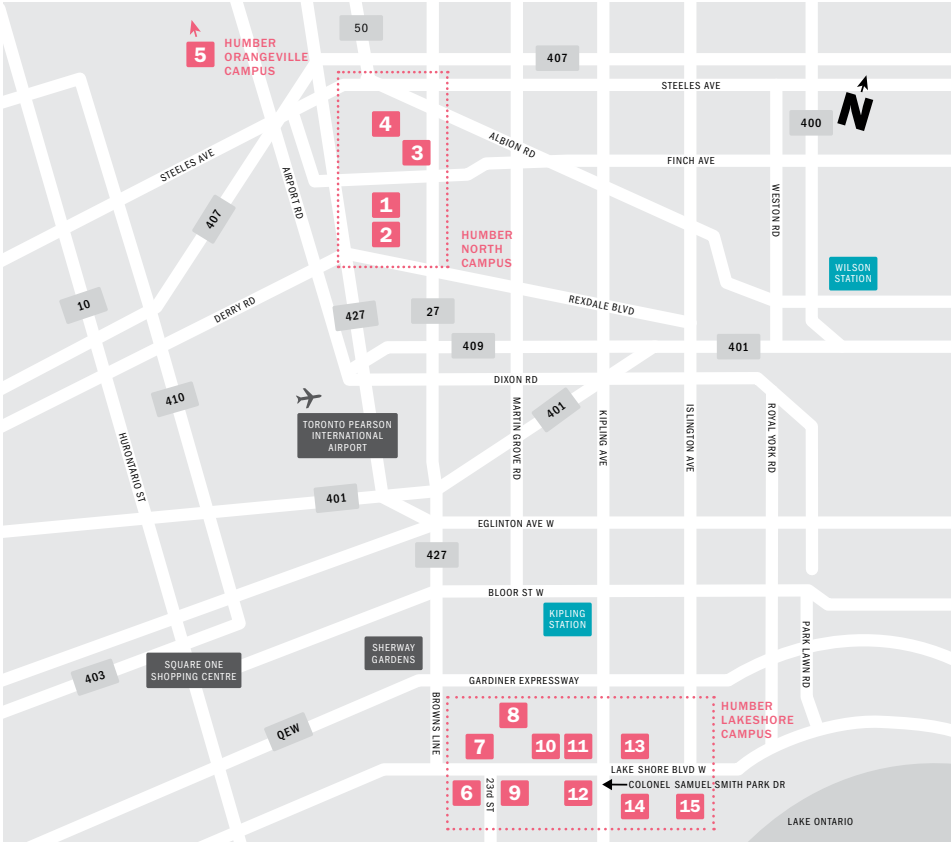
Department	Telephone	Extension
Aboriginal Services (North)	416.675.6622	Ext. 5424 Ext. 5675
Accounting Centre (North)	416.675.6622	Ext. 4929 Ext. 5503
Accounting Centre (Lakeshore)	416.675.6622	Ext. 3889
Advancement & Alumni Relations	416.673.0152	
Awards & Scholarships	416.673.0152	
Arboretum (Nature 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 (North)	416.675.6622	Ext. 5040
Centre for Teaching & Learning (Lakeshore)	416.675.6622	Ext. 3329
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	
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

Department	Telephone	Extension
Development Office (North)	416.675.6622	Ext. 5480
Accessibility Learning Services (North)	416.675.5090	
Accessibility Learning Services (Lakeshore)	416.675.6622	Ext. 3331
Education & Training Solutions	416.675.6622	Ext. 5807
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. 5090
Health Centre (Lakeshore)	416.675.6622	Ext. 3331
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
International Centre	416.675.5067	
Libraries (North)	416.675.5079	
Libraries (Lakeshore)	416.675.6622	Ext. 3247
Libraries (Orangeville)	416.675.6622	Ext. 5909
Math Centre	416.675.6622	Ext. 76260
Ontario Building Code (BCIN Credential Testing)	416.675.6622	Ext. 4691
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. 5983
Peer Tutoring (Lakeshore)	416.675.6622	Ext. 5028
Planning & Development Office	416.675.5061	
Principal Lakeshore	416.675.6622	Ext. 3332

Department	Telephone	Extension
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	416.675.6622	Ext. 4206
Radio Humber (Campus Radio Station)	416.675.6622	Ext. 4913 (Station Manager)
Registrar's/Enrollment 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. 5094
School of Applied Technology (Arboretum and Ecology Centre)	416.675.6622	Ext. 5009
School of Applied Technology (Carrier Campus)	416.675.6622	Ext. 78038
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 (Practical Nursing)	416.675.6622	Ext. 4282
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. 4218
School of Hospitality, Recreation & Tourism (HRT)	416.675.5012	

Department	Telephone	Extension
School of Liberal Arts & Sciences	416.675.6622	Ext. 74313
School of Liberal Arts & Sciences (Academic Upgrading Information)	416.675.6622	Ext. 74842
School of Media Studies & Information Technology	416.675.6622	Ext. 4111 Ext. 3003 (Lakeshore)
School of Media Studies & Information Technology (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. 77201
Student Residence (Direct-line)	416.675.3413	
Student Residence (Lakeshore)	416.675.6622	Ext. 73001
Student Success & Engagement	416.675.6622	Ext. 4872
Test Centre (North)	416.675.6622	Ext. 4712
Test Centre (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
Xerox Canada Copy Centre	416.675.6622	Ext. 4228

Humber College Campus Locations



➔ humber.ca/contact-us/maps

MAP IS NOT TO SCALE.

