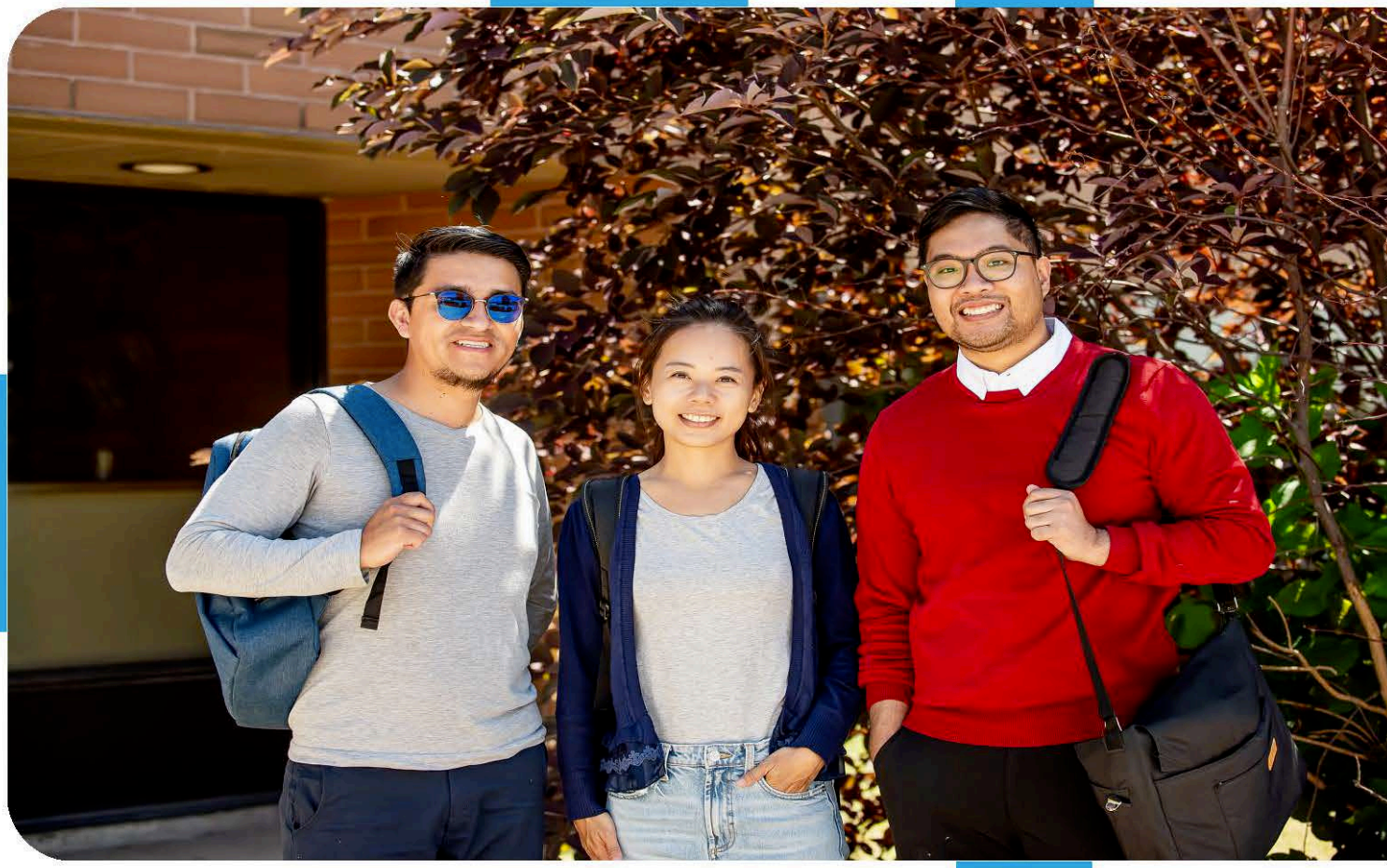

Automotive Service Technician

Program Guidebook

May 2025

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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 Automotive Service Technician Program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements.

