



MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY



Global Supply Chain Management

Program Guidebook

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About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

Values

Student Focused: Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

Academic Excellence and Innovation: Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

Respect and Inclusion: Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

Employee-Centred: Valuing, respecting, and investing in our faculty and employees.

Effective Management: Ensuring fiscal responsibility, accountability, and corporate social responsibility.

Partnerships: Building partnerships with families, communities, industry, business, government, and other educational institutions.

Industry Driven: Reaching out and responding to industry and the needs of the labour market with flexibility.

Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.

Introduction

Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Global Supply Chain Management Program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements. Please take a moment to familiarize yourself with this program guidebook and the [Academic/Student policies](#) listed on the MITT website.

MITT reserves the right to change any information appearing in this guidebook at any time.

Welcome Message from the Dean

On behalf of faculty and staff, I am excited to extend a warm welcome as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to welcome you into our learning community.

As you attend our campuses, you will become part of a diverse and vibrant community of individuals that are passionate about learning, personal development, and making a positive impact in Manitoba. We strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at MITT is one of immense growth, memorable experiences, and the beginning of lifelong connections. Thank you for choosing the Manitoba Institute of Trades and Technology and I wish you all a successful and fulfilling academic year.

Sincerely,

Curtis Aab

Dean, Health, Hospitality, Human Services and Post-Graduate Studies

Program Team

The Global Supply Chain Management program team consists of:

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David Noorden	Program Manager	david.noorden@mitt.ca
Jessica Watson	Academic Coordinator	jessica.watson@mitt.ca

Program Overview

Global Supply Chain Management is a 16-month post-graduate diploma program. Successful completion of this program results in MITT's **Post-Graduate Diploma in Global Supply Chain Management**.

Program Delivery

This program is delivered using a hybrid model: some components are delivered online while others are delivered on-campus. To help you navigate your studies, please refer to the Hybrid Learning Schedule, your Program Schedule and MyLearning for course delivery details.

Program Partner

MITT's Global Supply Chain Management program has been developed in association with Supply Chain Canada and Supply Chain Management Association – Manitoba to best prepare students for employment and professional recognition within those industries.

Completion of the diploma meets the majority of the criteria for Supply Chain Canada's Supply Chain Management Professional (SCMP) [designation program](#), the standard for professionals working in the field.

The diploma coursework is designed to include material from the required 14 modules and interactive workshops that make up the SCMP program. Successful completion at MITT achieves advance standing towards the professional designation. See [SCMP Designation](#) website for further details including grade requirements.

Courses

There are 19 courses and two seminars in the Global Supply Chain Management program. Refer to [Table 1: Courses](#) for more information.

Seminars

Students are required to complete two seminars in the first seven weeks of the program: Seminar in Ethics and Integrity (PG-011) and Seminar in Lifelong Learning (PG-012).

These self-directed seminars are delivered asynchronously through MyLearning and are facilitated by experienced seminar instructors. These seminars are designed to help students prepare for the academic expectations of the Canadian post-secondary environment. Students must complete each seminar over the course of a week once they start it.

Course Outlines

Students are provided with a course outline for each course, which is posted to MyLearning. Course outlines contain important academic information such as a summary of the course's topics, assessment deadlines, and passing requirements. Students are encouraged to carefully review course outlines and contact their instructor if they have any questions.

Course Prerequisites

What is a course prerequisite?

A prerequisite is a type of course eligibility requirement that a student must successfully complete before being eligible to take a specified related course. For example, suppose that Intermediate Math (MATH-200) has a course prerequisite of Basic Math (MATH-100). This means that a student must successfully complete MATH-100 before they are eligible to take MATH-200.

What happens if a student does not meet a prerequisite?

If a student does not meet a prerequisite, they will not be eligible to proceed into the associated course. Not meeting a prerequisite may result in a gap in studies and additional tuition costs.

Table 1: Courses

This table presents the courses in the Global Supply Chain Management program.

