



FACULTY HANDBOOK 2020/2021



Teaching + Learning





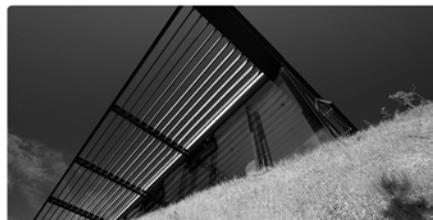
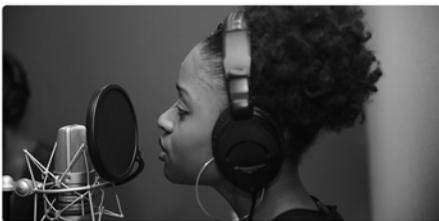
Land Acknowledgement: Honouring the Land and Peoples of Adoobiigok

Humber College 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.





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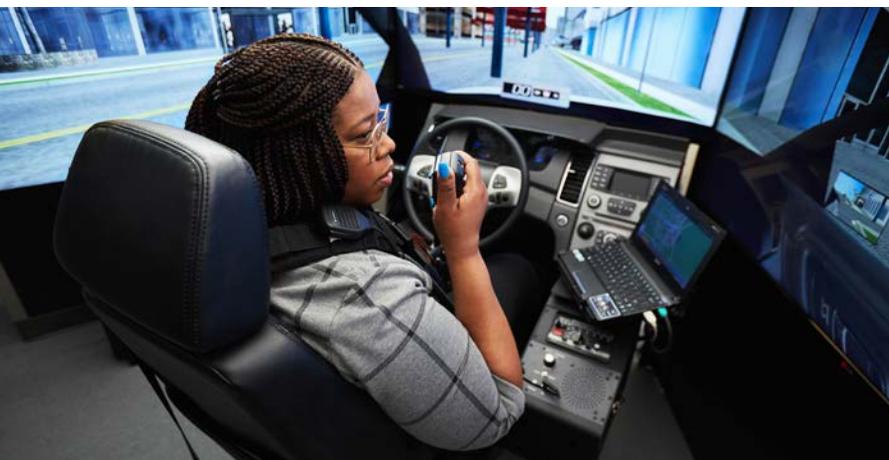
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Welcome Letter

Dear Faculty,

It's the start of another great year at Humber College. On behalf of the executive and administrative teams, I would like to extend a warm welcome to you all.

While, a great deal has changed over the last several months in the midst of a global pandemic, the adaptability and innovation demonstrated by everyone at Humber has been extraordinary. Faculty have played a critical role in the successful transition to online learning and in supporting students. Our community continues to focus on providing rich, career-focused education that prepares graduates for success.

While this academic year, particularly this Fall, may be different, I hope you are looking forward to an incredibly productive, creative and rewarding experience.

Humber has a long-standing history of providing a high-quality polytechnic model of education. Today, the college offers more than 200 full-time programs and more than 1,400 continuing education career building and general interest courses, serving more than 33,000 full-time and 23,000 part-time and continuing education students across six faculties and three campuses: North Campus, including Guelph-Humber, Lakeshore Campus and Orangeville Campus. We are a diverse community that is future-focused; dedicated to student success and experiential learning; and to teaching and learning excellence.

Each of our programs is designed to meet the needs and vocational interests of our students. However, our students can only excel when you, the faculty, create a supportive and dynamic learning environment that places student success at the centre 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 state-of-the-art labs and classrooms that simulate a real-world working environment.

Although many of you will not be on campus this Fall, this handbook is designed to help you become familiar with the facilities and virtual resources available to support you as a faculty member at Humber. It also contains some of our key policies and procedures that we feel will help contribute to and enrich your experience teaching at Humber. My hope is that the information contained within these pages will answer many of your questions, but 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.

I wish you all the best as you begin your teaching career at Humber and thank you for your dedication to our students and their academic success.



Chris Whitaker
President and CEO
Humber College Institute of Technology and Advanced Learning



Special note regarding COVID-19

Many descriptions in this handbook correspond to on-campus activity and departments. We have endeavoured to include online contacts and resources wherever possible and appropriate. We recommend that you contact departments and services by email or phone before attempting to visit them on campus, in the event that they are remaining off-campus for the time being.

Teaching Resources during COVID-19

In addition to the teaching supports and resources described throughout this handbook, Teaching + Learning has developed a number of resources for those currently teaching online during the pandemic.

10 Steps to Building your Course Online: For those developing and delivering online courses in 2020-2021, there are a number of resources and online training modules that have been developed to support the process. Visit the “10 Steps” website [at this link](#). Various support departments are also linked to that site.

Bookable Services: Faculty may book a member of the Teaching + Learning team for a number of services, including: a review of online course pages to ensure it reflects Humber’s standard for online courses; a team member can ‘sit-in’ on a faculty member’s first online class session for the first 15 minutes, to help make sure everything goes smoothly; team members are available for individual consultations surrounding instructional design and online delivery strategies. To book a member of the Teaching + Learning team, visit:

humber.ca/teachingandlearning/one-on-one/

Online Training Sessions: In addition to the live webinars that take place during the semester, a number of online training sessions have taken place over the past six months, on a variety of topics related to online teaching. To access these recordings, visit:

sites.google.com/view/learningcontinuitykit/home/attend-virtual-training#h.k37wh3nfoq8d

About Humber

Humber, a member of Polytechnics Canada, 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 200 full-time programs and 1,400 continuing education career-building and general interest courses to choose from, Humber students have access to many opportunities for continuous learning.

Vision

Transforming postsecondary education through global polytechnic leadership.

Mission

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

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.

2020-2021 Senior Executive Team



President & CEO
Chris Whitaker

Senior Vice-President, Academic

Laurie Rancourt

Senior Vice-President, Transformation and Strategic Partnerships

Rani Dhaliwal

Vice-President, Administration and Chief Financial Officer

Sanjay Puri

Vice-President, Human Resources

Lori Diduch

Vice-President, Students and Institutional Planning

Jason Hunter

Chief Information Officer, Information Technology Services

Scott Briggs

Associate Vice-President, Government Relations, Marketing and Communications

Kelly Jackson



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

The strength of our academic faculty, librarians and counsellors is essential to student success. Together, the Academic division and Students and Institutional Planning division are committed to supporting the success of a diverse community of Humber learners, both inside and outside the classroom.

Our Academic Plan is focused on teaching and learning within a polytechnic, postsecondary environment, and outlines a series of goals and strategies that will guide our academic initiatives. Humber remains committed to and focused on our mandate to provide teaching and learning excellence. Our Academic Plan 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 social and emotional well-being of our students. We will continue our collective efforts to support an unforgettable student experience both inside and outside the classroom that serves to enrich and inform.

At Humber College, we are proud to support students on their personal and academic journeys, and appreciate your daily commitment to student success.

Laurie Rancourt
Senior Vice-President, Academic
Humber College Institute of
Technology and Advanced Learning

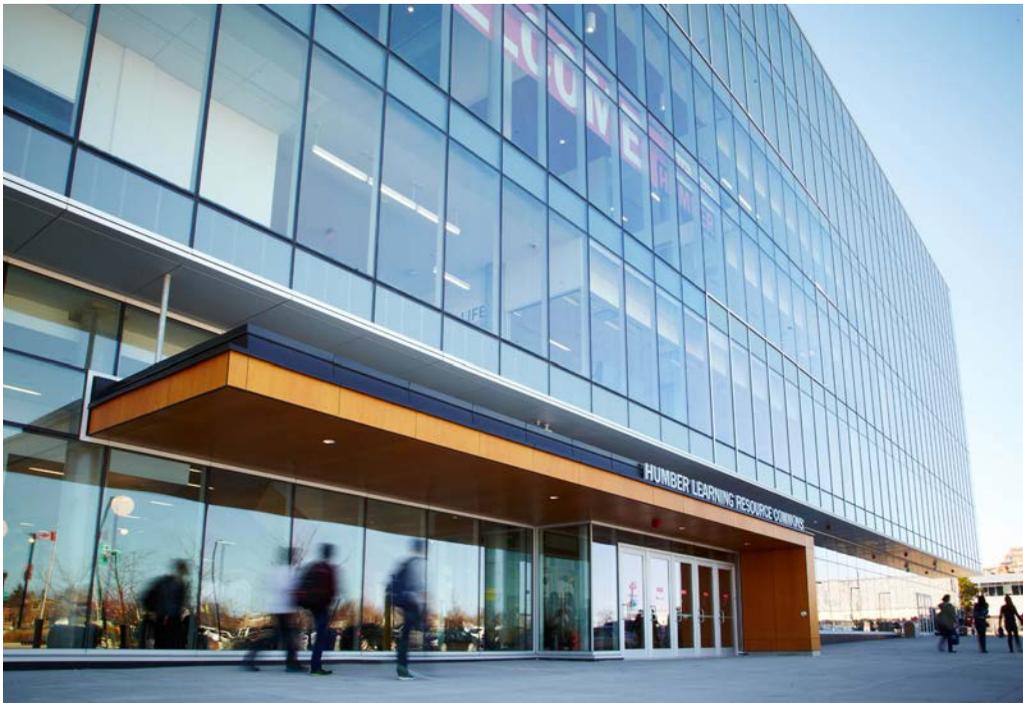
Jason Hunter
Vice-President, Students and
Institutional Planning
Humber College Institute of
Technology and Advanced Learning

About the Office of the Senior Vice-President, Academic

The Office of the 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. This includes such elements as the program mix, entrance and access standards, graduation requirements and professor qualifications. Within the Office of the Vice-President, Academic you will find Humber's six Academic Faculties: Faculty of Applied Sciences & Technology, Faculty of Business, Faculty of Social & Community Services, Faculty of Media & Creative Arts, Faculty of Liberal Arts & Sciences and Innovative Learning, and Faculty of Health Sciences & Wellness. The Office of the Vice-President, Academic works collaboratively with the six Faculties, as well as Applied Research & Innovation, Program Planning, Development & Renewal, and International to:

- Ensure the quality of the college's academic program by developing, implementing and monitoring sound academic policies and procedures
- Provide leadership to the academic development of the college through the planning, developing and implementation of new academic programs and the ongoing improvement of existing programs by ensuring that the college engages in an effective program review process
- Promote and create appropriate linkages with community, business, government and academic institutions through the development of learning partnerships, projects, joint programs, strategic partnerships, articulation agreements and program/service advisory committees
- Take the academic lead to ensure programming and curriculum links to Applied Research are current and relevant 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 affecting the current and future effectiveness of the college
- Plan for human, financial and physical resources for the Academic Division





Humber's Academic Principles

- ▶ We will ensure that learning comes first
- ▶ We will uphold integrity in all endeavors
- ▶ We will foster the maturation of our polytechnic identity
- ▶ We will recognize the importance of place and space
- ▶ We will provide a teaching and learning environment that respects and is enriched by our diverse local, national and international community
- ▶ We will fulfill our role as a leader in the provincial and national postsecondary education sector

2020-2021 Members of the Office of the Senior Vice-President, Academic

Laurie Rancourt, Senior Vice-President, Academic

Gina Antonacci, Associate Vice-President, Academic

Cynthia Lessard, Executive Assistant

Shovani Samalia, Administrative Assistant

Academic Faculties



See next page for description of Faculties...