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, Skilled Trades and Technology, 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,

Frank Gallo
Dean, Skilled Trades and Technology

Program Team

The Automotive Service Technician program team consists of:

Anto Zirdum	Instructor	anto.zirdum@mitt.ca
Patrick West	Instructor	patrick.west@mitt.ca
Christopher Devantier	Instructor	christopher.devantier@mitt.ca
Trish Novak	Instructional Assistant	patricia.novak@mitt.ca
Dwayne Sayers	Work Integrated Learning Officer	dwayne.sayers@mitt.ca

Frank Gallo	Dean	frank.gallo@mitt.ca
Dustin Blackwell	Program Manager	dustin.blackwell@mitt.ca
TBA	Academic Coordinator	

Program Overview

Automotive Service Technician is an 10-month certificate program which is accredited by Apprenticeship Manitoba. It consists of 12 courses. One of these courses is a 5 week Automotive Work Practicum, which is an opportunity for students to apply their knowledge and skills during an eight-week work placement.

Program Delivery

This program is delivered entirely on campus, except for the practicum, which occurs at an industry partner's place of business.

Courses

There are 12 courses in the Automotive Service Technician program. Refer to Table 1: Courses for more information.

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, assignments, and deadlines. 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 Automotive Service Technician program.

Course Code	Course Name	Course Description	Prerequisite(s)
AST-200	Orientation and Safety	This course introduces students to many principles and characteristics of the automotive industry and the careers that exist within it. Students will learn about shop safety, shop organization, career opportunities, and the fundamentals of automotive technology.	n/a
AST210-	Orientation and Safety Lab	This course involves the practical application of all content covered in the Safety and Orientation theory course. Students will participate in group and individual assignments designed to familiarize them with a modern automotive shop environment. Students will demonstrate awareness of safety hazards and equipment, and the safe use of hand powered jacks and jack stands.	n/a
AST-220	Automotive Service Tools and Equipment	This course introduces students to the safe and effective use of a wide range of tools and specialized equipment used in modern automotive repair facilities. Beginning with an introduction to hand tools and progressing on to an overview of shop equipment including measuring, welding, cutting, and fabricating tools. Students will also study the theory behind basic automotive maintenance and the fundamentals of common automotive systems.	n/a
AST-230	Automotive Service Tools and Equipment Lab	This course involves the practical application of all content covered in the Automotive Service Tools and Equipment theory course. Students will participate in group and individual assignments in a modern automotive shop environment. With a focus on safe work practices, students will develop the hands-on skills required to operate shop equipment and use the wide range of hand and power tools available in today's repair facilities	n/a
AST-240	Automotive Fundamentals	This course covers the construction and basic operation of modern internal combustion engines. Students will be introduced to auxiliary components and diagnostic equipment as they learn how to service and diagnose engine problems. They will also study cylinder block and head construction, including all moving mechanical components housed within.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
AST-250	Automotive Fundamentals Lab	This course provides hands-on practical training that corresponds with the Engine Fundamentals theory course. Students will work both independently and in small groups to fully disassemble a modern gasoline engine. While demonstrating organization skills and an understanding of service procedures, students will then complete precision measurements and full reassembly.	Minimum grade of C (60%) .
AST-260	Engine Systems and Diagnosis	This course includes the theory content for multiple separate systems that are integral for engine operation. Starting with lubrication systems, students will learn about oil pumps and oil distribution, then move on to cooling system components and how they interact. Learning continues with a detailed study of intake and exhaust systems, including the design and operation of turbochargers and superchargers.	n/a
AST-270	Engine Systems and Diagnosis Lab	This course provides hands-on practical training that corresponds to the information covered in the Engine Systems and Diagnosis theory course. Students will disassemble and measure key specifications for oil pumps and complete common procedures related to cooling system service, all while demonstrating knowledge of the hazards related to these systems. Practical training continues as students practice the skills required to remove intake and exhaust system components including the complex components related to modern intake manifolds and turbochargers.	Minimum grade of C (60%)
AST-280	Brakes, Tires and Driveshafts	This course covers all theory content related to automotive braking systems and tire, wheel, and driveshaft applications found in modern automobiles. Building on a review of hydraulic and friction concepts, students will learn about master cylinders, brake boosters, brake valve operation, and disc and drum brake setups. The tire technology unit covers tire and wheel construction as well as hub and bearing applications. Lastly, students learn about CV and universal joints and how they are used in different driveshaft and axle configurations.	Minimum grade of C (60%)

