



# Faculty Handbook

2024-2025

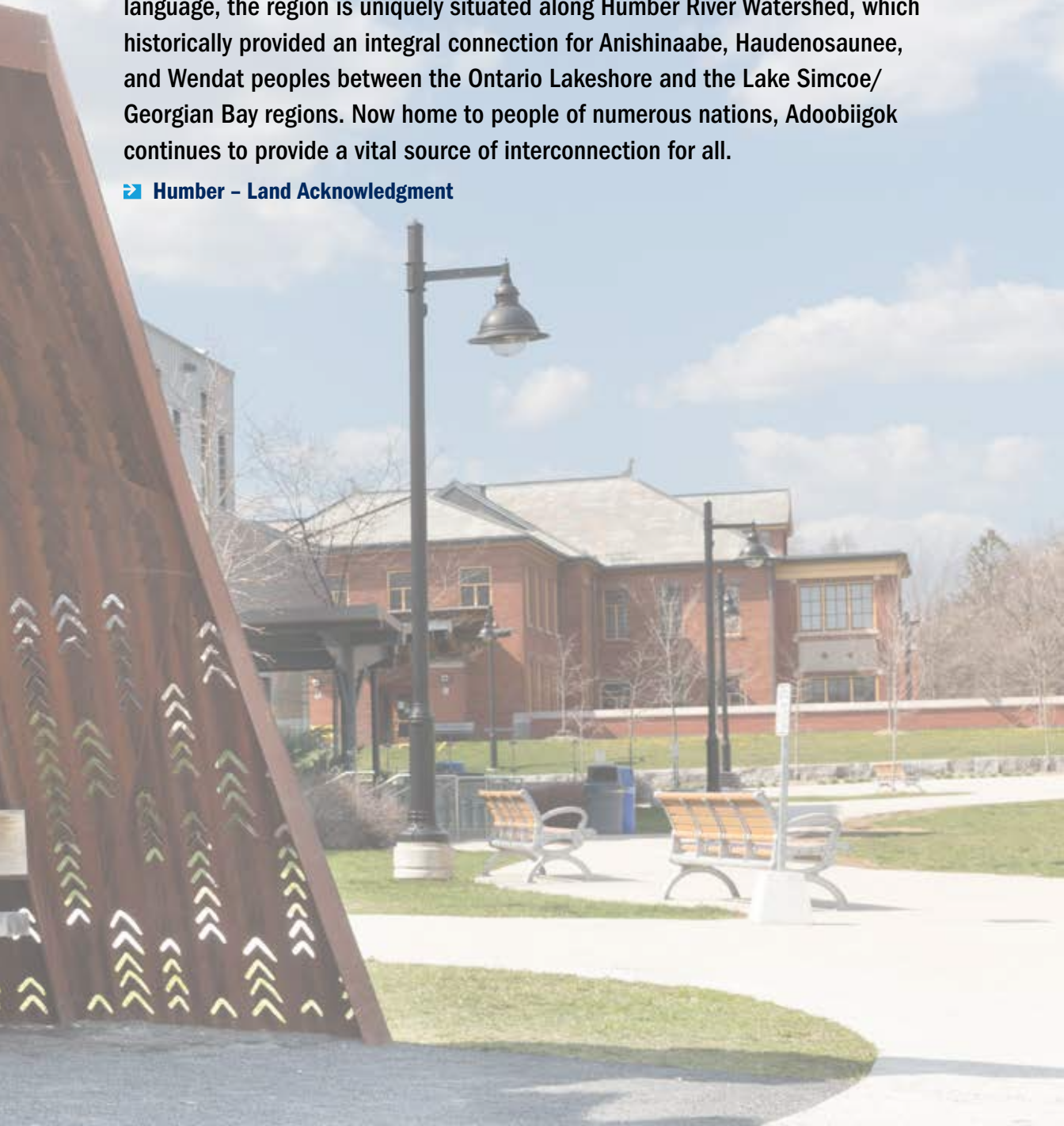




# Land Acknowledgement: Honouring the Land and Peoples of Adoobiigok

Humber is located within the traditional and treaty lands of the Mississaugas of the Credit. Known as Adoobiigok, the “Place of the Alders” in Michi Saagiig language, the region is uniquely situated along Humber River Watershed, which historically provided an integral connection for Anishinaabe, Haudenosaunee, and Wendat peoples between the Ontario Lakeshore and the Lake Simcoe/ Georgian Bay regions. Now home to people of numerous nations, Adoobiigok continues to provide a vital source of interconnection for all.

➤ **Humber – Land Acknowledgment**



# Contents

- 7** Welcome Letter
- 8** 2024–2025 Senior Executive Team
- 9** About Humber Polytechnic
- 10** Message from the Senior Vice-President, Academic, and the Vice-President, Students and Institutional Planning
- 11** About the Office of the Senior Vice-President, Academic
- 12** Humber's Academic Principles
- 12** 2024–2025 Members of the Office of the Senior Vice-President, Academic
- 13** Academic Faculties

## Before the Semester Starts

- 16** Semester Start Checklist
- 17** Access Control
- 17** Blackboard
- 18** Class Lists
- 18** Course Outlines
- 19** eBooks
- 19** Email
- 20** Electronics in the Classroom
- 20** Faculty Mailboxes
- 20** Materials and Supplies
- 21** MyHumber
- 21** Parking Permits
- 22** Textbooks
- 22** Timetables

## During the Semester

- 24** Accessible Learning Services
- 25** Attendance
- 26** Class Cancellations/Faculty Absences
- 26** Grading Rubrics
- 27** Guest Speakers and Field Trips
- 28** Humber Student Success Survey
- 28** Key Performance Indicators
- 29** Student Feedback
- 30** Student Feedback Questionnaires
- 31** Student Tests and Assignments
- 31** Submitting Midterm Grades

## At the End of the Term

- 33** Academic Complaints/Appeals
- 33** Academic Regulations
- 34** Changing a Student's Grade
- 35** Progression/Promotion Meetings
- 35** Retaining Student Work and Grades
- 35** Student Work Samples for Degree Study
- 36** Submitting Final Grades
- 36** Tests, Assignments and Exams



## Services

- 39** Advising & Student Academic Support
- 40** Athletics
- 41** Campus Services
- 44** Centre for Innovative Learning
  - 44** Innovative Learning
  - 49** Program Planning, Development & Renewal
- 50** Community Outreach & Workforce Development
  - 50** Programs for Newcomers to Canada
  - 52** Training and Upskilling Programs
- 55** Continuous Professional Learning
- 56** Department of Public Safety
  - 56** Campus Security
  - 57** Campus Walk Program
  - 57** Emergency Preparedness
  - 57** Emergency Contact Information
  - 58** Evacuation
  - 58** Fire Procedures
  - 59** Humber Guardian App
  - 59** Mass Notification System
  - 59** Work Alone
- 60** Dining Options
- 61** Galleries
- 62** Government Relations, Marketing and Communications
- 64** Department of People(s) & Culture
- 65** Office of Human Rights & Harassment
- 66** Employment Equity
- 67** Humber Child Development Centre
- 68** Indigenous Education & Engagement
- 69** Humber International
- 70** Libraries
- 71** Math and Writing Centre
- 72** Office of Research & Innovation
- 77** Office of Equity, Diversity, Inclusion & Belonging (EDIB)
- 79** Office of Sustainability
- 81** Peer Assisted Learning Support
- 83** Student Success & Engagement
- 84** Testing Services
- 85** Top Technical Services for Employees

## Appendix

- 88** Academic Calendar
- 92** Canadian Press Style – Quick Reference
- 93** Humber Campus Locations
- 94** Humber North Campus
- 95** Humber Lakeshore Campus
- 98** Humber International Graduate School
- 100** Student Feedback Questionnaires (Online Courses)
- 102** Student Feedback Questionnaires (Face-to-face Courses)



# Welcome Letter

Dear Faculty,

I am so pleased to be starting this academic year with you.

On behalf of the executive and administrative teams, I would like to extend a warm welcome to all.

Humber has a long history of providing a high-quality polytechnic education and an unparalleled student experience. For many years, we have been an incredible leader in higher education; evolving into a beacon of innovation, inclusivity and academic excellence for students from all over the world. Today, Humber is the most comprehensive polytechnic in Canada, offering more than 220 full-time programs and a comprehensive suite of continuous professional learning offerings.

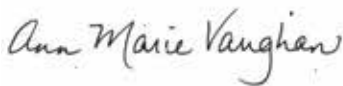
We serve more than 86,000 learners across our six academic Faculties, continuous professional learning, Education and Training Solutions (ETS), and three locations: North Campus, including the University of Guelph-Humber, Lakeshore Campus and the Humber International Graduate School.

Each of our programs is designed to meet the needs of our students and to prepare them for the job market. Students excel when you, the faculty, create a supportive and dynamic learning environment that places student success at the center of your teaching practice. You play a pivotal role in creating a rich academic experience for students through your commitment to using the latest technology and teaching methodologies in our state-of-the-art labs and classrooms that simulate a real-world working environment and in online forums.

This handbook is designed to help you become familiar with the facilities and resources available to support you as a Humber faculty member.

It also contains some key policies and procedures that may help contribute to and enrich your experience teaching at Humber. The information contained within these pages will hopefully answer many of the questions you may have. Please feel free to ask for additional assistance when needed from any of the individuals listed in this handbook. Our doors are always open and we encourage you to share your successes with us.

Thank you for your unwavering commitment to our students and their academic success, and I wish you all the best as you begin a new academic year at Humber.



Ann Marie Vaughan, Ed.D.  
President & CEO  
Humber Polytechnic







## 2024–2025 Senior Executive Team



**President & CEO**  
Ann Marie Vaughan



**Leadership**

**Senior Vice-President, Academic**

Gina Antonacci

**Vice-President and Special Advisor to the President**

Glenn Craney

**Vice President, Students and Institutional Planning**

Jason Hunter

**Vice President, Inclusion and Belonging**

Jason Seright

**Vice President, People(s) & Culture**

Jennifer O'Brien

**Vice President, External Affairs and Professional Learning**

Kelly Jackson

**Vice President, Digital Innovation and CIO**

Scott Briggs

**Vice-President, Administration and CFO**

Sanjay Puri

# About Humber Polytechnic

Humber is committed to student success through excellence in teaching and learning, and experiential learning opportunities for students. Humber's broad range of career-focused credentials include bachelor degrees, diplomas, certificates and Ontario graduate certificates. With more than 220 full-time programs and 600+ continuous professional learning and general interest courses to choose from, Humber students have access to many opportunities for continuous learning.

## Values



### Courage

We are bold in charting a new course in high quality education.



### Innovation

We drive innovation and creative enterprise.



### Equity

We cultivate an environment where all individuals can achieve their full potential.



### Health & Well-being

We nurture the health and well-being of our communities.



### Sustainability

We preserve our collective future.

## Vision

Transforming post-secondary education through global polytechnic leadership.

## Mission

Humber develops global citizens with the knowledge and skills to lead and innovate.

## Humber Learning Outcomes

The Humber Learning Outcomes (HLOs) are aimed at equipping Humber graduates with the employability skills, mindsets and values they need to succeed in the future of work and life. The carefully crafted HLO framework, and its river and nature symbols articulate Humber graduates' unique qualities while honouring and recognizing the institution's connection to the Humber River and the Indigenous Peoples who were, and continue to be the inhabitants and custodians of the land on which Humber is located.

Keep an eye out for the HLO icons throughout the handbook and click the [HLO Story](#) to learn more.



## Message from the Senior Vice-President, Academic, and the Vice-President, Students and Institutional Planning

The strength of our teaching faculty, librarians, counsellors and our strong support staff is essential to student success. Together, the Academic division and the Students and Institutional Planning division are committed to supporting the success of a diverse community of Humber learners as they study virtually or on campus.

Our Academic Plan is focused on teaching and learning within a polytechnic post-secondary environment, and outline a series of goals and strategies that will guide our academic initiatives. Humber remains committed to and focused on its mandate of providing teaching and learning excellence in a supportive environment while recognizing that the diversity of its staff and students is its strength. Our Academic Plan also includes the essential integration of academic and non-academic programming. We are committed to providing access to high quality academic programming and to supporting the career objectives as well as the social and emotional well-being of our students.

We will continue our collective efforts to provide an optimal student experience that serves to enrich and inform.

At Humber, we are proud to support students on their personal, academic and career journeys, and we appreciate all that you do to support student success.

Gina Antonacci  
Senior Vice-President, Academic

Jason Hunter  
Vice-President, Students and  
Institutional Planning



## About the Office of the Senior Vice-President, Academic

The Office of the Senior Vice-President, Academic provides academic direction and leadership to Humber's Academic division; specifically, developing, affirming, articulating and sustaining the Academic Plan and framework at Humber. Our Academic Plan titled, [Looking Forward](#), recognizes the changing and critical role polytechnic institutions play in Canada as we respond to shifting labour market needs by offering meaningful and life-changing programs. We know that rapid changes in technology are placing increasing demands in the workplace while digital transformations continue impacting our entire society. Our plan responds to the technological advances that will continue to influence higher education through curriculum, program delivery mode, and the goals and expectations of our learners and industry partners. Our Academic Plan reflects the need to offer students more flexible and personalized learning options and the ongoing evolution of our credential mix. The plan allows us to explore ways to ensure teaching and learning continues to be innovative and creative.

Within the Office of the Senior Vice-President, Academic, you will find Humber's six academic Faculties: Faculty of Applied Sciences & Technology, Longo Faculty of Business, Faculty of Social & Community Services, Faculty of Media, Creative Arts & Design, Faculty of Liberal Arts & Sciences, and Faculty of Health Sciences & Wellness. The Office of the Senior Vice-President, Academic works collaboratively with the six Faculties, as well as with the Centre for Innovative Learning (CIL): Office of Research & Innovation, Strategic Partnerships, International and the Centres of Innovation Network to:

- ensure the quality of the institution's academic programs by developing, implementing and monitoring sound academic policies and procedures;
- provide leadership to the academic development of the institution through planning, developing and implementation of new academic programs, and the ongoing improvement of existing programs by ensuring that the institution supports a culture of continuous improvement and quality enhancement;
- empower innovative practices across the Academic division;
- promote and create appropriate linkages with the community,



industry, government and academic institutions through the development of domestic and international learning partnerships, projects, joint programs, strategic partnerships, articulation agreements and program/service advisory committees;

- ▶ take the lead to ensure programming and curriculum links to research and innovation are current, and provide optimal learning opportunities for students, faculty and industry partners;
- ▶ share in the management of resources and fiscal viability, and participate in a wide range of operational decision-making processes which impact the current and future effectiveness of the institution; and
- ▶ plan for human, financial and physical resources for the Academic division.

## **Humber's Academic Principles**

- ▶ We co-create a learning community that enables everyone to reach their full potential (students, faculty and staff).
- ▶ We build and protect the conditions for risk-taking, creativity and innovation to thrive.
- ▶ We are guided by Humber's commitment to equity, diversity and inclusion, and Indigenous ways of being, knowing and doing in our decisions and actions.

## **2024–2025 Members of the Office of the Senior Vice-President, Academic**

- ▶ Gina Antonacci, Senior Vice-President, Academic
- ▶ Derek Stockley, Associate Vice-President, Academic
- ▶ Vera Beletzan, Associate Vice-President, Teaching and Learning
- ▶ Sana Mahmood, Executive Assistant
- ▶ Shovani Samalia, Administrative Assistant
- ▶ Jennifer Larson, Director, Academic Strategic Initiatives

# Academic Faculties



See next page for  
description of Faculties...



# Academic Faculties

## Faculty of Applied Sciences & Technology

- Engineering
- Information and Communications Technology
- Skilled Trades and Apprenticeship
- Barrett Centre for Technology Innovation



## Faculty of Health Sciences & Wellness

- Inclusive & Responsive Education – Child & Adult
- Integrative and Allied Health
- Emergency & Funeral Services, Clinical Simulation and Bioscience
- Nursing & Personal Support Worker
- Exercise & Nutritional Sciences
- Biomedical Sciences & Health Regulation



## Faculty of Liberal Arts & Sciences

- Writing and Communications
- Liberal Studies
- Mathematics
- Research Analytics
- General Arts and Sciences
- Continuous Professional Learning
- English Language and Communications
- IELTS
- Pathways



## Faculty of Media, Creative Arts & Design

- Accessible Media Centre
- NEXT Student Agency
- Centre for Creative Business Innovation (CCBI)
- eSports Training Lab
- HD TV Mobile
- Humber Galleries
- Humber School for Writers
- Humber StoryLab
- Music Recording Studios
- Usability Lab
- VR Development Lab
- Work Placements and Global Opportunities
- Design Centre



## Faculty of Social & Community Services

- Community Services
- Social Services
- Justice Sciences
- Social Innovation



## Longo Faculty of Business

- Accounting, Finance & Insurance
- Advertising, Digital & Marketing
- Baking & Culinary
- Fashion & Beauty
- Global & International
- Hospitality & Tourism
- Legal Studies
- Management & Leadership
- Sport, Recreation & Leisure
- Longo Centre for Entrepreneurship





# Before the Semester Starts

- |           |                              |           |                        |
|-----------|------------------------------|-----------|------------------------|
| <b>16</b> | Semester Start Checklist     | <b>20</b> | Faculty Mailboxes      |
| <b>17</b> | Access Control               | <b>20</b> | Materials and Supplies |
| <b>17</b> | Blackboard                   | <b>21</b> | MyHumber               |
| <b>18</b> | Class Lists                  | <b>21</b> | Parking Permits        |
| <b>18</b> | Course Outlines              | <b>22</b> | Textbooks              |
| <b>19</b> | eBooks                       | <b>22</b> | Timetables             |
| <b>19</b> | Email                        |           |                        |
| <b>20</b> | Electronics in the Classroom |           |                        |

## Semester Start Checklist

The following is **not** an exhaustive list of tasks to be performed but it is meant to assist you in preparing for the upcoming semester.

Pre-teaching Checklist	YES	NO
Do I have my teaching class schedule? ( <a href="#">Banner – MyHumber</a> )		
Do I have my class list(s)? ( <a href="#">Banner – MyHumber</a> )		
Do I have my course outline(s)? ( <a href="#">COSSID</a> )		
Do I have the appropriate resources for my course(s)? (text, articles, etc.)		
Have I set up my MS Teams and email accounts?		
Have I prepared my first lesson? Do I have a formal lesson plan?*		
Have I set up my Blackboard site(s)? ( <a href="#">Humber Blackboard</a> )		
Have I reviewed the Blackboard tips? ( <a href="#">Humber Faculty Blackboard Ultra Help</a> )		
Do I have my login credentials?		
Have I tested my devices? (e.g. web cam, microphone, MS Teams)		
Can I log into Humber systems?		
Have I set the dates for the assignments/tests in my course(s)?		
Have I uploaded my Critical Path?		
Do I have my Lenel Card or access to the <a href="#">Avro app</a> ?		
Do I know where my classroom(s) is (are)?		
Do I know the layout of each classroom?		
Do I have the required resources and materials?		
Do I know where the nearest washrooms are?		
Do I know where the nearest emergency exits are?		
Have I checked Banner for any room changes and updates?		
Have I planned a break for this class?		
Have I booked media materials?		

\*To access information on forming lesson plans and first-day strategies, visit the [Innovative Learning](#) website.



## Access Control

All students, employees and trusted partners of Humber are issued with a credential via the ONECard app. This credential will allow you access to a variety of services and facilities at Humber.

Requests for keys to specialized classrooms should be made to your Program Coordinator or Business Manager. If deemed necessary, faculty will then be issued the appropriate classroom keys. In some cases, access to your room is via your credential. Once you have obtained your credential, access will be activated by your Faculty's Business Manager or designate. The manager is responsible for collecting all keys and credentials in the possession of the employee and returning them to the Department of Public Safety.

