



MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY

International Business

Program Guidebook

September 2024

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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 International Business 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 International Business program team consists of:

Curtis Aab	Dean	curtis.aab@mitt.ca
David Noorden	Program Manager	david.noorden@mitt.ca
Jessica Watson	Academic Coordinator	jessica.watson@mitt.ca

Program Overview

International Business is a 12-month post-graduate diploma program. Successful completion of this program results in MITT's **Post-Graduate Diploma in International Business**.

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 has partnered with the [Forum for International Trade Training \(FITT\)](#), a not-for-profit organization dedicated to providing international business training, resources and professional certification to individuals and businesses.

FITT promotes best practices and standards of excellence for trade practitioners, sets competency standards, and designs the certification and accreditation programs for the Certified International Trade Professional (CITP) designation.

Optional FITT Credentials

A student who successfully completes the program earning MITT's Post-Graduate Diploma in International Business may also be eligible to receive one of two optional credentials issued by FITT.

1. FITT Certificate in International Trade
2. FITT Diploma in International Trade

FITT also offers the Certified International Trade Professional (CITP) designation. The CITP is a prestigious, industry-backed designation, built on competency standards set by FITT. The designation stands as a symbol of both competency and credibility for global business professionals.

Courses

There are 12 courses and two seminars in the International Business 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 it begins.

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 International Business program.

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
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

Course Code	Course Name	Course Description	Prerequisite(s)
PG-060	Marketing Fundamentals	The purpose of this course is to provide students with a basic understanding of the fundamentals of marketing, including the marketplace and consumers. Developing a customer-focused marketing strategy that achieves measurable, realistic objectives for an organization is emphasized. Topics include: the global market environment, customer attitudes and behaviour, digital marketing and the influence of social media.	n/a
IB-100	Feasibility of International Trade	The course Feasibility of International Trade examines what individuals in organizations need to know and do to ensure the success of new international ventures. Careful research, analysis and planning are necessary to examine the organization's current state, to identify promising opportunities and to analyze potential outcomes, both positive and negative.	n/a
IB-130	International Trade Finance	International Trade Finance course examines how organizations can manage finances and mitigate financial risk by selecting appropriate transaction methods and tools for their international trade activities. Learners will consider negotiation terms, non-payment dispute resolution and cash flow management.	n/a
IB-140	Global Value Chain	Global Value Chain examines aspects of the primary activities, distribution and inventory management, and the supporting activities of document management and procurement, which are integral to international trade logistics. How organizations obtain resources and what they need to know to control and manage logistical systems in relation to international trade is also explored.	n/a
IB-160	Products and Services for a Global Market	Products and Services for a Global Market examines the what, why and how organizations develop, adapt or customize goods and services in relation to international trade. Differences in regulatory, legal, cultural and consumer/client requirements that require compliance or that might impact product and service development and adaptation are explored in depth.	n/a
IB-110	Canadian Customs Procedures	Canadian Customs Procedures looks at the rules and regulations of the Canadian Customs Act, the Customs Tariff Act, the Excise Tax Act, Excise Tax, SIMA, and the Import-Export Act. Students will have an opportunity to prepare customs documents, while examining many other facets of customs such as transaction value, computed value, deductive value, goods akin, tariff classification, clearing and releasing imported goods, and exporting goods from Canada.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
IB-120	International Sales and Marketing	The purpose of the course is to examine concepts related to marketing, sales and e-commerce in countries with different laws, political and economic environments, and cultures. International marketing attempts to position an organization's products and services, brand and communications so they meet the needs and preferences of each target country or region. Marketing activities are designed to generate awareness and demand for the organization's offerings, and sales activities should convert awareness and demand into purchases.	n/a
IB-150	International Market Entry Strategies	International Market Entry Strategies examines what individuals in organizations need to know and do to ensure the success of new international ventures. Students are introduced to why careful analysis and planning are necessary to choose the most effective market entry strategy for a new venture and why this strategy must be successfully implemented with cultural competence and complying with applicable local and international laws	n/a
IB-170	Contracts and Negotiations	This course presents the basic legal processes of international business and the various roles involved. Students will learn the theory, process, and importance of negotiation in international business and a variety of skills, strategies, and techniques to negotiate effectively. Students will discuss and evaluate the potential benefits and concerns when preparing and signing contracts.	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 4 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., F241B).