Academic Faculties

Faculty of Applied Sciences & Technology

- Design
- Computer Programming
- Software Development
- Engineering Technology
- Skilled Trades



Faculty of Business

- Accounting
- Finance
- Business Management
- Marketing
- Culinary
- Hospitality and Tourism
- Sport



Faculty of Social & Community Services

- Behavioural Science
- Criminal Justice
- Developmental Services
- Addictions and Mental Health
- Child and Youth Care



Faculty of Media & Creative Arts

- Art, Animation and Design
- Media and Communications
- Music
- Acting and Theatre Performance
- Comedy
- Writing



Faculty of Liberal Arts & Sciences and Innovative Learning

- Academic Upgrading
- General Arts and Sciences
- English Language Centre
- IELTS
- Innovative Learning hub: Flexible Learning, Professional and Continuing Education, Teaching + Learning



Faculty of Health Sciences & Wellness

- Nursing
- Fire Services
- Funeral Services
- Massage Therapy
- Fitness and Health Promotion
- Nutrition
- Allied Health
- Clinical Research





Before the Semester Starts

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Semester Start Checklist

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

Pre-teaching Checklist	YES	NO
Do I have my teaching class schedule? (Banner – MyHumber)		
Do I have my class list(s)? (Banner – MyHumber)		
Do I have my course outline(s)? (Associate Dean)		
Do I have the appropriate resources for my course(s)? (text, articles, etc.)		
Have I set up my voicemail and email accounts?		
Have I prepared my first lesson? Do I have a formal lesson plan?*		
Do I need to collect any additional resources?		
ONLINE CLASSES:		
Have I tested my devices? (i.e. webcam, microphone)		
Can I log into Humber digital platforms?		
Have I verified the presence of my Blackboard courses?		
Have I set the dates for the assignments/tests in my course(s)?		
Have I uploaded my Course Outline(s)?		
Have I uploaded my tentative weekly schedule/critical path?		
Do I have my login credentials?		
ON CAMPUS CLASSES:		
Have I completed the Return to Campus Agreement?		
Do I have my ID/Lenel Card?		
Do I know the layout of each classroom?		
Do the podium, screens, lights, etc., work?		
Do I need flipcharts, markers, etc.?		
Do I have enough chairs for my students?		
Do I know where the nearest washrooms are?		
Do I know where the nearest emergency exits are?		
Have I checked my mailbox 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:

➔ humber.ca/teachingandlearning

Blackboard

Blackboard Courses

Blackboard is the Learning Management System of choice at Humber. Faculty are expected to use this software to deliver course content, share course information, and to 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 humberonline.ca

Blackboard courses are automatically created, and only faculty assigned as the responsible teacher to a section will be provided access to the course.

- **Activate your Blackboard Account**

You use the same account credentials to access Blackboard as you do when logging in to a computer at the college. This account must be activated and the password changed before you can use Blackboard.

- **Log in to Blackboard**

Go to the website learn.humber.ca
Enter your username and password and click “SIGN IN”. Once you have successfully logged 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 by uploading the latest Humber Template:

http://humber.ca/bb91help/instructors/whats_new.php

- **Blackboard eForms**

For Blackboard-related requests (adding an instructor, merging/crosslisting courses) refer to the Information Technology Services website

its.humber.ca → Support Centre → eForms

Note: You must log in to access the eForms. Logging in also authenticates you for other Humber services.

For help files and Blackboard resources, please view the Blackboard 9.1 help website humber.ca/bb91help or click the appropriate help link found directly in your course.

For faculty Blackboard support during the weekdays, contact the Instructional Support Studio (refer to page 72).

For additional weekend support, faculty can call the Open Learning Centre (OLC). The OLC also supports students with with Blackboard related inquiries.

Instructional Support Studio

North Campus, D240

Phone: 416.675.6622 Ext. 4744

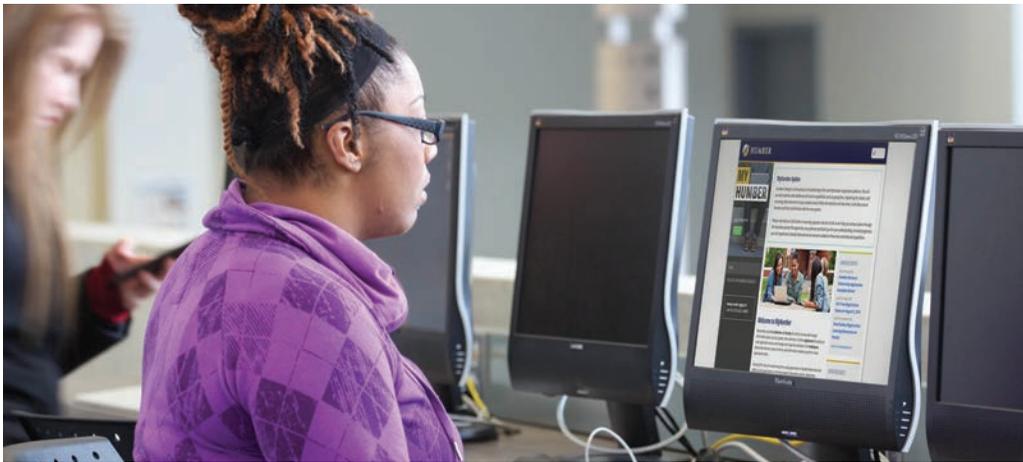
Lakeshore Campus, D112 (Cottage D)

Phone: 416.675.6622 Ext. 3288

Email: facultyblackboard@humber.ca

Open Learning Centre

- Chat online or speak with an OLC Representative by visiting the OLC website at humberonline.ca
- Chat support and web-resources (eBrochures, video tutorials, etc.) available through the eLearning website
humber.ca/teachingandlearning



Welcome to MyHumber Course Outlines

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.

➤ humber.ca/myhumber

Class Lists

Your class lists are available online through MyHumber ➤ humber.ca/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. After the tenth day of classes, you should verify your class list. If you have students attending your class who are not officially registered, please refer them to the Program Coordinator who can submit a SAF to have them registered if warranted.

You may obtain class rosters with pictures through MyHumber.

Curriculum design is of the utmost importance at Humber and we regularly review our course outlines to ensure that they not only reflect Ministry of Colleges and Universities standards but also the evolving needs of our industry partners. Once outlines have been revised by faculty and approved by the relevant Associate Dean or Director, they can be obtained from one of the two options below:

- Humber Transfer Options website
➤ humber.ca/transferoptions/course-outlines.html
- Humber HQ: ➤ humber.ca/hq

If the outline you are looking for is not available, please contact your academic faculty for core course outlines.

Humber values sustainability. In our effort to help reduce waste we do not normally print course outlines. As a result, you will need to upload your outline and weekly schedule (Critical Path) to your course Blackboard sites prior to the start of the semester.

For additional help in uploading course outlines to Blackboard sites please visit

➤ humber.ca/bb91help/instructor.php

eBooks

The Library has over 3.8 million eBooks available for students and faculty. You are able to browse our collection at [🔗 library.humber.ca](#) If you would like to include an eBook in your course site, please email copyright@humber.ca with your request. If you have questions about our eBook collection, please contact your librarian [🔗 library.humber.ca/liaison-librarians](#)

Want to create your own eBook or eResource? Contact the Teaching + Learning team at [🔗 CTLWorkshops@humber.ca](mailto:CTLWorkshops@humber.ca) or 416.675.5040.

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. You will be provided with this access information at the start of the semester.

Every employee of Humber receives an email address. Microsoft Outlook is the email platform in use at the College that you can access at any time by visiting

[🔗 humber.ca/office365](#)

You will find a guide sheet to using the email options in this manual under Appendix. Please remember that 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.ca/policies](#)

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

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

Faculty Mailboxes

When on campus, Faculty will be assigned a mailbox in the mailroom (at the campus where they are teaching). If you are teaching at more than one campus, you will have a mailbox at both campuses. Please check your mailbox regularly because students will drop off assignments with the school receptionists in the assigned drop boxes for distribution to your mailbox.

How to Access Electronics in the Classroom

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

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

If you have questions while in the electronic classroom, you can use your mobile device camera and photo app to scan QR codes (located on or near the lectern) for a more responsive AV technical support experience. With a simple scan, faculty can report an issue and a technician is immediately dispatched.

Use your mobile device camera to scan the QR Code or visit: [🔗 humber.ca/avsupport](#).



Humber Classroom Redesign Initiative

Humber is in the process of updating all on-campus classrooms to align with 21st-century teaching and learning practices.

If you are scheduled to teach in one of the new Flexible/Collaborative Classrooms (F202, F212, F220, and the 3rd and 4th floor of the F building, North Campus), we encourage you to visit the space ahead of time to explore and get comfortable. Training and consultation is also available with the Educational Technologist on the Teaching + Learning team. For more information, contact edtech@humber.ca.

ID/Lenel Cards

All faculty need to have a Humber-issued ID/Lenel card. This card will allow you access to a variety of services and facilities at Humber.

Requests for classroom keys to specialized classrooms should be made to your Program Coordinator or your Business Manager. If deemed necessary, faculty will then be issued the appropriate classroom keys. In some cases, access to your room is via

your ID/Lenel card. Once you have obtained your ID/Lenel card, access will be activated by your Faculty's Business Manager or designate. The faculty member bears sole responsibility for the return of each key and access card entrusted to him or her. ID/Lenel cards should be obtained from the IT Support Centre at the following campus locations:

Locations:

North Campus NX210

Lakeshore Campus A212

Carrier Campus Main Reception

Lost/Stolen Keys and Access Cards

Any person losing a key(s) or ID/Lenel access card must notify the Program Coordinator or Business Manager immediately to ensure against a compromise of the system.