### Lost/Stolen Keys and Legacy Access Cards

Damaged keys must be returned to your Faculty's Business Manager so that a replacement can be arranged.

Lost and/or stolen keys or credentials must be immediately reported to the Department of Public Safety at 416.675.8500. A nonrefundable replacement fee of \$50 will be charged for lost keys.



## Blackboard

### Blackboard Courses

Blackboard Ultra is the Learning Management System at Humber. Faculty are expected to use this software to deliver course content, share course information and communicate with students on course-specific matters. Student assignments can be submitted, marked and returned electronically via Blackboard. For more information on Blackboard at Humber, visit [Faculty Blackboard Ultra Help](#). Blackboard courses are automatically created, and only the faculty assigned as the responsible teacher to a section will be provided with access to the course.

#### ▪ Access your Blackboard Courses

Courses are available to instructors three weeks before the start of classes and to students, three days prior to the start date. You must use the same account credentials to access Blackboard as you do when logging in to a computer at the institute.

#### ▪ Log in to Blackboard

Go to the [Blackboard](#) website, enter your username and password, and click "Sign in." Once you have successfully signed in, you may access the courses you are teaching by clicking on the link which appears in "My Courses." From that point on, you can build your course(s) using the [Blackboard Resources and Help Guide](#).

#### ▪ Blackboard Admin Requests

For Blackboard-related requests (adding an instructor, merging/cross-listing courses), refer to the [Innovative Learning Support Centre \(ILSC\)](#) website.

For Help files and Blackboard resources, visit [Innovative Learning](#) or click the appropriate Help link found directly in your course.



For faculty Blackboard support, contact Innovative Learning (*refer to page 44*).

Innovative Learning also supports students with Blackboard related inquiries.

### **Innovative Learning Support Centre**

For hours of operation and to connect with a representative, visit [Innovative Learning Support Centre \(ILSC\)](#).

## **Class Lists**

Your class lists are available online through [MyHumber](#).

Students can register for classes when

registration opens until the fifth day of the semester. They can drop courses for refund within the first 10 days of the semester. Therefore, you should verify your class list after the 10th day of classes. Any student attending your class who are not officially registered must be referred to the Program Coordinator.

## **Course Outlines**

Curriculum design is of the utmost importance at Humber and we regularly review our course outlines to ensure that they not only reflect the Ministry of Colleges



and Universities (MCU) standards but also the evolving needs of our industry partners. Approved outlines for the current academic year can be obtained from one of the two options below:

- [Humber Transfer Options: Course Outline](#)
- [COSSID](#)

If the outline you are looking for is not available, contact your Associate Dean.

Humber values sustainability. Thus, in our effort to help reduce waste, we do not print course outlines. You are therefore strongly encouraged to upload your outline and weekly schedule (Critical Path) to your course Blackboard sites prior to the start of the semester.

## eBooks

The Library has over 3.8 million eBooks available for students and faculty. You are able to browse our collection at Humber's [Library](#) website. If you would like to include an eBook in your course site, you can email [copyright@humber.ca](mailto:copyright@humber.ca) with your request. If you have questions about our eBook collection, go to [Humber Library: Get Support](#) and contact your librarian.



## Email

Your email and voicemail accounts will be set up for you by the Faculty's Business Manager prior to the start of the semester while access to this information will be provided at the start of the semester.

Every Humber employee receives an email address. Microsoft (MS) Outlook is the email platform that the institute uses which you can access at any time by visiting [Humber Microsoft 365](#). You will find a guide sheet in using the email options in this manual under the Appendix.

When communicating with your students about academic matters, you are required to use your Humber email account or your Blackboard site. Do not use a personal email address when communicating with students.

### ➤ Humber Policies and Procedures

Faculty can communicate with students in Blackboard using the Course Message tool.



**Teaching Tip:** Students report that they prefer faculty using Blackboard as the method for classroom electronic communication.



## Electronics in the Classroom

When on campus, faculty will be assigned classrooms with fully integrated multimedia platforms designed to enhance the learning experience. All classrooms contain various types of multimedia equipment controlled from a podium in front of the room.

Podiums consist of a keyboard tray, a mouse, a flat-screen monitor and a touch screen panel that controls all of the room's equipment.

If you have questions while inside the electronic classroom, you can use the on-site guide and request for audio visual (AV) technical support.

Use your mobile device camera to scan the QR Code or visit [Urgent AV Technology Support](#) and fill out the form.

## Faculty Mailboxes

Faculty may be assigned a mailbox at the campus they are teaching at. For more details, contact your Faculty or Department.

## Materials and Supplies

Faculties try to keep a variety of teaching supplies on hand. Supplies are normally kept in supply cupboards within each Faculty and inventory levels are monitored regularly.

With sustainability in mind, we encourage posting information on Blackboard. However, a multi-function photocopying machine is available in each of the main office areas for use. In areas where a code is required, a program staff can provide this information.

As a professional practice, remember to cite the source (*refer to page 70, Copyright*) when photocopying published material. Respecting intellectual property and modelling proper techniques to your students is an important part of teaching.

For large print jobs, reach out to the Faculty or Department for best practices. It may be accommodated in the Faculty, Department, or directed to the Xerox Print Centre (*refer to page 43, Xerox Print Centre*).



## MyHumber

MyHumber provides **students** and **faculty** the ability to view and manage information about courses, grades, fees and more. It offers **applicants** the ability to track application status and manage next steps for admission. For **employees**, MyHumber delivers access to forms and information needed to perform many operational tasks.

➔ **MyHumber**

## Parking Permits

Staff can register their Humber Park Admin account and obtain parking permits by logging in through their [MyHumber](#) and clicking on the Services tab.

Permits are required for permit parking lots on campus between the hours of 7:00 a.m. and 10:00 p.m., Monday to Friday. Your staff photo ID card and/or ONECard number assigned to you under the Avro app on your mobile phone will be programmed for lot access if you have a valid parking permit. If you are only driving occasionally, automated pay on exit visitor parking is available at the North Campus in Lot 6, 8, 10 and the aboveground garage accessible from Driveway A.

Faculty working for more than 24 hours weekly are considered full-time staff and must pay the equivalent of \$293.25 per semester via the bi-weekly parking payroll deduction as mandated by the Humber Board of Governors. Faculty working 24 hours or less per week qualify for the discounted part-time parking semester permit rate. Part-time faculty must purchase their permit online through their MyHumber with an up front payment by credit card or Interac direct payment at the beginning of

each semester. Part-time faculty are not eligible for staff parking payroll deduction.

There are two options for part-time faculty at the North campus for semester permit parking:

**Option 1:** Lot 4, an on-campus perimeter lot accessible from Driveway A, at a rate of \$88 per semester.

**Option 2:** Lot 1 and 13, accessible from Driveway A & E, at a part-time upgraded rate of \$176 per semester (first come, first serve, with limited availability)

At the Lakeshore campus, the part-time staff semester permit is only valid at West Lot 1, 3199 Lake Shore Blvd. West, with entry off at Twenty Third Street and at a rate of \$88 per semester. The permit is also valid at the Annex, 3120 Lake Shore Blvd. West.

A “pay and display” license plate visitor parking system is active at the Lakeshore Campus, 3199 Lake Shore Blvd. West with entry off at Twenty Third Street.

There is no charge for parking at Humber campuses on weekends.

Humber Parking Regulations and municipal by-laws are enforced at all Humber campuses. It is the sole responsibility of the person parking to ensure that their vehicle is parked in accordance with these rules and regulations, and only in the lot authorized by the permit. It is also required that at both Lakeshore campus and 110 Carrier Drive, a valid permit should be hung from the rear-view mirror with the valid information facing outward and clearly visible to parking enforcement from outside of the vehicle.

For additional information please visit our [Humber Parking Services](#) web page.





## Textbooks

If you require textbooks or other resource materials for your course, you must inform your Program Coordinator or Associate Dean. In many cases, these materials will be provided for you well in advance of your class by program staff. It may take more than two months from the time textbooks are ordered to the time they are available in the campus book store.

At Humber, we also strongly encourage the integration and use of digital resources and eBooks that are offered via Humber's Library.

 **Humber Library**

## Timetables

Your timetable, including room locations, is available online through [MyHumber](#).

You can check under the **Faculty and Advisor** tab and click on 'Faculty Week at a Glance.'

At the start of the semester, your class may be moved to another classroom. You can therefore verify this information on MyHumber under 'Faculty Week at a Glance.'

As an academic institution, Humber aims to minimize the use of paper. Humber therefore purchases recycled papers that contain a minimum of 50% post-consumer waste (PCW) and Forest Stewardship Council (FSC) certified.



These sustainable approaches can reduce paper use:

- ✓ Switching to digital media where possible.
- ✓ Using digital textbooks and Blackboard.
- ✓ Printing double-sided (the default on all institution printers is double-sided).



**Sustainability**



# During the Semester

- 24** Accessible Learning Services
- 25** Attendance
- 26** Class Cancellations/Faculty Absences
- 26** Grading Rubrics
- 27** Guest Speakers and Field Trips
- 28** Humber Student Success Survey
- 28** Key Performance Indicators
- 29** Student Feedback
- 30** Student Feedback Questionnaires
- 31** Student Tests and Assignments
- 31** Submitting Midterm Grades



## Accessible Learning Services

Humber is committed to providing an inclusive learning environment for students living with disabilities. To support this mission, our Accessibility Consultants in the Accessible Learning Services (ALS) partner with students and faculty to ensure that the academic environment is accessible. When barriers to learning are identified, ALS supports students by offering a range of confidential services such as academic accommodations, assistive technology training and learning supports. When a student encounters a barrier to access, below are the typical steps to connect with ALS to support facilitation of accommodation strategies:

1. The student is guided to the appropriate online platform to schedule an appointment and meet with an Accessibility Consultant to share information about their disability or review disability-related documentation. Based on this information, appropriate accommodations are established to minimize the impact of the disability or disabilities within the academic environment.
2. ALS drafts a letter that outlines the relevant information for accommodations to be implemented by the faculty as it relates to the delivery and assessment of the course content.
3. The student may elect to either share their accommodation letter independently or request for the ALS to deliver their accommodation letter to the faculty. If the letter is sent through our office, the faculty will receive an email to access the faculty-specific web portal where they can view the details of the letter. Letters that students personally distribute, however, are not made available on the portal.
4. Testing Services supports accommodations required during exams, tests or other assessments. The student must notify their faculty with sufficient advanced notice each time they intend to use the Testing Services environment. The faculty will then be required to upload their test through the learning management system. The student will then have the opportunity to schedule their test through the Testing



**EDIB**



Services booking platform and choose the accommodations they wish to use directly on the platform.

It is important for the faculty to acknowledge the accommodation letter with the student and respond to the student's accommodation request/s in a clear, respectful and timely manner. This includes responding to all disability-related extensions and testing accommodation needs.

Accommodation letters will have a notification about its validity period. It is important to note that the faculty can anticipate receiving accommodations letters throughout the academic year. Students are requested to meet with their Accessibility Consultant if there are changes to learning needs or program outcomes.

Faculties with questions about accommodations are invited to contact the ALS. On occasion, the faculty may need to explore whether or not an accommodation request interferes with the essential requirements of a course. Therefore, faculty members are requested to discuss these challenges with the Accessibility Consultants first.

#### **Contact:**

##### **North Campus**

2nd Floor LRC

**Phone:** 416.675.5090

##### **Lakeshore Campus**

Welcome Centre, 2nd Floor

2 Colonel Smith Park Dr.

**Phone:** 416.675.6622 Ext. 3331

**Email:** [accessible-learning@humber.ca](mailto:accessible-learning@humber.ca)

➤ **Accessible Learning Services (ALS)**

➤ **ALS Student Web Portal**



## **Attendance**

For on-campus classes, there is a strong relationship between attendance and academic achievement in which higher grades are associated with regular class attendance. This is also true about student engagement with online materials. As adult learners, students are responsible for attendance, punctuality and for facilitating a positive and productive learning environment. Students are expected to complete all assignments and write all tests and/or exams during the regular scheduled dates and times.

**Note:** Students who miss class due to illness, death in a family or other extenuating circumstances should be provided an opportunity to make up missed tests, lab and in-class assignments. Such situations can be discussed with your Program Coordinator or Associate Dean if necessary.

Frequent absenteeism may be symptomatic of other issues and/or problems. Changes in student behaviour and levels of engagement therefore need to be investigated. For direction and support, notify your Program Coordinator.





## Class Cancellations/ Faculty Absences

### Class Cancellations Due to Illness

For both online and on-campus classes, you must contact your Faculty as soon as possible if you have to miss a class due to illness, and record it in HRMS, if applicable.

Any on-campus class cancellations will be posted by the Faculty on the classroom doors. Class cancellation notices can also include instructions for your students regarding readings, assignments, etc. In some cases, we may be able to provide coverage for your class. Therefore, it is imperative to notify your faculty/department as soon as possible.

Additionally, you can post your class cancellation on your Blackboard course site(s) along with instructions for your students regarding readings, assignments, homework, etc.

### Class Cancellations Due to Weather

On rare occasions, in-person classes may be cancelled due to hazardous weather or emergency situations. Announcements are made on the front page of the institution's website ([humber.ca](http://humber.ca)), as well as on local

media stations and by recorded message to anyone telephoning the institution at 416.675.6622.

Additional closure notification can be found through the Humber Guardian App (*refer to page 59*) and social media accounts:

📘 [facebook.com/HumberPoly](https://facebook.com/HumberPoly)

✕ [x.com/HumberPoly](https://x.com/HumberPoly)

📷 [Instagram.com/HumberPoly](https://Instagram.com/HumberPoly)

## Grading Rubrics

Rubrics are predefined grading frameworks that allow an instructor to efficiently and reliably assign grades. Rubrics are shared ahead of time with students so that they know the criteria by which their work will be graded.

Many program areas will have specific grading rubrics that will be shared with you at the start of the semester. These rubrics can be easily added to your Blackboard course sites.

The [Innovative Learning](#) website also contains some resources that can help you create your own rubrics.

## Guest Speakers and Field Trips

Humber is committed to providing students with an exceptional educational experience that is both engaging and dynamic. There are many ways to create dynamic learning environments for your students where learning goes beyond the classroom walls and allows them to learn by doing.

### Guest Speakers

Where and when appropriate, a faculty may invite industry or guest speakers to visit their classes as a way of supporting teaching and learning. However, you should coordinate with your Associate Dean or Program Coordinator before inviting a guest speaker.

**Note:** Guest speakers can also be easily incorporated into the classroom experience virtually by using the Blackboard Collaborate Ultra tool.

**TT Teaching Tip:** Connect the speaker's content to lessons, assignments and reflective practice. For assistance and ideas on how to do this, contact Innovative Learning.

### Field Trips

Before you proceed with any arrangements in taking your students on a field trip, you must submit a written request to your Associate Dean and Program Coordinator.

**Requests should be submitted at least 10 days prior to your trip** as this is necessary for insurance purposes. Students are protected under Humber's insurance coverage only when you have written approval, a Humber faculty or staff in attendance, and the trip is related directly to the curriculum. Virtual field trips are also possible in the online environment.

For additional ideas regarding experiential learning opportunities, visit the [Innovative Learning](#) website.

**TT Teaching Tip:** To encourage deep learning while on a field trip, ask students to either prepare a report/presentation or have them blog or tweet about the field trip.





## Humber Student Success Survey

The Humber Student Success (HSS) survey is administered each year to all students after the fall midterm exams. The HSS has four purposes:

- To understand students' goals throughout their program and the extent to which we are meeting their academic and career goals.
- To gain a broad understanding of students' needs to allow for service planning and resource allocation.
- To understand our diverse student population in terms of sociodemographic and other factors (e.g. culture and ethnicity, sexual identity, disabilities) so we can assess the extent to which we are meeting their needs.
- To recognize learning behaviours and factors that suggest risk of attrition.

Each year, communications will be sent out to academic personnel, reminding them of the survey and asking them to encourage students to complete the survey.

The results of the survey are distributed to all faculties and the broader campus community each year.

If you have questions about the HSS survey, contact Jelena Dukic, Associate Director for Institutional Research, Institutional Planning and Analysis at [Jelena.Dukic@humber.ca](mailto:Jelena.Dukic@humber.ca).

## Key Performance Indicators

Key Performance Indicators (KPIs) are a method of measuring how well Ontario post-secondary institutions are meeting the needs of students and the marketplace. KPIs are a requirement of the Ministry of Colleges and Universities, and are used as a basis for performance funding.

The four KPIs listed below are used to measure the performance of post-secondary institutions in achieving ministry-stated outcomes and objectives:

- Graduate Employment
- Graduate Satisfaction
- Employer Satisfaction
- Graduation Rate

# Student Feedback

## Student Tests/Assignments

Timely and constructive feedback in response to students' work is an integral part of the learning process. Students should be able to assess their progress in a course as early as possible. Instructors' responses should inform, guide and encourage students in their learning.

Evidence indicates that students should have preliminary feedback on their performance within the first two weeks of class. Subsequent feedback at regular intervals and all feedback on tests, assignments and/or projects should be received by students within a two-week period.



**Teaching Tip:** The Grade Centre functions on Blackboard are a useful way to share student grades. For more information on posting grades on Blackboard, visit the [Blackboard Resources and Help Guide](#) web page.

## Collection and Distribution of Student Work

The Ontario Freedom of Information and Protection of Privacy Act requires the college to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

Student tests and assignments fall under the definition of personal information and reasonable security arrangements must be taken when receiving and returning tests and assignments.

## Collecting Students' Assignments

For on-campus classes, assignments not handed in during class time can be dropped off in the faculty's "Assignment Drop Box" located outside the faculty's main office. Assignments can also be uploaded through the Assignment tool on Blackboard.

## Returning Students' Tests/Assignments

It is the instructor's responsibility to return graded tests and assignments in a timely manner.

Students should also have access to their marks and feedback via the Gradebook on your Blackboard course site in order for them to gauge their progress in your course.



**Teaching Tip:** When providing feedback, refer to the rubric and be as specific as possible. Align the students progress with the course Learning Outcomes.







## Student Feedback Questionnaires

At Humber, we value feedback and seek opportunities to engage in discussions and dialogues about our performance with all our stakeholders.



### Critical Thinking

Each semester, classes are involved in the Student Feedback Questionnaire (SFQ) process during which students are asked to provide feedback on their courses and on their learning experience. SFQs are scheduled to take place after midterms but before the last week of the semester. For specific dates related to when your SFQ will be available, refer to [Humber Communiqué](#).

It is also important for you to receive feedback from the majority of your students. You are therefore encouraged to announce the SFQ dates well in advance, embed the SFQ link on your Blackboard site, and use class time to discuss and officially launch the SFQ. In addition, remind students of the importance of the SFQ for both Humber and yourself as a teacher-practitioner.

The SFQ provides space to ask your students up to three specific, personalized questions. You can find a list of suggested questions on the SFQ website but you are free to create your own. When adding questions to the SFQ, note that the most desirable answer is in the 'Strongly Agree' column. We also anticipate the launch of a new SFQ template for Winter 2025 semester which may lead to some adjustments to timelines as well. Therefore, an update will be provided in the early Fall 2024 semester.

You may also want to solicit feedback from your students sooner in the semester and at more regular intervals.

For any additional questions regarding the administration of the SFQs, contact the Associate Dean of Digital Learning or your Associate Dean.



**Teaching Tip:** Use a variety of Classroom Assessment Techniques (CATs) to assess the student learning experience. For more information, visit the [Innovative Learning](#) website.



## Student Tests and Assignments

Your students are expected to complete all tests, assignments and exams within the time frames and by the dates indicated on the course's Critical Path found on Blackboard. Any proposed changes to the evaluation scheme contained in the course outline must be approved by the Associate Dean, discussed with the class, and confirmed in writing.