AST-290	Brakes, Tires and Driveshafts Lab	This course encompasses the practical application of theory covered in the Brakes, Tires, and Driveshafts theory course. Students will work individually and in groups to develop the many skills required for the maintenance and repair of all hydraulic brake system components. Training continues with on and off-car exercises involving tire, CV axle, and driveshaft service procedures.	Minimum grade of C (60%) in AST-260 and AST-270
AST-300	Suspension, Steering and Alignment	This course includes the study of modern suspension and steering systems and alignment angles and service procedures. Beginning with suspension systems, students learn about suspension travel concepts and the design and function of a wide variety of automotive suspension setups. The steering unit includes a detailed look at all steering linkage designs, steering gears, columns, and power assist systems. Learners then study alignment angle terminology, angle effects on driving, and the equipment and procedures used to complete a modern four-wheel alignment service.	n/a
AST-310	Suspension, Steering and Alignment Lab	This course provides hands-on practical training related to the chassis content covered in the Suspension, Steering, and Alignment theory course. Students will service on-car front and rear suspension systems and use shop equipment to disassemble components. They will also work with bench-based learning aids and live vehicles to gain the hands-on skills required for steering system service. Lastly, they will perform pre-alignment inspections, four-wheel alignments, and instructor-assisted test drives on live vehicles.	Minimum grade of C (60%)
	Electrical Fundamentals	This course provides a study of basic electrical theory, Ohm's law applications, and automotive electrical components. Students will learn to solve variables in circuit diagrams, interpret automotive wiring charts, use industry-standard diagnostic scan tools and circuit testers, and perform wiring repairs. Also introduced are the basics of interior and exterior body design and service.	

	Electrical Fundamentals Lab	In this course, students will develop the basic skills required to diagnose and repair automotive electrical systems. Working with DC circuit training equipment, they will observe and measure voltage, amperage, and resistance in progressively more complex exercises. Working in the shop, they will practice the use of 12-volt test lights to trace and repair simulated real-world faults, perform wiring repairs, and demonstrate proper procedures for servicing body and trim components.	
	Automotive Electrical and Diagnosis	This course includes the study of starting, charging, and lighting systems followed by an introduction to automotive diagnostic tools and strategies. Students will build on the basics of electromagnetism and motor principles to understand how starter motors and alternator/generators function in a modern car. Specific topics include starter motor function and control, current rectification, voltage regulation, and common methods to service starters and alternators. Learners move on to interior and exterior lighting system content before finishing the course with a study of OBD scan tools and diagnostic strategies.	
	Automotive Electrical and Diagnosis Lab	This course involves the practical application of content covered in the Automotive Electrical and Diagnosis theory course. Students will learn to service and diagnose automotive starters and alternators, including the use of system specific shop equipment. Lighting system service involves removal and replacement of bulbs and control components as well as fault finding procedures. Using modern scan tools, students will then learn to access modules, read sensor data, and retrieve diagnostic trouble codes. Working on shop vehicles, students will learn to follow DTC and symptom-based diagnostic procedures to identify common electrical faults.	

	Maintenance and Customer Service	This course provides a thorough introduction to customer service, work orders, parts ordering, and professional demeanor as an Automotive Service Technician. Students will hone and practice these skills, while performing motor vehicle inspections and preventative maintenance tasks	
	Automotive Work Practicum	The work practicum is a key component of the Automotive Service Technician program and an integral pathway to transition students from the MITT learning environment to the workplace. Practicum is an unpaid, work integrated learning (WIL) component of technical training at MITT. It offers students the opportunity to gain industry-relevant experience and to build on their technical skills while increasing confidence, employability, and job readiness.	
	Trades Math	Trades Math is designed to provide students with the fundamental mathematical skills necessary for success in various trade industries. This course covers essential mathematical concepts and problem-solving techniques relevant to trades. Through a combination of theoretical instruction and practical application, students will develop proficiency in arithmetic, algebra, geometry, and measurement systems commonly used in trade environments.	
	Communication Essentials	This course is designed to equip participants with the essential skills needed for effective communication within various professional settings in Canada. The course combines lectures, interactive workshops, group discussions, and practical exercises to ensure a comprehensive learning experience. Participants will engage in real-world scenarios and case studies appropriate for a range of industries to apply the concepts learned in class. Feedback from peers and instructors will refine and enhance communication skills throughout the course.	