Replacement Costs

A nonrefundable replacement charge of \$20 will be made for each key or ID/Lenel access card that is lost/stolen. If a key or access card is damaged please return it to the faculty's Business Manager and it can be traded for a replacement at no charge.



Materials and Supplies

Faculties try to keep a variety of teaching supplies on hand. Supplies are normally kept in supply cupboards within each faculty at our campuses, and inventory levels are monitored regularly. If you require any teaching supplies that you cannot find in the faculty's supply cupboard, please see one of the program staff and an order will be placed.

Sustainability is one of Humber's values, and we encourage posting information to Blackboard; however, a multi-function photocopying machine is available in each of the main faculty office areas. In areas where you require a code, this will be provided to you by program staff. Please remember, as a professional practice, when photocopying published material, to cite the source (refer to page 59, Copyright). It is an important part of respecting intellectual property and modelling proper technique to your students.

Any jobs larger than a class set (60 pages), please use the Xerox Print Centre and allow two business days turnaround time. You will need to complete a print order form available at the Xerox Print Centre and online.

You can also submit an online, and electronic version of any document that you need printed to the Xerox Print Centre.

Xerox Print Centre Locations:

North Campus H106
Monday to 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

Lakeshore Campus H105A
Monday to Friday
8:30 a.m. to 5:00 p.m.
416.675.6622 Ext. 3584

humlcprint@xerox.com

As an academic institution, paper use is a major concern. Humber purchases recycled paper that contains minimum 50% post-consumer waste (PCW) and Forest Stewardship Council (FSC) certified.

These sustainable approaches can reduce paper use:

- ✓ Switch to digital media where possible.
- ✓ Use digital textbooks and Blackboard.
- ✓ Print double-sided. The default on all college printers is double-sided.



Parking Permits

Staff can initiate their Humber Park Admin account and obtain parking permits by logging in through their MyHumber and clicking on the Services tab.

➔ humber.ca/myhumber

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 will be programmed for lot access if you have a valid parking permit. If driving only occasionally, automated pay on exit visitor parking is available at North Campus in Lot 6, 8, 10, and the aboveground garage accessible from Driveway A.

Faculty working more than 24 hours weekly are considered to be full-time and must pay the equivalent of \$293.25 per semester via bi-weekly parking payroll deduction as approved by the Humber College 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 payment up front 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—limited availability)



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

If driving only occasionally, automated pay on exit visitor parking is available at North Campus (Lot 6, 8, 10 and in the aboveground parking garage).

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

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

Humber College Parking Regulations and municipal by-laws are enforced at all Humber College 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 a valid permit be hung from the rear-view mirror with valid information facing outward, so it is clearly visible to parking enforcement from outside of the vehicle.

For additional information please visit our website at: ➔ humber.ca/facilities/parking-transportation



Textbooks

If you require textbooks or other resource materials for your course, you must let your Program Coordinator know well in advance. In many cases these will be provided for you well in advance of your class by program staff. It can take over two months from the time books 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.

➔ library.humber.ca



Timetables

Your timetable, including room locations, is available online through MyHumber.

➔ humber.ca/myhumber

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

At the start of the semester, we may have to move your class to another classroom. When this happens, you will be notified via email. Students will also receive an email for a room or time change. You can also verify this information on MyHumber under 'Faculty Week at a Glance' or 'Active Assignments.'

Voicemail

Full-time employees get a personal mailbox and a voice-messaging number. This number is a way for students, faculty and staff to contact you. This will be supplied to you by your faculty's Business Manager. You will find a guide sheet to using the voicemail options in this manual under Appendix.

During the Semester

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Accessible Learning Services

Humber College is committed to providing an inclusive learning environment for students with disabilities. To support this mission, our Accessibility Consultants in Accessible Learning Services partners with students and faculty to ensure that the academic environment is accessible. When barriers to learning are identified, Accessible Learning Services 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, Accessible Learning Services facilitates students in creating accommodation strategies. This connection is engaged by:

1. The student contacting the Student Wellness & Accessibility Centre to meet with an Accessibility Consultant to share information about their disability or review disability-related documentation. Based on this information, appropriate accommodations are established in order to minimize the impact of disability or disabilities within the academic environment.
2. Accessible Learning Services drafting an accommodation letter that outlines the relevant information pertaining to the accommodations to be implemented by faculty as it relates to the delivery and assessment of course content.
3. The student elects to either share their accommodation letter independently, or request that Accessible Learning Services distribute their accommodation letter to faculty. If sent through our office, faculty will receive an email to access the Web Portal specific to faculty where they can view the details of the letter. Please note: letters that students personally distribute are NOT made available on the portal.
4. Testing Services supporting accommodations required during tests. The student must notify their faculty each time, with sufficient advanced notice, of their intent to utilize the Testing Services environment. Faculty will then be required to provide the test indicating the accommodations to be used by the student directly to Testing Services via a referral form.

It is important for faculty to acknowledge and respond to students' accommodation requests in a clear, respectful and timely manner. This includes responding to all disability-related extension and testing accommodation needs.

Accommodation letters are renewed every semester as a check in with students to ensure their accommodations remain relevant to disability needs and program outcomes. This process is quickly completed through the Accessible Learning Services website.

Faculty with questions about accommodations are invited to contact Accessible Learning Services. On occasion, faculty may need to explore whether or not an accommodation request interferes with the essential requirements of a course. Faculty members are encouraged to discuss this with Accessible Learning Services.

Contact

North Campus

2nd Floor LRC

Phone: North Campus & Orangeville Campus
416.675.5090

Lakeshore Campus

Welcome Centre, 2nd floor,
2 Colonel Smith Park Dr.

Phone: 416.675.6622 Ext. 3331

accessible-learning@humber.ca

➤ [humber.ca/student-life/swac/
accessible-learning](https://humber.ca/student-life/swac/accessible-learning)

➤ humber.ca/accessibleportal



Attendance

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

Note: Students who miss class due to illness, death in a family, etc. should be provided an opportunity to make up missed tests, lab and in-class assignments. Discuss the situation with your Program Coordinator or Associate Dean if necessary.

For courses involving computer lab work, practical lab classes, significant classroom group activities or student/industry guest presentations, absenteeism is generally not permitted and may result in a failing grade for the course.

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



Class Cancellations/ 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.

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.

Please post your class cancellation on your Blackboard course sites along with instructions for your students regarding readings, assignments, homework, etc.

Class Cancellations Due to Weather

On rare occasions, classes may be cancelled due to hazardous weather or emergency situations. To this effect, announcements are made on the front page of the college website (humber.ca), as well as on local

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

Additional closure notification can be found through Humber Alert (refer to page 51) and social media accounts:

➤ facebook.com/humbercollege

➤ twitter.com/humbercollege

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 your semester. Rubrics can be easily uploaded and added to your Blackboard course sites.

The Teaching + Learning website also contains some terrific resources that can help you create your own rubrics. Please visit: ➤ humber.ca/teachingandlearning



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, faculty may invite industry or guest speakers to visit their classes as a way of supporting teaching and learning. Before inviting a guest speaker, you should speak to your Associate Dean or Program Coordinator.

Note: Guest speakers can also be easily incorporated into the classroom experience virtually 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 the Teaching + Learning Support team.

Field Trips

Before you may proceed with any arrangements to take your students on a field trip, you must submit a written request to your Associate Dean and Program Coordinator. **Such a request should be submitted at least 10 days prior to your trip.** 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 is in attendance and the trip is related directly to the curriculum. Contact your Program Coordinator for details. Remember that virtual field trips are also possible in the online environment! For additional ideas regarding experiential learning opportunities visit the Teaching + Learning website at:

humber.ca/teachingandlearning

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 (HSS) Survey

The Humber Student Success (HSS) survey is administered each year to all students after the Fall midterm exams. There are four purposes of the HSS survey:

- 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' support 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 that we can assess the extent to which we are meeting their needs.
- To identify students who may be at 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, please contact Jelena Dukic, Associate Director, Institutional Research, Institutional Planning and Analysis at Jelena.Dukic@humber.ca or 416.675.6622 Ext. 4914.

Key Performance Indicators (KPIs)

The Key Performance Indicators (KPIs) are a method of measuring how well colleges in the province of Ontario meet the needs of students and the marketplace and is used as a basis for performance funding. KPIs are a requirement of the Ministry of Colleges and Universities.

The four key performance indicators listed below are used to measure the performance of colleges 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/projects should be received by students within a two-week period.



Teaching Tip: Utilizing the Grade Centre functions on Blackboard is a useful way to track student grades and allows you to release grades to students, letting them know where they stand in the course. For more information on posting grades to Blackboard visit the Blackboard Help on the Teaching + Learning website: [humber.ca/teachingandlearning](https://www.humber.ca/teachingandlearning)

Collection and Distribution of Student Work

The Ontario Freedom of Information and Protection of Privacy Act requires that the college 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, if assignments cannot be handed in during class time, they can be dropped off in each faculty's "Assignment Drop Box" located outside of the faculty's main office at each of the campuses. These will then be date stamped and placed in your mailbox. An alternative would be to have students upload assignments to Blackboard 9.1. You can use this technology for uploading and tracking student submissions.

Returning Students' Tests/Assignments

For on campus classes, it is the instructor's responsibility to return graded tests and assignments directly to the student. Tests and assignments should **NOT** be placed in faculty mailboxes or in any other public area for pickup. Students are not permitted to handle exams or assignments other than their own.

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



Teaching Tip: When providing written feedback, do not use red pen or place students' grade/comments on the cover page. Using red pen, in certain cultures, is perceived as stressful and may impede learning. (note 1) **Tip:** Use green, purple or any other colour.

note 1 (Dukes & Albanesi, 2012)



Student Feedback Questionnaires (SFQs)

At Humber, we value feedback and seek opportunities to engage in discussion and dialogue about our performance with all of our stakeholders.

Each semester, all of our classes are involved in the digital Student Feedback Questionnaire (SFQ) process during which students are asked to provide feedback on their courses and on their learning experience. We encourage you to familiarize yourself with the SFQ questions that can be found at

➔ www.humber.ca/sfq, so that you can understand ways in which students will be asked to rate their learning experience at Humber. Digital SFQs are scheduled to take place after midterms, but before the last week of the semester. For specific dates related to when your digital SFQ will be available and when it will close, please refer to ➔ humber.ca/sfq/process/critical-dates

It is also important for you to receive feedback from the majority of your students, so you are encouraged to announce the SFQ dates well in advance, embed the digital SFQ link in your Blackboard site, and use class time to discuss and officially launch the SFQ.

Remind students of the importance of the SFQ both for Humber and for yourself as a teacher-practitioner.