## Submitting Midterm Grades

All students registered in certificate, diploma, advanced diploma, degree and graduate-level courses will receive a midterm grade. Additionally, instructors will provide students feedback on their academic performance and a realistic idea of their performance to date.

The Office of the Registrar will establish and post the midterm and final grade due dates as well as grade release dates on the Academic Calendar web page (also refer to page 88, *Appendix*). These dates will indicate when the grades will be available for students to review.

Faculty are required to submit midterm and final grades under the final grades section on [MyHumber](#) or [Continuous Professional Learning](#) each term according to the deadlines posted in the Academic Calendar.

### Humber Academic Calendar

Faculty are required to submit midterm and final grades for all students on their class lists, including students who have not attended the class or have failed to officially withdraw from the course.

Please note that midterm grades are not considered part of the official grade point average and will not appear on the students' official transcript.

Grades must be entered via the Faculty tab on [MyHumber](#). To learn how to enter grades, visit the Faculty & Staff Learning Resources web page on MyHumber.

# At the End of the Term

- 33** Academic Complaints/Appeals
- 33** Academic Regulations
- 34** Changing a Student's Grade
- 35** Progression/Promotion Meetings
- 35** Retaining Student Work and Grades
- 35** Student Work Samples for Degree Study
- 36** Submitting Final Grades
- 36** Tests, Assignments and Exams



## Academic Complaints/ Appeals

### Student Appeal Procedure

Students should be aware that they have the right to appeal a course, grade or program standing.

When a student disagrees with a grade received or any decision resulting from the Academic Regulations, the following informal procedure should be followed before making a formal appeal:

- The student should first discuss the matter with the instructor in an attempt to resolve the disagreement.
- If the matter remains unresolved, the student should discuss the matter with the Program Coordinator.
- If the student is not satisfied at this point, the student can meet with the Associate Dean to try to resolve the situation at the Faculty level.
- If the student is still not satisfied at this point, the student can meet with the Senior Dean to try to resolve the situation at the Faculty level.

If the student is still not satisfied, a formal appeal in writing can be submitted to the Office of the Registrar. All appeals must be filed within 10 business days following the written decision of the Senior Dean or designate regarding a Faculty-Level Academic Appeal. Full details can be viewed online at [Humber Academic Regulations](#).

The outcome of a formal appeal is officially communicated to the student and all parties involved.

## Academic Regulations

Humber's Academic Regulations contain important information and processes. You are encouraged to familiarize yourself with Humber's Academic Regulations.

Academic Regulations can vary depending on which program you are teaching at Humber. To view the Academic Regulations, visit the [Humber Academic Regulations](#) web page and select "2024–2025 Admission Requirements & Academic Regulations for Degree, Diploma and Certificate Studies."

Academic Regulations also apply to all credit courses and programs at Humber. However, Faculties may have specific supplementary procedures that derive from the Academic Regulations and are communicated to students when they first begin their studies. These supplementary procedures are often included in faculty-specific or program-specific handbooks available from the Program Coordinator and/or Associate Deans.



## Policies and Procedures – Academic

Along with our Academic Regulations, there are additional policies and procedures that govern Humber's day-to-day operations. For example, there are several policies in place at Humber that focus on teaching and learning:

- Academic Freedom Policy
- Academic Honesty of Faculty and Staff Policy
- Copyright Policy
- Fair Dealing Policy
- Student Feedback Questionnaire Policy

All of our policies are available on Humber's [Policies and Procedures Resource](#) website.

### Auditing a Course

Where applicable, a student may apply to audit a course. A student must obtain written permission to audit a course from the appropriate Associate Dean and present the authorization to the Office of the Registrar at the time of registration. Students who are auditing courses will not be evaluated nor will credits be earned. The regular fee applies.

### Last Day to Drop a Course Without Academic Penalty

Students can drop courses on [MyHumber](#). Additional information can be found at the [Humber Withdrawal Information](#) web page. The last day to withdraw from a course without academic penalty is at the three-quarters point of the duration of the course. Students are encouraged to check the Academic Calendar for the exact date (*refer to page 88, Appendix*).



Continuous Professional Learning (CPL) students wishing to withdraw from a CPL course will be advised of the dates for withdrawal at the time of registration. Drop dates may vary depending on the course so we recommend contacting the faculty/department that delivers the course for accurate information.

Past these deadlines, the course will remain on the student's record with the grade earned showing as a final grade.

Grades will be reported in percentages, unless otherwise specified in course outlines. A passing grade in each course is 50 per cent unless otherwise indicated.

For further information, visit the [Humber Withdrawal Information](#) web page.

## Changing a Student's Grade

Under extenuating circumstances, faculty will have six weeks, following the end of the semester, to reassess a student's final grade and submit any changes to the Office of the Registrar for input. Changes beyond six weeks will be permitted only if authorized by the Senior Dean and/or designate.





## **Progression/Promotion Meetings**

At the end of term, many of Humber's programs have progression or promotion meetings to review our students' academic progress. Your participation in these meetings is crucial as decisions regarding academic standing can only be made when the appropriate faculty come together to review a student's academic record.

Information regarding the date and time of progression/promotion meetings will be provided to you by the Program Coordinator.

## **Retaining Student Work and Grades**

Each academic faculty is required to retain unreturned graded tests, assignments and final exams for 12 months after the end of term or 12 months after the date of the last use.

You are requested to provide a copy of these items along with a copy of your final grades to your Program Coordinator or designate as indicated by your Faculty's Business Manager or Associate Dean.

## **Student Work Samples for Degree Study**

We are required to retain degree student work samples in the terminal stage of the program and for the breadth of courses.

During the registration process, degree students indicate their agreement to the collection of work samples. Files may be stored electronically as well as appropriate video or photo images of completed works for design/studio projects.

Work samples must be sorted and should reflect student work that is exemplary, average and minimally acceptable. There should also be sufficient numbers of assignments for external reviews to randomly select work samples from each category. No personal information (e.g. student name, ID number, etc.) should appear on the samples.



## Submitting Final Grades

You are required to submit both midterm and final grades for all of your students in each of your classes. At Humber, we submit grades electronically using [MyHumber](#). Information will be distributed to faculty several weeks in advance of each deadline, illustrating the MyHumber grade submission process. Faculty are encouraged to submit grades as early as possible. At the end of each semester, you will also be required to submit a copy of your final grades and a grade breakdown to your Faculty. These copies are used to help respond to student and program inquiries as well as requests from the Office of the Registrar when grades are missing or incomplete.

If you have been in touch with a student about an extension on a piece of work past the end of the semester, use an INC grade in [MyHumber](#). Once you select INC, you will be asked for the numerical grade that the student will receive if the final piece of work is not completed. If you have not changed the INC grade within six weeks, the grade will default to that numerical value.

[Refer to the Academic Calendar dates in the Appendix.]

## Tests, Assignments and Exams

### Final Exams and Tests

At Humber we strive for academic excellence and introduce processes that emphasize academic integrity in all that we do.

Tests and exams are opportunities to allow students to demonstrate academic excellence and integrity.

### Test and Exam Protocol and Conduct

(note 1)

Consider the following suggestions when conducting an in-class examination:

- Students may not enter the test/exam room until the faculty member is present and has directed the students to enter.
- Seats may be pre-assigned by the faculty member.
- Students may be asked to provide a valid student ID card with photo to be eligible to write the examination. No other identification will be accepted.  
**Note:** CPL students do not have Student ID cards. However, a valid government-issued photo ID can be used.
- Students can only bring what is necessary to the test/examination room. All personal effects are to be stored in students' lockers, or in an unsupervised, designated area in the exam room, as determined by the faculty member.

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note 1 Modified from the Policy Handbook, Faculty of Social & Community Services

- All cell phones and other electronic devices must be turned off and placed with other personal belongings/bags in the designated area, or in a plastic Ziplock bag and placed under their seats. Outerwear such as hats, gloves, overcoats, jackets, vests, etc. are not permitted to be worn. However, religious head coverings are exempted.
- Students must be punctual for all tests and examinations. Students must stay in the examination room for the first 30 minutes. After 30 minutes, students may exit quietly after submitting their exam/test and all paper used during the exam to the faculty member.
- Students will not be re-admitted if they leave the examination room. Thus, students are directed to use the washroom prior to the test/exam.
- No student is permitted to leave the examination room in the last 15 minutes of the test/exam.
- Students must follow the instructions of the faculty member for the collection of exams and dismissal procedure at the end of the test/exam.
- Faculty members have the authority to direct students to move to another seat during the test/exam.



**Teaching Tip:** For more information on Academic Integrity, please refer to the [Academic Regulations](#) web page or contact your Associate Dean or Director.

## Missed Exams

All tests and assigned course work, as described in the course outline, will have the due date announced in class prior to the actual date. Advising students to synchronize their MS Outlook and/or Google calendars via Blackboard would be ideal in helping them track important dates. However, it is the student's responsibility to be aware of the test dates and assigned course work.

Students who are late for tests will not be given extra time unless there are extenuating circumstances. If a student misses an evaluation, they must contact the course instructor within 24 hours of the evaluation to discuss an extension or seek permission to write a make-up test/assignment. Permission to make-up the missed evaluation is granted by the faculty member and you are encouraged to discuss such requests with the Program Coordinator to ensure consistency in decision-making. Note that information regarding make-up tests and/or evaluations must be included in course outlines. Please review the outline carefully to ensure that you are following established program policies.



# Services

- 39** Advising & Student Academic Support
- 40** Athletics
- 41** Campus Services
- 44** Centre for Innovative Learning
  - 44** Innovative Learning
  - 49** Program Planning, Development & Renewal
- 50** Community Outreach & Workforce Development
  - 50** Programs for Newcomers to Canada
  - 52** Training and Upskilling Programs
- 55** Continuous Professional Learning
- 56** Department of Public Safety
  - 56** Campus Security
  - 57** Campus Walk Program
  - 57** Emergency Preparedness
  - 57** Emergency Contact Information
  - 58** Evacuation
  - 58** Fire Procedures
  - 59** Humber Guardian App
  - 59** Mass Notification System
  - 59** Work Alone
- 60** Dining Options
- 61** Galleries
- 62** Government Relations, Marketing and Communications
- 64** Department of People(s) & Culture
- 65** Office of Human Rights & Harassment
- 66** Employment Equity
- 67** Humber Child Development Centre
- 68** Indigenous Education & Engagement
- 69** Humber International
- 70** Libraries
- 71** Math and Writing Centre
- 72** Office of Research & Innovation
- 77** Office of Equity, Diversity, Inclusion & Belonging (EDIB)
- 79** Office of Sustainability
- 81** Peer Assisted Learning Support
- 83** Student Success & Engagement
- 84** Testing Services
- 85** Top Technical Services for Employees





## Advising & Student Academic Support

Advising & Career Services is a partner in every learner's academic and career success – offering high impact practices, holistic student advising and numerous resources.



### Professionalism

Our team consists of Career & Student Success Advisors (CSSAs), Evening Career Coaches, Career Support Peers, CareerConnect – Humber's job portal, and

more. Learners today have complex needs and may require outside-the-classroom assistance with their personal, academic and career goals. Learners can also benefit from advising conversations and exploration with our advisors to help make choices related to their career and educational pursuits. Each CSSA works closely with and has a presence within each academic faculty where they provide one-on-one support to students. Faculty members are welcome to refer learners to the CSSAs and consult with them when they identify students needing additional personal, academic or career support. Our team works closely with other areas within the Student Success & Engagement (SSE) to ensure students are receiving holistic support during their time at Humber.

Here are some other services we offer:

- SOAR (Pre-Arrival Group Advising)
- Career Exploration
- Career Coaching from Devant Career Resource platform
- Advisor Touchpoint Visits (weeks 4-6)
- Educational Pathway Planning
- Employment Preparation & Job Search Skills
- CareerConnect – Humber's Job Portal
- Internationally Trained Immigrant Advising
- Resume & Cover Letter Reviews
- LinkedIn Advice
- Interview Preparation & AI Mock Interviews
- Career Steps Workshop Series and more.

If you are looking for career resources and handouts to bolster your in-class curriculum, check out the faculty resources available on our [Advising & Career Services: Supporting Faculty/Staff](#) web page.

For more information or to connect with your Faculty's CSSA, visit our [Advising & Career Services](#) website.



## Athletics

Most activities and facilities of the Athletics Department are available to you, free of charge. A variety of fitness and recreational equipment is also available from the customer service hub in each area. Requesting for specialty items or large quantity of items should be coordinated with a staff member in Athletics well in advance.

### Hours of Operation:

#### Fitness Centre (North and Lakeshore):

**Monday to Friday:** 7:00 a.m. to 10:00 p.m.

**Saturday to Sunday:** 9:00 a.m. to 5:00 p.m.

#### Main Gyms (North and Lakeshore):

Check our website or call for up-to-date schedules and information

**North:** Ext. 5699 | **Lakeshore:** Ext. 3525

**Carrier Campus:** Main Reception

### Activities & Facilities

- Weight Room
- Cardio Room
- Group fitness classes
- Open gym (basketball, volleyball and badminton)
- Day use lockers and showers
- Special events

### Entry & Usage Requirements

- OneCard Avro Mobile App with picture
- Proper gym attire and footwear

### Equipment Usage (No Charge)

- **Fitness:** functional training items, bands, mats, skipping ropes, etc.
- **Gym Equipment:** volleyballs, basketballs, badminton racquets and shuttles, etc.
- **Recreation Equipment:** frisbees, football, soccer ball, hockey sticks, etc.

### Lockers and Towels (No Charge)

- Day use lockers are available inside the change rooms.
- Locks must be removed at the end of each day.
- Locks for purchase are available during hours of operation.
- Towel service is available from customer service desk.

### Services (Inclusive of Fees)

- Personal Training
- Nutritional Consulting
- Massage Therapy
- Pedorthic Services

Visit the [Humber Fitness & Recreation](#) website for additional information.



## Campus Services

Welcome to the heart of campus services and retail excellence where convenience meets community.

### Campus Dining

By serving better-for-you nutritious foods, engaging with our campus communities and innovating our cafés with new technologies, we go beyond providing just a meal.

Humber has a passion for providing quality food with a focus on freshness, sustainability, satisfaction and value. This is reflected in the freshly prepared menus and brands we offer such as Tim Hortons, Starbucks, Booster Juice, Pizza Pizza, Subway, Bento Sushi, Villa Madina, Birch Bark Indigenous Fair Trade Coffee and many more.

#### North Campus dining locations:

- The Street Café – H201
- Staff Lounge – K217
- LinX Lounge & Villa Madina – LX110
- Subway – E105
- Tim Hortons – IE101
- Hawk's Nest – C111
- Ackee Tree & Spiked Patty – E141
- Food Emporium – KB104
- Trades Café – CAR118
- GH Café – GH221
- Starbucks – LRC 1001
- The Spot – CTI105
- Smart Market – CTI305
- \*NEW\* Town Square Starbucks – H105
- Bento Sushi – H108

#### Lakeshore Campus dining locations:

- Lake Café – A403
- Tim Hortons – M104
- On The Go (OTG) – L1019
- Arena Café – BIR126
- Commons Eatery – L2006
- Starbucks – WEL116
- Media Buzz – F101
- \*NEW\* Street Café – HCH – A110

For additional information and hours of operation, please visit:

[!\[\]\(0d5ec72f61334709c3fc9450209b754f\_img.jpg\) Humber Retail Services](#)



### Food & Beverage Vending

Conveniently located vending machines can be found in various locations at all University of Guelph-Humber and Humber Polytechnic campuses to serve you better. Download the Campus Compass Wayfinder mobile app to find a location near you.

### Commuter Meal Plans & Reloadable Gift Cards

Use your ONECard to make food purchases at any of our dining locations. With the mobile app, you can also add a Commuter Meal Plan to your ONECard. Reloadable Gift Card plans are also available through our Dining Plan Office so stay tuned for new partnerships for off-campus dining locations accepting ONECard.

For additional information on the benefits of using ONECard for food services or instructions on how to reload your Gift Card, visit:

### Dining Plans

### Retail Services

Whether you are seeking the latest in Humber and University of Guelph-Humber apparel or looking for essential supplies, our campus retail outlets are here to serve you with a commitment to quality and service.

### Campus Stores

Every purchase directly benefits the Humber and University of Guelph-Humber campus community. From student scholarships to new programs, your dollars make a difference in shaping a brighter academic future.

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#### Locations:

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**North Campus:** Bookstore, E126

**Monday – Tuesday:** 9:00 a.m. to 6:30 p.m.

**Wednesday – Thursday:** 9:00 a.m. to 5:00 p.m.

**Friday:** 9:00 a.m. to 4:30 p.m.

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**Lakeshore Campus:** Bookstore, R134

**Monday – Thursday:** 9:00 a.m. to 5:00 p.m.

**Friday:** 9:00 a.m. to 4:30 p.m.

*Hours of operation will be modified per demand*

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For information on our Campus Stores, visit:

 **Humber Campus Store**



## JJ Mart Convenience Store

JJ Mart is an independently run convenience store located in the PG building at the North Campus offering a variety of grab-and-go items, lottery tickets and much more.

### Operation of Hours:

**Monday – Friday:** 10:00 a.m. to 11:00 p.m.

**Saturday – Sunday:** 10:00 a.m. to 8:00 p.m.

## Xerox Print Centre

Located in NX210 at North Campus, Xerox is Humber's on-site one-stop print shop. Offering a wide range of services including copying, binding, laminating, regular and wide format printing, and your go-to business card provider. Xerox has a team of subject matter experts providing quality print solutions who can also assist in ordering banners, signage inserts and special requests for all your academic needs.

### Locations:

#### North Campus: NX210

**Monday – Thursday:** 9:00 a.m. to 6:00 p.m.

**Friday:** 9:00 a.m. to 5:00 p.m.

416.675.6622 Ext. 4228

[humncprint@xerox.com](mailto:humncprint@xerox.com)

#### Lakeshore Campus: H105A

**Monday – Friday:** 8:30 a.m. to 5:00 p.m.

416.675.6622 Ext. 3584

[humlcprint@xerox.com](mailto:humlcprint@xerox.com)

For more information, visit:

➤ **Xerox Print Centre**

## Central Events Office

Humber is the perfect venue for your external association event. Our Central Events Office (CEO) provides conference services and facility rental coordination for all external events held on Humber property in compliance with Humber's Temporary Use of Space for Events Policy (TUSE). The CEO also organizes external accommodation groups for summer stays in our Residence buildings. Visit our website and request for a quote today.

### ➤ Central Events





## Centre for Innovative Learning

The Centre for Innovative Learning is home to areas with responsibilities in Program Development and Faculty Development. These teams have been brought together to collaborate in support of Humber's Strategic Culture of Quality and Continuous Improvement.

This team integration will enhance our ability to develop 360-degree supports for changing program, faculty and strategic needs. It serves as a hub to the Humber community while supporting Humber's vision as a leader in polytechnic education.

The Centre provides a place for collaboration across the institution to find and develop alignment across areas, and to work together to energize and mobilize innovative and evidence-informed practices.

### Innovative Learning

Innovative Learning (IL) is dedicated to



**Innovation**

the development and enhancement of teaching innovation and learning across the institution. The department provides a place for peer-to-peer conversation, inspiration

and support, opportunities to explore new ideas and technologies, and to participate in projects and investigations that can shape and inform the future of teaching at Humber.

The Teaching Excellence and Digital Learning departments are integral in our mission to support Humber faculty in developing learners as global citizens with the knowledge and skills to be bold, to lead and to innovate.

### Innovation and Conversation

The team offers informal and formal professional learning opportunities throughout the academic year. These programs are presented across a variety of formats, days and times to support both full-time and part-time teaching schedules. These include expert panels, webinars, demonstrations, communities of practice, keynote speakers, workshops and learning events designed to foster community, innovation and evidence-informed practices. For a current list of opportunities, browse our [Programs and Events](#) web page.