Course and Program Schedule

A course's location and schedule are stated on its course outline. A student can check the start and end dates of each course in their program by using the MITT Student Portal: https://mitt.ca/current-students/student-portal

The college'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

A visualization of this program's usual course delivery sequence is presented in Table 2: Course Delivery Sequence. Note that while this visualization provides the program's usual delivery sequence, it is subject to change.

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 Automotive Service Technician 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 usual course delivery sequence in the program.

Term 1A

AST-200	Orientation and Automotive Safety
AST-210	Automotive Service Tools and Equipment (theory)
AST-220	Automotive Service Tools and Equipment Lab
AST-230	Mathematics for Automotive Service Technicians

Term 1B

AST-240	Automotive Fundamentals (theory)
AST-250	Automotive Fundamentals Lab
AST-300	Automotive Electrical Systems

Term 2A

AST-260	Steering, Suspension and Alignment 1
AST-270	Steering, Suspension and Alignment 1 Lab
AST-280	Steering, Suspension and Alignment 2
AST-290	Steering, Suspension and Alignment Lab

Term 2B

AST-310	Automotive Work Experience

Table 3: Graduation Requirements

To graduate from the Automotive Service Technician program, a student must meet the following Graduation Requirements:

1. Successfully complete each course with a minimum mark of 50%.
2. Achieve an overall program average of 60% (C)
3. Receive a grade of P (Pass) in Automotive Work Practicum (AST-310)
4. The minimum performance required to achieve a Manitoba Apprenticeship Accreditation is a 70% cumulative program average.

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 Automotive Service Technician program's Progression Requirements are listed in Table 4: Progression Requirements.

Work Experience

The Automotive Service Technician program has an 5-week unpaid work experience. It provides an opportunity for students to apply the theoretical knowledge and practical skills that they've acquired throughout the program to a real-world setting.

A work experience placement is not guaranteed. To qualify for a work experience, students must meet the requirements listed in Table 5: Work Experience Requirements.

Table 4: Progression Requirements

To continue to progress in the Automotive Service Technician program, a student must meet the following Progression Requirements:

1. Meet the minimum passing grade of 50% in each course.
2. Successful complete any pre-requisites before continuing into the next scheduled course.
3. If a student does not receive a minimum grade of D (50%) in a course, the student may be withdrawn from the program.
4. Maintain a minimum overall program average of 60%.

Table 5: Work Experience Requirements

To be eligible to take the Automotive Service Technician program's work experience credit (AST-310), a student must meet the following requirements:

1. Receive a minimum grade of D (50%) in preceding courses.
2. Maintain an overall average of at least 60% throughout the program.
3. Provide a valid co-op work permit or demonstrate that an application for a co-op/work permit was submitted within the first 4 weeks of the program (international students only).

Apprenticeship Accreditation

The Automotive Service Technician program is accredited by Apprenticeship Manitoba. Refer to Table 6: Requirements for Apprenticeship Accreditation for the program's specific accreditation requirements.

Apprenticeship FAQ

1. **What is an Apprentice?**

   An "apprentice" is a new tradesperson (i.e., an apprentice) who learns a recognized trade under the supervision of an experienced tradesperson (i.e., a journeyperson).

2. **What is an Apprenticeship Training Program?**

   An "apprenticeship training program" is a work-based training program recognized and facilitated by Apprenticeship Manitoba. It usually consists of 80% paid on-the job training and 20% classroom studies (referred to as "technical training"). Most apprenticeship programs are divided into 2-4 levels, where each level takes approximately one year to complete.

   Upon successful completion of an apprenticeship training program an apprentice "graduates" and becomes certified as a journeyperson.

3. **How do I enroll in an Apprenticeship Training Program?**

   To enroll in an Apprenticeship Training program (i.e., become an apprentice), you must complete the following steps:

   a. Find employment in your recognized skilled trade with an employer who is willing to register you as an apprentice.

   b. Meet the minimum education requirements for your recognized skilled trade.

   c. Apply to become an apprentice with Apprenticeship Manitoba.

   Assuming your application is approved, you would then be registered in the apprenticeship training program for your skilled trade.

4. **What is a Red Seal Trade?**

   A "Red Seal" trade is a recognized trade where a journeyperson can receive a Red Seal endorsement by completing an interprovincial exam. Many people use the word journeyperson and red seal interchangeably (e.g., a "journeyperson welder" or a "red seal welder"), however, they are different. Someone can be a journeyperson and not have their red seal endorsement.