- 1. Humber North Campus (NO)**
 205 Humber College Blvd.
 Toronto, ON M9W 5L7
 Tel: 416.675.5000
enquiry@humber.ca
- 2.** Humber Arboretum
 North Campus
 Toronto, ON M9W 5L7
 Tel: 416.675.5009
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
- 4.** Humber Centre for Trades &
 Technology (CAR)
 110 Carrier Dr.
 Toronto, ON M9W 5R1
 Tel: 416.675.5000
enquiry@humber.ca
- 5. HUMBER ORANGEVILLE CAMPUS (OR)**
 Alder St. Recreation Complex
 275 Alder St.
 Orangeville, ON L9W 5H6
 Tel: 416.675.5000 or
 1.877.675.3111
 Fax: 519.941.8068
enquiry@humber.ca

6. Humber Arts Common (ART)
3253 Lake Shore Blvd. West
Toronto, ON M8V 1M2
Tel: 416.675.5000
enquiry@humber.ca

7. Humber Fitness Centre
3244 Lake Shore Blvd. West
Toronto, ON M8V 1M1
Tel: 416.675.5000
enquiry@humber.ca

8. Humber Arts & Media Studios (BIR)
300 Birmingham St.
Toronto, ON M8V 2E6
Tel: 416.675.5000
enquiry@humber.ca

**9. HUMBER LAKESHORE CAMPUS
– WEST (LA)**
3199 Lake Shore Blvd. West
Toronto, ON M8V 1K8
Tel: 416.675.5000

[humber.ca/lakeshorecampus](https://www.humber.ca/lakeshorecampus)
enquiry@humber.ca

10. Humber Medical Centre (MED)
3170 Lake Shore Blvd. West
2nd Floor Toronto, ON M8V 3X8
Tel: 416.675.5000
enquiry@humber.ca

11. Humber Fashion Institute (FAS)
3166 Lake Shore Blvd. West
Toronto, ON M8V 1L6
Tel: 416.675.5000
enquiry@humber.ca

**12. STUDENT WELCOME AND
RESOURCE CENTRE (WEL)
(Home of the Lakeshore Grounds
Interpretive Centre)**
2 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6
enquiry@humber.ca

13. Humber Centre for Justice
Leadership (AN)
3120 Lake Shore Blvd. West
Toronto, ON M8V 1L3
Tel: 416.675.5000
enquiry@humber.ca

**14. HUMBER LAKESHORE CAMPUS
– EAST (LA)**
21 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca

15. Centre for Entrepreneurship (G)
17 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca

TRANSIT TO HUMBER

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

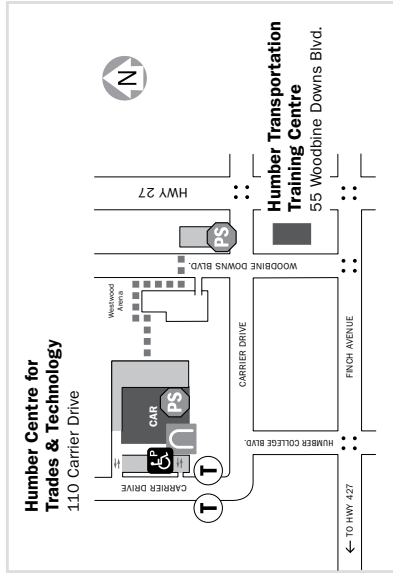
Go Transit
416.869.3200
[gotransit.com](https://www.gotransit.com)

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

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

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

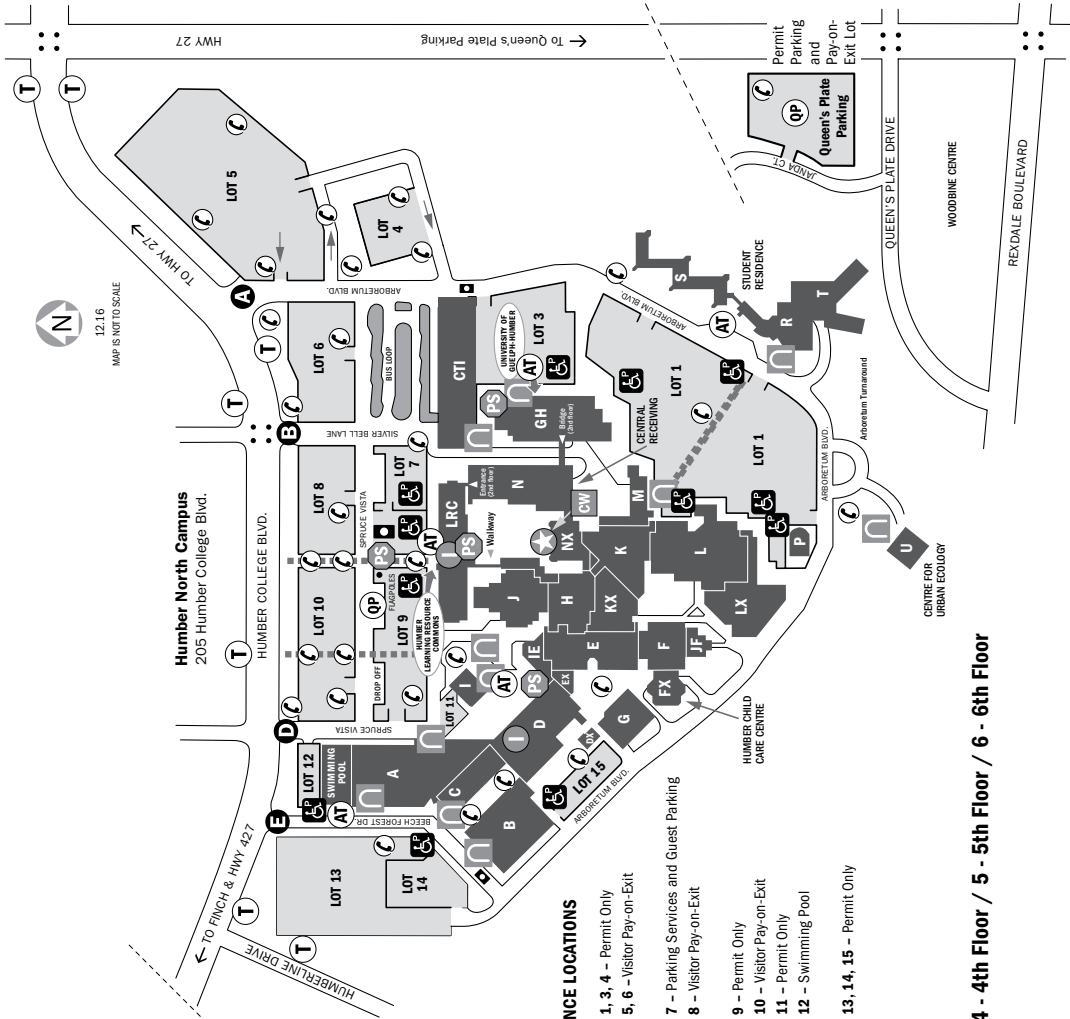
Parking and campus maps are available at
[humber.ca/contact-us/maps](https://www.humber.ca/contact-us/maps)