### Toolkits, Resources and Templates

Innovative Learning has built an extensive repository of teaching toolkits, resources and templates to help you reach your teaching and learning goals:

- [Humber Learning Outcomes in Action](#)
- [Equity, Diversity and Inclusion: A Faculty Toolkit](#)
- [Sustainability: A Faculty Toolkit](#)
- [Systems Thinking: A Faculty Toolkit](#)
- [Blackboard Resources](#)
- [Lesson Planning Templates](#)

### Consultation on Teaching and Learning

We are available to support you through one-on-one sessions or to get together with small groups. Reach out to us with your requests via the online form to ensure that the correct person receives it and we will get in touch with you promptly with options.

➤ **Innovative Learning Support Centre Form**

### Humber Learning Outcomes

The Humber Learning Outcomes (HLOs) were developed through extensive research and consultation with faculty, industry partners and students. They are a set of institutional learning goals designed to ensure all Humber graduates possess the mindsets and skills needed for personal and professional success. These outcomes, identified as key priorities, prepare and equip learners to navigate and excel in an ever-changing world. By integrating the HLOs into both curriculum and co-curricular activities, Humber aims to cultivate well-rounded individuals who are ready to contribute meaningfully to their communities and industries.

IL is here to support the faculty in embedding activities, resources and assessments that help students explore different perspectives and bring bigger worldviews to their work and the workplace.

➤ **HLO Story**

**Showcase** is Humber's year-end faculty and staff celebration. It is notable for giving the Humber community the opportunity to showcase their teaching and learning innovations, as well as the opportunity to be inspired by their peers.

**Thursday, June 5, 2025** (subject to change).

Additional opportunities to gather with peers and learn together will be shared in the Humber Communiqué and on the IL website.

### League for Innovation in the Community College

Humber is a member of the League for Innovation. Every year, the League honours outstanding innovations that have been recognized by member institutions as an Innovation of the Year. These innovations represent faculty and staff achievements that advance learning throughout the institution. It is also an opportunity for peers to recognize Humber employees who have designed and implemented significant innovations that positively impact the education of Humber students. Employees from all employee groups (full-time and part-time faculty, administrators and support personnel) are eligible for nomination. Our League for Innovation Awards winners can be viewed on the [League for Innovation](#) website.

### Teaching Excellence

Our Teaching Excellence team offers a comprehensive range of Adult Educator Certificates, micro-credentials, professional learning opportunities, online course development support and one-on-one coaching for Humber faculty. These offerings and professional learning initiatives are designed to enhance Humber faculty's skills and knowledge, ensuring they can effectively support diverse learning needs and contexts.

The Teaching Excellence team is dedicated to providing support to all Humber faculty. Our programs are continually updated to reflect the latest educational research and industry trends, equipping faculty with the tools they need to excel in their professional roles and ensure Humber learners have optimal experiences in their learning environments.

### Culturally Inclusive Educator Certificate

The **Culturally Inclusive Educator Certificate (CIEC)** program is an externally accredited certificate program designed for people teaching, training, facilitating or advising. The courses help strengthen and enhance participants' intercultural awareness, approaches to integrating culturally inclusive and responsive pedagogy into curriculum design and delivery, and ways to incorporate differentiated teaching skills into practice.

At the end of the program, participants will have developed a framework of actions they can integrate into their own practice.





## Inclusive Curricular Design Certificate

The **Inclusive Curricular Design Certificate (ICDC)** explores how the Universal Design for Learning (UDL) framework can guide the creation of robust and accessible learning experiences for all students. The principles of UDL are founded in equity, collaboration, flexibility and accountability, and encourage a proactive skill-building approach to course design that fosters the development of expert learners. Participants will apply these principles to ensure that the range of student diversities, abilities and needs are met through a number of teaching and learning strategies.

## Teaching Excellence Program

The **Teaching Excellence Program (TEP) Certificate** is an externally accredited, two-year intensive program designed to support faculty as they transition into their full-time teaching roles at Humber. TEP is also part of a new full-time faculty's onboarding process. This program includes community conversation, mentorship and a variety of authentic and experiential learning opportunities and events that explore the theory and application of teaching and learning, as well as educational and research opportunities to support leadership development.

## Teaching Effectiveness Certificate

The **Teaching Effectiveness Certificate (TEC)** program is an externally accredited certificate

designed for those interested in the field of teaching or facilitation with adult learners. The courses within this certificate program provide participants with an opportunity to develop essential teaching competencies by exploring and applying effective practices in teaching and learning.

## Micro-Credentials:

- Facilitating Learning
- Curriculum Design and Development
- Teaching and Learning in Hyflex Environments
- Assessments for Learning
- Educational Technology and Accessibility
- Equity and Anti-Oppressive Teaching in Post-Secondary Education

## IL Micro-Credentials

## Universal Design for Learning Institute

The UDL Institute is an immersive professional learning experience wherein Humber faculty can reflect on and create opportunities to adopt a UDL framework into their teaching practice, examine their current curriculum practices, and design learning experiences that integrate an Anti-racism and UDL framework. Faculty who successfully complete the final assessment will receive a Micro-Credential.



**Critical Thinking**



## Digital Learning



### Digital Fluency

Digital Learning works hand-in-hand with Teaching Excellence to focus on pedagogy and technical support while helping faculty and staff harness current

digital resources in their teaching practice.

Our Digital Learning team supports the exploration, adoption and expert use of current digital tools to support Humber faculty and students in the best teaching and learning experiences. Even more importantly, the team seeks to bring new tools and training that can help faculty cultivate the most important relationships and connections with Humber students.

- The Innovative Learning Support Centre (ILSC) provides faculty with practical advice that can be applied right away in the learning environment, supports with refining existing lesson plans and exploring new tools and activities.
- Online course development and troubleshooting issues within Blackboard Ultra.
- Embedding the latest cutting-edge tech tools and updates within Blackboard, and providing the just-in-time tech tips, trainings and videos that get you using the tools fit for you as quickly as possible.

### Innovative Learning Support Centre

One-on-one consultation regarding the use of educational and emerging technology to enhance teaching practices is available through the Innovative Learning Booking Form.

### Innovative Learning Support Centre

## LinkedIn Learning

LinkedIn is the most widely used professional networking tool. Many programs encourage learners to create profiles, connect with other learners, alumni, speakers and faculty through this tool.

Humber faculty and students have free access to LinkedIn Learning, which encourage students to lead their own professional learning through engaging short digital courses, online instructional videos and accompanying assessments to build specific skills and knowledge. LinkedIn Learning has over 15,000 offerings that you can use to support students in their personalized learning journey. Achievements can often be posted directly in LinkedIn for one's professional network and potential employers to see. Sign up with your Humber credentials at [LinkedIn Learning](#) and connect with us to find out more.

### Humber Innovative Learning

 [@Humber\\_iLearn](#)

### Blackboard Resources and Help Guide

### Contact:

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## Program Planning, Development & Renewal



### Critical Thinking

Program Planning, Development & Renewal (PPDR) works collaboratively with Innovative Learning to form the Centre for Innovative Learning (CIL) which plays a

central role in supporting Humber's strategic vision of excellence in polytechnic education. We work together to ensure that Humber achieves the commitment to deliver quality education and that we remain relevant for all our students and industry needs.

### Program Lifecycle Activities

PPDR leads Humber's robust Quality Assurance & Continuous Improvement Framework. This framework supports transparency and guides decision-making through new program development, Annual Program Quality Assessment (APQA), ongoing curricular changes and program renewal, and comprehensive program review. Our quality activities ensure that our programs remain relevant and responsive to industry needs across the lifespan of a program.

### Recognition of Prior Learning

Recognition of Prior Learning (RPL) increases students' access to post-secondary education by facilitating mobility within Humber and between other recognized institutions.

At Humber, RPL includes the following three components:

- **Transfer Credit:** The granting of credit for coursework undertaken at another recognized institution.
- **Pathways:** Established academic routes whereby students move from one program to another in a seamless fashion. Graduates may have their previous program learning recognized for block transfer into advanced semesters of the receiving program.
- **Prior Learning Assessment and Recognition (PLAR):** A process that allows individuals to identify, document, assess and gain recognition for prior learning. This learning may be formal, informal or experiential.

PPDR supports RPL through the development of new pathways and continuous improvement of existing pathways.

PPDR also operates with a liaison model, and each Faculty has a dedicated Program Quality Consultant. If you have questions about your program(s)' lifecycle processes or Humber's processes and mechanisms to support academic quality, please reach out to your Program Quality Consultant or email us at [ppdr@humber.ca](mailto:ppdr@humber.ca).

### Contact:

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## Community Outreach & Workforce Development

Community Outreach & Workforce Development (COWD) has a mandate to support access to post-secondary education, training and the workforce for those from under-represented groups to support the institution's Equity, Diversity and Inclusion goals. These include, but are not limited to, newcomers, women, racialized persons, Indigenous Peoples and youth.



### Collaboration

COWD seeks to do this through collaborative partnerships with faculty & departments, and industry, government and community stakeholders on a variety

of projects, initiatives, programs and services using an assets-based community development (ABCD) approach. Program participants are valued for the assets they are able to contribute as they seek to further build their skills and knowledge. Taking an ABCD approach ensures that all stakeholders are able to contribute and benefit from the collaboration, with the ultimate goal of enhancing local, social and economic development.

### COWD: About Us

### Programs and Services:

- Newcomer Programs
- Pre-Apprenticeship and Training Opportunities
- Community Youth Initiatives
- Partnership Development (community & industry)
- Community Connections

### Programs for Newcomers to Canada

Humber is dedicated to helping internationally trained professionals meet their educational and career goals. Many internationally trained professionals have benefited from the educational opportunities and services that Humber provides, namely:

- free occupation-specific language training;
- bridging programs that offer short-term technical training and job-search support; and
- newcomer advising services.





### **Free Occupation-Specific Language Training**

Language training courses are offered in Entrepreneurship, Sales and Marketing; Project Management; and Technology. These courses focus on workplace culture, language skills and help newcomers communicate effectively on the job.

#### **➤ New To Canada: Language Training Bridging Programs**

These are short-term technical programs designed specifically for newcomers to Canada who are internationally trained professionals. The programs are intensive, with the objective to ensure that newcomers gain the skills and knowledge that are in demand by employers in Canada. Most importantly, students enrolled in these programs will have access to individualized career planning support, as well as assistance from Job Developers who contact hiring employers and develop job leads for the students.

Classes take place in the evenings and on weekends. Humber offers the following Bridging Programs for Newcomers To Canada:

- Engineering Skills Enhancement
- IT Infrastructure
- Full Stack .NET Cloud Developer
- Supply Chain Management

### **Newcomer Advising Service**

Humber's advisors can guide you in the following areas:

- Program and course selection that will ultimately support a newcomer's educational goals
- Admission and enrolment process
- Academic and skills upgrading options
- Bridging programs for internationally trained professionals
- Language Assessment and training programs for newcomers
- Referrals to community resources
- Assessment and evaluation of prior education and experience

#### **➤ Humber: New to Canada**



## Pre-Apprenticeship Programs

These unique programs and services support youth, women and other designated groups to reach their potential and attain their employment and academic goals through hands-on practical programming; designed to provide Level One Apprenticeship training that is based on current labour market needs.

Pre-apprenticeship Training Programs are designed to help individuals interested in the trades to build the required skills needed to pursue apprenticeship opportunities. There are no fees to participate in these programs. Textbooks, safety equipment and tools are also provided free of charge.

## Training and Upskilling Programs

### Upskilling for Data Analytics and Business Intelligence



**Digital  
Fluency**

This is a 12-week training program specifically designed for individuals who identify as neurodivergent; aimed at preparing them for careers in Data Analytics. The program

is a collaborative effort between Humber and Norquest College in Alberta. This program will be offered free of charge to all accepted participants across Canada. Upon

completion of the training, participants will engage in a work placement to gain practical experience. Additionally, employers who hire graduates from this program are eligible to receive incentives; encouraging them to support these skilled individuals as they enter the workforce.

### ➤ Data Analytics and Business Intelligence for Autistic Individuals

#### Digital Fluency for the Workforce

COWD is partnering with Newcomer Women of Toronto to offer a micro-credentialed training program to 300 women across Canada. This program is designed to be flexible and accessible, with all training conducted asynchronously in a virtual environment. To support participants, weekly drop-in sessions are available with facilitators who can assist with any course-related challenges. The curriculum is structured into three levels, starting with a Prior Learning Assessment and Recognition (PLAR) process to ensure that individuals do not repeat the skills they have already mastered. This training is suitable for learners from beginner to advanced levels who aim to enhance their on-the-job performance and increase productivity. Additionally, the program is designed to be duplicable, and can be adapted and

delivered within different faculties, allowing for broad implementation across the institution.

### Community Youth Initiatives

These initiatives provide stimulating academic experiences that venture beyond the scope of the traditional classroom and are designed to get students thinking about their future careers.

### College Experience Days & Career Exploration Days

These are short and specialized hands-on learning opportunities to introduce youth (Grades 6-12) to a variety of post-secondary options and careers that they may not have considered. Events can be from one day to two weeks in length, and are done in

conjunction with school boards across the GTA (College Experience Days) and local community agencies (Career Exploration Days). Youth are introduced to topics in class that incorporate various curricular areas such as:

- Business
- Applied Technology
- Health Sciences
- Hospitality, Recreation and Tourism
- Media Studies
- Social & Community Services
- Trades & Technology

### ➤ COWD: Pathways to Post-Secondary Education



## Youth Transition Program

Humber's Youth Transition Program (YTP) is a post-secondary access program to assist local youth (ages 19-29) to transition successfully to post-secondary schools, whether they have completed high school or not. Participants are provided with a post-secondary experience that includes advising, mentoring, career exploration and core academic skill-building. Youth create a personalized pathway plan that provides a step-by-step plan for achieving their academic and personal goals. In addition, participants also receive ongoing Humber support in the form of an advisor for up to one year after completing the program. This program, which also provides lunch and transportation, is a great transition into Academic Upgrading or applying directly to post-secondary programs.

### ➤ Youth Transition Program

#### Pathways to the Trades

Pathways to the Trades is a FREE eight-week program targeting participants who are currently unemployed, interested in exploring the trades and are experiencing financial hardship. This specialized program has been designed to help youth (ages 18-30) make a successful transition into the trades, whether they have completed high school or not. This will be achieved through a strong focus on developing individualized learning plans, advising, career exploration and skill building.

### ➤ Pathways to Skilled Trades

#### Community & Partnership Development

To support Humber's local communities' long-term economic and social development, COWD is extensively involved in developing and stewarding relationships with community

and industry partners. This partnership development is key to the ongoing projects and programs that support access to education, training and the workforce for those who are outside of traditional pathways and opportunities. COWD sits on a 40+ community, industry, government and local tables in order to contribute to community development initiatives that actively support workforce development for equity seeking groups.

### Community Connections

COWD actively brings together community, industry and internal Humber collaborators to develop and implement initiatives and projects through the Humber Community Partnership Fund, or external funding opportunities. COWD offers an expertise in project management and proposal writing, and seeks opportunities that will engage the current Humber faculty and students for shared capacity building. Anyone with a project, a program or an experiential learning idea is welcome to reach out to have a conversation about how COWD can support.

### ➤ COWD: Contact Us

### ➤ COWD: Community Partnership Fund

### ➤ COWD: Partnerships



# Continuous Professional Learning

At Continuous Professional Learning (CPL), we offer an educational experience for professionals looking to upskill, reskill or build a foundation for a new career. We support organizations looking to achieve strategic goals by empowering employees with enhanced knowledge and skills. With more than 400 courses, CPL provides industry-recognized learning from qualified facilitators to develop skills that lead to excellence in the workplace.

CPL is comprised of certificates, courses, workshops, micro-credentials, and bridging programs that are non-post-secondary and can enhance diplomas and/or degrees. For a full list of our courses, please browse our selection on our [CPL](#) website.

We are also the accredited delivery provider for several Associations and Professional programs. These programs allow for learners to obtain new knowledge, seek a professional designation for career advancement, qualify or meet mandatory licensing requirements, or to explore a new field of study. They are designed to provide a level of skill, knowledge and attitude to allow new professionals to work in their field directly upon completion of their program. To learn more about our professional programs, visit our website.

## ➤ Education & Training Solutions: Association & Professional Programs

To find out how we can support your

students complement their post-secondary credential, contact us at

[cplhelp@humber.ca](mailto:cplhelp@humber.ca) or call 416.675.6622 Ext. 4554.

For faculty and alumni, some CPL courses are eligible for a discount. Contact us at [cpl@humber.ca](mailto:cpl@humber.ca).

## Faculty Continuous Professional Learning Portal Support: How-To for Facilitators

To learn how to access the portal, generate a class list and enter grades, visit:

## ➤ Continuous Professional Learning Portal Guides

Meet the CPL Team:

## ➤ The CPL Team

### Contact:

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**Professionalism**



## Department of Public Safety

The Department of Public Safety is committed to ensuring the safety and security of Humber's students, staff, and faculty. A comprehensive list of services coupled with close community relations with Toronto Police Service, Toronto Fire Service and Crime Stoppers allow Public Safety to maintain a safe and secure learning and work environment.

Your familiarity with the following emergency procedures and Public Safety services will help ensure that you, your students and your colleagues are prepared to respond in the event of an emergency.



### Campus Security

The security team is available 24 hours a day, seven days a week, and employs a wide array of trained professionals to assist Humber students, staff, faculty and visitors.

Security Reception is located in NX101 at the North Campus and in M106 at the Lakeshore Campus.

The following security programs and services have been implemented to keep Humber's campus safe and secure:

- Campus patrols by uniformed security guards
- Campus Walk Program
- Interior and exterior emergency phone system
- Guardian App
- Network of CCTV Surveillance
- Posted security notices
- Work Alone Service

For more information on Public Safety's programs and services or to view the locations of the campus Emergency Phones, visit:

[!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd\_img.jpg\) Humber Department of Public Safety](#)

## Campus Walk Program

The Campus Walk program provides a walking partner for students, employees and visitors who wish to be accompanied to their vehicle on the property, to the campus residence or anywhere within the perimeter of the campus property.

To request for this service:

1. Contact Public Safety at:
  - a. **North Campus:** Visit Security Reception in NX101 or call 416.675.8500
  - b. **Lakeshore Campus:** Visit Security Reception in M106 or call 416.675.8500
  - c. Campus Walk will then meet the person requesting the walk at their chosen meeting place.
2. The Campus Walk team will present identification.
3. The person(s) requesting the walk will be accompanied to their requested location.

## Emergency Preparedness

In an **emergency situation**, contact Security by calling Ext. 4000 from an on-campus phone, or 416.675.8500 from

your cellphone, or use an emergency phone located around campus. Emergency phones are a free direct line to Security. You will be required to provide the following information:

- Your name
- Your location
- Location of the incident
- Nature of the emergency

For **non-emergency situations**, such as Campus Walk, room openings or other inquiries, Security can be contacted at or Ext. 8500. or 416.675.8500

### Emergency Contact Information

#### Humber North and

#### Lakeshore Campuses Ext. 4000

Education & Training Solutions 911

Police/Fire/Ambulance 911

If 911 has been called, contact Public Safety. They need to know your location.

For safety information and security updates, visit the [Public Safety](#) website.



## Evacuation

1. Exit the building immediately if you are able to do so safely.
2. Notify anyone you encounter to exit the building immediately.
3. Call 911 and provide as much information as possible.

If you are unable to exit the building safely, go to the nearest area you feel safe.

## Active Attacker Procedures

### RUN

- Stop what you are doing and quickly assess the situation.
- If you can get out of the building safely, then do so – RUN out of the building until you are safe.
- Call 911 and provide as much information as possible.