Course Code	Course Name	Course Description	Prerequisite(s)
GS-105	Knowledge Management	The goal of this course is to help candidates understand what knowledge management is, where and how it should be applied and the challenges with implementing knowledge management systems. This course develops both the technical and behavioral aspects of knowledge management while preparing students to assess the knowledge management systems in organizations and making recommendations for systems improvements.	n/a
GS-030	Supply Chain Management	The focus of this course is on matters of strategic significance, from defining supply chain management for an organization, to assessing supply chain risk and conducting a supply chain social responsibility audit. The notion of no “one best way” to manage supply chains and that different operating environments and organizational missions imply different “best practices” for supply chain management are discussed.	n/a
GS-065	Management for Services, Capital Goods, and Major Projects	The goal of this course is to develop the abilities of students to identify the issues about and develop strategies for service sector supply chain management and large projects supply chain management. This course is supported by a variety of articles on services, large projects and sustainability in procurement.	n/a
GS-020	Procurement and Supply Management	The focus of this course is on matters for strategic and tactical importance in procurement. The key processes supporting an organization’s strategic procurement goals are emphasized before comparing strategic and tactical procurement. A comprehensive procurement strategy backed up by solid procurement tactics supports organizational goals of providing customers with highly valued products.	n/a
GS-075	Global Sourcing	The goal of this course is to help students become more acquainted with the issues and the strategy of global sourcing. Course content is supported by a variety of articles on global sourcing, along with some websites on global business and economics.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
PG-011	Seminar in Ethics and Integrity	MITT's Ethics and Academic Integrity Seminar provides students with the tools necessary to navigate the expectations of the Canadian post-secondary academic environment. In this three-hour on-line seminar, students will develop a thorough understanding of MITT's Academic Integrity policy and the consequences of academic integrity violations and demonstrate how to use APA style when writing an academic paper.	n/a
PG-012	Seminar in Lifelong Learning	Students are introduced to the growth mindset required to become self-motivated resilient learners. Students are challenged to examine their own thinking habits and build on their strengths in acquiring new learning and skills.	n/a
GS-035	Skills for Effective Negotiation	This course focuses on issues in negotiation, including assessing personal negotiating skills and those of other parties, differentiating between distributive and integrative negotiation; establishing trust and building relationships; and power, persuasion and ethics. Skills for Effective Negotiation give students the opportunities to develop a personal negotiation style through role-playing simulations. *This course is using curriculum from Supply Chain C	n/a
GS-095	Supply Chain Management for the Public Sector	The goal of this course is to develop the abilities of students to become more acquainted with the issues and strategy of public sector supply chain management. This course is supported by a variety of articles on public sector procurement and SCM, along with some website references. In teams, candidates will research a particular public sector organization of their choosing. The focus will be on identification of unique supply chain challenges and opportunities for performance improvement.	n/a
GS-050	Operations and Process Management	The aim of this course is to introduce the fundamental concepts of operations management from a general management perspective. Tactical and strategic operations are addressed. Operations design and management are examined from the perspective of achieving the organization's goals.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
GS-060	Logistics and Transportation	The focus of this course is on strategic management and integration of logistics functions. Inventory management is at the heart of logistics with inventory in motion (transportation) and at rest (warehousing), to providing service to customers. Course content includes discussion on the role of third party logistics (3PL) providers in logistics and SCM, along with the issue of reverse logistics – moving goods back up the supply chain for various reasons.	n/a
PG-110	Risk Management	Students are introduced to risk management as an increasingly important strategic initiative across industries. Processes to identify potential risks and planning risk mitigation are an essential part of course content. Students will demonstrate how integration of people, technology, information and resources both internal and external to an organization are essential to a successful risk management strategic plan.	n/a
GS-085	Competitive Bidding and Contract Management	This course looks at the conditions for successful competitive bidding and the elements of the bidding process, including RFPs and RFQs. Electronic tendering is also addressed. Course content includes examining types of contracts and contract law. Students also gain an understanding of writing contract terms and how to manage a contract from performance review to dispute resolution and termination.	n/a
PG-090	Project Management	This course helps students to build their capacity as project managers by applying best practices in project management and the execution of dynamic project management strategies. Students learn to adapt their communication, service orientation, conflict resolution and multi-disciplinary team management strategies to a variety of different situations.	n/a
PG-080	Change Management and Practices of Leadership	This course allows students to explore the practices associated with initiating and managing organizational change through a path of least resistance. Students develop leadership skills that inspire and build commitment, while maintaining productivity, competitiveness and profitability.	n/a
GS-010	Managerial Accounting	This first step into management accounting introduces students to the use of accounting information for decision-making purposes. The course provides a basic understanding of managerial accounting concepts and a basic understanding on how to use Microsoft excel to analyze data to create information useful for decision-making.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
PG-030	Ethics and Social Responsibility for Leaders of Today	This course introduces students to the importance of ethics and social responsibility in business. Emphasis is placed upon increasing awareness, understanding and critical thinking of ethical issues in business, and to provide conceptual tools to guide analysis and decision-making.	n/a
PG-010	Dynamic Communication Skills	This course focuses on the communication skills that are necessary to be successful in a professional workplace environment. Developing effective speaking and listening skills are an integral part of the course. Students are also introduced to effective strategies for creating and delivering effective presentations to a variety of audiences for various purposes.	n/a
PG-020	Writing and Grammar for Business	In this course the emphasis will be placed on improving and perfecting written communication for business purposes (e-mails, memos, letters, reports, public relations messaging, and other documents). The focus is on providing students with the knowledge and skills to make their writing clear, effective, and grammatically correct. Students will also have the opportunity to develop effective communication for various professional scenarios and situations, including making business presentations.	n/a
PG-050	Budgeting and Financial Management	This course allows participants to explore the complexities of planning, preparing and monitoring operational and capital budgets to support the strategic plan of an organization. Developing awareness of the principles of financial decision-making is explored as well. Topics include: financial goal setting, budgeting, tax planning, cash management, investment and insurance considerations.	n/a
PG-100	Leading for a Globalized Economy	This course provides participants with awareness of the importance and role of leadership in increasingly globalized organizations. Through an examination of global demographic shifts and current business practices and goals, participants will explore the interrelationships of leadership with cross-cultural etiquette, cross-cultural business negotiation, diversity, equity, and inclusion.	n/a