	BIKE RACK		PARKING (accessible)
	CAMPUS SECURITY DESK 416.675.8500 or ext.8500		PARKING SERVICES KIOSK Lot 7 kiosk staffed Monday to Friday, 6:30 a.m. - 8 p.m. ext. 4416.
	CAMPUS WALK 416.675.8500 or ext.8500		PAY STATION
	EMERGENCY TELEPHONE LOCATION		PEDESTRIAN WALKWAY
	INFORMATION/WELCOME DESK		TRAFFIC LIGHTS
	HUMBER SHUTTLE BUS STOP Queen's Plate/Woodbine Mall Lots - September to April, Monday to Thursday, 6:45 a.m. - 10 p.m. Friday, 6:45 a.m. - 8 p.m.		TRANSIT (accessible) Pick-up/Drop-off
			TRANSIT (PUBLIC) STOP

ENTRANCE LOCATIONS

- A** Lot 1, 3, 4 - Permit Only
- B** Lot 5, 6 - Visitor Pay-on-Exit
- C** Lot 7 - Parking Services and Guest Parking
- D** Lot 8 - Visitor Pay-on-Exit
- E** Lot 9 - Permit Only
- F** Lot 10 - Visitor Pay-on-Exit
- G** Lot 11 - Permit Only
- H** Lot 12 - Swimming Pool
- I** Lot 13, 14, 15 - Permit Only



