



APPLIED LEADERSHIP

STUDENT GUIDEBOOK 2024

Contents

Welcome4

 Welcome from the Dean.....4

 Welcome from the Program Manager.....4

 Welcome from the Academic Coordinator.....4

About MITT6

 Manitoba Institute of Trades and Technology.....6

 Land Acknowledgement.....6

 MITT Mission, Vision, and Values6

 COVID-19 Information6

 Language Use6

 MITT Student and Academic Policies.....7

 Accessibility.....7

Purpose of this Handbook.....7

 Program Team.....7

General Program Information.....8

 Program Location.....8

 Program Description8

 Program Overview9

 Seminar9

 Credentials Achieved Upon Graduation9

 Academic Integrity 10

Curricular and Course Information 11

 Attendance..... 12

 Assessments..... 12

 Grading Scale 12

 Passing Policy 12

Missed Assessments 13

Weighted Grading 13

Course Outlines..... 13

Textbooks..... 13

Special Requests and Considerations 14

 Credit Transfer 14

 Re-Entry Process 14

 Request for Interrupted Study/Leave of Absence 14

Technical Requirements and Supplies 15

 MITT Email and MyLearning 15

 Supplies 16

Campus Life 17

 Parking 17

 Public Transportation..... 17

 Food Services 17

 Student Advisors 17

 Career Services..... 17

 Enrolment Services 17

 Financial Services 18

 International Student Health Insurance 18

Frequently Asked Questions (FAQ): 19

Welcome

Welcome from the Dean

Dear Students,

On behalf of the faculty and staff, I am excited to extend a warm welcome to all of you as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to invite 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. Here at the Manitoba Institute of Trades and Technology, we strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at the Manitoba Institute of Trades and Technology will be a time of immense growth, many memorable experiences, and the beginning of lifelong connections. Welcome again and thank you for choosing the Manitoba Institute of Trades and Technology, I wish you all a successful and fulfilling academic year.

Sincerely,

Curtis Aab

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

Welcome from the Program Manager

Welcome to the Department of Health, Human Services and Applied Business at the Manitoba Institute of Trades and Technology. We are very pleased to have you continue your academic journey with us and excited for you to begin learning in your new program. On behalf of our talented instructional and academic support team Welcome!

While at MITT, you will be able to learn and develop the skills to prepare you for the future, whether you are studying to enhance a career or start a new one this is a very exciting time in your life. During this time enjoy the opportunity to develop mastery of new skills while asking many questions along the way. Our goal is to help you learn and leave MITT with a love of learning while helping you become skilled in your new career.

I encourage you to explore all the resources available before starting your program including this student guidebook and information on our MITT website. Looking forward to seeing you in our classroom this upcoming term.

Sincerely,

David Noorden

Program Manager, Health, Human Services, and Applied Business

Welcome from the Academic Coordinator

Congratulations on your acceptance into the Manitoba Institute of Trades and Technology Business Management Program! On behalf of the Department of Health, Human Services and Applied Business, we are thrilled to welcome you to our program! My name is Jessica Watson, and I am the Academic Coordinator of the program, which is a role focused on providing academic administrative support to instructors and students. I speak for all faculty when I say; we are looking forward to getting to know you in the immediate future.

We will be holding a New Student Orientation session, which we invite you to join. Please check your email for more information on this event. During the orientation we will provide you with important program information, information on student communication, and share some tips and tricks to help smooth your transition back to school.

Note: You will be studying in a hybrid format. This means you will take classes both on-campus and remotely through virtual synchronous Zoom sessions. **You are required to be in Winnipeg and available to attend orientation on January 2nd-3rd and begin classes on-campus beginning January 4th, 2024.**

If you need any assistance prior to the program start date or anytime throughout your studies, please feel free to contact me at jessica.watson@mitt.ca. We have a team of dedicated instructors, plus many friendly and helpful behind-the-scenes supports to help you succeed.

Kind regards,

Jessica Watson

Academic Coordinator, Health, Hospitality Human Services, and Post Graduate Studies

Manitoba Institute of Trades and Technology

1551 Pembina Highway, Winnipeg, Manitoba, R3T 2E5

About MITT

Manitoba Institute of Trades and Technology

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

Land Acknowledgement

MITT acknowledges that it is on Treaty 1 territory and the traditional territory of Anishinaabeg, Cree, and Dakota Peoples, and the homeland of the Metis Nation.