### HIDE

- **If you cannot RUN**, then find a place to HIDE instead and go to the nearest secured space such as a small interior room.
- Close all doors, windows and blinds or curtains in the room.
- Lock and barricade the doors if possible.
- Put all mobile phones to **Silent mode**.
- **Your goal is to make the room look unoccupied and prevent the attacker from accessing it.**

### DEFEND

- As a last resort, you may have to DEFEND yourself if the attacker comes into your space.

- Only you can decide if you are going to defend yourself.
- If you decide to defend, **you must commit to the actions and be aggressive**, be loud and be committed. ***If several people commit to defend themselves, you have a good chance of overwhelming the attacker.***

The full procedure can be found on [Active Attacker Procedure](#) web page.

## Fire Procedures

### Duties of Instructors During Emergencies

When you are in a classroom, lab and other assembly or work areas, and the fire alarm bells sound, proceed as follows:

- **STOP** the class and any learning activities.

### Upon Hearing a Fire Alarm

#### If Intermittent Signal (beeping sound every two (2) seconds):

- Stand by and prepare to leave the building.
- **DO NOT** use the elevators.

#### If Continuous Signal (three (3) fast beeps followed by a short pause):

- Close the doors behind you.
- Leave the building through the nearest exit.
- **DO NOT** use the elevators.

**Important Note:** If you encounter smoke, use an alternate exit. If the smoke is heavy in the corridor, it may be safer to stay in your area. Close the doors, block the openings and stay low on the floor at a window if available.



## Upon Discovery of Fire

- Leave fire area immediately.
- Close the doors behind you.
- Sound the fire alarm and pull the manual alarm station.
- Leave the building through the nearest exit.
- **DO NOT** use the elevators.

Provide assistance to any person(s) with accessibility needs you encounter while evacuating. If you are unable to do so, tell them to stay where they are and that you will find help for them. Immediately inform Security where this person(s) is located.

## Humber Guardian App

The Department of Public Safety has released the Humber Guardian app for Apple, Android and Blackberry smartphones.

### ➤ Humber Guardian App

The Guardian is designed for Humber students, staff and faculty. It also provides quick access to campus safety and security resources, emergency contact information, safety services and a safety toolbox.

## Mass Notification System

The Humber Guardian App is used as one of the main communication tools by the Department of Public Safety to get timely information out to the Humber Community



in the event of emergencies (Active Attacker, Inclement Weather, Shelter in Place and more).

If you do not already have the app, download it today and start receiving push notifications.

Download the mobile app now to start receiving push notifications. You will also see an image of the app and how a notification can be seen on your device in the link below.

### ➤ Humber Guardian: Download Now

## Work Alone

The Work Alone program is for staff and faculty who work past standard business hours. This service allows you to register with security for periodic check-ins to ensure your safety when working late.

You may request this service by:

- Checking in at Security Reception
- Notifying a security guard
- Calling 416.675.8500



## Dining Options

### Chef-Approved, Student-Made

Whether you are looking for a quick grab & go lunch, an easy at home meal kit, or a warm delicious sit down meals with friends, HUNGRY has you covered. Everything HUNGRY has to offer is made by Humber students for Humber.

#### ➤ HUNGRY

### The Humber Room

The Humber Room offers extraordinary cuisine in an upscale casual setting to Humber students, staff and the broader community. Preparation in the kitchen is done by students who are studying to become chefs. Similarly, service in the dining room is provided by students studying in a hospitality program.

Visit our website to learn more.

#### ➤ The Humber Room



### The Gourmet Express

Open daily and committed to culinary, nutrition and wellness, Gourmet Express products are student-made in our Humber Kitchen under the guidance of expert chefs in the practical classes of our baking & pastry arts and culinary programs. Pick up a delicious meals on-the-go at Humber's Gourmet Express.

#### ➤ The Gourmet Express Story





## Galleries

Humber Galleries provides spaces where contemporary art and polytechnic learning come together and influence one another. We aim to emphasize Humber's strategic pillars by making the gallery more accessible, innovative and inclusive. Through increased student involvement in programming and exhibition content, we aim to create career-ready citizens.

We act as active collaborators in the social and educational fabric of Humber, its surrounding communities and the contemporary art discipline. Art, whether in physical or digital forms, provides a starting point for complex and difficult discussions, and brings multiple perspectives to the table. We welcome opportunities to co-design responsive class visits and curriculum overlaps in relation to its exhibitions from each of Humber's six faculties. Set up a meeting with Humber Galleries' Project Lead to discuss curriculum embedding and project partnerships opportunities.

For additional information, please visit [Humber Galleries](#) or find @HumberGalleries on social media.

### Location:

#### Lakeshore Campus

L Space, L1002

19 Colonel Samuel Smith Park Drive  
Toronto, ON M8V 4B6

### Contact:

#### Casey Norris

Project Lead, Humber Galleries & Centre  
for Creative Business Innovation

[Casey.Norris@humber.ca](mailto:Casey.Norris@humber.ca)



## Government Relations, Marketing and Communications



### Communication

This team provides resources and support to faculty in the areas of marketing, advertising, internal communications, social media, media

relations and public affairs. Our focus is on strengthening Humber's reputation and brand, and connecting employees, students and partners with information about the institution. Our efforts also help promote new programs, recruit students, and raise awareness about the benefits of polytechnic education through events, success stories, news releases, and more. For the complete brand guidelines and communication resources, visit [The Humber Brand](#) website.

### Creative Services

- Photography is used to capture Humber programs and events to showcase the institution and drive recruitment.
- Video is used to explain programs, showcase labs, campus spaces, events, strategic initiatives and the culture of Humber.

- Writing includes award proposals and student achievement stories.

### VIP Invites and Announcements

Are you asking a politician to give a guest lecture? Are you presenting an award to an alumni? Would you like an elected official to attend one of your events on campus? The team can provide outreach and arrange invites for all campus visits and events on behalf of all faculties and departments. This includes contacting invitees, organizing tours on campus, and arranging opportunities for Humber's administration to meet with our guests to help build on relationships and find new ways to support students.

### Marketing Services

- Design and marketing consultation
- Marketing/brand initiatives
- Advertising campaigns
- Viewbook and Full-Time Resource Guide





### Web/Digital Media Services

- Website consultation, design and development
- Web analytics

### Government Relations Services

- Promote Humber's unique brand of polytechnic education
- Advocate for Humber priorities and help find new funding and partnership opportunities

### Communications Services

- All external news inquiries, outreach and opportunities
- Communications and public relations campaigns
- Event and recruitment-focused multimedia (video and photos) services and consults
- Articles on [Humber Today](#)
- Social media consults and best practices
- [Humber Communiqué](#) and the Employee News Network (internal staff and faculty website and video stream)

#### Contact:

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For government relations related inquiries, please contact:

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## Department of People(s) & Culture

Here at Humber, employees enjoy a supportive employee experience. The Department of People(s) & Culture offers a comprehensive and highly competitive compensation package designed to attract and retain top talent. Some benefits employees have access to include:

- Extended Health and Dental Care
- Life Insurance coverage
- Short Term Disability & Long Term Disability coverage
- Pension enrollment
- Professional development

Employees are able to access and take action directly using the Human Resource Management System (HRMS). Using this platform, employees can submit absences, complete time cards, update personal information, enroll for benefits, manage pay, and more from anywhere.

Additionally, employees have access to the HRMS Knowledge Base (KB) and a 24/7 access to HR support through our HR Support Centre at 416.675.6622 Ext. 5001.

Humber is committed to transforming the student and employee experience by creating a campus that is healthy, inclusive and fosters a highly positive employee experience.

We offer all employees access to employee engagement and well-being programs to positively influence their productivity and ability to perform at their peak, their capabilities, financial health, social networks and relationships.

### **People(s) & Culture at Humber**



## Office of Human Rights & Harassment

Humber has had a formal Human Rights program since the 1990s and the Office of Human Rights & Harassment (OHH) is mandated to respond to all allegations related to harassment and discrimination violations based on any of the 17 prohibited grounds identified in the Ontario Human



### Professionalism

Rights Code and workplace harassment, as identified in the Occupational Health and Safety Act. The OHH is committed to fostering a respectful and inclusive culture in which all

members of the Humber community study, work and live free from discrimination and harassment. All OHH initiatives consider the complex ways that our identities intersect and interlock. Additionally, OHH's works are grounded in an effort to create an environment where the entire Humber community is treated fairly, equitably, and respectfully.

### What We Do

#### Ensure Legislative Compliance

We lead and coordinate in compliance with the *Accessibility for Ontarians with Disabilities Act*, the *Anti-Racism Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, and the *O. Reg. 131/16: Sexual Violence At Colleges and Universities* through policy development and targeted educational awareness as well as communication strategies.

The OHH also supports the *Truth and Reconciliation Commission of Canada: Calls to Action*.

We promote institution and community-wide initiatives to increase representation among faculty and staff in the four employment equity designated groups (Indigenous Peoples, women, racialized people and persons with disabilities) as well as persons with diverse gender and sexual identities.

### **Strategic Communication and Relationship Building**

We work collaboratively with partners across the institution. The Human Rights & Harassment website offers comprehensive and up-to-date Human Rights, Employment Equity and Accessibility for Ontarians with Disabilities Act (AODA) resources and training material. We also work on projects and committees across the institution to build relationships and bring a Human Rights lens to the forefront.

### **Ensure Timely Complaints Resolution**

We investigate complaints pursuant to Humber's Human Rights & Harassment policies. We also provide early intervention into human rights and workplace harassment-related concerns through consultation, informal resolutions and referrals to internal and external resources. We also conduct formal investigations, workplace assessments and workplace restoration.

### **Co-Lead Committees**

We lead the AODA Committee to ensure accessibility and inclusivity across Humber. We also support the developments and functioning of the Employee Resource Groups; 2SLGBTQ+ and the Black/African ERG groups that foster a diverse and inclusive workplace.

### **➤ Human Rights and Harassment Policy**

## **Employment Equity**

The goal of the AODA Act (2005) is to “develop, implement and enforce accessibility standards” to ensure accessibility for all Ontarians.

For more information on the AODA and to access the online training modules, visit:

### **➤ Human Rights & Harassment: AODA Committee**

#### **Location:**

**North Campus**, LRC, 5th Floor

**Hours: Monday to Friday:** 9:00 a.m. to 5:00 p.m. Evening appointments are available with advance notice.

### **➤ People(s) & Culture: Human Rights & Harassment**

#### **Contact:**

[humanrights@humber.ca](mailto:humanrights@humber.ca)

or

**Kathryn Edgett- Emirzian**

Manager, Human Rights, Harassment & Employment Equity

[Kathryn.Edgett@humber.ca](mailto:Kathryn.Edgett@humber.ca)



## Humber Child Development Centre

The Humber Child Development Centre is a unique laboratory school connected to Humber's Faculty of Health Sciences and Wellness. The Centre offers quality education and childcare to 20 infants, 30 toddlers and 48 preschoolers.

Our responsive-inclusive program makes every effort to create and maintain an open, respectful and welcoming environment for all. We also aim to reflect the rich diversity of our community through thoughtful and informed practices. Likewise, educators ensure that all children have equitable and genuine opportunities to participate in all aspects of the program.

The children are offered opportunities to engage in inquiry, learn through play, build friendships and appreciate the natural world through daily routine, transitions, interactions and experiences. Simultaneously, our educators advocate for positive relationships with all children, families, and communities.

### **Our intention is to:**

- promote a strong sense of belonging;
- create responsive-inclusive nurturing environment for a healthy well-being;
- implement learning through play and inquiry, as well as engagement with the natural world;
- encourage positive relationships and expressive, respectful communication; and
- plan for, and co-create positive experiences, where each child's development and needs are supported in a holistic approach.



### **Our engagement with the natural world includes:**

- children (re)connecting to and with nature in the Humber Arboretum;
- providing children with exploratory play and real life learning experiences involving plants, animals, insects and pond life;
- offering opportunities to engage in continuous child-directed inquiry-based curiosities and provocations that stem from all seasons and weather; and
- connections to the Land that support a child's holistic development, including risky play and engagement with families and practicum students.

### **Location:**

**North Campus, FX101**

### **Hours of Operation:**

**Monday to Friday: 7:30 a.m. to 6:00 p.m.**

**➤ Humber Child Development Centre**

## Indigenous Education & Engagement



The Indigenous Education & Engagement (IE&E) works in partnership with regional Indigenous communities to ensure Indigenous students are supported and connected

to their learning environment – academically, culturally and socially. We assist students in making the transition to the challenges of post-secondary life while creating awareness and appreciation of Indigenous cultures and histories in the greater campus community.

Interested in learning about Indigenous knowledges and perspectives and how to include them in curriculum? Want to learn about culturally appropriate protocols and practice? IE&E welcomes all faculty and staff who are interested in learning how to incorporate Indigenous pedagogy and methodology into their curriculum to contact us at [indigenous@humber.ca](mailto:indigenous@humber.ca).

### Humber's Indigenous Education Month November 2024

Every November is Indigenous Education Month at Humber. There are various on-campus and off-campus events and workshops throughout the month such as our recurring major event, Indigenous Knowledges Gathering.

### Indigenous Knowledge Gathering

#### November 14 & 15, 2024

Bringing together a diverse array of educators, practitioners, scholars, students and members of Indigenous communities, the Indigenous Knowledge Gathering provides a safe space to think about and actively engage in meaningful conversations about the role



and inherent responsibilities of education.

### National Days of Awareness:

- National Day for Truth & Reconciliation: September 30
- Orange Shirt Day: September 30
- National Day of Action for MMIWG2S: October 4
- Treaties Recognition Week (Ontario): First week of November
- Indigenous Veterans Day (National): November 8
- Moose Hide Campaign Day: May 16, 2024 (this date changes each year)
- Red Dress Day: May 5
- National Indigenous Peoples Day: June 21

### Locations:

**North Campus** (Learning Resource Centre)  
Second Floor, Room 2137, Ext. 5424

**Lakeshore Campus** (Welcome Centre)  
Third Floor, Room 301  
416.675.6622 Ext. 3299

**Email:** [indigenous@humber.ca](mailto:indigenous@humber.ca)

➤ **Indigenous Education & Engagement**





## Humber International

Humber International is the first point of contact for prospective and current international students. The team supports students in the following ways:

- Supporting student success by advising, addressing issues and triaging questions on various topics such as applications, payments, registration, graduation and more
- Responding to inquiries via phone, face-to-face interactions, contact form, chat and during workshops
- Advising on student-related immigration concerns (e.g., Study Permits, Co-op Work Permits and Post-Graduation Work Permits)
- Answering international student health insurance related questions

- Organizing on-campus and virtual events and workshops such as Orientation, Working in Canada, How to Apply for a Study Permit extension and more.

➤ Visit [Humber International](#) for more information.

### Locations:

#### North Campus

LRC 2185, Front desk Ext. 5067

#### Lakeshore Campus

H100A, Front desk Ext. 3178

### Inquiries: Humber International Centre

#### Contact Form

### Contact:

**Rebecca Fitzgerald, BA (Hons), M.Ed.  
(She/Her)**

Associate Dean, Global Education and Partnerships

[Rebecca.Fitzgerald@humber.ca](mailto:Rebecca.Fitzgerald@humber.ca)

## Libraries

The library offers a wide range of resources and services to support teaching and learning at Humber. Visit the library website to learn more.

### Humber Library

Visit us in person on the 4th floor of LRC Building at the North Campus and in B Building at the Lakeshore Campus.

### Access

Access electronic resources online through the [Humber Library](#) website using your Humber username and password.

For University of Guelph-Humber Library Services, please visit [Guelph-Humber Library](#) for details.

### Collections and Instruction

Our ever-growing eBook, electronic journal and streaming media collection contains over three million titles that can be accessed anywhere, anytime, via our website. Our print collection is updated throughout the year.

If you have questions about research and access, or suggestions for resource acquisition, please contact your librarian.

### Humber Library: Get Support

### Student Research Skill Development

Your liaison librarian can support your teaching and course development by providing virtual and/or in-person research and digital literacy skills instruction for students and by assisting with assignment development and course reading selection.

### Copyright

Humber is required to comply with the Canadian copyright law and institutional licensing agreements. This means that the reproduction, use and dissemination of

copyright protected materials, regardless of format, are subject to certain limits and restrictions.

It is the responsibility of Humber faculty to be aware of the restrictions regarding copying and distributing materials in accordance with institutional directives. For details on allowable limits, visit the [Humber Library: Copyright Overview](#) web page.

The library is here to support you. If you have any questions regarding the appropriate use of print and online materials, please contact library copyright staff at [copyright@humber.ca](mailto:copyright@humber.ca).

### Idea Lab

The Idea Lab is a Library initiative designed to support digital fluency skill development and media-rich assignments. It is open to students, faculty and staff at Humber and the University of Guelph-Humber where it offers studio spaces (3rd floor at the North Campus; 3rd floor in G Building at the Lakeshore Campus), workshops, online resources, as well as online supports.

### Humber Library: Idea Lab



**Digital  
Fluency**





## Math and Writing Centre

Humber has established facilities at the North Campus and Lakeshore Campus to help students who need assistance with math and writing. The Math & Writing Centre provides a hybrid model with tutoring services both on-campus and online.

### Math Support

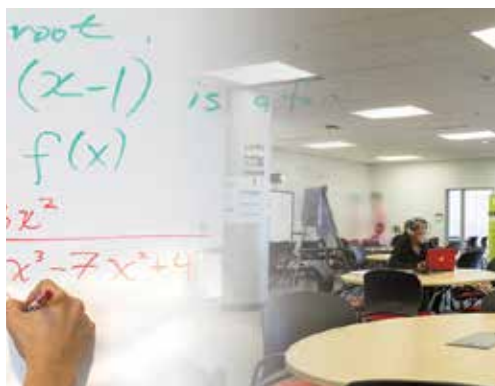
The Centre offers help in math to all Humber and Guelph-Humber students wherein they can receive help through one-on-one appointments in person, online or during drop-in times.

The math tutors help with a broad range of topics including basic mathematics, remedial mathematics, mathematics of finance, statistics, quantitative methods, technical mathematics and calculus. They can also help with math components of other courses such as nursing, physics and engineering. Workshops are also available for students throughout the term on topics such as Learning to Use a Financial Calculator, and Confidence Intervals and Hypothesis Testing. To find out more about how the tutors can help your students, email us at [mathcentre@humber.ca](mailto:mathcentre@humber.ca).

Students can book a tutoring session and find more information about our services at [Humber Upswing](https://humberupswing.ca) website.

### Writing Support

The Centre provides students with a chance to refine their writing skills and to get help with individual assignments. Friendly tutors welcome the opportunity to work with students one-on-one on any writing issues, whether it is related to thesis development, research, documentation techniques, or



analytical and technical reading abilities, regardless of the student's program of study.

Further reading comprehension skill development and language skill development workshops are also offered and tailored for English as a Second Language (ESL) learners, along with conversational and pronunciation support. Additional workshop topics include Academic Integrity and American Psychological Association (APA) Style. To find out more about how the tutors can help your students, email us at [writingcentre@humber.ca](mailto:writingcentre@humber.ca).

Students can book an appointment with a tutor through our [Humber Upswing](https://humberupswing.ca) online booking system.

To learn more about our math and writing support services, students can visit our [Math and Writing Centre](https://mathandwritingcentre.ca) website.

### Locations:

#### North Campus

Dan Andrae Math & Writing Centre  
Learning Resource Commons (LRC), 3rd floor

#### Lakeshore Campus

Math & Writing Centre F201



## Office of Research & Innovation

### Applied Research

Applied research is the systematic and original investigation of a problem, and need of new entrepreneurial opportunity with a goal of achieving measurable, practical outcomes. Practical implications of these opportunities are identified either by a third party (industry or community) or through analysis. For a project to be classified as applied research at Humber, it should have faculty, staff and student involvement.