The digital 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 please be sure that the question is framed so that the most desirable answer is in the ‘Strongly Agree’ column.

You may want to solicit feedback from your students sooner in the semester and at more regular intervals. This can be easily accomplished in many different ways. Visit the Teaching + Learning website to access a variety of helpful tools and resources that you can use throughout the semester.

For any additional questions regarding the administration of the SFQs, please contact the Director of Digital Learning or your Associate Dean. ➔ humber.ca/teachingandlearning

TT Teaching Tip: Use a variety of Classroom Assessment Techniques (CATs) to assess student learning and to better understand your effectiveness as a teacher. For more information go to: ➔ humber.ca/teachingandlearning  youtube.com/HumberCTL



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 in Blackboard 9.1. Any changes to the evaluation scheme contained in the course outline must be approved by the Associate Dean and then discussed with the class and confirmed in writing.

Submitting Midterm Grades

All students registered in diploma, graduate and degree-level courses will receive a midterm grade, which in conjunction with discussions with their instructor, is to provide feedback on academic performance and give students a realistic idea of their performance to date.

The Office of the Registrar will establish and post midterm and final grade due dates and grade release dates to the Academic Calendar (see Appendix).

Faculty are required to submit midterm and final grades for students to review each term according to the deadlines posted in the Academic Calendar.

➔ humber.ca/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 are to be entered via the Faculty tab on MyHumber. See Faculty & Staff Learning Resources for how to enter grades.

At the End of the Term

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Academic Complaints/Appeals

Student Appeal Procedure

Students should be aware they have the right to appeal a course, grade or a 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 you, the instructor, in an attempt to resolve the disagreement.
- If the matter remains unresolved with the instructor, the student should discuss the matter with the Program Coordinator.
- If the student is not satisfied at this point, the student meets 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 meets 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 may be submitted to the Registrar's Office within 10 days following the written decision of the Senior Dean or designate. Full details can be viewed online at [humber.ca/academic-regulations](https://www.humber.ca/academic-regulations)

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

Academic Regulations

Humber's Academic Regulations contain important information and processes. You are encouraged to make yourself familiar with Humber's Academic Regulations. Please note that our Academic Regulations can vary depending on which program you are teaching at Humber. To view the Academic Regulations visit

[humber.ca/academic-regulations](https://www.humber.ca/academic-regulations) and select the appropriate title below:

- 2020–2021 Admission Requirements & Academic Regulations for Degree, Diploma and Certificate Studies

Please note that the policies and procedures outlined in the Academic Regulations apply to credit courses and programs at Humber and are not intended for students registered in the University of New Brunswick-Humber Collaborative Nursing program unless specifically stated (see Academic Appeal information for UNB students).

Policies and Procedures - Academic

In addition to our Academic Regulations, policies and procedures 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 and Procedure
- Copyright Policy
- Fair Dealing Policy
- Student Feedback Questionnaire Policy

All of our policies are available on Humber's website at: [humber.ca/policies](https://www.humber.ca/policies)

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 [humber.ca/withdrawal-information](https://www.humber.ca/withdrawal-information).

The last day to withdraw from a course without academic penalty is normally at the three-quarter point of the course. Students are encouraged to check the Academic Calendar for the exact date (see Appendix).

Continuing Education (CE) students wishing to withdraw from a CE course need to withdraw one full business day before the second class takes place. Drop dates may vary depending on the course and



we recommend contacting the faculty/department that delivers the course for accurate information.

After that withdrawal date, 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 the course outlines. A pass in each course will be fifty (50%) unless otherwise indicated.

For further information, visit

[humber.ca/academic-regulations](https://www.humber.ca/academic-regulations)

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 42 days 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.

Please 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.



Samples of Student Work for Degree Study

We are also required to retain samples of degree student work 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 sample work. Files may be stored electronically. Video or photo images of completed work for design/studio projects are appropriate. Samples must be sorted and reflect student work that is exemplary, average and minimally acceptable. There should be sufficient numbers of assignments for external reviews to randomly select 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 enquiries 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 6 weeks, the grade will default to that numerical value.

Please 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 using some or all of 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:** CE students do not have ID cards; however, a valid government issued photo ID can be used.
- Students are to bring only what is necessary to the test/examination room. All personal effects are to be stored in the students' lockers, or in an unsupervised, designated area in the exam room, as determined by the faculty member.
- All cell phones and other electronic devices must be turned off and placed with other personal belongings/bags in the designated area, or in plastic

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

zip-locked bags and placed under their seats. No outerwear such as hats, gloves, overcoats, jackets, vests, etc. are permitted to be worn. 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 by 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. Students are directed to use the washroom prior to entering the exam.
- No student is permitted to leave the examination room in the last 15 minutes of the exam.
- Students are to follow the instructions of the faculty member for collection of exams and dismissal procedure at the end of the exam/test.
- Faculty members have the authority to direct students to move to another seat during the test/exam.



Teaching Tip: Review current research on Academic Integrity Policy and see Humber's Academic Integrity Policy on the Teaching + Learning website.

➔ humber.ca/teachingandlearning

Students Missing 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 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. Please 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.

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- 54** Government Relations, Marketing and Communications
- 55** Human Resources and Organizational Effectiveness
 - 55** Centre for Human Rights, Equity & Diversity
 - 56** Accessibility for Ontarians with Disabilities Act (AODA)
- 57** Humber Child Development Centre
- 57** Indigenous Education & Engagement
- 58** International
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Advising & Student Academic Support

Academic & Career Success Centre

Advising & Career Services is a partner in students' success, empowering them to become engaged, adaptable and informed decision makers. Our Career and Student Success Advisors (CSSAs) offer advising, services and programs to support students on their educational journey and to prepare them for future careers. Students today have complex needs and sometimes require outside-the-classroom assistance with their academic success or could benefit from some assistance in making choices relating to their future career and educational pursuits.

Our CSSAs are also assigned to each academic faculty and are there to provide one-on-one support to students. Faculty members are welcome to refer students to the CSSAs and consult with them when they identify students needing additional support.

We offer the following services:

- New Student Advising
- Career Exploration
- Educational Pathway Planning
- Employment Preparation
- Career Connect (Humber's job posting website)
- Internationally Trained Immigrant Advising

Our Career Support Peers Leaders offer the following services for students:

- Resume & Cover Letter Reviews
- LinkedIn Advice
- Interview Preparation/Mock Interviews
- Career Steps Workshop Series

If you are looking for career resources and handouts to bolster your in class curriculum check out the faculty resources available on our website: careers.humber.ca/faculty-services.php

For more information, connect with your academic faculty's CSSA and visit our website: careers.humber.ca



Applied Research & Innovation

Applied research is the systematic and original investigation of a problem, need or new entrepreneurial opportunity with practical implications identified either by a third party (industry or community) or through analysis, with a goal of achieving a measurable and practical outcome.

Humber has a strong culture of innovation and applied research excellence and encourages and supports the growth of applied research collaborations and partnerships. Applied research at Humber is student-centric: student training and skills acquisition drive applied research projects, which serve to strengthen the curriculum by identifying and showcasing skill development. Applied research at Humber also provides faculty with opportunities to remain current on rapidly changing market needs and requirements.

Humber Applied 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 interested in developing research partnerships.
- Providing project management and administrative support for research projects.

To learn more about Humber Applied Research & Innovation

➔ humber.ca/research

Contact:

Ginger Grant, PhD

Associate Dean, Applied Research & Innovation

416.675.6622 Ext. 5528

Ginger.Grant@humber.ca



Athletics

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

Hours of Operation:

Fitness Centre (North & Lakeshore):

Monday to Friday: 6:30 a.m. to 11:00 p.m.

Saturday & Sunday: 8:00 a.m. to 5:00 p.m.

Main Gyms (North & Lakeshore):

Check website or call for up-to-date schedules & information
(North Ext. 5699, Lakeshore Ext. 3525)

Fitness Centre (Orangeville):

For up-to-date schedules and information, contact Morag Tierney Ext. 5902

Carrier Campus: Main Reception

Activities & Facilities

- Weight Room
- Cardio Room
- Group Fitness Classes
- Open Gym (basketball, volleyball & badminton)
- Day Use Lockers & Showers
- Special Events

Entry & Usage Requirements

- Valid Staff ID Card
- Proper Gym Attire & Footwear

Equipment Usage (No Charge)

- **Fitness**—functional training items, bands, mats, skipping ropes, etc.
- **Gym Equipment**—volleyballs, basketballs, badminton racquets & shuttles, etc.
- **Recreation Equipment**—frisbees, flag football, soccer, floor hockey, lacrosse, etc.

Lockers & Towels (No Charge)

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

Services (Fee For)

- Personal Training
- Nutritional Consulting
- Paramedical Services through the Humber Athletic Therapy Clinic*
- Massage Therapy
- Pedorthic Services

*Please check websites for additional information.



Centre for Healthy Living

The Centre for Healthy Living (CHL) offers experiential learning opportunities for our students while delivering high-quality wellness services to our faculty, staff and community.

Services provided include:

- Wellness workshops (including stress management, nutrition etc.)
- Appointments with Massage Therapy Students
- Personal Training
- Fitness Assessments
- Nutrition Assessments and Goal-Setting
- Nutrition for Healthy Living Online Course
- Heartwise™ Exercise Classes
- Wellness Coaching

In addition to workshops and appointments, you can also stop by the CHL for quick health and wellness tips and tricks!

- Visit healthsciences.humber.ca/current-students/resources/learning-labs/centre-for-healthy-living.html or stop by A107 (North) to learn more!

For more information, please contact
Lori Short-Zamudio

lori.short-zamudio@humber.ca.



HUMBER CENTRE
FOR HEALTHY LIVING



Community Outreach & Workforce Development

Community Outreach & Workforce Development (COWD) supports people in our communities that may not traditionally access education and employment. We do this by collaborating with Humber faculties and departments in partnership with community agencies and government to offer a broad range of programs and services to assist youth, Indigenous Peoples, newcomers to Canada, unemployed and underemployed individuals, to enter postsecondary education, apprenticeships and meaningful work opportunities.

➔ humber.ca/community

Programs and Services:

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

Community Employment Services

Humber Community Employment Services provides a full range of employment and training services and resources for job seekers to support them in reaching their employment goals. These services are delivered in the community at five different locations in the Toronto West and Brampton area. In each location job seekers have access to free information and resources, employment related workshops, individual employment assistance and access to training and jobs. In addition, staff work directly with employers to support them in their hiring and training needs. These services are funded by Ministry of Colleges and Universities (MCU) and in part by the Government of Canada, and Immigration, Refugees and Citizenship Canada (IRCC).