MITT Mission, Vision, and Values

MISSION provides innovative pathways to quality high school, post-secondary education, and apprenticeship training in partnership with industry and the communities we serve. MITT is dedicated to ensuring that graduates can successfully transition to employment or further education.

VISION To be a bridge to success in life, school, and work by delivering industry-driven, student-focused, lifelong learning opportunities.

VALUES

- ***Student-Centred:*** 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 Diversity:*** Embracing diversity and providing our students, staff and partners an inclusive, safe and respectful environment.
- ***Support Employees:*** Valuing, respecting and investing in our teachers and employees.
- ***Prudent Management:*** Ensuring fiscal responsibility, accountability, and corporate social responsibility.
- ***Partnerships:*** Building partnerships with industry, business, government, other educational institutions and community.
- ***Connection to Labour Market:*** Reaching out and responding to industry and the needs of the labour market.

COVID-19 Information

MITT is currently planning for increased on-campus course delivery in consultation with public health experts. Given the ever-changing nature of COVID-19, our Registrar's Office will be providing ongoing updates to students based on the latest public health mandates. As such, MITT reserves the right to alter course delivery methods and/or program durations for current and future intakes. MITT will be providing enhanced student and program support to ensure this modified program experience continues to meet all required learning outcomes for your program. To minimize transmission and decrease the severity of illness risks, MITT strongly recommends that students get vaccinated and receive eligible booster doses as these become available.

MITT will communicate updates and changes with applicants through the primary email provided with your application. Please ensure you check your email regularly.

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 course, students are expected to speak in a common language in group learning activities so everyone can participate equally. Students are welcome to use their home language where common language is not otherwise required.

MITT Student and Academic Policies

Students are responsible for reviewing and observing all student policies while engaged in any form of academic activity with the Institute and should refer to the MITT website for all policy information.

Please review Student and Academic Policies here: [Student and Academic Policies | Manitoba Institute of Trades and Technology \(mitt.ca\)](#)

Note: MITT reserves the right to revise the policies without prior notice. Please refer to MITT.CA for most current information and policy updates.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If students have a disability, or think they may have a disability, it is strongly recommended to meet with Student Advisor – Accessibility (please contact studentservices@mitt.ca), to begin this conversation or request an official accommodation. More information about the Accessibility Services, including contact information, can be found at: www.mitt.ca/student-success/accessibility-services. If students do not have a documented disability, please remember that other support services, including the Learning Support advisor, peer tutors and clinical services are available to all students through MITT Student Services.

Purpose of this Handbook

This guidebook was designed to assist you in navigating your studies at the Manitoba Institute of Trades and Technology and to support a positive learning experience in this program. This guidebook includes general information about campus services, relevant academic policy information, and academic supports to help you achieve success in your studies in this program.

As a new or returning MITT student to this program, please take the time to familiarize yourself with the contents of this manual and relevant [academic policies listed on the MITT website](#). It should also be noted that MITT reserves the right to change any information appearing in this guidebook at any time.

Program Team

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

General Program Information

Program Location

Program delivery will be a hybrid model, where some components will be delivered online while others on-campus. To help you navigate your studies, please refer to the Program Schedule and MyLearning for course delivery details and more detailed information.

Please note: Classes are subject to change and can be held at other campuses or locations. Students will be notified in advance of room and/or campus changes.

Location	Contact	Office Hours
Pembina Campus: 1551 Pembina Hwy	204-989-6500 csr@mitt.ca	Monday to Friday 8:30 a.m. to 4:30 p.m. If you need services from the front desk such as a Peggo card, student ID, or to make a payment, please come to campus during these hours.

Program Description

Leaders and managers are instrumental to the success of any organization. Although a leader can manage and a manager can lead, leadership and management are not synonymous activities. This one-year program allows students to explore the dynamics and differences of leadership and management.

Students will be provided with an opportunity to develop their critical thinking skills by focusing on knowledge that is critical to successful leadership and management. Graduates of this program will be well-positioned to leverage their newly acquired knowledge and skills for leadership and management positions in a wide variety of sectors and organizations.