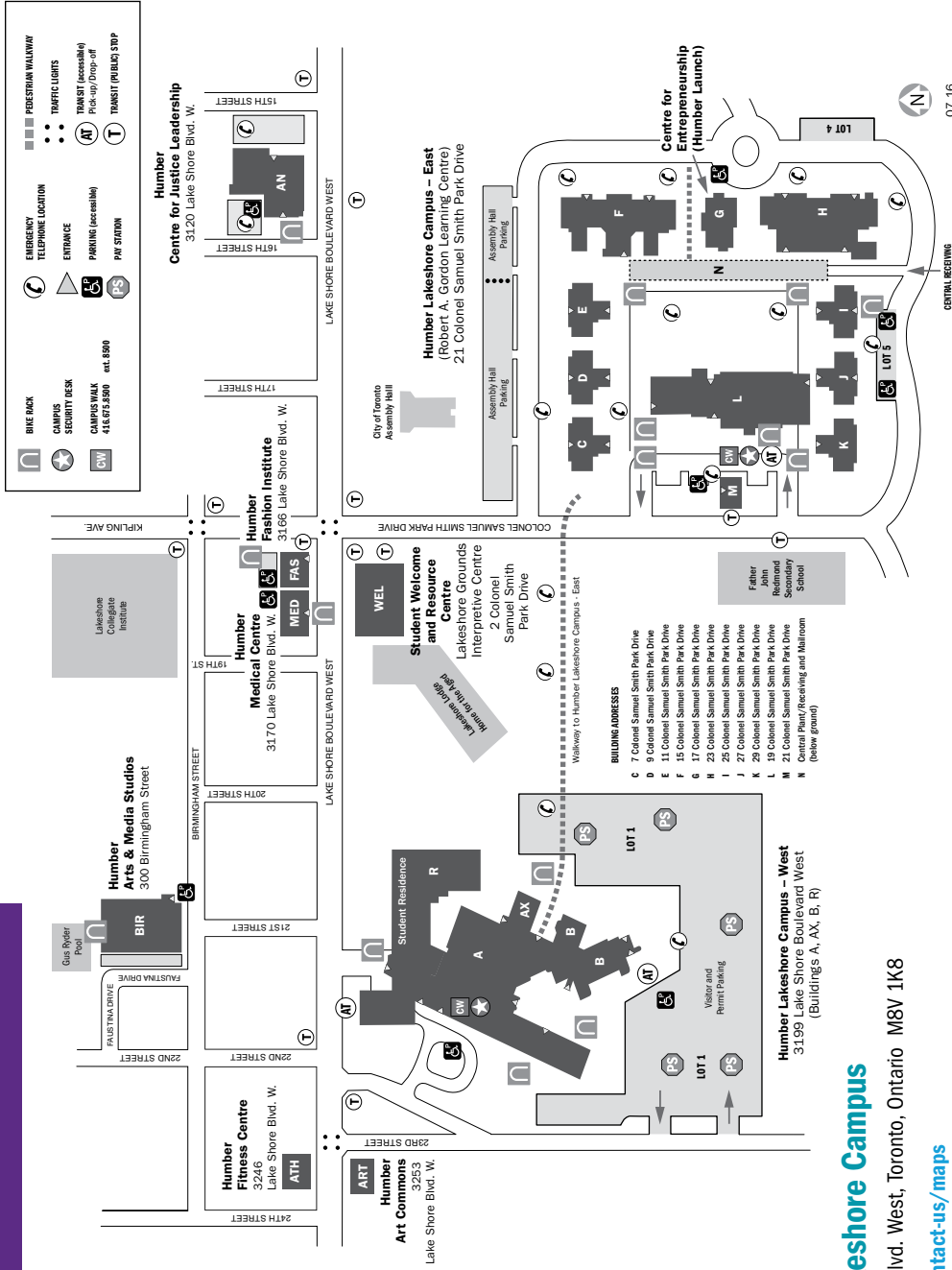
Humber North Campus

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

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

humber.ca/contact-us/maps

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	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	BACKYARD, THE (FORMERLY AMPHITHEATRE, OUTDOORS)..... KX-1	BIOWALL..... GH-1	BOOKSTORE..... H-1	BROADCAST CENTRE..... L-2	C	CAPITAL DEVELOPMENT & FACILITIES MANAGEMENT..... D-1	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 CENTRE..... FX-1	COMMUNITY OUTREACH AND WORKFORCE DEVELOPMENT (H-2 AS OF DEC. 2016)..... D-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 · E-Link 5..... D-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)	E	ECOLOGY CENTRE, URBAN..... U	EDUCATION & TRAINING SOLUTIONS (LX104)..... LX-1	F	FINANCIAL AID/AWARDS..... LRC-1	FINANCIAL SERVICES & PLANNING (B311) B-3	FIRST AID (SEE HEALTH/SECURITY)	FOOD SERVICES · Ackles Tree..... E-1 · Food Emporium (BASEMENT)..... K-B · Gourmet Express..... E-1 · GH Café..... GH-2 · Hawk's Nest..... C-1 · Booster Juice · Pita Pit · Pizza Pizza · Humber Room..... EX-1 · Java Jazz..... H-1 · Staff Lounge (K217)..... K-2 · Link Lounge (+ Smokes Poutinerie) · Residence Café..... R-1 · Starbucks..... LRC-1 · Tim Hortons..... IE-1	FOOD SERVICES · Ackles Tree..... E-1 · Food Emporium (BASEMENT)..... K-B · Gourmet Express..... E-1 · GH Café..... GH-2 · Hawk's Nest..... C-1 · Booster Juice · Pita Pit · Pizza Pizza · Humber Room..... EX-1 · Java Jazz..... H-1 · Staff Lounge (K217)..... K-2 · Link Lounge (+ Smokes Poutinerie) · Residence Café..... R-1 · Starbucks..... LRC-1 · Tim Hortons..... IE-1	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	I	IGNITE (FORMERLY HSF)..... KX-2	INTERNATIONAL CENTRE..... LRC-2	IT & MEDIA SERVICES CENTRE (NX210)..... NX-2	L	LANDSCAPE TECHNOLOGY..... G/P	LIBRARY..... LRC-3&4	LECTURE THEATRE (E135)..... E-1	LOST & FOUND (SECURITY OFFICE)..... NX-1	M	MAILROOM (BASEMENT)..... N-B	MARKETING AND COMMUNICATIONS..... LRC-6	MESSAGE 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	PURCHASING SERVICES..... B-3	R	RECEIVING (BASEMENT)..... N-B	RECRUITMENT (STUDENT)..... LRC-1	REGISTRAR'S OFFICE..... LRC-1	REGISTRATION (CUSTOMER SERVICE)..... LRC-1	RESEARCH (INSTITUTIONAL) (D-2 AS OF DEC. 2016)..... LX-1	RESIDENCE LIFE..... R-1	S	SCHOOL OFFICES · Applied technology..... NX-2 · Business (E205)..... E-2 · Health Sciences (M200)..... M-2 · Hospitality, Recreation, & Tourism..... B-1 · Liberal Arts & Sciences..... LRC-5 · Media Studies & Information Technology (K107)..... K-1	SECURITY OFFICE (PUBLIC SAFETY)..... NX-1 · Campus Walk · First Aid · Lost & Found	SEVENTH SEMESTER ROOM (BASEMENT) K-B	SPA..... A-1	STRATEGIC PLANNING AND INSTITUTIONAL ANALYSIS..... LRC-6	STUDENT CENTRE, IGNITE..... 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	TESTING SERVICES..... LRC-2	TOURS, CAMPUS..... LRC-1	U	UNIVERSITY OF GUELPH-HUMBER..... GH	URBAN ECOLOGY CENTRE..... U	W	WRITING CENTRE..... LRC-3	Y	YOUTH ENRICHMENT PROGRAM (LX104)..... LX-1
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07.46
MAP IS NOT TO SCALE

Humber Lakeshore Campus

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

humber.ca/contact-us/maps

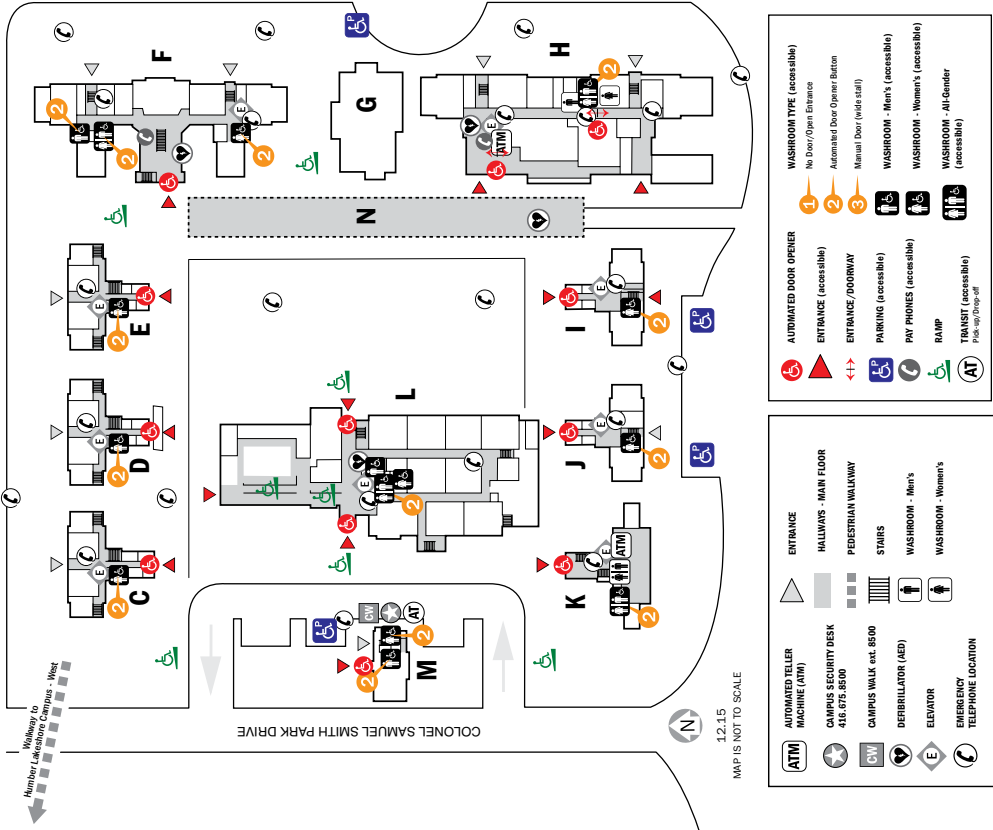
Humber Lakeshore Campus - East Campus

(Robert A. Gordon Learning Centre)
21 Colonel Samuel Smith Park Dr.