Humber Community Employment Services Can Help You With:

- Access to Job Postings
- One-to-One Career Planning, including online assessments that explore options to support employment goals
- Job Search Workshops, including webinars and e-modules
- Educational Advising
- Employment and Training Supports
- Second Career Applications
- Mentoring for Newcomers to Canada
- Information and Referrals to Other Services within your community
- Canada Ontario Job Grant
- On-line job postings and resources
- Job Fairs and more

➤ ces.humber.ca/

These services are available at five locations across the Greater Toronto Area. Find us by visiting

➤ ces.humber.ca/contact.html

Programs for Newcomers to Canada

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

- Free Occupation-Specific Language Training
- Bridging programs that offer short-term technical training and job-search support
- 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.

➤ newtocalanda.humber.ca/language-training/occupation-specific.html

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

- Engineering Skills Enhancement
- IT Infrastructure
- .NET 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

➤ newtcanada.humber.ca/advisingnewcomers.html

Additional Humber Services For Newcomers (Advising and Student Academic Support)

Pre-Apprenticeship and Training Opportunities

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 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.

➤ humber.ca/community/programs.html

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 to 12) to a variety of postsecondary 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



Youth Transition Program

Humber's Youth Transition Program (YTP) is a postsecondary access program to assist local youth (ages 19-29) to transition successfully to college whether they have completed high school or not. Participants are provided with a postsecondary 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 is a great transition into Academic Upgrading or applying directly to postsecondary programs. Lunch and transportation is also provided.

➤ humber.ca/community/youth

Community & Partnership Development

In order to support long term economic and social development of Humber's local communities, 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 40+ community, industry, government and local tables in order to contribute to community development initiatives that actively support workforce development for equity seeking groups. One of these networks is the Council of Educators Toronto, which brings together colleges, universities and school boards to collaborate on access initiatives.

➤ councilofeducators.ca

Community Connections

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

➤ humber.ca/community/contact.html

➤ humber.ca/community/in-the-community/partnership-fund.html

➤ humber.ca/community/in-the-community



Department of Public Safety

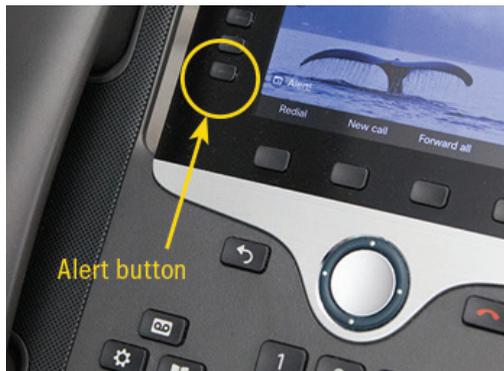
The Department of Public Safety is committed to ensuring the safety and security of Humber College’s students, staff and faculty. A comprehensive list of services coupled with close community relations with Toronto Police Service, Toronto Fire Service and Crime Stoppers allow Public Safety to maintain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

Alert Button

Using the Alert button is easy. Simply press the button labeled “Alert” and the phone will do the rest (fifth key from the top). You do not need to activate the speakerphone, lift the handset, or dial any numbers. Simply pressing the button is enough.

The button functions like a silent alarm. Pressing the button discretely notifies Public Safety that an urgent security response is needed.



Examples of circumstances when pressing the Alert button may be appropriate include the following:

- You are busy providing urgent assistance (i.e. First Aid, CPR etc.).
- You feel calling security will only escalate a situation.
- You are alone and experience a medical emergency.

Note: the Alert Button does not replace the Ext. 4000 Emergency Line.

Please continue to call Ext. 4000 if you experience an emergency, witness a crime in process or require urgent assistance.



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 at the entry to 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
- Humber Emergency Auto Response Team (H.E.A.R.T)
- Interior and exterior emergency phone system
- 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 the Humber College Department of Public Safety website at

➔ humber.ca/publicsafety

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 this service:

1. Contact Public Safety at:
 - a. **North Campus:** Security Reception by NX101 or phone 416.675.6622 Ext. 8500
 - b. **Lakeshore Campus:** Security Reception in M106 or phone 416.675.6622 Ext. 8500
2. Campus Walk will then meet the person requesting the walk at their chosen meeting place.
3. The Campus Walk team will present identification.
4. The person(s) requesting the walk will be accompanied to their requested location.

Emergency Preparedness

In an **emergency situation**, contact Security by calling 416.675.6622 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 416.675.8500 or 416.675.6622 Ext. 8500.

Emergency Contact Information

Humber North and Lakeshore Campuses Ext. 4000

Humber Orangeville 911

Humber Transportation

Training Centre 911

Police/Fire/Ambulance 911

For safety information and security updates, visit the Public Safety website at [humber.ca/publicsafety](https://www.humber.ca/publicsafety)

Non-Emergency Numbers

Public Safety (North and Lakeshore)
416.675.8500 or Ext. 8500

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. Provide as much information as possible.

If you are unable to exit the building safely, immediately go to the nearest area where you feel safe. Follow the lockdown instructions.

Active Attacker Procedures

1. Listen for instructions via the public address system.
2. Gather others from open areas.
3. Close and lock the door.
4. Cover windows if possible.
5. Identify the location of injured persons by placing signs in exterior windows.
6. Get low and lie on the floor or crouch behind desks.
7. Silence cell phones or devices that generate noise.

8. Do not answer the door.
9. Call 911 if you have specific information about the threat.
10. Do not evacuate until contacted by the Toronto Police Service or the Department of Public Safety.

For more information on Active Attacker procedures and the Active Attacker video visit:

➤ [humber.ca/publicsafety/services/emergency-management/active-attacker](https://www.humber.ca/publicsafety/services/emergency-management/active-attacker)

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

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

Upon Discovery of Fire

- Leave fire area immediately.
- Close doors behind you.
- Sound the fire alarm, pull manual alarm station.
- Leave the building by the nearest exit.
- **DO NOT USE THE ELEVATORS.**

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

H.E.A.R.T. Program

The Humber Emergency Auto Response Team (H.E.A.R.T) is a program designed to help anyone who is experiencing vehicle problems while on-campus.

We offer a vehicle battery boosting service. Call Parking Services at 416.675.6622 Ext. 4416 or through any emergency telephone. Parking Services will dispatch someone to help you get on your way safely.

If Parking Services is unable to get you on your way, they will provide access to a telephone and the appropriate contact information to arrange emergency assistance.

Humber Guardian App

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



➤ humber.ca/publicsafety/services/humber-guardian-app

The Guardian is designed for Humber students, staff and faculty and provides

quick access to campus safety and security resources, emergency contact information, safety services and a safety toolbox.

Humber Alert

Humber College strives to provide a secure and safe campus for its students, employees, and visitors. To keep the Humber community informed about emergency situations, the college offers Humber Alert. This emergency notification system is offered by Blackboard Connect.

This service is available to everyone in the Humber community. To subscribe, simply click on the link below and register to receive important information and instructions during an emergency. You can register multiple emails and phone numbers to receive messages by voice, text and email.

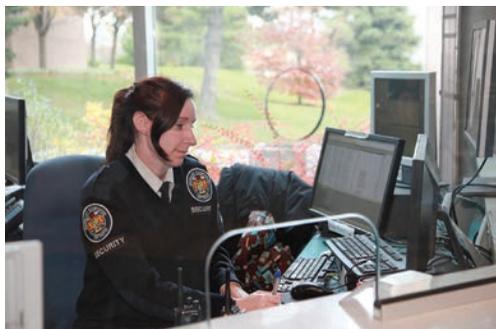
➤ humber.bbcportal.com

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, or
- Calling 416.675.8500.



Dining Options

The **Humber Room** is a full-service upscale-casual restaurant, located at Humber's North Campus. World-class lunches and dinners are prepared by students in culinary programs at Humber who are studying to become chefs. The service in the restaurant is provided by students studying in hospitality and event management programs at Humber.

The **Humber Food Truck** and **Gourmet Express** offer quick, fresh and affordable meals prepared by students. Drop by to check out what our students are cooking up today!

Hours of Operation vary by semester. For details, please call 416.675.6622 Ext. 4732/5022 or visit

➤ business.humber.ca/current-students/resources/hungry.html

Nourishing More Students Than Anyone Else

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

- As College's Ontario first and only FairTrade Designated campus, we serve FairTrade coffee, tea and chocolate on campus.



- Buy Local program allows us to source directly from the farmers and producers of great local ingredients in the region. Our Eat Local campaign is a great time to try out harvest season flavours in our menus (October).
- Stop Food Waste Day is dedicated to bringing attention to the overwhelming surplus of food that never gets eaten.
- Look for our "Did you Know" posters to learn about the various sustainability actions we are taking to make our food services better for you, the community, and the planet.

Humber has a passion for providing quality food with a focus on freshness, satisfaction and value. This is reflected in the freshly prepared menus and the hallmark brands we offer such as Tim Hortons, Starbucks, Booster Juice, Pizza Pizza, Van Houtte Fairtrade Coffee, Subway, Teriyaki Experience, and many more. By offering Halal, Vegan or Vegetarian options, Humber is committed to providing food that meets the needs of the Humber community. For additional information and hours of operation, please visit:

➤ dineoncampus.ca/humber



Galleries

Humber Galleries provides spaces where contemporary art and polytechnic learning come together and influence one another. We aim to emphasize Humber College'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.

Prior to the campus closure in March, our main display space, L Space Gallery, along with Student pop-up locations throughout both campuses, provided accessible sites of social, political, educational and philosophical inquiry. With the campus closures, we have shifted to providing thought-provoking, relevant, and accessible programming and exhibitions through our digital platforms for the Humber Community and beyond.

We act as an active collaborator in the social and educational fabric of Humber College, 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 codesign 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 Manager to share your teaching plans and discuss possibilities.

For additional information, please visit humbergalleries.ca or find @HumberGalleries on social media.

