



Human Resources Learning and Development

Program Guidebook

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About MITT

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

Mission

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

Vision

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

Values

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

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

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

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

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

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

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

Land Acknowledgement

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

Introduction

Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Human Resources Learning and Development 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 Human Resources Learning and Development 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

Human Resources Learning and Development is a 16-month post-graduate diploma program. Successful completion of this program results in MITT's **Post-Graduate Diploma in Human Resources Learning and Development**.

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 PG Weekly Learning Schedule, your Program Schedule and MyLearning for course delivery details.

Program Partner

MITT's Human Resources Learning and Development program is accredited by CPHR (Chartered Professionals in Human Resources) Canada to best prepare students for employment and professional recognition within Human Resource roles.

HRLD students receive annual student membership to CPHR MB while studying at MITT.

The HRLD program gives graduates an educational pathway towards CPHR candidacy and designation. The **Chartered Professional in Human Resources (CPHR) designation** is the national industry standard for excellence for those working in the field of HR.

Graduates of HRLD who attain a 70% PGPA may be eligible to waive writing the National Knowledge Exam (NKE). See the CPHR website for more details ([Become a CPHR](#)).

Courses

There are 16 courses and 2 seminars in the Human Resources Learning and Development program. Refer to [Table 1: Courses](#) for more information.

Seminars

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

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

Course Outlines

Students are provided with a course outline for each course, which is posted to MyLearning. Course outlines contain important academic information such as a summary of the course's topics, assignments, and deadlines. Students are expected 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 Human Resources Learning and Development 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-040	Organizational Behaviour for Corporate Governance	This course will help students understand how organizational culture is adopted and internalized within organizations. Students will explore determinants of organizational behaviour relating to individuals, groups, and structures, and the effect this has on North American work environments.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
PG-070	Introduction to Human Resource Management	This course introduces students to the basic human resource functions and the role of HR within an organization. Topics covered include: recruitment and selection, compensation and benefits, retention and motivation, and working with labour unions.	n/a
HRLD-110	Ethics, Legislation and Social Responsibility	This course explores principles and theories of ethics and the role of corporate social responsibility in HR management and the organization. Students examine key provincial and federal human resource legislation and how legislation informs the creation and management of employee codes of conduct. The analysis of case studies of workplace ethical dilemmas prepares students to identify, interpret and address ethical issues and trends in the workplace.	n/a
HRLD-120	Workplace Health and Wellness	A healthy workplace very often makes for a happy one, and the health and wellbeing of a workforce is paramount to the organization's success. This course provides students with the knowledge and skills to develop and ensure compliance to health and wellness policies and practices. Topics covered include health and safety; mental, social and physical wellness; employee engagement; group and organization wellness; and positive union/employee management.	n/a
HRLD-130	Human Resource Metrics and Strategic Planning	This course introduces students to strategic management and strategic planning processes as well as HR metrics and measures. Topics include the measurement of HR and organizational goals, as well as the efficacy of HR functions; the collection and reporting of data; the cost and impact of employee initiatives; and HR audits.	n/a
HRLD-140	Recruitment and Selection	This course takes students through the staffing function of HR management, addressing the topics of job analysis; recruitment; selection process and interviews; orientation, probation and assessment; employee engagement; as well as career, retirement and succession planning.	n/a
HRLD-150	Compensation and Benefits	This course provides students with the knowledge and skills to administer compensation and benefits in specific situations. Topics include job design, analysis and evaluation; salary structures; benefits legislation; policies and practices; compensation packages; private and public benefit plans; and pension plans.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
HRLD-160	Intercultural and Inclusive Workplaces	Today's workplace is diverse, so HR professionals need to ensure that organizations have in place policies and practices that acknowledge, respect and encourage both diversity and inclusivity. Before studying relevant legislation as well as effective policies and practices, students explore their own ideas of culture, diversity, accessibility and inclusivity. Case studies enable students to examine the ways in which cultural differences (and similarities) can play out in the workplace; to reflect on their own potential biases; and to apply best practices for inclusivity.	n/a
HRLD-180	Managing Learning and Development	This course examines the role of learning and development as an HR function and its role in and impact on the organization. Students gain the knowledge and skills pertaining to needs analysis (client/organization and employee); learning styles; performance improvement; design and delivery of training; managing changes; and program evaluation. Current issues and trends in employee-sponsored learning and development are also explored.	n/a
HRLD-190	Curriculum Planning for Adult Education	This course helps students develop the knowledge and skills needed to plan both stand-alone courses and programs. Students examine current and key adult learning theories and practices. Other topics include identifying curricular goals and parameters, standard curricular components, designing instruction and effective planning for deliverables.	n/a
HRLD-200	Designing Learning Experiences	This course presents students with key theories and best practices pertaining to the design of various types of learning experiences for both in person and online delivery. Students gain practical knowledge, skills and experience in crafting meaningful learning objectives, conducting effective materials research, developing targeted materials, as well as designing and supporting transfer of learning. Change management and its application to a learning project are also examined.	n/a
HRLD-210	Facilitating Learning	This course enables students to understand and appreciate the perspective of the learner, helping students to differentiate between learning, teaching and facilitating. Topics include effective learning environments, learning styles, learner motivation and engagement, collaborative learning and learner diversity.	n/a