**Strategic  
Problem-  
Solving**

Humber has a strong culture of innovation and applied research excellence, and encourages and supports the growth of applied research collaborations and partnerships. Student training and skill acquisition drive these applied research projects to strengthen the curriculum by identifying and showcasing skill development. Research at Humber also

provides faculty with opportunities to remain current on rapidly changing market needs and requirements.

Humber Research & Innovation supports faculty researchers by:

- Fostering relationships and facilitating research projects with industry and community partners
- Offering and identifying potential funding opportunities
- Assisting in the development of research projects, proposals, and grant applications
- Delivering workshops and other professional development activities for faculty, researchers, staff, and students as well as industry and community partners
- Providing project management and administrative support for research projects

To learn more about Humber's Office of Research & Innovation (ORI), visit:

[!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd\_img.jpg\) \*\*Office of Research & Innovation\*\*](#)

## Scholarship of Teaching and Learning

Scholarship of Teaching and Learning (SoTL) is the systematic investigation of teaching and learning through a scholarly lens. Shared with the broader teaching and learning community, SoTL's primary goals are to advance the practice of teaching and to share in collaboration with peers. It also supports Humber's commitment to evidence-informed practices and decision-making.

## Seed and Cultivate Research & Innovation Funds

The ORI encourages and celebrates the journey of all researchers. Both seasoned and emerging researchers will find in ORI a research environment that is accessible and that will enable their path of exploration and discovery.

Humber's SoTL funding opportunities (Seed and Cultivate grants) invites research projects from all faculty and staff.

**Seed Research & Innovation Fund** has been created for emerging researchers who are at the beginning of their SoTL journey and are willing to take a closer approach to research. It can pave the way for more collaborations and reflective practices that can catalyze new ideas and foster professional development. This funding opportunity is perfect for those who are eager to explore some of their unanswered questions or ideas related to teaching and learning.

## Cultivate Research & Innovation Fund

has been designed for those researchers who want to expand their projects by developing or testing solutions that can further impact teaching and learning. This opportunity provides researchers with the funding and support that will allow them to materialize their ideas into new programs, methodologies, services or products.

Find more details on how to get started in the [SoTL Handbook](#).

## Additional Research Support

The Scholarship of Teaching & Learning (SoTL) team can provide a sounding board to faculty and staff to help frame ideas and questions about teaching and learning projects. This helps:

- enhance the quality of our faculty's research learning experiences;
- enhance the quality of our students' learning experiences;
- evaluate teaching strategies that are already in use in the classroom;
- assess and measure the impact of learning approaches, qualitatively and quantitatively;
- pilot innovative and flexible learning approaches for engaging and collaborating with students and faculty; and
- help with other teaching and learning scholarly activities (conference presentations, manuscript writing and graduate studies).



## Humber Press

Based in ORI's office, Humber Press is a publishing team dedicated to sharing stories of every step of the researcher's journey – from the time when an idea is just a spark of curiosity, to the formation of a research question and to the exploration of new areas of knowledge for the dissemination of the final research results.

The Humber Press team shares and celebrates stories of research and innovation through SPARK, Humber's research and innovation magazine; Journal of Innovation in Polytechnic Education (JIPE) books; and its web page and social media platforms.

## SPARK – Humber's research and innovation magazine

SPARK is a celebration of Humber's faculty members, researchers, students and the larger community of partners that ignite the spark of research and innovation. SPARK highlights research projects in five main areas: social innovation, sustainable architecture, system integration, UX experience and the Internet of Things (IoT).

SPARK features stories of exploration, innovation and collaboration; from new

developments in research funding, to the latest news on Humber's Broadcast-Broadband Convergence (B<sup>2</sup>C) Lab and to spotlight on rock star researchers.

## ➤ SPARK Magazine

## ➤ Humber Press

## Workshops and Coaching Sessions

The ORI team continues to support faculty, researchers and our valued industry and community partners through offerings of workshops and coaching sessions on a regular basis. These workshops and coaching sessions are selected and facilitated with a focus on developing creative problem-solving skills, values-based innovation, adopting design thinking methodologies, and an aim at disseminating knowledge and informing attendees about funding guidelines and grant applications.

## SoTL Research Workshops

1. **Qualitative research workshops:** In these workshops, researchers will take a closer look at different qualitative strategies, methodologies and approaches.



## 2. Quantitative research workshops:

In these workshops, researchers will learn how to use multiple tools such as advanced MS Excel, Visual Analytics and Tableau, which will be key to understanding and applying data analytics principles.

### Research Support Workshops

#### 1. Sustainability in Research:

Researchers learn about developing a sustainability mindset and how to incorporate this mindset into their research.

#### 2. Grant Development: Researchers learn about the various external funding opportunities and the application process.

The ORI team continues to develop value-added offerings to meet the needs of Humber's growing research and innovation community, and build a sustainable culture that enables growth. New workshops and offerings will be announced through Humber Communiqué.

For more information about the ORI workshops, check our [Upcoming Events](#) web page or reach out at [researchworkshops@humber.ca](mailto:researchworkshops@humber.ca).

### Communities of Practice (CoP) PhD Study Group

The ORI team organizes a PhD Community Group which provides Humber's PhD students and candidates with a safe space to discuss their successes, challenges as well as learn together, provide mentorship and support each other. Other CoPs will develop around specific research interests

such as reskilling/upskilling, engaging learners, research innovation in the classroom, conference presentations, writing groups, etc. Contact our Associate Dean, Emma Smith, for further information or to discuss the formation of a CoP.

### Applied Research and Development (ARD) Program

ORI offers a comprehensive Applied Research Program and Development (ARD) Program for Humber faculty and staff throughout the academic year and an intensive "sprint" delivery from May to June. The program includes two certificates accredited by the Staff and Educational Development Association (SEDA) and additional practice days for learners to apply their knowledge and learn from guest speakers.

The following modules are included in the SEDA certificates:

#### Certificate 1, "Foundations of Applied Research"

- Foundations of Research
- Research on Learning
- Current Research Topics
- Knowledge Sharing

#### Certificate 2, "Enhancing Applied Research Practice"

- Learning and Communities
- Professionalism in Research
- Research Application and Impact

Each module and assessment maps out SEDA's underpinning Values, Core Development Outcomes, and the Enhancing Research Practice Specialist Outcomes.



### **Journal of Innovation in Polytechnic Education (JIPE)**

The Journal of Innovation in Polytechnic Education (JIPE) is an online open-access journal published by Humber Press that mobilizes knowledge and insights generated by the global polytechnic community.

JIPE publishes original research papers, review articles, brief reports, book reviews and “micro-dissemination” options such as innovation spotlights and essays. JIPE welcomes submissions from all researchers and innovators, including, but not limited to: experienced researchers, scholars, everyday innovators, staff members, research assistants and students. Submissions can be made at [jipe.ca](https://jipe.ca).



For more information, please access the [JIPE Submissions Handbook](#).

Humber’s ORI web page, Humber Press web page, its social media channels (LinkedIn, Instagram, X, YouTube), are the primary online platforms of Humber Press. From articles about exciting research projects, to information about the latest events and inspiring insights from faculty members, the online platforms are your destination for the latest news of research and innovation at Humber. For more information, please reach out to [humberpress@humber.ca](mailto:humberpress@humber.ca).

#### **Contact:**

##### **Ginger Grant, PhD**

Dean, Research and Innovation

[Ginger.Grant@humber.ca](mailto:Ginger.Grant@humber.ca)

##### **Emma Smith, PhD**

Associate Dean, Research & Development

[Emma.Smith@humber.ca](mailto:Emma.Smith@humber.ca)




## The Office of Equity, Diversity, Inclusion & Belonging (EDIB)

### EDIB Office Mandate:

**Develop sustainable organizational inclusion based on EDIB principles.**

To carry out this mandate, the office actively engages with Humber/University of Guelph-Humber and the wider community in transformative learning to:

- 

**EDIB**

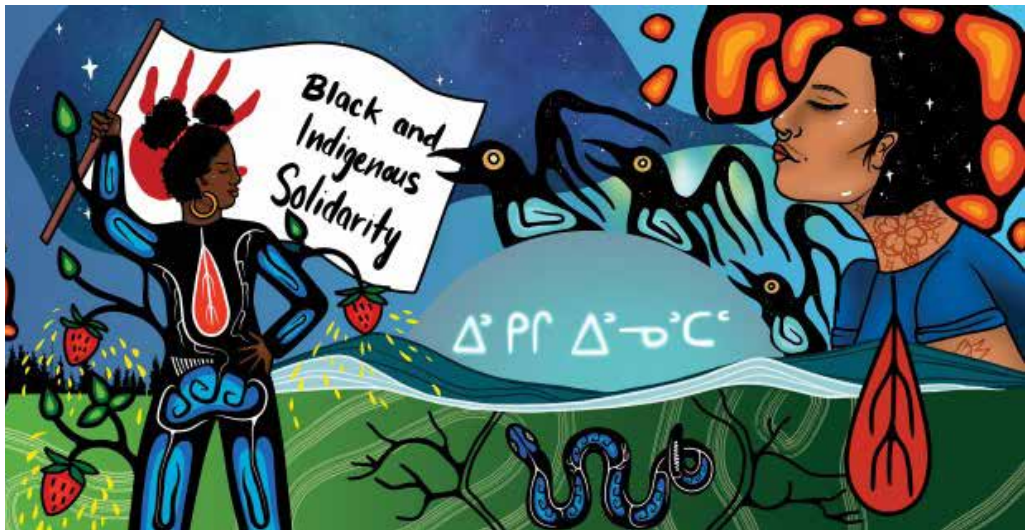
  - empower students/employees to consistently advocate for the human rights, dignity and success for all; and
  - consistently foster a learning, working and living environment where every student/employee can thrive.

Our mandate also reflects the Humber community collectively; working together towards strengthening equitable access of opportunity that impact graduate employment outcomes by ensuring all students are actively leveraging what is unique to Humber.

### Office of EDIB Services:

- Black Student Support & Engagement
- LGBTQ+ Resource Centre
- Spirituality & Wellness Centre
- Student Transition Support
- EDIB Co-Curricular Events
- EDIB Curriculum Innovation
- EDIB Learning & Development

Connect with us: [EDIB@humber.ca](mailto:EDIB@humber.ca)



### **Black Student Support and Engagement**

The BSSE (Black Student Support and Engagement) provides students who identify as Black, African and Caribbean with community, resources and support to help them fully maximize on their campus experience. The goal of BSSE is to create a holistic environment, offer a variety of programs that provide growth and connection in community building, leadership, personal and professional development, on and off campus engagement and more.

#### **➤ Humber: Black Student Support and Engagement**

### **LGBTQ+ Resource Centre**

The LGBTQ+ Resource Centre works to promote safer and braver positive spaces at Humber and offers a dedicated space at both the North and Lakeshore Campuses for folks to connect with one another, access resources and build community.

#### **➤ We are Proud | LGBTQ**

### **Spirituality & Wellness Centre**

The Spirituality and Wellness Centre (SWC) at Humber is a safe, respectful and inclusive space where student can explore different cultures, religions and spiritualities. Students can take a mindful moment from their busy schedules and reflect on the needs of their inner being and wellness. The SWC also works to inspire students to be authentic, curious and develop values that will enhance their student journey and overall well-being.

#### **➤ Spirituality & Wellness Centre**





## Office of Sustainability



### Sustainability

Humber's Office of Sustainability is dedicated to fostering a sustainable future for our community through innovative programs and collaborative initiatives.

Recently integrated into the new institutional division of Inclusion and Belonging, the office emphasizes equity and inclusion while recognizing the importance of ensuring that sustainable practices benefit everyone equally. As a central hub for campus engagement and information, the office strives to integrate sustainable practices into every aspect of post-secondary life.

### Activities of Humber's Office of Sustainability include:

- Collaborating with all areas of the institution to embed sustainability Campus-wide
- Collaborating with faculty to integrate sustainability into the curriculum
- Organizing and hosting events to raise awareness and engage the Campus community in sustainability efforts
- Emphasizing equity and social justice by aiming to ensure all sustainability initiatives address and benefit diverse communities within the Campus
- Support energy/water conservation and efficiency initiatives through engagement and communication
- Promoting and supporting student-led sustainability projects and research
- Tracking and publishing progress towards our sustainability goals

- Engaging with community members to shape and roll out Humber's Sustainability Vision

On our website you will find information on topics such as:

- The latest campus sustainability events, news and initiatives
- Teaching and learning resources, including but not limited, to the Sustainability Education Research Guide
- Campus-wide recycling and waste reduction programs (e.g., Friendlier Containers, Low Waste Event Spaces, etc.)
- Sustainable commuting to/from our campuses (transit, carpooling, biking, etc.)
- Sustainable transportation options, such as transit, bike-sharing, electric vehicle charging and carpooling
- Options for buying fair-trade products on campus
- Volunteer opportunities for students to engage in hands-on sustainability projects, through the Sustainability Ambassadors program
- The Sustainability Trail, a feature map available on Campus Compass, highlights key sustainability initiatives and features across campus

Resources for the Humber Learning Outcomes (HLO) and integration of sustainability into curriculum:

- HLO Framework
- HLO Sustainability Toolkit
- HLO Sustainability Workshop

➤ For more information related to any of our programs and services, email [sustainability@humber.ca](mailto:sustainability@humber.ca).

➤ **Humber's Office of Sustainability**

Follow us:    @SustainHumber

➤ **Sustainability HLO Faculty Toolkit**

### Locations:

**North Campus:** E103

**Lakeshore Campus:**

By appointment

### Contact:

**Lindsay Walker**, BEng, MASc,  
LEED GA Director, Sustainability  
[Lindsay.Walker@humber.ca](mailto:Lindsay.Walker@humber.ca)

**Tessa Soltendieck**, B.A. MDP  
Manager, Sustainability  
[Tessa.Soltendieck@humber.ca](mailto:Tessa.Soltendieck@humber.ca)



## Peer Assisted Learning Support

The Peer Assisted Learning Support (PALS) team is here to help with student learning at all campuses through peer-led learning supports. All PALS programs are free.

The PALS office supports students via the following services:



### Systems Thinking

#### **Learning Skills Workshops:**

Free, drop-in and online workshops available to all students at the North and Lakeshore campuses. We also offer in-class presentations

upon faculty request. Please connect with our Peer Learning Programs Coordinator who is available to tailor the presentations to the needs of your students. Topics include Time Management, Exam Preparation, Presentation Skills and many more.

#### **➤ Humber Learning Skills Workshops**

**Note Taking Services** is designed to supplement the notes that students take themselves during class. Our unique note

taking services provide note creation by professional note takers. Students audio record classes using a cell phone, recorder, laptop, or other device and upload the audio files to their secure account with the service provider. The service creates notes within 72 hours and have them available on the students' secure account for download

#### **➤ Humber Note Taking Services**

**The PASS Program:** PASS (Peer Assisted Study Sessions) is modelled after the Supplemental Instruction program created at the University of Missouri, which is a free academic support program for courses rather than targeting high-risk students. This model uses a non-remedial approach to learning historically difficult courses which have been challenging for ALL students. Utilizes peer-led group study approach to help students succeed. The session is facilitated by a PASS Leader, a current student who has already successfully completed the course.

**Peer Tutoring:** We offer one-on-one and study group support for students requiring course-specific help. Our tutors are upper year students who were successful in their class (received a grade of 80% or higher) and have the desire to help fellow students succeed. This tutoring program is free and available both online and in-person.

Using the [Upswing](#) online platform for booking appointments with tutors, students can book three hours of free tutoring sessions per week.

### ➤ Peer Tutoring

**Peer Tutor in the Classroom:** Peer tutors are available to support students in class under the supervision of a faculty member. For more information, please connect with the Peer Tutoring Coordinators or visit our website.

Online supports are also available to students, including:

**Online Peer Tutoring:** Students can continue to access free peer tutoring in a user-friendly interface. The platform provides a virtual space for collaborative learning through real-time audio, video, chat and whiteboard.

### ➤ Humber Upswing

**Online Learning Skill Workshop Videos:** Quick snippets of our best skill strategies to manage busy student lives.

**Live Streamed Learning Skills Workshops:** All our workshops are live streamed. Students can log in remotely and participate using Blackboard Collaborate. Check the monthly schedule on our [Learning Skills Workshops](#) web page.



**Assignment Calculator:** The assignment calculator is a tool to help students stay organized and view assignments as a series of manageable steps. Students plug in the anticipated start date of the assignment and the due date as well as the assignment type. The calculator will then break down the steps of the assignment and when the steps should be completed. It is a great time management tool to help students plan their assignments for multiple classes.

### ➤ Assignment Calculator

For more information on PALS services, please visit one of our centres, or check us out online.

### ➤ Humber Student Learning Services

General email: [peer.tutoring@humber.ca](mailto:peer.tutoring@humber.ca)

#### Locations:

##### North Campus

Learning Resource Commons, 3rd Floor

##### Lakeshore Campus

Welcome Centre in the Academic & Career Success Centre, 1st Floor

**Hours of operation:** refer to our website.

### ➤ Student Learning Services





## Student Success & Engagement

Student Success & Engagement (SSE) comprises of a range of services that share the common goal of supporting students' personal and academic success. The various services are designed to provide support and resources to students, faculty and staff; taking the approach that each student's education is enhanced by the range of opportunities and interactions available both inside and outside of the classroom.

Refer to our website for faculty resources, including site tour and hours of operation.

### ➤ Humber Faculty Resource

#### Services include:

- Advising & Career Services including Humber's student job portal, Career Connect
  - **Advising & Career Services**
  - **Career Connect**
- Athletics and Recreation
- Residence Life
  - Living in Residence
    - **Humber Residences**
- Student Life Programs (including Equity Hubs, Leadership Development and Orientation activities)
  - First Year Experience (FYE) – Peer Mentorship, Workshops, FYE Events
    - **Humber: First Year Experience**
  - Orientation
    - **Humber Orientation**

- Leadership Development Opportunities; Leadership Workshop By Request Program

#### ➤ **Leadership Initiative Fund**

- Student Code of Conduct (Non-academic behaviour)

#### ➤ **Office of Student Community Standards**

- Student Wellness and Accessibility Centre (*refer to page 24 for more details*)

- Counselling Services for your students

#### ➤ **Responding to Students in Distress**

- Health Services for your students

#### ➤ **Health and Counselling**

- Testing Services (*refer to page 84 for more details*)

For more information related to any of these services, please contact the Office of the Dean of Students at Ext. 4872, or visit Humber's website for specific office locations and contact information.

### ➤ **Humber – Student Life**



## Testing Services

Testing Services offers a quiet, controlled and barrier free space for students to write their tests outside of the classroom. Testing Services runs a full service Test Centre at both the North and Lakeshore campuses. Our centres are monitored by trained invigilation staff. All seats within the Testing Services are booked through an appointment-based process.

### Our services include:

- Accommodated testing (Students who require extra time, access to assistive technology, or a minimized distraction environment)
- Admissions testing
- Make-up or missed tests
- External institution testing

For up-to-date hours of operations, online test submission details, test bookings, and rules and regulations, please see our website at:

➤ **Humber Testing Services**

### Locations:

#### North Campus

Learning Resource Commons  
Second Floor (LRC 2141), Ext. 4712

➤ **[testingservices@humber.ca](mailto:testingservices@humber.ca)**

#### Lakeshore Campus

Welcome Centre  
2 Colonel Samuel Smith Park Drive,  
WEL307, Ext. 3228

➤ **[testingservices@humber.ca](mailto:testingservices@humber.ca)**



## Top Technical Services for Employees

Information Technology Services (ITS) is responsible for the delivery of all centrally-managed technical services available to the Humber and Guelph-Humber community.

### What we can do for you...

#### Equipment Rental

Currently, staff can borrow (daily), laptops, document cameras and OWLs at no cost. You can visit one of our Tech Zones, (R140 at Lakeshore or H109 at North), to sign out what you need. Additionally, we can show you how the equipment works before you go.