Contact:

Casey Norris,
Project Manager
Humber Galleries

Casey.Norris@humber.ca

Government Relations, Marketing and Communications

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 college. 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 complete brand guidelines and communication resources, visit humber.ca/brand

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 will provide outreach and arrange invites for all campus visits and events on behalf of all faculties/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 Calendars

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.ca/news
- Social media consults and best practices
- Communiqué and the Employee News Network (internal staff and faculty website and video stream)
- College-wide events calendar

Lori Falvo

Associate Director, Marketing
416.675.6622 Ext. 5481

Lori.Falvo@humber.ca

Jenna Donelson

Public Affairs Manager
416.675.6622 ext. 5281

Jenna.Donelson@humber.ca

Emily Milic

PR and Communications Manager
416.675.6622 Ext. 5778

Emily.Milic@humber.ca

Melissa Dumas

Digital and Social Media Manager
416.675.6622 Ext. 5748

Melissa.Dumas@humber.ca

Human Resources and Organizational Effectiveness

Employees enjoy a supportive employee experience here at Humber. Human Resources and Organizational Effectiveness (HROE) offer a comprehensive and highly competitive total 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 on their own behalf using the new Human Resource Management System (HRMS) via Employees Direct Access (EDA). Employees can enter absences; complete time cards; update personal information, enroll for benefits and more from anywhere.

Additionally, employees have 24/7 access to HR support through our HR Support Centre at 416.675.6622 Ext. 5001.

➔ Please visit hrs.humber.ca to learn more.

Centre for Human Rights, Equity & Diversity

Human Rights, Equity & Diversity has been a formal program in Humber's Human Resources Services since the 1990s and its mandate is to assist Humber in increasing equity, diversity and inclusion throughout the college. The Centre provides programs and services that recognize the intersectionality and interlocking of socially constructed

identities. All Centre initiatives integrate a holistic framework that addresses the simultaneity of the individual's experiences. This intersectional and integrative approach, grounded in a practice of care, is woven throughout the Centre's programs and services.



What We Do

Increase Human Rights, Equity, Diversity and Inclusion Awareness

We provide Human Rights, Equity, Diversity and Inclusion training, and harassment/discrimination prevention education through workshops, library exhibits, and educational resources. We deliver a speaker series with notable presenters on human rights and equity topics. We provide group and one-to-one customized support and resources on Equity, Diversity and Inclusion.

Ensure Legislative Compliance

We lead and coordinate compliance with *Accessibility for Ontarians with Disabilities Act* (www.ontario.ca/laws/statute/05a11), the *Anti-Racism Act*, *Employment Equity Act* (www.ontario.ca/laws/statute/17a15), *Occupational Health and Safety Act* (www.ontario.ca/laws/statute/90o01), the *Ontario Human Rights Code* (www.ontario.ca/laws/statute/90h19) and the *O. Reg. 131/16: Sexual Violence At Colleges And Universities* (www.ontario.ca/laws/regulation/160131) through policy development and targeted educational awareness and communication strategies.

We support the *Truth and Reconciliation Commission of Canada: Calls to Action* (trc.ca/assets/pdf/Calls_to_Action_English2.pdf)

We promote college and community-wide initiatives to increase representation among faculty and staff in the four employment equity designated groups (Indigenous people, 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 stakeholders across the college. We maintain an up-to-date and compelling Human Rights, AODA & EDI website that provides comprehensive and current online resources ([🔗 hrs.humber.ca/support/support-resources/humanrightsresources/human-rights-inclusion-resources.html](https://hrs.humber.ca/support/support-resources/humanrightsresources/human-rights-inclusion-resources.html)). We work with local, national and international communities, community organizations, and other postsecondary institutions to enhance Humber's visibility.

Ensure Timely Complaints Resolution

We investigate complaints pursuant to Humber's human rights-related policies. We provide early intervention into human rights-related concerns through consultation, mediation, conciliation and referrals to internal and external resources.

Co-lead Humber's Equity, Diversity and Inclusion Committees

We support and co-lead Humber's Equity, Diversity & Inclusion Taskforce
[🔗 hrs.humber.ca/human-rights-equity-diversity/edi-taskforce/edi-taskforce.html](https://hrs.humber.ca/human-rights-equity-diversity/edi-taskforce/edi-taskforce.html),
 Equity, Diversity and Inclusion Committee
[🔗 hrs.humber.ca/human-rights-equity-diversity/diversity-committee/about.html](https://hrs.humber.ca/human-rights-equity-diversity/diversity-committee/about.html)
 AODA Committee
[🔗 hrs.humber.ca/human-rights-equity-diversity/aoda/about.html](https://hrs.humber.ca/human-rights-equity-diversity/aoda/about.html))

and Sexual Assault/Sexual Violence Awareness Committee to champion innovative thinking in their respective areas. We support the development and functioning of affinity groups throughout the College.

Accessibility for Ontarians with Disabilities Act (AODA)

The goal of the Accessibility for Ontarians with Disabilities 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, please visit [🔗 hrs.humber.ca/human-rights-equity-diversity/aoda/about.html](https://hrs.humber.ca/human-rights-equity-diversity/aoda/about.html)

Location:

North Campus, LRC, 5th Floor

Hours:

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

Evening appointments are available with advanced notice. humanrights@humber.ca

[🔗 hrs.humber.ca/human-rights-equity-diversity.html](https://hrs.humber.ca/human-rights-equity-diversity.html)

Contact:

Nancy Simms, Director,
 Centre for Human Rights,
 Equity & Diversity
 416.675.6622 Ext. 4425
Nancy.Simms@humber.ca

Adam Benn, Manager,
 Centre for Human Rights,
 Equity & Diversity
 416.675.6622 Ext. 5685
Adam.Benn@humber.ca



Humber Child Development Centre

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

Location:

North Campus, FX101

Hours of Operation:

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

➔ Visit healthsciences.humber.ca/resources/labs/child-development-centre.html for more information.

Contact:

To apply or register for the waitlist or for more information please contact the Director, **Grace Ragogna** at Grace.Ragogna@humber.ca



Indigenous Education & Engagement (IE&E)

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 college 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? Indigenous Education & Engagement welcomes all faculty and staff who are interested in learning about Indigenous peoples, histories, traditions and cultural practice. Connect with us to sign up for upcoming cultural safety trainings and learn more!

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: aboriginal@humber.ca

➔ humber.ca/indigenous



International

International provides specialized services for international students and assists students with questions regarding study and work permits, transition, housing, health insurance and employment. In addition to acting as a resource to students, International provides various opportunities for students to learn more about Canada and meet new friends. International also houses many resources on work and study abroad, multiculturalism and other international issues.

➤ Visit [International.humber.ca](https://international.humber.ca) for more information.

Humber North Campus

LRC 2185, Front desk Ext. 5067

Humber Lakeshore Campus

H100A, Front desk Ext. 3178

Enquiries: ➤ international.humber.ca/contact.html

Contact:

Kim Smith

Associate Director International
Admissions and Student Services
416.675.6622 Ext. 5968

Kim.Smith@humber.ca

Libraries

The library offers a wide range of resources and services to support teaching and learning at Humber. Visit our website to explore online supports, particularly those tailored to faculty teaching needs.

➔ library.humber.ca

When we reopen, visit us in person at the North Campus: 4th floor of the LRC Building; Lakeshore Campus: B building; and Orangeville Campus: in the Alder Street Library.

Access

Your Humber username and password is all that's required to access electronic resources online at ➔ library.humber.ca.

For University of Guelph-Humber Library Services, please visit ➔ guelphhumber.ca/library for details.

Collections and Instruction

The library offers a wide range of print and electronic resources to support teaching and learning at Humber.

Our ever-growing eBook, electronic journal and streaming media collection contains nearly 5 million titles that can be accessed anywhere, anytime, via our website. Our print and physical collection is also updated throughout the year.

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

➔ library.humber.ca/liaison-librarians

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 College is required to comply with 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 and to copy and distribute materials in accordance with institutional directives. For details on allowable limits, visit

➔ library.humber.ca/copyright

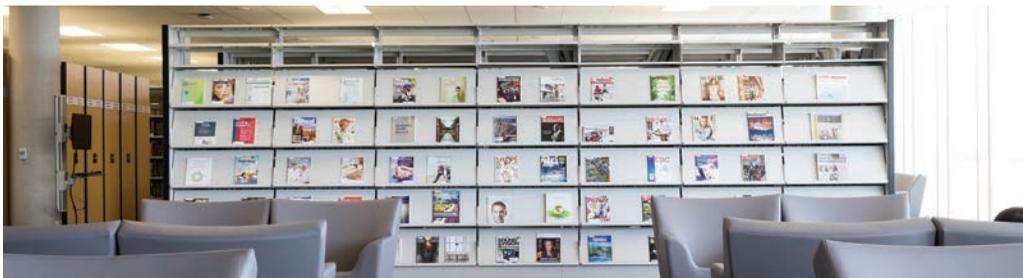
The library is here to support you. If you have any questions regarding the appropriate use of print and online materials, please contact library copyright staff at

➔ copyright@humber.ca.

IDEA Lab

The Idea Lab is a new library initiative designed to support digital literacies at Humber College. The Idea Lab has three components: studio spaces, workshops, and online resources.

➔ library.humber.ca/ideallab/



Math and Writing Centre

Humber has established facilities at the North Campus and Lakeshore Campus to help students who need assistance with writing and math. However, during this time all of our tutoring services are completely online.

Math Support

The Centre offers math help to all Humber and Guelph-Humber students. Students can receive help from one-on-one appointments or from online drop-in. 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. The tutors can also help with math components of other courses such as nursing and physics. To find out more about how the tutors can help your students, email us at: mathcentre@humber.ca.

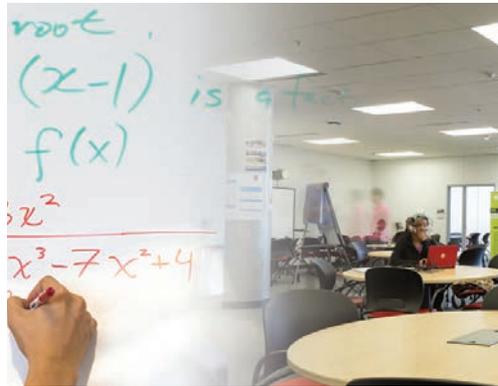
Students can reserve a tutor through our online booking system at:

➔ humber.ca/liberalarts/math-centre

➔ liberalarts.humber.ca/current-students/resources/learning-resources/writing-centre

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 and in small group



settings on any writing issue, whether it is related to thesis development, research, documentation techniques, or analytical and technical reading abilities, regardless of a 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.

Students can reserve a tutor through our online booking system at

➔ humber.mywconline.com

➔ liberalarts.humber.ca/current-students/resources/learning-resources/writing-centre

Humber North Campus

Dan Andreae Math & Writing Centre
Learning Resource Commons, 3rd floor

Humber Lakeshore Campus

Lakeshore Math & Writing Centre F201
By appointment

Orangeville Campus

Available online

Office of Sustainability

Humber's Office of Sustainability leads and supports the college's vision to provide national leadership in developing sustainable campuses, and are a hub for campus engagement and information.