Course and Program Schedule

Find detailed student schedules and weekly learning schedule for your section on the MITT website: <https://mitt.ca/current-students/program-information>.

Weekly Blended Learning Schedule: Classes are delivered Monday to Thursday from 6:00 PM – 9:00 PM at the Pembina campus or scheduled on a remote video conference. Students will alternate week-by-week between in-person and online classes. See the “PG Hybrid Schedule” document that is released each term for the hybrid location schedule.

Term Schedule: Students will take four courses at a time, a different course each night of the week. See the website for your nightly schedule for your class section (e.g., F24G1).

Course Schedule: Course outlines also list the hybrid location of the course each week. Instructors may adjust weekly location on the course outline, so please review carefully. Additionally find start and end dates of each course by using the MITT Student Portal: <https://mitt.ca/current-students/student-portal>.

College Schedule: MITT’s Academic schedule, which includes information about campus closures and other important dates, can be found on the MITT website: <https://mitt.ca/current-students/academic-schedule>.

The program’s course delivery sequence is presented in [Table 2: Course Delivery Sequence](#).

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a **Graduation Requirement** as “a program-specific academic requirement that a student must meet to graduate from a program.” A common example of a Graduation Requirement is having to successfully complete each course in a program. A student who does not meet one or more Graduation Requirements by their program’s scheduled end date is ineligible to graduate.

The Global Supply Chain Management Program’s Graduation Requirements are listed in [Table 3: Graduation Requirements](#).

What happens if a student does not meet a Graduation Requirement?

If a student does not meet a graduation requirement, they will be ineligible to graduate. This often means that a student will need to repeat a course or take some other action to address the missing graduation requirement. This may result in a gap in studies and additional tuition costs.

For example, assume that a Graduation Requirement is to successfully complete a course. If a student does not successfully complete the course, they will need to repeat the course to be eligible to graduate.

Table 2: Course Delivery Sequence

This table presents the typical course delivery sequence in the Global Supply Chain Management program. Note that the course delivery sequence is subject to change.