Course Code	Course Name	Course Description	Prerequisite(s)
HRLD-220	Evaluating Learning	This course helps students recognize the critical role evaluation plays in all developmental stages of effective programming. Students gain practical skills in applying strategies to evaluate curricular goals, pre- and post-learning of learners, and transfer of learning and the impact of programming on the organization, and to assess whether the client's goals have been met.	n/a
HRLD-230	HR Learning and Development Work Integrated Project	The Human Resources Learning and Development Work Integrated Project will pair student groups of 3 or 4 students with industry partners to propose, plan and execute a project that will contribute to a learning and development need within the industry partner's organization. The project allows students to integrate their classroom learning with real-world experience and provide a meaningful and beneficial product that can be implemented in the workplace. Students will have the opportunity to exhibit their project to their peers, instructors and industry partners at the conclusion of the program.	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 Weekly Learning Schedule” document that is released each term for the blended learning location schedule.

Term Schedule: Students will take four courses at a time, a different course each night of the week. Your program schedule will list the overall dates for your program, your instructors, and which night of the week you will take a particular class.

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 Human Resources Learning and Development program’s Graduation Requirements are listed in [Table 3: Graduation Requirements](#).

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

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

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

Table 2: Course Delivery Sequence

This table presents the typical course delivery sequence in the Human Resources Learning and Development program. Note that the course delivery sequence is subject to change.

Year 1: Term 1					
Term 1A	Course	Hours	Term 1B	Course	Hours
PG-010	Dynamic Communication Skills	42	PG-010	<i>continues</i>	42
PG-020	Writing and Grammar for Business	42	PG-020	<i>continues</i>	42
PG-040	Organizational Behaviour for Corporate Governance	42	PG-040	<i>continues</i>	42
PG-070	Introduction to Human Resource Management	42	PG-070	<i>continues</i>	42
PG-011	Seminar in Ethics and Integrity	3			
PG-012	Seminar in Lifelong Learning	3			

Year 1: Term 2					
Term 2A	Course	Hours	Term 2B	Course	Hours
HRLD-110	Ethics, Legislation and Social Responsibility	42	HRLD-110	<i>continues</i>	42
HRLD-140	Recruitment and Selection	42	HRLD-140	<i>continues</i>	42
HRLD-180	Managing Learning and Development	42	HRLD-180	<i>continues</i>	42
HRLD-190	Curriculum Planning for Adult Education	42	HRLD-190	<i>continues</i>	42