humber.ca/contact-us/maps

Main Floor Plan (Buildings C, D, E, F, G, H, I, J, K, L, M and N)

- Social & Community Services Office/ClassroomsC
- Creative & Performing Arts Office/ClassroomsD
- Classrooms/Faculty Offices/Labs..... E
- Media Studies & Information Technology Office/ Math & Writing Centre/Classrooms/Labs..... F
- Future Centre for EntrepreneurshipG
- Business School Office/International Centre/Accounting Centre/ Health Centre/Career Centre/Peer TutoringH
- 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 L
- Security/Facilities Management/Tim Hortons M
- Central Plant/Receiving/Mailroom (below ground)N



Humber Lakeshore Campus - West Campus

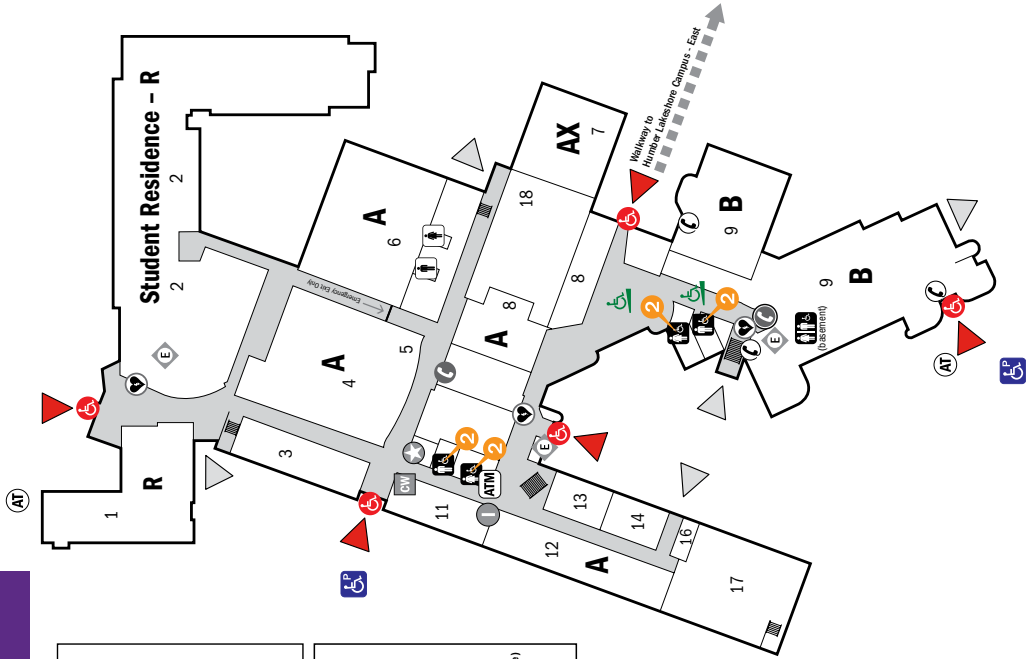
3199 Lake Shore Blvd. West

humber.ca/contact-us/maps

Main Floor Plan

(Buildings A, AX, B and R)

- Accessibility Services (A120) 11
- Admissions (A118) 12
- Auditorium (A128) 4
- AV Graphics (A112) 16
- Bookstore (R134) 1
- Cafeteria 8
- Counselling (A120) 11
- Customer Service (A118) 12
- Financial Aid (A118) 12
- Fitness Centre 2
- Gymnasium 6
- Liberal Arts & Sciences Office (A114) 17
- Library 9
- Lost and Found Information Desk - A building
- Media Centre (second floor) 5
- Music Department Office (A101) 13
- Percussion Studio (A122) 3
- Principal's Office (A110) 14
- Recording Studio (AX) 7
- Registration (A118) 12
- Registrar's Office (A118) 12
- Test Centre (A235 - second floor) 18



CAMPUS SECURITY DESK 416.675.8500	HALLWAYS - MAIN FLOOR
CAMPUS WALK ext. 8500	INFORMATION
DEFIBRILLATOR (AED)	PEDESTRIAN WALKWAY
ELEVATOR	STAIRS
EMERGENCY TELEPHONE LOCATION	WASHROOM - Men's / Women's
ENTRANCE	WASHROOM - Men's / Women's

AUTOMATED DOOR OPENER	WASHROOM DOOR TYPE No door/Open Entrance
ENTRANCE (accessible)	Automated Door Opener Button
PARKING (accessible)	Manual Door (wide walk)
PAY PHONES (accessible)	WASHROOM - Men's (accessible)
PAY PHONES TTY (accessible)	WASHROOM - Women's (accessible)
RAMP	WASHROOM - All-Gender (accessible)
TRANSIT (accessible) Pick-up/Drop-off	