#### Microsoft (MS) 365

Microsoft 365 is a cloud-based, productivity service compatible with all computing devices. It includes web versions of MS Word, Excel, PowerPoint and Outlook, and is accessible from anywhere in the world. It also includes one terabyte of storage space. Log in to [Microsoft 365](#) using your Humber credentials to get started.

#### Email & Calendaring

MS Outlook 365 is a personal organizer. In addition to email and calendaring functionality, it also features contact, notetaking, and task management tools

that also synchronizes with mobile devices.

Access your content by navigating to [Humber Microsoft 365](#) or from your mobile device from anywhere in the world.

#### File Storage

Secure storage space is available on your OneDrive that already includes one terabyte of space. Access it online at [Humber Microsoft 365](#) and open OneDrive. You can also download the mobile version but whichever way you choose, you can access your files anywhere, anytime.

#### Copy/Print/Scan/Fax

Multifunction devices have been deployed throughout all campuses to facilitate copy, print, scan and fax needs. However, please consider the environment and only print when necessary. Additionally, print double-sided and avoid colour as much as possible.

Go to [Humber MyPrinting](#) to wirelessly print to select campus printers.

## Network Access & Security

Humber has secure, wireless Internet access using Eduroam. Eduroam (education roaming) is a secure, worldwide Wi-Fi roaming service that allows students and employees at participant institutions to wirelessly connect to the Internet at other participant institutions. This tool is available to Humber and Guelph-Humber staff.

## Microsoft Teams

**Microsoft Teams** is part of the [Microsoft 365 Suite](#) of applications. The platform's core capabilities include messaging, calling, video meetings and file sharing.

## Microsoft Teams Voice

**MS Teams Voice** is a cloud-based phone system that integrates with Microsoft Teams. With Teams Voice, employees can make and receive calls from any device anywhere using their Humber phone number. Voicemail, call history, contacts and other features are accessible within the MS Teams app. It also offers a more flexible and convenient solution for communication needs.

For more information, visit:

## **ITS: Unified Communications**

## Educational Technology & Support

Many learning spaces at Humber are equipped with enabling technology (data projectors, multimedia pods, interactive whiteboards, computing devices, etc.) to support teaching and learning. Advanced spaces also feature flexible furniture options. Priority technical support is available through the in-room telephones in most learning spaces.

## Help & Support

We are here to help! Call or chat with us. Technical support is available 24 hours a

day, seven days a week, and 365 days a year at no cost. No problem is too big or too small; our friendly and knowledgeable analysts are always happy to help. You can also visit us at one of our campus service outlets during business hours.

### Phone:

416.675.6622 Ext. 8888

Toll free at 1.866.484.6622

### Chat: **Humber TechTalk**

## **Humber IT Services**

For more information regarding our office locations and hours of operation, visit our [Humber ITS Contact Us](#) web page.

## ITS Quick Reference Guides

Download the latest Quick Reference Guides from [IT Support Quick Reference Guides](#) website.

- [OneDrive](#)
- [Microsoft Teams](#)
- [eClassroom \(legacy\)](#)
- [Eduroam \(Quick Reference Guide\)](#)
- [Copy/Print/Scan/Fax \(Quick Reference Guide\)](#)
- [Understanding the Phish Alert Button \(PAB\)](#)



# Appendix

- 88** Academic Calendar
- 92** Canadian Press Style – Quick Reference
- 93** Humber Campus Locations
- 94** Humber North Campus
- 95** Humber Lakeshore Campus
- 98** Humber International Graduate School
- 100** Student Feedback Questionnaires (Online Courses)
- 102** Student Feedback Questionnaires (Face-to-face Courses)

# Academic Calendar

## Humber Academic Calendar

### Fall 2024

Event Name	Date
Semester 1 International Fees Due	Refer to Letter of Admission for fee due date
Tuition Deposit Due for Fall	Wednesday, June 12, 2024
Balance of Fall Tuition Fees Due	Monday, July 15, 2024
Registration begins for Fall	Monday, July 22, 2024 – Friday, July 26, 2024
Public Holiday (Civic Day) – Institution Closed	Monday, August 5, 2024
Orientation	Monday, August 26, 2024 – Friday, August 30, 2024
Public Holiday (Labour Day) – Institution Closed	Monday, September 2, 2024
Day & Evening Classes Begin	Tuesday, September 3, 2024
Last Day to Add a Course	Monday, September 9, 2024
Last Day to Drop a Course for Refund	Monday, September 16, 2024
Lockdown Drills	Monday, September 23, 2024 – Friday, September 27, 2024
Summer Graduation Status Available	Thursday, September 26, 2024
Public Holiday (Thanksgiving) – Institution Closed	Monday, October 14, 2024
Tuition Deposit Due for Winter	Wednesday, October 16, 2024
Fall Reading Week (No Classes, Institution Open)	Monday, October 21, 2024 – Sunday, October 27, 2024
Midterm Grades Due	Friday, November 1, 2024
Fall Convocation	Thursday, November 7, 2024 – Friday, November 8, 2024

Event Name	Date
Balance of Winter Tuition Fees Due	Monday, November 11, 2024
Last Day to Withdraw from a Course Without Academic Penalty	Friday, November 15, 2024
Registration Begins for Winter	Monday, November 18, 2024 - Friday, November 22, 2024
Last Day of Classes	Sunday, December 15, 2024
Final Grades Due by Faculty at 6 p.m.	Tuesday, December 17, 2024
Holiday Period Begins – Institution Closed	Friday, December 20, 2024 – Wednesday, January 1, 2025



## Winter 2025

Event Name	Date
Semester 1 International Fees Due	Refer to Letter of Admission for fee due date
Tuition Deposit Due for Winter	Wednesday, October 16, 2024
Balance of Winter Tuition Fees Due	Monday, November 11, 2024
Registration Begins for Winter	Monday, November 18, 2024 - Friday, November 22, 2024
Holiday Period – Institution Closed	Friday, December 20, 2024 - Wednesday, January 1, 2025
Public Holiday (New Year) – Institution Closed	Wednesday, January 1, 2025
Institution Re-opens	Thursday, January 2, 2025
Orientation	Monday, January 6, 2025 - Tuesday, January 7, 2025
Day & Evening Classes Begin	Wednesday, January 8, 2025
Last Day to Add a Course	Wednesday, January 15, 2025
Last Day to Drop a Course for Refund	Wednesday, January 22, 2025
Public Holiday (Family Day) – Institution Closed	Monday, February 17, 2025
Tuition Deposit Due for Summer	Wednesday, February 19, 2025
Fall Graduation Status Available	Friday, February 21, 2025
Winter Reading Week (No Classes, Institution Open)	Monday, March 3, 2025 – Sunday, March 9, 2025
Midterm Grades Due	Friday, March 14, 2025
Balance of Summer Tuition Fees Due	Monday, March 17, 2025
Last Day to Withdraw from a Course Without Academic Penalty	Sunday, March 23, 2025
Registration Begins for Summer	Monday, March 24, 2025 – Friday March 28, 2025
Public Holiday (Good Friday) – Institution Closed	Friday, April 18, 2025
Last Day of Classes	Tuesday, April 22, 2025
Final Grades Due by Faculty at 6 p.m.	Friday, April 25, 2025

## Summer 2025

Event Name	Date
Semester 1 International Fees Due	Refer to Letter of Admission for fee due date
Tuition Deposit Due for Summer	Wednesday, February 19, 2025
Balance of Summer Tuition Fees Due	Monday, March 17, 2025
Registration Begins for Summer	Monday, March 24, 2025 – Friday, March 28, 2025
Orientation	Monday, April 28, 2025 – Friday, May 2, 2025
Day & Evening Classes Begin	Monday, May 5, 2025
Last Day to Add a Course	Friday, May 9, 2025
Last Day to Drop a Course for Refund	Friday, May 16, 2025
Public Holiday (Victoria Day) – Institution Closed	Monday, May 19, 2025
Winter Graduation Status Available	Monday, June 2, 2025
Tuition Deposit Due for Fall	Wednesday, June 11, 2025
Convocation Week	Monday, June 16, 2025 – Friday, June 20, 2025
Summer Reading Week (No Classes, Institution Open)	Monday, June 23, 2025 – Sunday, June 29, 2025
Public Holiday (Canada Day) – Institution Closed	Monday, August 4, 2025
Midterm Grades Due	Friday, July 11, 2025
Balance of Fall Tuition Fees Due	Wednesday, July 16, 2025
Last Day to Withdraw from a Course Without Academic Penalty	Friday, July 18, 2025
Public Holiday (Civic Day) – Institution Closed	Monday, August 4, 2025
Last Day of Classes	Sunday, August 17, 2025
Final Grades Due by Faculty at 6 p.m.	Tuesday, August 19, 2025



# Canadian Press Style – Quick Reference

## Capitalization

- Program/course names are capitalized but not the corresponding credential
  - The Floral Design certificate program
  - The Critical Care course
- Capitalize formal titles that directly precede a name
  - President Ann Marie Vaughn, Vice-President Sanjay Puri
- Lower-case titles that appear after a name, or are set off from a name by commas
  - Gina Antonacci, senior vice-president academic
  - The director of communications, Andrew Leopold
- Capitalize the name of an office, department or faculty when it appears in full as a formal name; lowercase informal or short forms
  - Faculty of Applied Sciences & Technology; the faculty; applied tech
  - Office of the Registrar; the office; the registrar's office
  - Office of Student Success and Engagement; the student success office
- Modified down style
  - Use a modified down style, that is, **where a reasonable choice exists, use lowercase.**

Basic rule: Capitalize all proper names, trade names, government departments and agencies of government, names of associations, companies, clubs, religions, languages, nations, races, places and addresses. Otherwise, lowercase is favoured.



## Numbers

- Whole numbers: write one to nine as words, 10 and up as numerals
  - The student bought four coffees and 12 bagels for his classmates. It was the *fifth* week of classes, and the *13th* time he had waited in line at Tim's.
- Use numbers when writing decimals and with uncommon fractions
  - 0.54, 2 ½ days
  - three-quarters, two-fifths

## Academic

- BA, MA, PhD
- B.Comm; B.Sc; M.Sc; P.Eng
- bachelor's degree, master's degree
- postgraduate, post-secondary

## Other abbreviations

- U.S.
- a.m. and p.m.

**General note:** Above all else, be consistent!

Last updated: August 2024

From *The Canadian Press Stylebook – a Guide for Writers and Editors*, and *The Canadian Press Caps and Spelling*.

**Note:** these are general principles followed on the Humber website, in media documents and in corporate publications.

# Humber Campus Locations



## HUMBER NORTH CAMPUS

205 Humber College Blvd.  
Toronto, ON M9W 5L7  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

## HUMBER INTERNATIONAL GRADUATE SCHOOL

59 Hayden Street  
Toronto, ON M4Y 0E7  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

## HUMBER LAKESHORE CAMPUS

21 Colonel Samuel Smith Park Drive  
Toronto, ON MV8 4B6  
Tel: 416.675.5000  
[enquiry@humber.ca](mailto:enquiry@humber.ca)

## TRANSIT TO HUMBER

### Brampton Transit/Züm

905.874.2750  
[brampton.ca/en/residents/transit](http://brampton.ca/en/residents/transit)

### MiWay (Mississauga Transit)

905.615.4636  
[mississauga.ca/portal/miway](http://mississauga.ca/portal/miway)

### York Region Transit (YRT) / Viva

905.762.2100  
[yrt.ca](http://yrt.ca)

### GO Transit

416.869.3200  
[gotransit.com](http://gotransit.com)

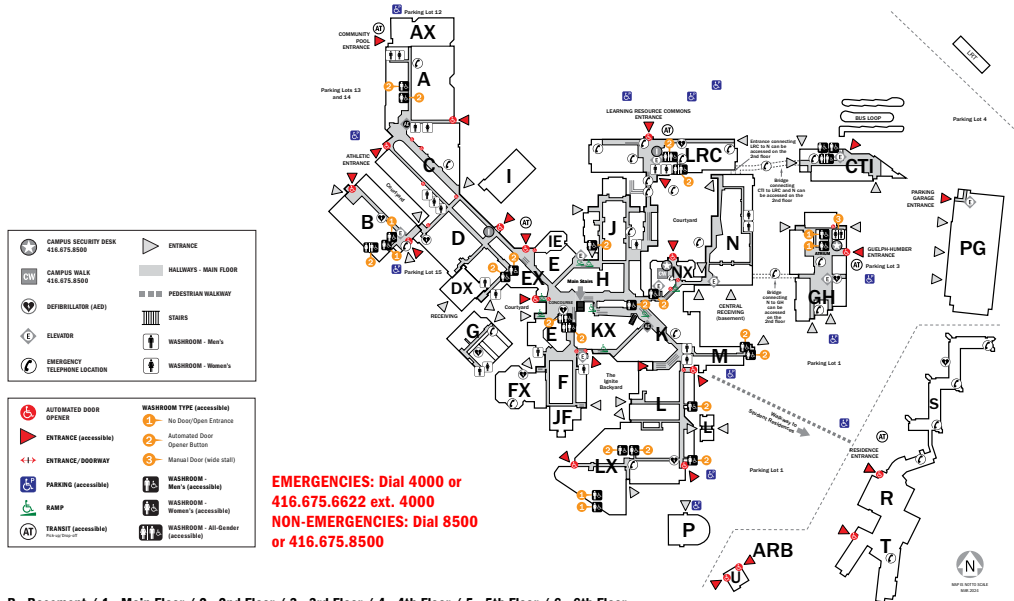
### Toronto Transit Commission (TTC)

416.393.4636  
[ttc.ca](http://ttc.ca)

Parking and campus maps are available at [humber.ca/maps](http://humber.ca/maps).

Download the [Humber Campus Compass](#) app to navigate Humber's North and Lakeshore Campus and the University of Guelph-Humber. Available on Google Play and the App Store.

# Humber North Campus



**B - Basement / 1 - Main Floor / 2 - 2nd Floor / 3 - 3rd Floor / 4 - 4th Floor / 5 - 5th Floor / 6 - 6th Floor**

<b>A</b> ACADEMIC & CAREER SUCCESS CENTRE ..... LRC-1 ACADEMIC UPGRADING..... LRC-5 ACCESSIBILITY SERVICES..... LRC-2 ACCOUNTING CENTRE ..... E-2 ADMINISTRATIVE OFFICES • President ..... LRC-6 • Vice-Presidents ..... LRC-6 ADMISSIONS ..... LRC-1 ADVANCEMENT & ALUMNI RELATIONS..... LRC-5 ARBORETUM ..... ARB ART GALLERIES • Aboriginal Art ..... E-1 • Guelph-Humber Gallery..... GH-1 • Humber Galleries ..... LRC-1 ATHLETICS & RECREATION • Athletics Office..... A-1 • Community Pool ..... AX-1 • Fitness Centre/Weight Room..... A-2 • Gymnasium ..... A-1 • Sports Injuries Clinic..... A-1 ATRIUM ..... GH-1 <b>B</b> BACKYARD, THE IGNITE (formerly Amphitheatre, outdoors) KX-1 Barrett Centre for Technology Innovation..... CTI BIOWALL ..... GH-1 BOOKSTORE..... H-1 BROADCAST CENTRE..... L-2 <b>C</b> CAPITAL DEVELOPMENT & FACILITIES MANAGEMENT ..... D-1 CENTRE FOR HUMAN RIGHTS, EQUITY & DIVERSITY..... LRC-5 CENTRE FOR INNOVATIVE LEARNING ..... D-2 CENTRE FOR URBAN ECOLOGY..... U CHILD DEVELOPMENT CENTRE..... FX-1 COMMUNITY OUTREACH & WORKFORCE DEVELOPMENT..... H-2	COMMUNITY ROOM ..... NX-1 COMPUTER LABS (Open Access Learning Spaces) • 1 ..... H-2 • 2 ..... N-2 • 3 ..... LX-1 • 4 ..... D-1 • 5 ..... LRC-3 CONCOURSE..... E-1 CONFERENCE SERVICES..... R-1 COUNSELLING SERVICES..... LRC-2 CULINARY ARTS & SCIENCES (Canadian Centre for)..... D-1 CULINARY ARTS DEMONSTRATION LAB ..... E-1 CUSTOMER SERVICE..... LRC-1 • Admissions & Registration • Financial Aid D DEAN OF STUDENTS ..... LRC-2 DENTAL CLINIC ..... KX-2 DESIGN CENTRE ..... N-1 E ECOLOGY CENTRE FOR URBAN ..... U F FACULTY OFFICES • Applied Sciences & Technology..... NX-2 • Health Sciences & Wellness..... M-2 • Liberal Arts & Sciences..... LRC-5 • Longo Faculty of Business..... E-2 • Media & Creative Arts..... K-1 FINANCIAL SUPPORT ..... LRC-1 FINANCIAL SERVICES & PLANNING B-3 FIRST AID (SEE HEALTH CENTRE/SECURITY) FOOD SERVICES • Acacia Tree ..... E-1 • Food Emporium..... K-B • Gourmet Express..... E-1 • Hawk's Nest..... C-1 • Booster Juice • Pizza Pizza • Roots and Seeds	• Humber Room ..... EX-1 • Internet Cafe ..... GH-2 • Linx Lounge ..... LX-1 • Residence Cafeteria..... R-1 • Staff Lounge..... K-2 • Starbucks..... LRC-1 • Street Café ..... H-1 • Subway ..... E-1 • Tim Hortons ..... IE-1 G GAMES ROOM..... KX-1 GOVERNMENT RELATIONS, MARKETING AND COMMUNICATION ..... LRC-6 GOVERNORS' BOARDROOM ..... LRC-6 GREENHOUSES ..... G-1 H HEALTH CENTRE/NURSE ..... LRC-2 HUMAN RESOURCES ..... LRC-6 HUMBER SPA ..... A-1 I IGNITE..... KX-2 INDIGENOUS EDUCATION AND ENGAGEMENT ..... LRC-2 INFORMATION TECHNOLOGY (TECH ZONE)..... H-1 INTERNATIONAL CENTRE ..... LRC-2 L LIBRARY..... LRC-3&4 LECTURE THEATRE..... E-1 LOST & FOUND (Security office)..... NX-1 M MAIL ROOM..... N-B MASSAGE THERAPY CLINIC ..... A-1 MATH CENTRE..... LRC-3 O OPEN ACCESS LEARNING SPACES..... H-2, N-2, LX-1, D-1, LRC-3 P PEER ASSISTED LEARNING SUPPORT ..... LRC-3 PRESIDENT'S BOARDROOM..... LRC-6 PRESIDENT'S OFFICE ..... LRC-6 PRINT & COPY SHOP ..... NX-2 PROGRAM PLANNING, DEVELOPMENT & RENEWAL ..... D-2 PUBLIC SAFETY..... NX-1 PURCHASING SERVICES ..... B-3 R RECEIVING ..... N-B, DX-1 RECRUITMENT (Student) ..... LRC-1 REGISTRAR'S OFFICE ..... LRC-1 REGISTRATION (Customer Service)..... LRC-1 RESIDENCE LIFE ..... R-1 S SECURITY OFFICE (Public Safety)..... NX-1 • Campus Walk • First Aid • Lost & Found SPA ..... A-1 STRATEGIC PLANNING AND INSTITUTIONAL ANALYSIS..... LRC-6 STUDENT CENTRE, IGNITE ..... KX STUDENT EVENTS ..... E-1 STUDENT RESIDENCES..... R/S/T STUDENT SUCCESS & ENGAGEMENT (Student Services) • Indigenous Education and Engagement..... LRC-2	• Student Life..... E-1 • First Year Experience ..... E-1 • Orientation ..... E-1 • Student Conduct ..... LRC-2 • Spirituality and Wellness Centre ..... LRC-2 • Black Student Support and Engagement (BSSE) ..... LRC-2 • LGBTQ+ Resources Centre..... E-1 • Student Wellness & Accessibility Centre..... LRC-2 • Accessibility Services ..... LRC-2 • Counselling..... LRC-2 • Health Centre ..... LRC-2 • Peer Assisted Learning Support..... LRC-3 T TESTING SERVICES ..... LRC-2 TECH ZONE (IT and Media Services)..... H-1 TOURS, CAMPUS..... LRC-1 TZU CHI CLINIC OF TRADITIONAL CHINESE MEDICINE..... C-1 U UNIVERSITY OF GUELPH-HUMBER CENTRE FOR URBAN ECOLOGY..... U W WRITING CENTRE..... LRC-3 Y YOUTH ENRICHMENT PROGRAM..... H-2
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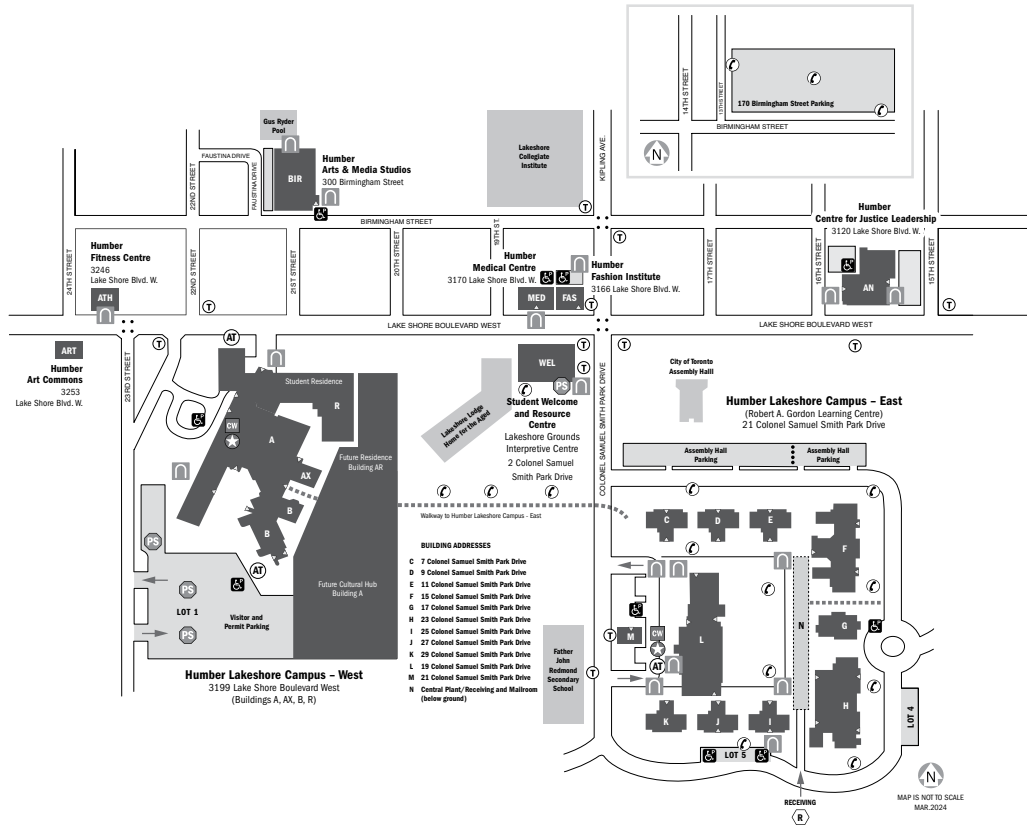
Download the **Humber Campus Compass** app to navigate Humber's North and Lakeshore Campus and the University of Guelph-Humber. Available on Google Play and the App Store.