Year 2: Term 1					
Term 1A	Course	Hours	Term 1B	Course	Hours
HRLD-120	Workplace Health and Wellness	42	HRLD-120	<i>continues</i>	42
HRLD-150	Compensation and Benefits	42	HRLD-150	<i>continues</i>	42
HRLD-200	Designing Learning Experiences	42	HRLD-200	<i>continues</i>	42
HRLD-210	Facilitating Learning	42	HRLD-210	<i>continues</i>	42

Year 2: Term 2					
Term 2A	Course	Hours	Term 2B	Course	Hours
HRLD-130	Human Resource Metrics and Strategic Planning	42	HRLD-130	<i>continues</i>	42
HRLD-160	Intercultural and Inclusive Workplaces	42	HRLD-165	<i>continues</i>	42
HRLD-220	Evaluating Learning	42	HRLD-220	<i>continues</i>	42
HRLD-230	HR Learning and Development Work Integrated Project	42	HRLD-230	<i>continues</i>	42

Table 3: Graduation Requirements

To graduate from the program, and to earn MITT's **Post-Graduate Certificate in Human Resources Learning and Development**, 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 16 courses:
 1. Dynamic Communication Skills (PG-010)
 2. Writing and Grammar for Business (PG-020)
 3. Organizational Behaviour for Corporate Governance (PG-040)
 4. Introduction to Human Resource Management (PG-070)
 5. Ethics, Legislation and Social Responsibility (HRLD-110)
 6. Workplace Health and Wellness (HRLD-120)
 7. Human Resource Metrics and Strategic Planning (HRLD-130)
 8. Recruitment and Selection (HRLD-140)
 9. Compensation and Benefits (HRLD-150)
 10. Intercultural and Inclusive Workplaces (HRLD-160)
 11. Managing Learning and Development (HRLD-180)
 12. Curriculum Planning for Adult Education (HRLD-190)
 13. Designing Learning Experiences (HRLD-200)
 14. Facilitating Learning (HRLD-210)
 15. Evaluating Learning (HRLD-220)
 16. HR Learning and Development Work Integrated Project (HRLD-230)

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 Human Resources Learning and Development program’s Progression Requirements are listed in [Table 4: Progression Requirements](#).

Table 4: Progression Requirements
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To continue to progress in the Human Resources Learning and Development 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 Human Resources Learning and Development program require a minimum Program Grade Point Average (PGPA) of C+ (2.5) or higher to graduate from the program. Therefore, it is important to understand what PGPA is and how it is calculated.

What is a Program Grade Point Average?

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

How is PGPA calculated?

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

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

Course Completed	Letter Grade Received	Associated Grade Point Value	Course Credit	Course Grade Point Value
BM-035 Software Skills: Excel	B	3.0	0.5	1.5
PG-011 Seminar in Ethics and Integrity	P	n/a	0.0	0.0
PG-060 Marketing Fundamentals	A	4.0	1.0	4.0
Totals			1.5	5.5
PGPA Calculation	5.5 Grade Points / 1.5 Credit Credits = 3.67 PGPA			

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

When calculating a PGPA, a student should use the final letter grades and course credit information 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 Human Resources Learning and Development Program?

A student has a maximum of three years, starting from the first day of scheduled classes, to complete the Human Resources Learning and Development 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 Human Resources Learning and Development program. These policies are listed in [Table 5: Program-Specific Policies](#).

Table 5: Program-Specific Policies

The Human Resources Learning and Development 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 and write in a common language so everyone can participate.

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.

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Technology Resources and Support webpage:

<https://mitt.ca/student-services/technology-resources-and-support>

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.

Textbooks

Students are required to purchase textbooks for their program. Find the textbook list for the upcoming academic term at the [University of Winnipeg Bookstore online or in-person store](#). Booklists are usually available 4 weeks prior to the start of classes. Textbooks may be purchased through other online sources if they are the same published edition of text. Unless otherwise stated, a hardcopy or e-book is acceptable.

Campus Life

Client Service Representatives (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 (Client Service Representative):

- 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 offices

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>