12.15
MAP IS NOT TO SCALE

Humber Orangeville Campus

1 275 Alder St., Alder Street Recreation Complex,
Orangeville, Ontario L9W 5H6

Tel: 416.675.5005 or

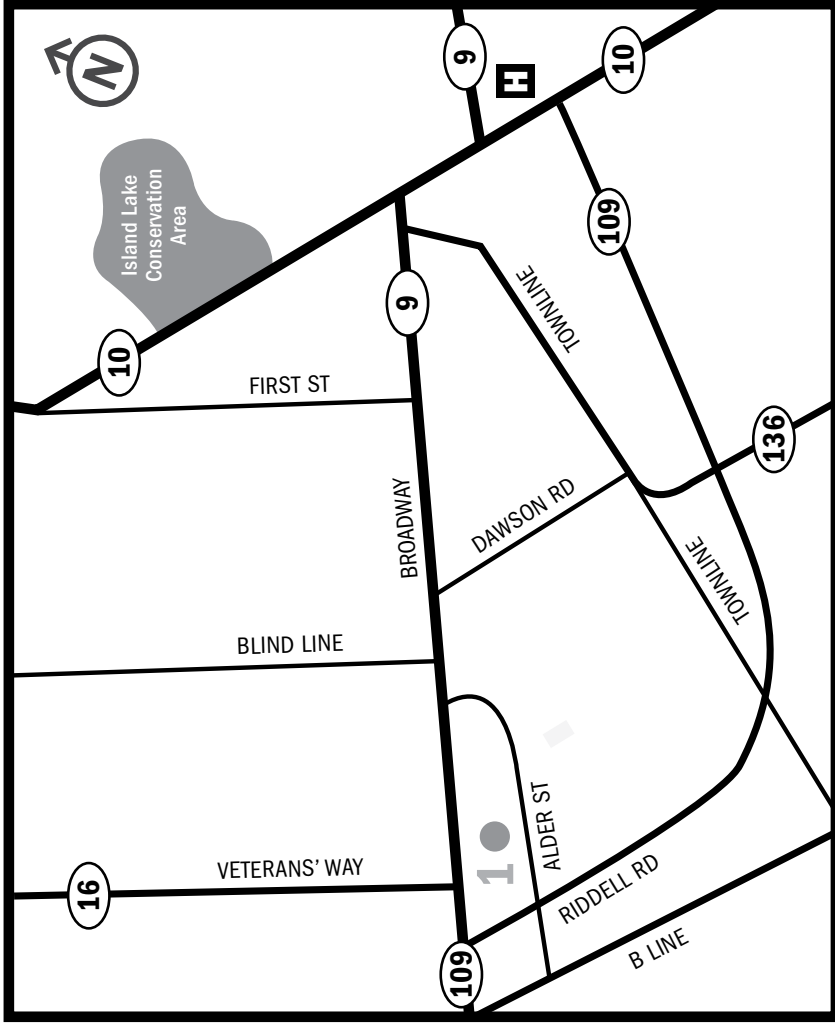
1 877.675.3111

Fax: 519.941.8068

enquiry@humber.ca

humber.ca/orangeville

humber.ca/contact-us/maps



Ontario Colleges of Applied Arts and Technology

KPI Student Satisfaction and Engagement Survey

The information asked for in this survey is collected under the legal authority of subsection 9(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, and the publication of the Employment Profile. Only collective information will be reported - individual responses will be kept confidential.

Please do not mark in this area.

<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"/>
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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.

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"/>																
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"/>

2. In which semester/term/level 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	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"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4. Provides you with skills and abilities helpful for your future life outside of work.	<input type="checkbox"/> N	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
5. Helps you understand your career options.	<input type="checkbox"/> N	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<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"/> 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"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
8. Develops your math skills.	<input type="checkbox"/> N	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<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"/> 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"/> 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"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
12. Helps you understand further education opportunities.	<input type="checkbox"/> N	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
13. 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"/> 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	
14. 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"/>
15. 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"/>
16. 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"/>
17. Promptness of feedback on your work.	<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 feedback on your work.	<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. Quality of the learning experiences related to the background theory and concepts of your program.	<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 the learning experiences related to the practical skills or hands-on aspects of your program.	<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 the learning experiences related to any online instruction.	<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 field placements, clinical experiences, internships 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"/>
23. Usefulness of assigned course materials (e.g., books, other readings, software, etc.).	<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. 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"/>	<input type="checkbox"/>

SECTION D: Please indicate YOUR usage of the following 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	
25. Library/Resource Centre 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"/>	<input type="checkbox"/>
26. 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"/>	<input type="checkbox"/>
27. Academic 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"/>	<input type="checkbox"/>
28. Personal counselling 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"/>	<input type="checkbox"/>
29. Services for students with disabilities.	<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"/>
30. Bookstore 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"/>	<input type="checkbox"/>
31. International Office and other international student 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"/>	<input type="checkbox"/>
32. Office of the Registrar 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"/>	<input type="checkbox"/>
33. 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"/>	<input type="checkbox"/>
34. 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"/>	<input type="checkbox"/>
35. Campus 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"/>	<input type="checkbox"/>
36. Financial Aid services (please comment on the service provided, not the amount of money received).	<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"/>
37. Services for finding a field placement, clinical experience, internship or co-op work term.	<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"/>
38. Career advising and job search 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"/>	<input type="checkbox"/>
39. The OVERALL quality of the services in the college.	<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"/>