Year 1: Term 1					
Term 1A	Course	Hours	Term 1B	Course	Hours
PG-020	Writing and Grammar for Business	42	PG-020	<i>continues</i>	42
PG-010	Dynamic Communication Skills	42	PG-010	<i>continues</i>	42
PG-030	Ethics and Social Responsibility for Leaders of Today	42	PG-030	<i>continues</i>	42
PG-050	Budgeting and Financial Management	42	PG-050	<i>continues</i>	42
PG-011	Seminar in Ethics and Integrity	3			
PG-012	Seminar in Lifelong Learning	3			

Year 1: Term 2					
Term 2A	Course	Hours	Term 2B	Course	Hours
PG-090	Project Management	42	PG-090	<i>continues</i>	42
PG-080	Change Management and Practices of Leadership	42	PG-080	<i>continues</i>	42
GS-010	Managerial Accounting	42	GS-010	<i>continues</i>	42
PG-100	Leading for a Globalized Economy	42	PG-100	<i>continues</i>	42

Year 2: Term 1					
Term 1A	Course	Hours	Term 1B	Course	Hours
GS-065	SCM for Services, Capital Goods, and Major Projects	21	GS-035	Skills for Effective Negotiation	21
GS-030	Supply Chain Management	42	GS-030	<i>continues</i>	42
GS-020	Procurement and supply Management	42	GS-020	<i>continues</i>	42
GS-105	Knowledge Management	21	GS-075	Global Sourcing	21

Year 2: Term 2					
Term 2A	Course	Hours	Term 2B	Course	Hours
GS-095	Supply Chain Management for the Public Sector	21	GS-085	Competitive Bidding and Contract Management	21
GS-050	Operations and Process Management	42	GS-050	<i>continues</i>	42
GS-060	Logistics and Transportation	42	GS-060	<i>continues</i>	42
PG-110	Risk Management	42	PG-110	<i>continues</i>	42

Table 3: Graduation Requirements

To graduate from the program, and to earn MITT's **Post-Graduate Certificate in Global Supply Chain Management**, a student must meet the following Graduation Requirements:

1. Receive a minimum grade of D (50%) in the following 2 seminars:
 1. Seminar in Ethics and Integrity (PG-011)
 2. Seminar in Lifelong Learning (PG-012)
2. Have a [Program Grade Point Average](#) (PGPA) of C+ (2.5) or higher.
3. Receive a minimum grade of D (50%) in the following 19 courses:
 1. Dynamic Communication Skills (PG-010)
 2. Writing and Grammar for Business (PG-020)
 3. Ethics and Social Responsibility for Leaders of Today (PG-030)
 4. Budgeting and Financial Management (PG-050)
 5. Change Management and Practices of Leadership (PG-080)
 6. Project Management (PG-090)
 7. Leading for a Globalized Economy (PG-100)
 8. Managerial Accounting (GS-010)
 9. Procurement and Supply Management (GS-020)
 10. Supply Chain Management (GS-030)
 11. Skills for Effective Negotiation (GS-035)
 12. Management for Services, Capital Goods, and Major Projects (GS-065)
 13. Global Sourcing (GS-075)
 14. Knowledge Management (GS-105)
 15. Supply Chain Management for the Public Sector (GS-095)
 16. Operations and Process Management (GS-050)
 17. Logistics and Transportation (GS-060)
 18. Competitive Bidding and Contract Management (GS-085)
 19. Risk Management (PG-110)

Progression Requirements

The Academic Standards (AC-2-10) policy defines a **Progression Requirement** as “a program-specific academic requirement that a student must meet to remain enrolled in a program.” A common example of a Progression Requirement is to successfully complete a certain course. A student who does not meet a Progression Requirement is withdrawn from their program.

The Global Supply Chain Management Program’s Progression Requirements are listed in [Table 4: Progression Requirements](#).

Table 4: Progression Requirements
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To continue to progress in the Global Supply Chain Management program, a student must meet the following Progression Requirements:

1. Maintain a minimum Program Grade Point Average of C+ (2.5) each term.
 - a. If a student has a PGPA of less than C+ (2.5) at the end of a term, they will be placed on [Academic Probation](#).

Academic Standards

The Academic Standards (AC-2-10) policy establishes academic requirements that a student must meet to remain enrolled in, or graduate from, a program. An overview of important concepts from the policy, such as Academic Probation, Program Withdrawal, and Academic Suspension, are included in this program guidebook.

Academic Probation

What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as “a student status that results when a student is identified as being at-risk of unsuccessful program completion.” A student receives a student status of Academic Probation if any of the following occur:

1. Upon completion of a course, the grade received is not sufficient for use as a Course-Eligibility Requirement (e.g., prerequisites) or Graduation Requirement.
2. Following a review of the student’s performance, an Academic Manager determines that the student is at risk of not meeting, or is unable to meet, a Graduation Requirement.