For more information, refer to: https://www.red-seal.ca/

5. **What is Level 1 Accreditation?**

   Level 1 Accreditation refers to formal recognition from Apprenticeship Manitoba that a student has completed the Level 1 technical training curriculum for their skilled trade. This means that if a graduate registers as an apprentice they would be exempt from the Level 1 in-class training.

   Having Level 1 Accreditation helps a graduate find a job in their field and provides a head start towards becoming a journeyperson.

6. **How do I earn my Level 1 Accreditation?**

   To achieve apprenticeship accreditation, students must complete their accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited.

   Refer to the Apprenticeship Accreditation section for the exact requirements.

7. **Am I a Level 1 Apprentice once I graduate from the program?**

   No. A student who completes their program and who earns accreditation is Level 1 accredited, however, they are not a level 1 apprentice in their skilled trade. Refer to the previous question about how to enroll in an apprenticeship training program (i.e., become an apprentice).

8. **How does Apprenticeship Manitoba know I am accredited for Level 1?**

   If you achieve accreditation, an accreditation code will appear on your MITT transcript. Include your transcript with your application package when you apply to become an apprentice with Apprenticeship Manitoba.

9. **Does my Accreditation expire?**

   Yes, accreditation expires two years after your program's graduation date. You need to gain employment and be registered as an apprentice within two years of graduating to be able to use your accreditation.

10. **Do I need to have Level 1 accreditation to get a job and register as an apprentice?**

    No, you do not need to have Level 1 accreditation to get a job and register as an apprentice. Even though having Level 1 accreditation makes it easier to find a job, it is not necessary. An employer can choose to hire someone without accreditation, and if that employer is willing to register you as an apprentice, you can still enroll in an apprenticeship training program.

Table 6: Requirements for Apprenticeship Accreditation

To achieve Apprenticeship accreditation, a student must:

1. Successfully complete the accredited program with a minimum accumulative program average of 70%.
2. Gain employment.
3. Register as an apprentice within two years of graduating.

A student who meets these requirements will receive credit for Apprenticeship Manitoba Level 1 in-school technical training and 900 hours in the Automotive Service Technician Apprenticeship program.

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.

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 Automotive Service Technician Program?

A student has a maximum of three years, starting from the first day of scheduled classes, to complete the Automotive Service Mechanic 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 Automotive Service Technician program. These policies are listed in Table 7: Program-Specific Policies.

Table 7: Program-Specific Policies

The Automotive Service Technician 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 student requests for extensions that do not exceed the course's end date.

An instructor, with permission of an Academic Coordinator, may grant an extension that exceeds the course's end date.

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, prior to the test date, to the program's Academic Coordinator.

Attendance

Students are expected to arrive on time and to come prepared for class. The following penalties apply to absences, late arrivals or early departures, and being unprepared for class:

- A student receives a 2% deduction from their final grade for each absence that occurs in a course.
- A student receives a 1% deduction from their final grade whenever they arrive late or leave early in a course.
- A student receives a 0.5% deduction from their final grade whenever they come to class unprepared in a course. Examples of being unprepared include not having a required textbook, supplies, PPE, or hand tools.

Safety

Students are required to follow all safety requirements. Non-compliance may result in being required to leave the lab or shop area. A student who comes to class without the required PPE will not be allowed to participate and will be marked absent.

Mobile Device Usage

Mobile devices are not allowed in the class or lab areas unless authorized by the instructor. A student who uses a mobile device may be required to leave the class.

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

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

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

Parking at MITT campuses must be paid at all times of the day. Parking is $25/monthly with Impark or $5/day with Hangtag.

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

Knowledge Check

To be successful in your program, you should be able to answer the following questions:

1. How many courses are in my program?
    a. What is a course outline?
    b. Where are course outlines posted?
2. What is a course prerequisite?
    a. Which courses have prerequisites?
    b. What are those prerequisites?
    c. What happens if a student does not meet a prerequisite?
3. What is a Graduation Requirement?
    a. What happens if a student does not meet a Graduation Requirement?
4. What is a Progression Requirement?
    a. What happens if a student does not meet a Progression Requirement?
5. What are the requirements to take the Work Experience credit? (if applicable)
6. What is Academic Probation? What causes Academic Probation?
7. What is a Program Withdrawal? What causes a Program Withdrawal?