Activities of Humber's Office of Sustainability include:

- Collaborate with all areas of the college to embed sustainability into everything we do.
- Engage with various stakeholders to implement sustainability projects, initiatives and events, in and out of the classroom and in our communities.
- Track and publish progress towards our sustainability goals.
- Co-facilitate our faculty and staff Sustainability Champions Program to support faculty with how to teach sustainability concepts in all courses.
- Provide information and support on sustainability topics with the Sustainability Education Research Guide (➔ [libguides.humber.ca/sustainabilityed](#))
- Work with faculty to connect campus projects with classroom learning.
- Build partnerships to connect the campus with the Sustainable Development Goals (➔ [sustainabledevelopment.un.org/?menu=1300](#)).

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

- Teaching and learning resources including the Sustainability Education Research Guide
- Campus sustainability events and news
- Fairtrade product locations on campus
- Sustainable commuting to/from our campuses (transit, carpooling, biking, etc.)



- Recycling and waste on campus
- Conserving energy and water on campus
- Listing of programs and courses related to or that teach sustainability
- Resources such as how to run a sustainable event on campus
- Volunteer opportunities for student
- Campus Sustainability Features Map

For more information related to any of our programs and services, please get in touch.

➔ humber.ca/sustainability or email us: sustainability@humber.ca
Follow us: [Twitter](#) [Instagram](#) [Facebook](#) @SustainHumber

Visit us in person (an appointment is suggested)

Humber North Campus, E103

Humber Lakeshore Campus,
By appointment

Contact:

Lindsay Walker, BEng, MASC,
LEED Green Assoc.

Associate Director, Office of
Sustainability

416.675.6622 Ext. 5829

Lindsay.Walker@humber.ca

Devon Fernandes, M.A.

Sustainability Manager,
Office of Sustainability

416.675.6622 Ext. 4651

Devon.Fernandes@humber.ca



Peer Assisted Learning Support

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

The PALS office supports students via the following services:

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 by 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!

For Summer and Fall 2020, all workshops will be delivered online via Blackboard Collaborate. For more information, visit humber.ca/learningresources/learning-skills-workshops.

Note Taking Services is designed to supplement the notes that students take themselves, during class. Our unique note taking service provides 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 make them available on the students' secure account for download. Learn more here:

➤ humber.ca/learningresources/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

Non-remedial approach to learning for historically difficult courses which have been

challenging for ALL students. Utilizes peer-led group study approach to help students succeed. Facilitated by a PASS Leader, who is a current student who had already successfully completed the course

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

Tutoring has moved online for now. All students receive 3 hours of free tutoring per week. The software we use for tutoring is called Upswing: ➔ humber.upswing.io. Learn more here: ➔ humber.ca/learningresources/peer-tutoring

Peer Tutor in the Classroom: Peer tutors are available to support students in class with 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.io

Online Learning Skill Workshop Videos:

Quick snippets of our best skills strategies to manage their busy student lives.

➔ humber.ca/learningresources/study-tips-tools/video-workshops

Tips For Success: ➔ humber.ca/learningresources/online-learning-skills



Live Streamed Learning Skills Workshops:

All our workshops are live streamed. Students can log in remotely and participate using Blackboard Collaborate. Find monthly schedule here: ➔ humber.ca/learningresources/learning-skills-workshops

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 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. ➔ humber.ca/learningresources/acal

For more information on PALS services, please visit one of our Centres, or check us out online ➔ humber.ca/learningresources
General email: peer.tutoring@humber.ca

Locations:

Humber North Campus

Learning Resource Commons, 3rd Floor

Humber Lakeshore Campus

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

Please see current hours of operation on our website.



Program Planning, Development & Renewal

Program Planning, Development and Renewal (PPDR) is a centralized department with pan-institutional responsibilities. Working in partnership with the college's academic faculties and with other departments to support student success, the department leads the administration of Humber's Academic Quality Framework. The Quality Framework comprises checks and balances to help maintain and enhance our ability to provide optimal learning opportunities for students. Key elements of the Academic Quality Framework include processes for designing, developing, delivering, renewing and assessing credit programming (online and face to face), QA for continuing

education, programs delivered offshore and in partnership with other organizations, work integrated learning, and for establishing and maintaining academic pathways, a hallmark of Humber's polytechnic education.

PPDR operates with a liaison model – there is a dedicated Program Consultant for your Faculty. We are always looking for new ideas and opportunities to increase student and faculty engagement in quality enhancement. If you have questions or suggestions about your program maps or learning outcomes, program review action lists, or our processes and mechanisms for academic quality enhancement, please reach out to:

ppdr@humber.ca

We look forward to working with you!



Student Success & Engagement

Student Success & Engagement (SSE) comprises 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.

Services include:

- Advising & Career Services including Humber's student job portal - Career Connect
 - ➔ careers.humber.ca
 - ➔ careerconnect.humber.ca
- Athletics and Recreation
- Residence Life
 - ➔ Living in Residence
 - ➔ humber.ca/residence
- Student Life Programs (including Equity Hubs, Leadership Development, and Orientation activities)
 - ➔ First Year Experience – Peer Mentorship, Workshops, Events (FYE)
 - ➔ humber.ca/student-life/fye
 - ➔ Orientation
 - ➔ humber.ca/orientation
 - ➔ Black Academic Success & Engagement (BASE)
 - ➔ humber.ca/thebase.html
- ➔ LGBTQ+ Resource Centre
 - ➔ humber.ca/lgbtq
- ➔ Co-Curricular Record
 - ➔ humber.ca/student-life/ccr
- ➔ Leadership Workshop By Request Program
 - ➔ humber.ca/studentleadership
- ➔ Student Code of Conduct (Non-academic behaviour)
 - ➔ humber.ca/knowthecode
- Student Wellness and Accessibility Centre (refer to page 25 for more details)
 - ➔ Counselling Services for your students
 - ➔ humber.ca/student-life/swac/health-counselling/resources/faculty
 - ➔ Health Services for your students
 - ➔ humber.ca/student-life/swac/health-counselling
- Testing Services (refer to page 74 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.

➔ wegotyou.humber.ca



Teaching + Learning

Teaching + Learning (T+L) is dedicated to the development and enhancement of teaching innovation and learning across the institution. The department provides a place for conversation and inspiration to energize and mobilize innovative and evidence-informed teaching practices; it serves as a hub to the Humber community, supporting Humber's vision as a leader in polytechnic education.

The following areas are integral to the function of Teaching + Learning: Professional Learning, Scholarship of Teaching & Learning and Digital Learning.

Professional Learning

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 in the public and private sector. The courses help to strengthen and enhance participants' intercultural knowledge, communication,



curriculum development and differentiated teaching skills when teaching and supporting international students in higher education. At the end of the program, participants will have developed a framework of actions they can integrate into their own practice.

Upon successful completion of the five courses, participants receive a Certificate of Completion.

➤ Register online [humber.ca/teachingandlearning](https://www.humber.ca/teachingandlearning)

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.

Upon successful completion of the five courses, participants receive a Certificate of Participation.

➤ For registration information contact Falisha Rowe Falisha.Rowe@humber.ca

Teaching Excellence Program (note 1)

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



Teaching Effectiveness Certificate (note 1)

The **Teaching Effectiveness Certificate (TEC)** program is an externally accredited certificate, designed for those interested in the field of teaching or private sector training. 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.



Upon successful completion of the five courses, participants receive a Certificate of Completion.

➤ Register online humber.ca/teachingandlearning

Teaching in a Digital World Certificate

The **Teaching in a Digital World Certificate (TDWC)** program is designed to meet the needs of a diverse group of learners with varying degrees of teaching experience in the online and/or hybrid environment. While teaching in an online environment shares many characteristics with face-to-face teaching, it is a fundamentally different educational experience for instructors and students.



The certificate is comprised of three sequential individual courses that are designed to develop essential teaching competencies. Participants engage as a learner, facilitator, and beginner developer.

Upon successful completion of all the courses, participants receive a Certificate of Completion.

➤ For registration information contact Falisha Rowe Falisha.Rowe@humber.ca

Teaching and Learning Research Certificate (note 2)

An externally accredited program designed to build knowledge, capacity, and enthusiasm for Scholarship of Teaching and Learning (SoTL) research. The courses provide an opportunity to develop knowledge of research design and implementation, an



note 1 The TEP, TEC, and CIEC have been accredited by Educational Developers Caucus (EDC) and Staff and Educational Development Association (SEDA).



note 2 The TLRC has been accredited by the Staff and Educational Development Association (SEDA).



appreciation of ethical and professional research practices, experience conducting research in the classroom, and an opportunity to engage in peer review and dissemination of research findings.

The program includes 3 courses:

TLRC.001 Spring 2021 (onsite)

TLRC.002 Fall-Winter 2021-2022 (online)

TLRC.003 Spring 2022 (hybrid)

➤ To register, contact:

CTLResearch@humber.ca

Digital Documents Accessibility Training (DDAT)



The **Digital Documents Accessibility Training (DDAT)** certificate program, provides participants with the ability to recognize the different legislation and guidelines related to accessibility and apply those guidelines to digital content and documents. You will learn the fundamentals of creating accessible digital content and documents and modify inaccessible content to comply with accessibility standards. As well, you will be introduced to the use of accessibility checkers in PowerPoint, Word and Acrobat Pro and the different features in these software applications to make documents accessible.

Upon successful completion of the three courses, participants receive a Certificate of Participation.

➤ For registration information, contact Falisha Rowe: **Falisha.Rowe@humber.ca**

Innovation and Conversation

The Teaching + Learning team offers over 600 educational learning opportunities throughout the academic year. These programs are presented in a variety of forums, 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 full list of opportunities, please browse our calendar online at

➤ **humber.ca/teachingandlearning**



Contribute Your Expertise!

What's your teaching super-power? Do you have an innovative practice you'd like to share? Submit your ideas to Humber Teaching + Learning Workshops at **CTLWorkshops@humber.ca** or Ext. 5040

Individual Consultation on Teaching and Learning

Consulting services are also available on a one-on-one basis. Support is provided on issues related to teaching and learning, instructional design and the use of educational technology.

Educational Technologist

One-on-one consultation regarding the use of educational and emerging technology to enhance teaching practices is available through the Teaching + Learning team.

For more information, contact our Educational Technology Specialist at **edtech@humber.ca**.



Conferences

Conferences are a wonderful opportunity to explore best practices, to learn new teaching and learning methodologies, and to network and share ideas. Humber currently hosts two annual conferences, as described below.