Program Overview

Program	Program Length	Program Information
Applied Leadership	12 months	• 3 terms (May to August and September to December, and May to August) • 1 intake per year • 7-1-7 scheduling model (7 weeks of classes, one-week break and then 7 more weeks of classes) • Academic Break Week (after 7 weeks of classes) • End of Term break for two weeks • 4 courses a term • 14-week courses • Each course taught one day a week • 6 p.m. to 9 p.m.
 MANITOBA INSTITUTE OF TRADES & TECHNOLOGY		

Refer to the [Academic Schedule](#) on the MITT website for an overview of important academic dates.

Seminar

Applied Leadership students are required to complete two seminar courses in the first seven weeks of programming. These seminar courses are delivered asynchronously (self-directed) through MyLearning and will be 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 the seminar over the course of a week once they have started.

The seminars are as follows:

1.

Seminar in Ethics and Integrity (PG-011)

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.
2.

Seminar in Lifelong Learning (PG-012)

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.

Credentials Achieved Upon Graduation

Successful completion of this program can result in the following credentials:

- Post Graduate Diploma in Applied Leadership – after successful completion of ALL courses and the required seminars.

Academic Integrity

Academic dishonesty in any form is unacceptable and will not be tolerated. This policy applies to all courses at MITT and defines all activities and behaviours that might constitute grounds for an academic violation. Students found to be in violation of the [Academic Integrity Policy](#) will be subject to disciplinary action, as defined by the MITT [Student Discipline Policy](#). Please refer to both of these policies for further details. Instructors will inform the Academic Coordinator when any violation of Academic Integrity occurs and a meeting will take place with the student, instructor and Academic Coordinator. During your Ethics and Integrity Seminar, you will thoroughly study what academic integrity is and how to avoid violations. See below for an outline of our policies:

Any of the following shall constitute improper student conduct. Academic dishonesty includes, but is not limited to: • Cheating • Plagiarism • Inappropriate Collaboration • Impersonation • Language Use • Obstruction • Fraud/Fabrication • Any other method of gaining an unfair academic advantage, or undeserved recognition or qualification.
Any of the following shall constitute potential consequences for academic and non-academic misconduct as outlined in the Student Discipline Policy (see above) These are not limited to but may include: • Loss of assignment/test/project grade • Loss of course credit • Loss of program completion • Withdrawal • Suspension • Expulsion

As it applies to all post-graduate programs, the following steps will be taken in case of breach of academic integrity, as described above:

1. In the first instance of academic misconduct, the assignment/test will be assigned mark zero (0), a warning will be given to the student and a note will be placed in student’s file.
2. In the second instance of academic misconduct a mark zero (0) will be assigned for the assessment and the student may be subject to further disciplinary action actions such as suspension. During suspension, students will not be allowed to attend classes or complete any assessments. Any assessments missed due to the suspension will be given a mark of 0.
3. In the third instance of academic misconduct (regardless of the course it happened in) the student will receive mark zero (0) in the current course and will be suspended from the program up to the program end date. No refunds will be provided.
4. Further infractions may lead to expulsion.

Curricular and Course Information

Term 1					
Term 1A		Hours	Term 1B		Hours
PG-030	Ethics and Social Responsibility for Leaders of Today	42	PG-030	Ethics and Social Responsibility for Leaders of Today	42
PG-040	Organizational Behaviour and Corporate Governance	42	PG-040	Organizational Behaviour and Corporate Governance	42
PG-020	Writing and Grammar for Business	42	PG-020	Writing and Grammar for Business	42
PG-010	Dynamic Communication Skills	42	PG-010	Dynamic Communication Skills	42
Term 2					
Term 2A		Hours	Term 2B		Hours
AL-010	Conflict Negotiation and Building Facilitation Skills	42	AL-010	Conflict Negotiation and Building Facilitation Skills	42
PG-080	Change Management and Practices of Leadership	42	PG-080	Change Management and Practices of Leadership	42
AL-030	Leading High Performance, Multi-Disciplinary Teams	42	AL-030	Leading High Performance, Multi-Disciplinary Teams	42
PG-100	Leading for a Globalized Economy	42	PG-100	Leading for a Globalized Economy	42
Term 3					
Term 3A		Hours	Term 3B		Hours
AL-050	Visual Analytics for Decision Making	42	AL-050	Visual Analytics for Decision Making	42
PG-090	Project Management	42	PG-090	Project Management	42
AL-060	Creative and Complex Problem Solving	42	AL-060	Creative and Complex Problem Solving	42
PG-110	Risk Management	42	PG-110	Risk Management	42