A student who receives a status of Academic Probation is:

1. Permitted to continue their studies.
2. Removed from any course for which they no longer meet the Course-Eligibility Requirements (e.g., prerequisites).
3. Subject to Conditions for Program Continuance.
4. Responsible for any additional costs resulting from the Academic Probation, including those associated with the established Conditions for Program Continuance.

What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student’s academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and establish Conditions for Program Continuance.

Academic Suspension

What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as “a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months. Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Does not successfully complete the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Given a status of Academic Suspension and is not eligible to apply to or study in any MITT post-secondary program for a period of 8 months.
- Subject to the tuition refund schedule, based on the start date of the Academic Suspension.

Program Withdrawal

What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program. A student receives a Program Withdrawal if any of the following occur:

1. A student does not meet a Progression Requirement.
2. A student on Academic Probation does not fulfill their Conditions for Program Continuance.

A student who receives a Program Withdrawal is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Eligible to apply for Program Re-entry to the same program, or admission to another program.
4. Subject to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

Note that a student may be subject to Program Withdrawal without first being placed on Academic Probation.

Assessment

Each course includes a variety of different assessment items, such as individual or team assignments, presentations, research papers, case studies, and tests. Details about a course's assessment items are stated in its course outline, and additional information about an assessment item may be posted to MyLearning.

The mark received on each assessment is posted by an instructor in the “grades feature” in MyLearning. Final grades are reported on transcripts as a percentage and letter grade. Only final grades are available on the MITT Student Portal.

Program Grade Point Average (PGPA)

Students in the Global Supply Chain Management program require a minimum Program Grade Point Average (PGPA) of C+ (2.5) or higher to graduate from the program. Therefore, it is important to understand what PGPA is and how it is calculated.

What is a Program Grade Point Average?

A PGPA is a numeric measure of a student's academic performance in a specific program of study. A PGPA can vary from 0 to 4.5.

How is PGPA calculated?

Upon completion of a course, a student receives a letter grade, based on their academic performance. Each letter grade has a corresponding grade point value; for example, the letter grade A+ corresponds to a grade point value of 4.5. The letter grade and its associated grade point value are defined in [MITT's Grade Scale](#).

A student's PGPA is the arithmetic average of the grade point values that they have received in a single program. For example, consider the following situation:

Course Completed	Letter Grade Received	Associated Grade Point Value	Course Credit	Course Grade Point Value
GS-075 Global Sourcing	B	3.0	0.5	1.5
PG-011 Seminar in Ethics and Integrity	P	n/a	0.0	0.0
PG-010 Dynamic Communication Skills	A	4.0	1.0	4.0
Totals			1.5	5.5
PGPA Calculation	5.5 Grade Points / 1.5 Credit Credits = 3.67 PGPA			

In this situation the student's PGPA for the three courses is 3.67 [$3.67 = (3.0 \times 0.5 + 0.0 + 4.0 \times 1.0) / 1.5$]. Note that final grades of P or NP, the grades used in seminars, are not assigned a grade point value and are not included in PGPA calculations.

When calculating a PGPA, a student should use the final letter grades listed in MITT's Student Portal, not MyLearning.

Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

Maximum Time to Complete

What is the Maximum Time to Complete the Global Supply Chain Management Program?

A student has a maximum of three years, starting from the first day of scheduled classes, to complete the Global Supply Chain Management program. A student who is at risk of not completing the program within this time limit is encouraged to meet with their program's Academic Coordinator.

Why does a Maximum Time to Complete Exist?

MITT's time limits are designed to be flexible enough to accommodate various challenges that could delay a student's program completion (e.g., a course failure or personal circumstances), while at the same time, short enough to ensure that a student's skills and learning are current and up to date for the workplace.

Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies. MITT's policies are listed on the college website: <https://mitt.ca/about-mitt/mitt-policies>

Academic Integrity

The Academic Integrity (AC-1-4) policy defines what is academic integrity and provides examples of what constitutes grounds for academic misconduct. Students who commit academic misconduct are subject to disciplinary action, as defined in the Student Discipline (AC-1-8) policy.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at www.mitt.ca/student-success/accessibility-services.