SECTION E: Please indicate YOUR usage of the following facilities/resources. 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	
40. Library facilities/resources (e.g., physical space, books, journals, online databases)	<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"/>
41. Internet connectivity.	<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"/>
42. Lab/shop facilities.	<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"/>
43. Individual/group study space.	<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"/>
44. Social spaces (e.g., lounge areas).	<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"/>
45. Recreation and athletics facilities.	<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"/>
46. Accessibility of buildings, classrooms, and lab/shops for students with disabilities.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Cleanliness of buildings and rooms (e.g., classrooms, hallways, study spaces, washrooms).				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. General condition of buildings and campus grounds.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. The OVERALL quality of the facilities/resources in the college.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION F: Please rate the importance of, and your satisfaction with:										
50. The concern of people at this college for your success.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Your overall college experience.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION G: Please think IN GENERAL about all your courses and experiences at this college.										
<i>This college...</i>										
52. Encourages you to spend time on your coursework.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Provides support to deal with your coursework.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Provides support to deal with your non-academic responsibilities (e.g., work, family, etc.).						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Provides information on social opportunities.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Provides information on student financial aid services.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Has at least one person you can rely on for useful information (e.g., teacher, counsellor, other staff, student).						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Provides you with challenging courses.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION H: Please think IN GENERAL about all your courses and experiences at this college.										
<i>How often do you...</i>										
59. Participate in class discussions?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Present information to your class?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Work with other students on assignments/projects?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Review an assignment/project before submitting it?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Complete homework assignments/projects on time?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Discuss your course performance with a teacher?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Work hard to meet the demands of your courses?						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION I: The college is interested in understanding demands on students' time while at college.		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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION J: To help us group responses, please provide the following information about yourself: (No information which could identify an individual will be reported.)								
72. You identify as:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other gender identity							
73. Your age is:								
74. Your first language is:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other							
75. The education you completed before entering this program includes: (Select all that apply.)	<input type="checkbox"/> High school diploma <input type="checkbox"/> Some university <input type="checkbox"/> College upgrading <input type="checkbox"/> University degree <input type="checkbox"/> Some previous college <input type="checkbox"/> Other <input type="checkbox"/> College diploma <input type="checkbox"/> None of the above							
76. Your main goal in enrolling in this program is: (Select only one.)	<input type="checkbox"/> To prepare for employment/career <input type="checkbox"/> To prepare for further college or university study <input type="checkbox"/> To pursue an interest or for personal development <input type="checkbox"/> Other							
77. You are registered as a:	<input type="checkbox"/> Full-time student <input type="checkbox"/> Part-time student							
78. Are you enrolled at Humber College on an International Study permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
79. Has either of your parents/guardians ever attended a university or college?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
80. Do you consider yourself to have a physical, intellectual, mental health or learning disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
81a. Do you want to self-identify as an Aboriginal Person? (An Aboriginal person is considered a person related to, or descended from, the Original Peoples of Canada.)	<input type="checkbox"/> Yes → Go to Question 81b <input type="checkbox"/> No							
81b. Select the description(s) that you self-identify with:	<input type="checkbox"/> First Nation (Status/Non-Status Indian) <input type="checkbox"/> Métis <input type="checkbox"/> Inuk (Inuit) <input type="checkbox"/> I use an alternative term to describe my Aboriginal ancestry and/or identity (e.g. Anishinaabe, Treaty #3). Specify: _____							
SECTION K: College-Specific Questions								
82. How satisfied are you that your learning experience at Humber is preparing you for job success?	<input type="checkbox"/> Very Dissatisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Neither Satisfied nor Dissatisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Very Satisfied							
83. What one thing do you wish you had known or better understood before beginning your program? (Select only one.)	<input type="checkbox"/> How heavy the workload is <input type="checkbox"/> The total cost of attending college for one year <input type="checkbox"/> How difficult it is to be away from friends and family <input type="checkbox"/> Information about your career/job prospects after graduation <input type="checkbox"/> The importance of time management skills <input type="checkbox"/> None of the above							
84. How do you usually travel to campus? If you use more than one way of getting to campus, please mark the option you use for the majority of your trip. (Select only one.)	<input type="checkbox"/> Drive alone (including motorcycle) <input type="checkbox"/> Carpool (sharing the ride with someone else to campus) <input type="checkbox"/> Public transit (bus, subway, train) <input type="checkbox"/> Bicycle <input type="checkbox"/> Walk (live in close proximity to campus) <input type="checkbox"/> Dropped off/picked up (by someone travelling to another location) <input type="checkbox"/> I live in residence <input type="checkbox"/> None of the above							
85. Overall, Humber Students' Federation (HSF) is providing you with quality student representation, services and events.	<input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Neither Agree nor Disagree							

Thank you for your participation.

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.	(SA)	(A)	(D)	(SD)	(NA)	
2. The professor presented his/her materials in a clear manner.	(SA)	(A)	(D)	(SD)	(NA)	
3. The pace the professor set for the course was appropriate for me.	(SA)	(A)	(D)	(SD)	(NA)	
4. The professor helped me think critically about the topics in the course.	(SA)	(A)	(D)	(SD)	(NA)	
5. The professor used a variety of teaching methods (e.g., group work, multimedia, case studies, lecture, etc.).	(SA)	(A)	(D)	(SD)	(NA)	
6. The professor treated me with courtesy.	(SA)	(A)	(D)	(SD)	(NA)	
7. The professor provided clear explanation about how student work would be evaluated in the course.	(SA)	(A)	(D)	(SD)	(NA)	
8. The way the professor taught helped me learn.	(SA)	(A)	(D)	(SD)	(NA)	
9. The professor provided me with useful feedback about my progress.	(SA)	(A)	(D)	(SD)	(NA)	
10. The professor managed student classroom behaviour.	(SA)	(A)	(D)	(SD)	(NA)	
11. The professor motivated me to learn.	(SA)	(A)	(D)	(SD)	(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.	(A)	(AA)	(R)	(N)	(NA)	
13. The professor returned the assignments and tests within a 2-week period.	(A)	(AA)	(R)	(N)	(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...	(G)	(S)	(L)			
	Excellent	Above Average	Below Average	Poor		
15. Overall, the learning experience in this course was...	(E)	(AA)	(BA)	(P)		
YOUR PROFESSOR'S QUESTIONS Answer any additional questions provided by your professor using bubbles 16-18.						
	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable	
16.	(SA)	(A)	(D)	(SD)	(NA)	
17.	(SA)	(A)	(D)	(SD)	(NA)	
18.	(SA)	(A)	(D)	(SD)	(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?

What would make this course a better learning experience?

ITS Quick Reference Guides

Download the latest Quick Reference Guides from:

its.humber.ca or email SupportCentre@humber.ca

Audio/Visual Quick Reference Guide for Learning Spaces

Introduction

Startup/Shutdown

Starting Up

1. Plug your power anywhere on the back panel on the side of the product.

2. Turn the power switch on.

3. Enter the 4-digit access code on the touch screen.

4. Press the **ENTER** key on your keyboard to log into the system.

IMPORTANT: Please use your School Department for the access code or call the Support Centre at 416-675-8288 for more information.

5. Wait until you see the Home screen. The system will show whatever signal is currently being received to:

- The Projector
- The TV
- The Laptop

Shutting Down

1. Press the **SHUT DOWN SYSTEM** button on the touch screen.

2. Click on the **STOP** button on the touch screen.

3. Click on the **STOP** button on the touch screen.

IMPORTANT: Please use your School Department for the access code or call the Support Centre at 416-675-8288 for more information.