For a detailed list of course descriptions see [Applied Leadership Post-Graduate Diploma | Manitoba Institute of Trades and Technology \(mitt.ca\)](#)

Attendance

Attending class regularly is a significant factor in students’ overall academic performance. Any class session, activity, or class missed, regardless of cause, reduces learning opportunities and may adversely affect student achievement. Failure to attend class may also impact a student’s participation and engagement grade, typically worth a minimum of 10% in each class. Should a class be missed, it will be the student’s responsibility to catch up on missed work. If **three** consecutive classes are missed in a row, students may be subject to a meeting with the Academic Coordinator to discuss their academic program progression.

As there are no formally approved absences, submitting a doctor’s note is not necessary.

Assessments

All courses will include a variety of different assessments including individual and/or team assignments, presentations, research papers, case studies, and tests/quizzes/exams that align directly with course learning outcomes. A lot of PG courses are self-directed in nature and the requirements for assignments will reflect that. Assessments will be communicated to students through the course outlines or together with the details of the assignments and posted in MyLearning. Instructors and staff will develop the assignments and assessments, determine the weighting of grades, mark all assessments and assign a final grade. The grades for all courses assignments and tests will be posted by the instructor in the Grades feature in the MyLearning system. The final grade will be reported on your transcript as a percentage and letter grade. Only final grades will be available on the student portal.

Grading Scale

All of the student evaluation is based on the following grading 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%

Other notations: CT – Credit Transfer; CC – Credit Challenge; P – Pass; NP – No Pass; W – Withdrawal

Passing Policy

To qualify for the post-graduate certificate or diploma, students must receive a minimum of **65% in every course or earn a 65% cumulative GPA** across ALL Program courses. If a student does not achieve a **65% in a course(s)**, their eligibility to receive their certificate or diploma will automatically be calculated using a cumulative GPA and will reviewed by the Academic Coordinator.

50% is the passing grade in all courses. To qualify for the cumulative GPA, the student cannot receive a grade below 50% in any of the courses. A grade of 49% or lower is an F and **students must repeat all courses for which an F is earned.** Requests to offer courses outside of their normal rotation will not be accommodated. Students must repeat their failed courses during the normal rotation cycle of the program. Students must repeat failed courses until they receive the minimum qualifying grade of 50% **and** a 65% cumulative GPA which is needed to earn the MITT Post Graduate Certificate/Diploma. In case of a failed course or not meeting the requirements for successful program graduation, students must meet with the Academic Coordinator to discuss the options and reapply to retake the failed course(s).

Missed Assessments

Students are required to submit all items of work (including assignments, projects, etc.); to write tests and examinations; and to complete practical assessments on the date assigned by the instructor. Any assessment item, not completed by the deadline, will receive a mark of zero. Instructors may, at their discretion or by directive of Student Services, make academic accommodations for a valid reason. All requests will be considered on a case-by-case basis and accommodation is not guaranteed. Supporting documents might be requested.

Weighted Grading

Final grades are based upon a weighted averaging of the grades that students obtain on the assessments. This means that the total course is graded out of 100% and each assignment is given a value out of 100%. More important assignments are given a higher value or weighted more heavily. For example:

- Participation=10%
- Mid-term Quiz=20%
- Case Study=25%
- Presentation=15%
- Final Exam=30%

All courses will be weighted at the discretion of the instructor and will be based on the student's ability to maintain academic rigor. Students should not expect an instructor to adjust the weighting of a course to accommodate the requests of the students. Should you wish to appeal a final grade, please review [ac-2-2-student-appeals.pdf \(mitt.ca\)](#) and review eligibility criteria carefully.