## Humber North Campus

205 Humber College Blvd., Toronto, Ontario M9W 5L7

## Humber Lakeshore Campus



	<b>BIKE RACK</b>		<b>EMERGENCY TELEPHONE LOCATION</b>		<b>TRAFFIC LIGHTS</b>
	<b>CAMPUS SECURITY DESK</b>		<b>ENTRANCE</b>		<b>TRANSIT (accessible) Pick-up/Drop-off</b>
	<b>CAMPUS WALK</b> 416.675.8500		<b>PARKING (accessible)</b>		<b>TRANSIT (PUBLIC) STOP</b>
	<b>RECEIVING</b>		<b>PAY STATION</b>		<b>PEDESTRIAN WALKWAY</b>



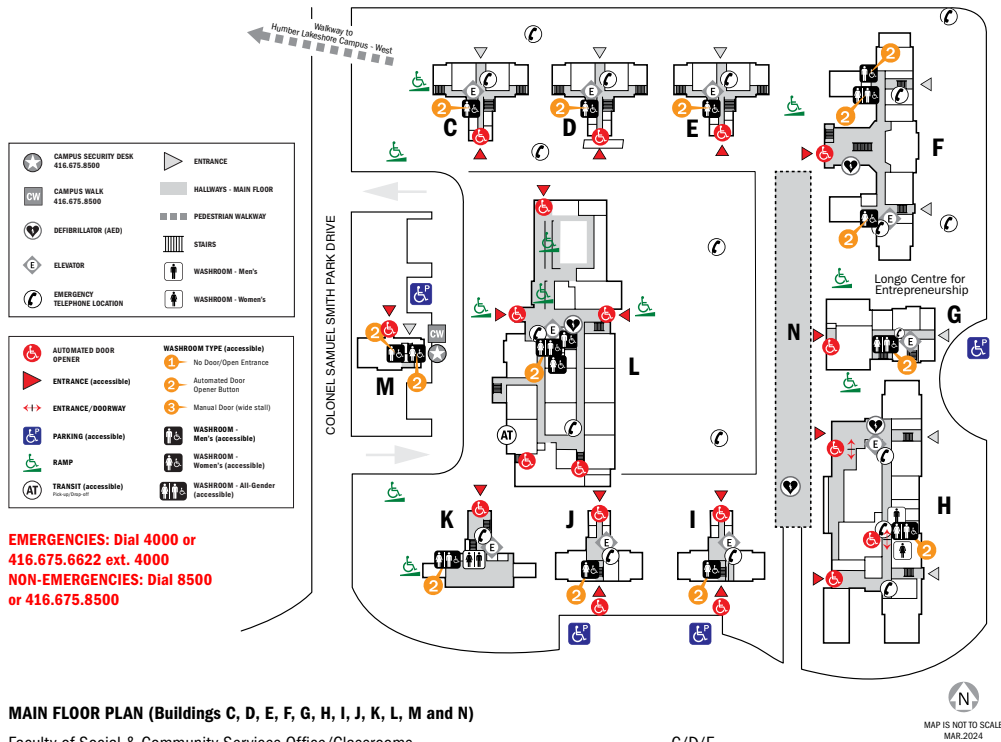
Download the **Humber Campus Compass** app to navigate Humber's North and Lakeshore Campus and the University of Guelph-Humber. Available on Google Play and the App Store.

## Humber Lakeshore Campus

3199 Lake Shore Blvd. West, Toronto, Ontario M8V 1K8

 **Humber Campus Maps**

# Humber Lakeshore Campus – East Main Floor



Faculty of Social & Community Services Office/Classrooms.....	C/D/E
Classrooms/Faculty Offices/Labs.....	E
Faculty of Media & Creative Arts Office/ Math & Writing Centre/Classrooms/Labs .....	F
Longo Centre for Entrepreneurship .....	G
Centre for Innovative Learning (2nd fl.) .....	H
Longo Faculty of Business Office/International Centre/Accounting Centre/ .....	H
Classrooms/Faculty Offices/Labs.....	I
English Language Centre/ Faculty of Liberal Arts & Sciences/Classrooms/ .....	
English for Academic Purposes (EAP) Labs.....	J
Student Centre/Ignite Office/Games Room .....	K
Lakeshore Commons/Cafeteria/Broadcast Centre/L Space Gallery .....	
Classrooms/Labs .....	L
Security/Facilities Management/Tim Hortons.....	M
Central Plant/Receiving/Mailroom (below ground).....	N



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# Humber Lakeshore Campus – West Main Floor



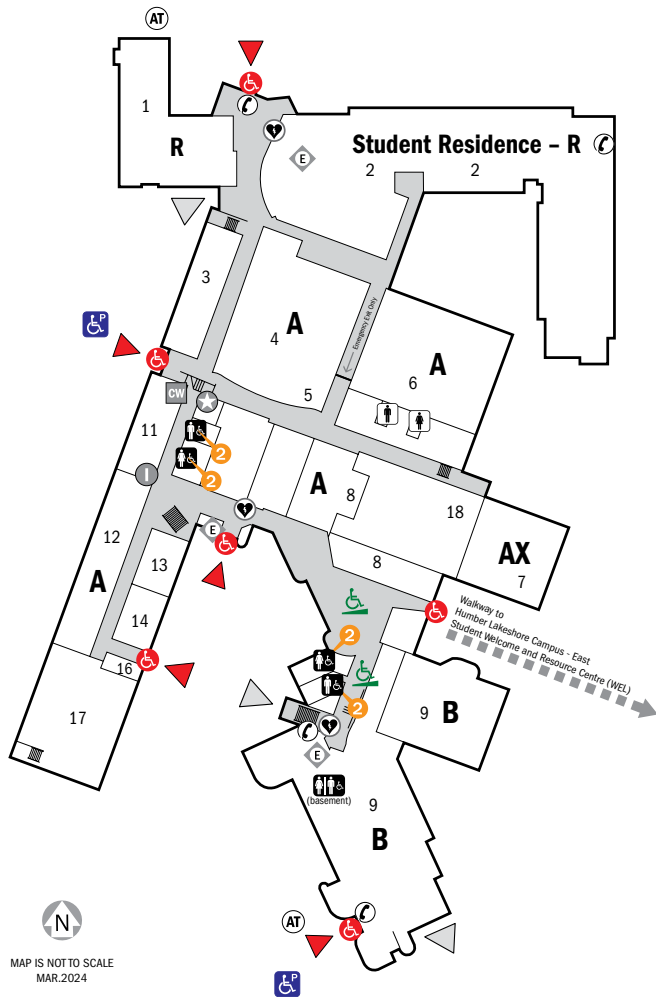
	CAMPUS SECURITY DESK 416.675.8500		ENTRANCE
	CAMPUS WALK 416.675.8500		HALLWAYS - MAIN FLOOR
	DEFIBRILLATOR (AED)		PEDESTRIAN WALKWAY
	ELEVATOR		STAIRS
	EMERGENCY TELEPHONE LOCATION		WASHROOM - Men's
			WASHROOM - Women's

	AUTOMATED DOOR OPENER		WASHROOM TYPE (accessible) 1 No Door/Open Entrance
	ENTRANCE (accessible)		2 Automated Door Opener Button
	ENTRANCE/DOORWAY		3 Manual Door (wide stall)
	PARKING (accessible)		WASHROOM - Men's (accessible)
	RAMP		WASHROOM - Women's (accessible)
	TRANSIT (accessible) Push-up/Step-off		WASHROOM - All Gender (accessible)

**EMERGENCIES: Dial 4000 or  
416.675.6622 ext. 4000**  
**NON-EMERGENCIES: Dial 8500  
or 416.675.8500**

## MAIN FLOOR PLAN (Buildings A, AX, B and R)

Auditorium (A128).....	4
Bookstore (R134).....	1
Black Student Support and Engagement (A168)	
Cafe Lounge .....	8
Centre for Creative Business Innovation (A116B).....	12
Faculty of Media & Creative Arts (in process of moving).....	11/12
Gymnasium .....	6
Faculty of Liberal Arts & Sciences (in process of moving).....	17
Innovative Learning Creative Studio.....	16
Library .....	9
Media and IT Support Centre (2nd fl.).....	5
Recording Studio (AX) .....	7



MAP IS NOT TO SCALE  
MAR.2024

Download the **Humber Campus Compass** app to navigate Humber's North and Lakeshore Campus and the University of Guelph-Humber. Available on Google Play and the App Store.





## Humber International Graduate School

The International Graduate School (IGS) is Humber's downtown campus in the heart of Toronto. Leveraging Humber's expertise in graduate certificate programming and



**Digital  
Fluency**

its robust global reputation, the IGS offers dynamic and flexible classrooms with leading-edge educational technology, providing opportunities for innovation

in teaching and learning. Serving as a Teaching and Learning lab for Humber, the IGS supports faculty through a tailored Faculty Journey, encouraging exploration and innovation in teaching methods. The IGS also supports faculty through IGS specific orientation and comprehensive technology support. Digital fluency is prioritized to help faculty thrive in tech-enhanced classrooms.

In Fall 2023, 13 out of 16 classrooms were converted to MS Teams rooms, aligning with Humber's Digital Campus Plan and Academic Plan. This integrated classroom technology model advances digital fluency, allows personalized learner journeys and flexible delivery, empowers teaching and learning, and supports Universal Design for Learning (UDL) principles.





IGS faculty are invited to participate in the IGS Faculty Community of Practice (CoP) which fosters discussions and training on themes such as innovation, equity, diversity, inclusion and belonging (EDIB), and supporting international students in transition.

Located at 59 Hayden Street in Canada's financial services hub and one of North America's fastest-growing tech markets, the IGS is strategically situated to connect students with employment opportunities, experiential learning and interdisciplinary projects. The IGS campus serves as a gateway for students seeking graduate-level Canadian qualifications while preparing them for successful careers in Canada and worldwide. The IGS Industry and Community Connector Hub (ICHub) emphasizes career readiness by offering support and coaching to develop critical thinking, strategic problem-solving and innovation skills.

The IGS is accessible from anywhere in the GTA through convenient subway and public transit options, providing easy access to the city's best in food and culture, and ensuring a comprehensive and enriching experience for faculty and students.

Learn more about the IGS through our website.

➤ **Humber International Graduate School**

## Student Feedback Questionnaires (Online Courses)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
My course site was up to date and ready as of the start of the semester.					
The learning materials were presented in a clear manner.					
My course site was well organized and easy to navigate.					
The learning activities (e.g. assignments, discussions etc.) helped me think critically about the topics in the course.					
A variety of teaching methods (e.g. group work, multi-media, case studies, web links, etc) were used in the course.					
There were opportunities for me to actively participate in the course as a learning partner.					
	Always	Almost Always	Rarely	Never	Not Applicable
The pace the professor set for completing the course was appropriate for me.					
The professor appropriately managed student behaviour/interaction within the course site.					
The professor returned assignments and tests within a 2-week period.					
The professor responded to me with a courteous tone and professionalism.					
The professor provided clear direction about how student work would be evaluated.					
The professor interacted with me and contributed to the experience in a manner that helped me learn.					
The professor provided me with useful feedback about my progress.					
The professor responded to my course-related questions within 24 – 48 hours (except on weekends).					

	Excellent	Above Average	Below Average	Poor	Not Applicable
Overall, the professor's performance was...					
Open Ended					
Other comments you would like to share with your professor.					
	Greater	The Same	Less	Not Applicable	
Compared with other courses I have taken, my effort in this course was...					
	Excellent	Above Average	Below Average	Poor	Not Applicable
Overall, the learning experience in the course was...					
Overall, the quality of the course was...					
Open Ended					
What did you like most about the course?					
What would make this course a better learning experience?					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Professor Question 1					
Professor Question 2					
Professor Question 3					



## Student Feedback Questionnaires (Face-to-face Courses)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
The professor was well prepared for each class/lab					
The professor presented his/her materials in a clear manner.					
The pace the professor set for the course was appropriate for me.					
The professor helped me think critically about the topics in the course.					
The professor used a variety of teaching methods (e.g., group work, multimedia, case studies, lecture, etc.)					
The professor treated me with courtesy.					
The professor provided clear explanation about how student work would be evaluated in the course.					
The way the professor taught helped me learn.					
The professor provided me with useful feedback about my progress.					
The professor managed student classroom behaviour.					
The professor motivated me to learn.					
	Always	Almost Always	Rarely	Never	Not Applicable
The professor responded to my course-related voice message(s) or email message(s) within 2 school days.					
The professor returned assignments and tests within a 2-week period.					

	Greater than in Other Courses	The Same as in Other Courses	Less than in Other Courses		
Compared with other courses I have taken this semester, my effort in this course was...					
	Excellent	Above Average	Below Average	Poor	Not Applicable
Overall, the learning experience in this course was...					
YOUR PROFESSOR'S QUESTIONS. Answer any additional questions provided by your professor using bubbles 16-18.	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Professor Question 1					
Professor Question 2					
Professor Question 3					

## COMMENTS

Your comments are highly valued and will assist the professor with this course.

What did you like about the course?

[OPEN ENDED]

What would make this course a better learning experience?

[OPEN ENDED]

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## Campus Locations

### Humber North Campus

205 Humber College Blvd.  
Toronto, ON M9W 5L7

### Humber Lakeshore Campus

2 Colonel Samuel Smith Park Drive  
Toronto, ON M8V 4B6

### Humber International Graduate School

59 Hayden St, Unit 400  
Toronto, ON M4Y 2P2

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**f** [facebook.com/HumberPoly](https://facebook.com/HumberPoly)

**X** [x.com/HumberPoly](https://x.com/HumberPoly)

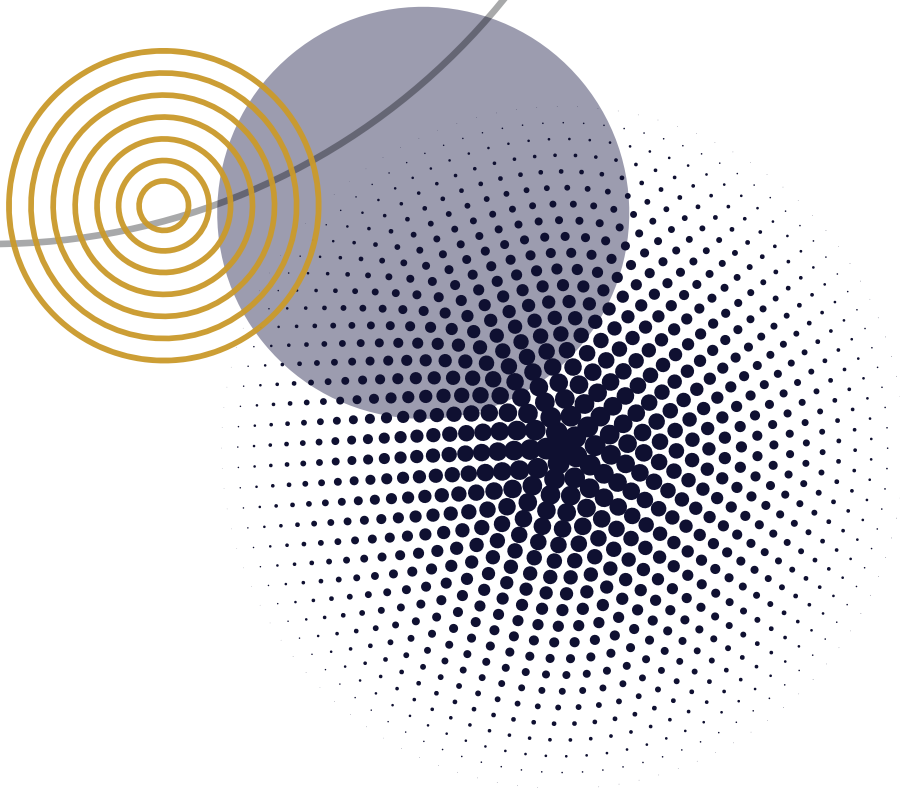
**Instagram icon** [instagram.com/HumberPoly](https://instagram.com/HumberPoly)

**YouTube icon** [youtube.com/HumberLive](https://youtube.com/HumberLive)

**Envelope icon** [enquiry@humber.ca](mailto:enquiry@humber.ca)

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**humber.ca**



The Faculty Handbook has been  
prepared by Innovative Learning.