Connecting a Laptop or Auxiliary Device

1. Connect an HDMI or VGA cable between your auxiliary device (laptop, tablet, document camera, etc.) and the appropriate port on the side of the product.
2. Select the **AUX & LAPTOP** button on the touch panel to make the signal from the auxiliary device the main display.
3. Place the video signal on your laptop to the laptop's video port.

Windows Laptop: Press the **F4** key in combination with the appropriate function key (usually **F5** for laptop video or **F6** for HDMI).
Macintosh Laptop: Open the **System Preferences** from the Apple menu, select **Displays**, and then click **Advanced Monitor**.

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Audio/Visual

Microsoft Outlook 2016 Quick Reference Guide

Outlook 2016 Screen

Navigation Pane

Outlook 2016 includes the Navigation Pane on the left side of the window. This pane contains icons for the main Outlook features: Home, Send/Receive, Mail, Calendar, Tasks, and Contacts. The Navigation Pane also contains a list of folders and subfolders for your mailbox. The folders and subfolders are listed in a tree view. The folders and subfolders are listed in a tree view.

Message List

The Message List is located in the center of the Outlook window. It displays a list of messages in your mailbox. Each message in the list is represented by a small icon, a subject line, and a snippet of the message text. You can click on a message in the list to open it in the Reading Pane.

Reading Pane

The Reading Pane is located on the right side of the Outlook window. It displays the full content of the message that you selected in the Message List. The Reading Pane also includes a list of attachments and a list of people mentioned in the message.

Keyboard Shortcuts

Ctrl + N	New
Ctrl + O	Open
Ctrl + S	Save
Ctrl + W	Close
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + C	Copy
Ctrl + M	Move
Ctrl + B	Block
Ctrl + R	Reply
Ctrl + F	Find
Ctrl + G	Go to
Ctrl + H	Home
Ctrl + I	Insert
Ctrl + J	Join
Ctrl + K	Keyboard shortcuts
Ctrl + L	Layout
Ctrl + M	Move
Ctrl + N	New

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Outlook 2016

Jabber Quick Reference Guide

Screen

Logging In

1. Click the **Connect** button on the toolbar.
2. Enter your Jabber ID and password.
3. Press the **Enter** key on your keyboard.

Placing a Call

Method 1: Click on the contact in your Contacts list. Click the **Call** button on the contact's toolbar.

Method 2: Click on the contact in your Search or Call bar. Click the **Call** button on the contact's toolbar.

Method 3: Click on the contact in your Search or Call bar. Click the **Call** button on the contact's toolbar.

Answering a Call

Click on the contact in your Search or Call bar. Click the **Answer** button on the contact's toolbar.

Searching for Contacts

Click on the **Search** button on the toolbar. Enter the contact's name in the search box. Press the **Enter** key on your keyboard.

Voice Messages

Click the **Voice Messages** button on the toolbar. Click on the message in the list. Click the **Play** button on the message's toolbar.

Recent and Missed Calls

- Click the **Recent Calls** button on the toolbar to view a list of recent missed calls.
- To call back, hover your cursor over a record or record card. Click the **Call** button and select the record card.
- Right-click a record or record card to select a contact number or to delete the item.

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Unified Communications

Telephone Quick Reference Guide

Layout

Logging in (after first time)

- Press **Application** button.
- Press **Enter** button.
- Enter your extension number.
- Press **Enter** button.
- Select the **Speed** button.

Answering Calls

- Press the **Answer** button on the handset.
- Press the **Answer** button on the handset.
- Press the **Answer** button on the handset.

Placing Calls

- Press the **Extension** button.
- Press the **Extension** button.
- Press the **Extension** button.

Searching the Directory

- Press the **Search** button.
- Press the **Search** button.
- Press the **Search** button.

Mobile Transfer - Call in Progress

- Press the **Mobile Transfer** button.
- Press the **Mobile Transfer** button.
- Press the **Mobile Transfer** button.

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Telephone

VoiceMail Quick Reference Guide

Logging In

Press the **Message** button on the phone. Enter your extension P# and press #.

Play Messages

Next message 1	Repeat 1	Stop 1
Previous message 2	Repeat 2	Stop 2
Change volume 3	Repeat 3	Stop 3
Change message 4	Repeat 4	Stop 4
Change message 5	Repeat 5	Stop 5
Change message 6	Repeat 6	Stop 6
Change message 7	Repeat 7	Stop 7
Change message 8	Repeat 8	Stop 8
Change message 9	Repeat 9	Stop 9
Change message 10	Repeat 10	Stop 10
Change message 11	Repeat 11	Stop 11
Change message 12	Repeat 12	Stop 12
Change message 13	Repeat 13	Stop 13
Change message 14	Repeat 14	Stop 14
Change message 15	Repeat 15	Stop 15
Change message 16	Repeat 16	Stop 16
Change message 17	Repeat 17	Stop 17
Change message 18	Repeat 18	Stop 18
Change message 19	Repeat 19	Stop 19
Change message 20	Repeat 20	Stop 20

After Recording a Message

Press the **Message** button on the phone. Enter your extension P# and press #.

Writing a Message

Press the **Message** button on the phone. Enter your extension P# and press #.

Deleting a Message

Press the **Message** button on the phone. Enter your extension P# and press #.

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VoiceMail

WebEx Quick Reference Guide

Outlook Calendar

Working with Scheduled Meetings

Scheduling a WebEx Meeting

1. Click the **Calendar** icon in the Outlook ribbon.
2. Click the **New Meeting** button in the Outlook ribbon.
3. Enter the meeting title, date, and time.
4. Click the **Send** button to schedule the meeting.

Making Changes to a WebEx Meeting (host)

1. Click the **Meeting** icon in the Outlook ribbon.
2. Click the **Meeting** icon in the Outlook ribbon.
3. Click the **Meeting** icon in the Outlook ribbon.

Joining a Scheduled Meeting

1. Click the **Meeting** icon in the Outlook ribbon.
2. Click the **Meeting** icon in the Outlook ribbon.
3. Click the **Meeting** icon in the Outlook ribbon.

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WebEx



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