Course Outlines

Students will be provided with a course outline for each course (posted to MyLearning). The course outline contains important information including a summary of the course topics, the assignment details, deadlines and other important course information. It is the responsibility of the student to read and understand the course requirements. Please review each outline carefully as they will provide guidance through successful completion of courses. Course outlines can also be used to assess transfer of credit requests at the college and at other institutions. It is a good idea to retain course outlines in case students are, or will, consider pursuing additional studies at MITT or another institution and may need to receive credit for the courses completed as part of this program.

Textbooks

You are required to purchase textbooks for this program. Below is a link and a step-by-step order form. Be advised textbook information is typically available 4-weeks prior to the start of classes. Check back often. Payment options include credit card PayPal or Apple Pay. Textbooks may be purchased through other online sources if the materials have the same ISBN number. Consult the textbook list to find the ISBN numbers. Unless otherwise stated, a hardcopy or e-book is acceptable. [The University of Winnipeg New, Used, Rental and Digital Textbooks \(bkstr.com\).](#)

Special Requests and Considerations

Credit Transfer

Credit Transfer is the awarding of credit at MITT for courses completed at another recognized school. Credit Transfer is available for a limited number of MITT programs and is subject to certain restrictions to ensure all program standards are met.

Applicants must initiate a request for Credit Transfer during the admission process, and no later than 30 days from the start of the program. Complete instructions can be found on the request form found on MITT website <http://mitt.ca/admissions/recognition-of-prior-learning>

Re-Entry Process

Students who are applying to re-enter to a program to complete missing courses are required to:

- Meet with the Academic Coordinator to advise upon next steps.
- Contact Admissions Admissions@mitt.ca and complete a Program Re-entry Request Form.
- Students can take the course again upon the completion of the program.(See [Academic Standards Policy](#))
- Contact Student Services (studentservices@mitt.ca) to schedule a student advisor meeting if other issues arise.
- Students will also be required to pay a non-refundable administrative fee (equal to the current program application fee) for a re-entry request.

Request for Interrupted Study/Leave of Absence

If a student needs to request a leave of absence for exceptional reasons they must receive permission from the Academic Coordinator. The Academic Coordinator will decide if a leave of absence can be accommodated (with attendance not being mandatory) and work with the instructor to ensure students have a plan to complete their coursework. Student must provide proof or documentation for the leave depending upon the reason.

With the use of the MyLearning system and remote delivery make-up assignments can be used for individual papers, case studies that are completed on an individual basis, chapter summaries and, or tests/exams. Other assignments may be allowed for in-class exercises, in-class quizzes, group assignments and the participation and professionalism mark. The marks that student is supposed to earn for these assignments during the time of student's absence, will be reweighted onto the final exam, making the final exam for that course worth more. For example, if the final exam is worth 40% and student misses an assignment worth 10%, the new weighted amount of the final exam will be 50%.

This formula applies in situations where a student has received prior approval for interrupted studies. If students miss classes for any other reason a mark of zero (0) will be given on all missed assignments or coursework etc. that occurred during their absence.

Technical Requirements and Supplies

MITT Email and MyLearning

Most MITT post-secondary programs are delivered though a hybrid learning format (e.g., on-campus or online) and, as such, embed a variety of web-based technologies and tools may be used throughout this program to support the diverse learning needs of our students. During your studies, you will be required to use technology to complete online learning activities to be successful in your studies. This includes learning about different hardware and software used to complete your courses and/or hardware and software related to your field of study.

Refer to [About Online Learning | Manitoba Institute of Trades and Technology \(mitt.ca\)](#) for detailed information on the technical requirements for online and blended learning. Students are required to have a laptop/computer that meets the specifications as outlined in this webpage.

During your studies at MITT, students will have access to the following tools during your active period of study:

MITT Student Email account All MITT students will be issued a student email account, which you can access through the following link. http://student.mail.mitt.ca. This email account will be the official communication channel for all student information; therefore, we encourage you to check your email daily. When communicating with MITT: • Include your name and student ID number in the email subject line and within the body of the email to help instructors and the administrative team support your academic needs. • Include relevant program or course details including the name of your program, intake start date, etc. • Send all email communication through your MITT email address.
MyLearning, a learning management software system MyLearning is an on-line tool designed for students to access all course-based information, including course content, course outlines, assessments, grades, electronic learning materials, guidance documents, announcements and instructor bio. To log in to MyLearning: 1. Go to mylearning.mitt.ca 2. Click on the Sign in with MITT Email button 3. Log in using your student email (...@student.mitt.ca) and your new password 4. Click “yes” to stay signed in if you are using your own computer. Click “no” if you are using a public computer. 5. Enjoy your courses! There are two main ways students can get help with MyLearning. 1. For MyLearning login or password recovery and student email access support, or if one of your courses is missing in MyLearning: • Email mylearning@mitt.ca and provide a summary on the nature of the issue requiring support. 2. For additional MyLearning guidance: • Consult your instructor first in case the issue is related to a course-specific tool or feature. • Use the Virtual Assistant by clicking the button that appears on your MyLearning pages

• Use the D2L Helpdesk if you require assistance beyond what the Virtual Assistant can provide. This is available 24-7 with how-to-use instructions, videos, and a chat box. Every student should have the *D2L Brightspace Support widget* at the bottom of their MyLearning homepage and within courses. [How to access.](#)

Refer to the FAQs and video [tutorials](#) for navigating the Brightspace/MyLearning platform.

Free web-based version of Microsoft Office 365 (including Word, Excel, Outlook, etc.)

1. Check your personal email* for login instructions from MITT (*the email you indicated in your MITT application).
2. Go to student.mail.mitt.ca.
3. Log into you MITT email (...@student.mitt.ca) using the default password.
4. Type your default password and enter a new password into the “Update Your Password form”.
5. Provide your phone number or personal email.
6. Submit the verification code provided to activate your account.
7. Go to Outlook in your Office 365 to access your emails.

MITT Student Portal

The Student Portal is the place for administrative tasks, that include:

- Update your contact information.
- Enter your SIN for T2202 tax form.
- View your final grades.
- Print an unofficial transcript.
- View your attendance record.
- View your tuition and fee balance.

Students receive an email with login information to access the Student Portal after receiving their LOA. [Click here to login](#) to the Student Portal. Step-by-step instructions for logging in are posted here. If you have trouble accessing the Student Portal, [use this help form](#).

Students can find the Introduction to MyLearning and Online Tools step-by-step tutorial on how to log in to Microsoft Office 365 and MyLearning here: <https://mitt.ca/student-services/online-learning-support>.

Supplies

The link [Supply Lists | Manitoba Institute of Trades and Technology \(mitt.ca\)](#) below will lead you to our MITT website Supply Lists. Check out [About Online Learning](#) for more details on technology requirements for this program, including minimum computer specifications.

Applied Leadership, Global Supply Chain Management, Human Resource Learning and Development, and International Business

It is strongly recommended that computers are PCs that support Windows 10 and Microsoft Office Suite 2016, 2019 or 365 operating systems.

Campus Life

Parking

- Parking at the campus is maintained and monitored by Impark.
- Monthly parking passes for Henlow, Pembina, 7 Fultz, and Scurfield campuses are available and cost \$25 per month. Students interested in monthly parking can learn more or [register through impark](#).
- Daily parking is also available at campuses through the HangTag app. Please visit <https://mitt.ca/parking>.

Public Transportation

Winnipeg Transit is readily available to all MITT campuses. For detailed Winnipeg Transit information and schedules, please visit: <http://winnipegtransit.com/en>.

MITT students may purchase a Peggo bus card at the Henlow or Pembina building General Offices. For further information and/or to make an appointment to purchase a PEGGO card, please email csr@mitt.ca.

Food Services

Food is available for purchase at the Pembina campuses and services include “grab & go” food options. There are also several off-site fast food and dine-in restaurants nearby. Microwaves and vending machines are available.

Student Advisors

All members of the MITT Student Advising team are available to assist students with identifying and meeting student’s educational and career goals, working through any academic or personal issues, referrals to MITT supports and off-campus resources, and help students make informed decisions by understanding all of their options. Students can arrange to meet with a student advisor by E-mail studentservices@mitt.ca

- Aboriginal Student Advising: The Aboriginal Student Advisor facilitates the growth and development of a strong and supportive Aboriginal community at MITT. They help Aboriginal students connect their MITT program and student experience to their community, personal goals and career development. They work with students, their families, sponsors, and other First Nations and Aboriginal resources.
- Accessibility Services Advisor: The Accessibility Services advisor coordinates accessibility supports for students with permanent or temporary disabilities, leads the MITT support team to develop a comprehensive education plan and acts as a student advocate and liaison with sponsors and other off-campus supports.
- International Student Advising: Offers support, advice and resources unique to International Students. They help MITT International students with guidance for successfully adapting to Canadian academic and work culture.
- Immigration Services Advisor: Offers support and advice in relation to immigration issues and questions. Email immigrationservices@mitt.ca
- Social Worker/Counsellor: Offers counselling support in relation to academic and personal issues.