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 International Business Program’s Graduation Requirements are listed in [Table 3: Graduation Requirements](#). The requirements to receive the two FITT credentials are listed in [Table 4: Optional FITT Credentials](#).

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 International Business program. Note that the course delivery sequence is subject to change.

International Business Course Delivery		
Term 1	Course	Hours
PG-011	Seminar in Ethics and Integrity	3
PG-012	Seminar in Lifelong Learning	3
PG-010	Dynamic Communication Skills	42
PG-020	Writing and Grammar for Business	42
PG-050	Budgeting and Financial Management	42
PG-060	Marketing Fundamentals	42
Term 2	Course	Hours
IB-140	Global Value Chain	42
IB-100	Feasibility of International Trades	42
IB-130	International Trade Finance	42
IB-160	Products and Services for a Global Market	42
Term 3	Course	Hours
IB-110	Canadian Customs Procedures	42
IB-170	Contracts and Negotiations	42
IB-120	International Sales and Marketing	42
IB-150	International Market Entry Strategies	42

Table 3: Graduation Requirements

To graduate from the program, and to earn MITT's **Post-Graduate Diploma in International Business**, 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 12 courses:
 1. Dynamic Communication Skills (PG-010)
 2. Writing and Grammar for Business (PG-020)
 3. Budgeting and Financial Management (PG-050)
 4. Marketing Fundamentals (PG-060)
 5. Global Value Chain (IB-140)
 6. Feasibility of International Trade (IB-100)
 7. International Trade Finance (IB-130)
 8. Products and Services for a Global Market (IB-160)
 9. Canadian Customs Procedures (IB-110)
 10. Contracts and Negotiations (IB-170)
 11. International Sales and Marketing (IB-120)
 12. International Market Entry Strategies (IB-150)

Table 4: Optional FITT Credentials

The requirements for both optional FITT credentials are stated below:

To receive FITT's **Certificate in International Trade**, a student must meet the following requirements:

1. Receive a minimum grade of D (50%) in any three FITT-accredited courses (see below).
2. Successfully complete the associated FITT exam for each of the three FITT-accredited courses.

To earn FITT's **Diploma in International Trade**, a student must meet the following requirements:

1. Receive a minimum grade of D (50%) in six FITT-accredited courses (see below).
2. Successfully complete the associated FITT exam for each of the six FITT-accredited courses.

If students fail to write the FITT exam for each course prior to the exam deadlines, they can purchase exam rewrites via the [FITT website](#). Students can contact info@fitt.ca with any questions related to exam rewrites.

The six FITT-accredited courses are:

1. Global Value Chain (IB-140)
2. Feasibility of International Trade (IB-100)
3. International Trade Finance (IB-130)
4. Products and Services for a Global Market (IB-160)
5. International Sales and Marketing (IB-120)
6. International Market Entry Strategies (IB-150)

Certified International Trade Professional Designation

Students who obtain the FITT Diploma in International Trade will be eligible to apply for the Certified International Trade Professional (CITP) *once they meet all application requirements*, successfully complete the application process, and successfully pass the CITP Professional Examination. Students must review all eligibility and application requirements for the CITP designation on the [FITT website](#) or contact certification@fitt.ca with any questions related to the designation.

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 International Business Program’s Progression Requirements are listed in [Table 5: Progression Requirements](#).

Table 5: Progression Requirements
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To continue to progress in the International Business 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 International Business 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	Grade Point Value
Introductory Math (MATH-100)	D	1.0
Intermediate Math (MATH-200)	B	3.0
Advanced Math (MATH-300)	A	4.0

In this situation the student's PGPA is 2.67 [$2.67 = (1.0 + 3.0 + 4.0) / 3$]. Note that final grades of P or NP, the grades used in the two 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 International Business Program?

A student has a maximum of three years, starting from the first day of scheduled classes, to complete the International Business 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 International Business program. These policies are listed in [Table 6: Program-Specific Policies](#).

Table 6: Program-Specific Policies

The International Business 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>