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

Student Concerns and Appeals

If a student has a concern about a college service that is not related to assessment or instruction (e.g., admissions, facilities, or finance), they are encouraged to discuss their concern with the employee most directly involved. If the matter is not resolved, the student should then bring their concern to the appropriate department supervisor.

If a student has a concern related to their studies, such as assessment or instruction, they are encouraged to discuss their concerns with their instructor. If the matter is not resolved, the student should then bring their concern to their Academic Coordinator.

There is also a [Student Appeals \(AC-2-2\)](#) policy. Students are encouraged to speak with a student advisor to learn more about the appeals process at MITT.

Student Conduct

MITT seeks to provide students, staff, and partners with an inclusive, safe, and respectful environment. Our campuses consist of a diverse group of learners, including secondary students, domestic and international post-secondary students, and adult EAL learners.

MITT expects all students, regardless of program, to conduct themselves in a safe and respectful manner.

There are many [Academic/Student policies](#) that relate to MITT's commitment to create a campus environment that is safe, inclusive, and respectful. Policies that relate specifically to student conduct include:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)
- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

Program-Specific Policies

There are program-specific policies in the Global Supply Chain Management program. These policies are listed in [Table 5: Program-Specific Policies](#).

Table 5: Program-Specific Policies

The Global Supply Chain Management program has the following program-specific policies:

Missed and Late Assessments

Students are required to submit each assessment item (assignment, project, etc.) by the deadline assigned by their instructor. Any assessment item not submitted by its deadline receives a mark of zero. An instructor may allow or deny a student's request for an extension.

Late Arrival to Time-Limited Evaluations

Students are required to write time-limited evaluations (quizzes, tests, etc.) and to complete practical assessments on the date set by their instructor(s). A student who arrives late to a time-limited evaluation is not provided with extra time to complete the evaluation.

A student unable to attend a time-limited evaluation due to illness or compassionate reasons may request alternate arrangements. A student who requests alternate arrangements must submit a written request to the program's Academic Coordinator.

Language Use

In this program, the language used in learning activities (e.g., lectures, group activities, class discussion, and demonstrations) and assessments (e.g., assignments, tests, etc.) is English. To support an inclusive learning environment in this program, students are expected to speak in a common language so everyone can participate equally.

Technology Requirements

Online Tools

A variety of web-based technologies and tools may be used throughout this program, such as MyLearning, the Student Portal, and Microsoft 365. To be successful in your studies you will need to learn about, and become familiar with, these tools.

Information about these tools, including how-to guides on how to access them, can be found on the *About Online Learning* webpage: <https://mitt.ca/about-online-learning>

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Student Accounts and Logins webpage: <https://mitt.ca/current-students/student-accounts-and-logins-faq>

Cameras and Recording Devices

Unless otherwise indicated, online class sessions are not recorded for later viewing. Students should ensure they have a way to take notes. To comply with MITT policies and to protect student and instructor privacy, cameras and other recording devices are not to be used by students, unless authorized by the course instructor.

Campus Life

Customer Service Desk (CSR)

PG programs take place at the Pembina campus, 1551 Pembina Hwy. For general support at MITT please contact or visit the CSR front desks at each campus.

CSR (Customer Service Representative) Contact:

- Open Monday to Friday – 8:30 AM to 4:30 PM
- Phone: 204-989-6500
- Email: csr@mitt.ca
- CSR desks available at both Pembina and Henlow Campus' main office

Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: <https://mitt.ca/student-services>.

Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers. The Career and Employment Services team helps current students and alumni with:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: <https://mitt.ca/career-and-employment-services>

Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT.

Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: <https://mitt.ca/student-life>

Food Services

Note: Most food services are closed during evening class times.

Food services are available at the Henlow, Pembina, and Scurfield campuses:

Henlow Campus: The Bridge Café offers hot breakfast, hot lunch, and afternoon snacks including grab and go items and an assortment of hot and cold beverages. This building is within walking distance of the Fultz Campus. Onsite microwaves and vending machines are available.

Scurfield Campus: Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. This building is within walking distance of the Henlow Campus.

Pembina Campus: Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. There are also several off-site fast food and dine-in restaurants nearby.

Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: <https://winnipegtransit.com/>

Students can buy a peggo card (bus pass) directly from MITT. A valid student ID card must be shown at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

Parking

Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: <https://mitt.ca/parking>