Career Services

Post Graduate program students at MITT have access to the Career Development Services Department through our Career Services Officers. For more information on how to contact please visit: <https://mitt.ca/student-services/career-development-services>

Enrolment Services

Students who require confirmation of enrolment, transcripts or graduation packages can e-mail a request to enrolment@mitt.ca

Students should provide Please an Educational Document Request Form, which can be downloaded from the MITT website <http://mitt.ca/admissions/forms>. There is a fee for the service. Please include a proof of payment together with your request.

Please be sure to specify the preferred pick-up location on the Educational Document Request Form as the default location will otherwise be 7 Fultz. Please allow 5-7 business days for processing of the request.

Financial Services

For all tuition payment and fee inquiries please E-mail finance@mitt.ca. Please allow 3-5 business days for response.

International Student Health Insurance

MITT has partnered with guard.me as provider of the MITT International Student Health Insurance plan, called “guard.me @ Manitoba.” MITT’s International Student Health Insurance plan provides full coverage for basic health care. MITT has made enrolment in the guard.me @ Manitoba plan mandatory for all international students. International students are charged for an individual-coverage plan. For more information on the International Student Health insurance plan: <http://mitt.ca/current-students/international-student-health-insurance>.

Frequently Asked Questions (FAQ):

- How will my courses be delivered?
 - It will be delivered online and in-person which we call blended learning. It is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods. Detailed information about blended learning can be found in [About Online Learning | Manitoba Institute of Trades and Technology \(mitt.ca\)](#)
- Where can I find information regarding online or in-class delivery?
 - You can find information if a course will be online or delivered in-person in this document under the Program Overview Table. This will also be communicated by your instructor.
- Where can I find the full school website for information?
 - You can go to [Manitoba Institute of Trades and Technology \(mitt.ca\)](#)
- Where is my class on-campus?
 - Check your program schedule
- What if I cannot attend a live on-campus class?
 - Kindly coordinate with your instructor regarding absences and class policies in-place. It is highly suggested to give advance notice.
- Where can I purchase my textbooks and course requirements?
 - You can find information here in this document under blended learning and textbook quick links.
- When can I access my courses in MyLearning?
 - Courses can be accessed within 7 days of the start date of the course.
- When can I expect my final grades in MyLearning and the student portal?
 - You can expect your final grades to be uploaded in MyLearning ([Homepage - MITT](#)) and your student portal ([Student Portal Login \(mitt.ca\)](#)) within 10 business days from the course end date.
- Where can I get a discounted PEGGO card?
 - You can email CSR@mitt.ca. Manitoba Institute of Trades and Technology students save 20% on monthly bus passes if a PEGGO card is purchased through them
- Where can I get my student ID?
 - You can email CSR@mitt.ca regarding student ID's and coordinate an in-person visit to arrange this.
- Where can I find contact information on other departments within the school?
 - You can go to [Contact Us | Manitoba Institute of Trades and Technology \(mitt.ca\)](#).
- Where can I find information on Student Health Insurance?
 - You can go to [Manitoba Institute Of Trades And Technology | guard.me. A list of Frequently Asked Questions \(FAQ\) about Health Insurance is posted here.](#)
- How can I pay my fees?
 - You can go to [Tuition & Fees | Manitoba Institute of Trades and Technology \(mitt.ca\)](#) and [Fee Payment | Manitoba Institute of Trades and Technology \(mitt.ca\)](#) for further information.
- Where can I get information COVID-19 school policy?
 - You can go to [Updates from MITT regarding COVID-19 \(Coronavirus\) | Manitoba Institute of Trades and Technology](#) for the most up-to-date information on school policies and procedures