Part-time Teachers' Conference provides an opportunity for part-time faculty within the GTA to listen and learn from both industry experts and to receive guidance and mentorship from full-time faculty in regard to their teaching practice. **Saturday, March 20, 2021** at the **North Campus** (subject to change).

Showcase is Humber's year-end faculty and staff celebration. Most notable is the opportunity for faculty to showcase their teaching and learning innovations, as well as the opportunity to be inspired by their peers. **Thursday, June 3, 2021** at the **Lakeshore Campus** (subject to change).

ED-Venture Days is a 2-day online conference that takes place during the week of orientation, as faculty prepare for the new academic school year. This conference aims to connect Humber colleagues with one another and to encourage interdisciplinary conversations focused on teaching and learning. **August 27 & 28, 2020.**

League for Innovation in the Community College

Humber College is a proud member of a group of vanguard colleges with membership in 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 college employees who have designed and implemented significant innovations that positively impact the education of students at Humber. Employees from all employee groups (full-time and part-time faculty, administrators and support personnel) are eligible for nomination. To see the 2019 League for Innovation Awards winners, go to the League for Innovation website

➤ www.league.org/web-page/2019-innovation-year-award-winners

Tools, Resources and Templates

The Teaching + Learning team has built an extensive repository of teaching tools, resources and templates to help you reach your teaching and learning goals. You can access resources through

➤ humber.ca/teachingandlearning

SoTL Research, Scholarship and Publishing Opportunities

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, its goal is to advance the practice of teaching. It also supports Humber's commitment to evidence-informed practices and decision-making.



Teaching Innovation Fund (TIF)

The Teaching + Learning SoTL team provides a comprehensive support package to help Humber faculty (full-time, part-time, and partial-load) develop and conduct a research project focused on a teaching and learning question. The fund includes up to \$1,400.00 per faculty member (which may be pooled together for larger, collaborative projects), a research workbook, and assistance from the Teaching + Learning research support team. All faculty that complete the two 2-hour proposal development workshops and submit an acceptable proposal are awarded the fund.



➤ For more information, contact Siobhan Williams at CTLResearch@humber.ca

Scholars' Café

Interested in staying current with the scholarly teaching and learning literature? The scholars' café meets on a monthly basis to discuss a paper from the literature—it's like a book club, but for journal articles. Conversation is lively and informal, and it always proves to be an intellectually stimulating opportunity.

Scholarly Writing Boot Camps

Teaching + Learning offers three-day writing retreats as a chance to make a commitment to get a piece of scholarly writing done, by dedicating a consolidated period of time to writing in a quiet group retreat context. Camps are typically offered three times per year, with limited spaces available. Priority is given to: those who have completed research through the Teaching Innovation Fund; those who have not attended a writing boot camp before; and those who can commit to attending the entire boot camp. Applications are further adjudicated based on writing quality, project progress to date, and articulated time to completion. This initiative is currently on hold, and will resume once full on-campus activity has returned.

Writers' Collective

Have a piece of writing you're trying to get finished? A dissertation? A journal article? A book? The Writers' Collective is an on-campus writing group that meets every other week to write together for a few hours. Everyone is welcome—drop in for as long as you are able to stay. This initiative is currently on hold, and will resume once full on-campus activity has returned.

➤ For more information, email CTLResearch@humber.ca



Humber Press

Humber Press is a scholarly press that originated in the 1970s and was relaunched in 2013. The purpose of the press is to disseminate the knowledge, research, scholarship and creativity of Humber's faculty, students and interested writers. It offers encouragement and support and provides an outlet for participation in the wider academic and professional community through publishing. humberpress.com

Journal of Innovation in Polytechnic Education (JIPE)

JIPE is an online, open-access journal published by Humber Press that is devoted to publishing peer-reviewed papers that investigate and expand teaching and learning within the polytechnic educational context. JIPE especially encourages contributions exploring the impact of innovative teaching and learning practices that push the boundaries of traditional approaches to learning or educational delivery. The journal publishes original empirical papers, brief reports, innovation Spotlights, review papers, and occasionally, book reviews. Submissions can be made online at: jipe.ca

Additional Teaching and Learning Research Support

The Director of Scholarship of Teaching & Learning (SoTL) and accompanying team in Teaching + Learning provide a sounding board to faculty to assist in helping to frame ideas and questions about teaching and learning project possibilities. This helps:

- 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 students and faculty; and
- Help with other teaching and learning scholarly activities (conference presentations, manuscript writing and graduate studies).

For more information, please contact Heidi Marsh at Ext. 5836 or email Heidi Marsh Heidi.Marsh@humber.ca

Digital Learning

The Digital Learning Division oversees four critical areas:

- Instructional Support Studio (The Studio)
- Open Learning Centre (OLC)
- Online Course Development, Maintenance and Management
- The Creative Studio

Supporting all forms of content delivery (web-facilitated, hybrid delivery and online delivery), the Digital Learning Division and its staff focus on andragogy and technical support, helping faculty and staff engage in eLearning practices. eLearning extends beyond the classroom, pursue “personal learning agendas, leisure learning and online learning as an adjunct to daily life” (note 1).

For information related to Digital Learning and Digital Learning workshops please visit

➤ humber.ca/teachingandlearning

Faculty Blackboard Support— Instructional Support Studio

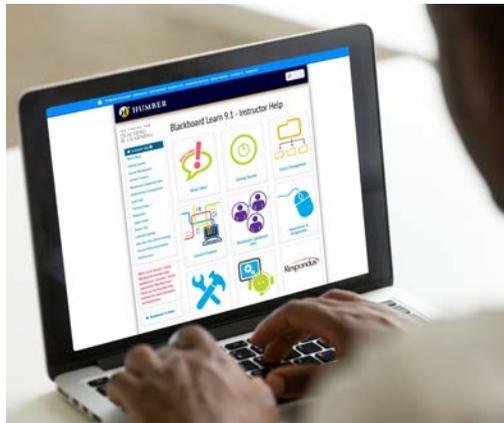
Faculty can learn how Blackboard can be a powerful and effective tool—one that complements and enhances the teaching and learning environment. Faculty are encouraged to consult with our Faculty Support Digital Specialist, Donna Sparkes Donna.Sparkes@humber.ca, to learn more about Blackboard’s capabilities.

➤ Faculty Help Website humber.ca/bb91help/instructor.php

➤ Blackboard Twitter Announcements and Support: [@HumberBbSupport](https://twitter.com/HumberBbSupport)

➤ Bb H.U.B. (Blackboard Help, Updates and Bugs) bit.ly/HumberBbHUB

note 1 Haythornthwaite and Andrews, 2011



Contact

North Campus D240 Ext. 4744

Lakeshore Campus D112 Ext. 3288

Monday 8:30 a.m. to 4:30 p.m.

Tuesday to Thursday

10:30 a.m. to 6:30 p.m.

Friday 8:30 a.m. to 4:30 p.m.

Email: facultyblackboard@humber.ca

Students Blackboard Support— Open Learning Centre (OLC)

Encourage your students to use the following support tools:

➤ Student Help Website

humber.ca/bb91help/student.php

➤ Blackboard Twitter Announcements and Support: [@OLCHumber](https://twitter.com/OLCHumber)

➤ OLC website

humberonline.ca

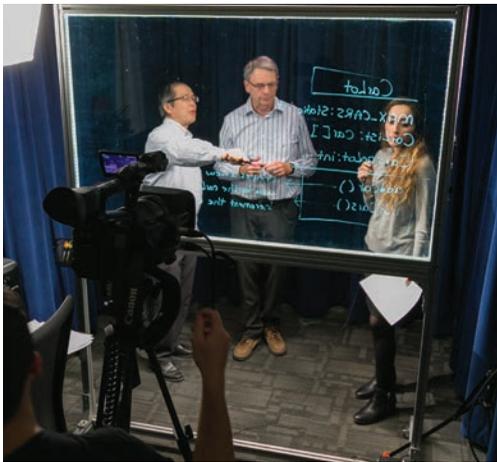
Contact

North Campus D225 416.675.5049 or
1.877.215.6117

Monday to Friday: 8:30 a.m. to 8:00 p.m.

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

Email: OLC@humber.ca



The Creative Studio

Crafted for innovation and creativity, the Creative Studio is centered at the intersection of education and imagination. Our commitment is towards advancing the state of postsecondary scholarship, and merging it with the best in creative technology. We offer support to faculty using teaching technologies to support the creation of digital content. Using tools such as Lightboard, Camtasia, Videoscribe, Vyond, and more, the studios have all of the ingredients needed to produce outstanding videos to share online or display in class. Our focus is on supporting faculty in the development of modernized digital fluency skills which support an engaging, inclusive learning environment. Looking to create your first video? We're here to help.

For more information, contact
Darren.Richards@humber.ca

Creative Studio Locations

North Campus, D207

Lakeshore Campus, A112

Panopto

Panopto is Humber's academic video streaming platform. Designed to help you record, edit, search and stream curriculum videos, Panopto will help you better engage with your learners and easily share content with your colleagues.

➤ For more information, or to upload your first video, visit **panopto.humber.ca**

Teaching + Learning Locations:

North Campus, D224

Phone: 416.675.5040 or Ext. 5040

Lakeshore Campus, H206

Phone: Ext. 3329

Email: **CTL@humber.ca**

➤ **humber.ca/teachingandlearning**

🐦 **[@Humber_TLS](https://twitter.com/Humber_TLS)**

Contact:

Mark Ihnat

Director, Digital Learning
 416.675.6622 Ext. 4752

Mark.Ihnat@humber.ca

Heidi Marsh

Director, Scholarship of
 Teaching & Learning
 416.675.6622 Ext. 5836

Heidi.Marsh@humber.ca

Darren Richards

Manager, Creative Productions
 416.675.6622 Ext. 5825

Darren.Richards@humber.ca



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. Occasional hours are available at the Orangeville Campus until 2021. Our centres are monitored by trained invigilation staff.

Our services include:

- Admission Testing
- Placement Testing
- Make-up or missed tests
- External Institution Testing
- Accommodated Testing (Students who require extra time, access to assistive technology, or a distraction minimized environment)s.

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

➔ [humber.ca/student-life/testing-services](https://www.humber.ca/student-life/testing-services)

Locations:

Humber North Campus

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

Humber Lakeshore Campus

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

Humber Orangeville Campus until 2021

Room AL204, Ext. 5902



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

A variety of audio/visual equipment is available to borrow at no cost. Laptops, digital camcorders, speaker systems and document cameras are among the most popular items. Please visit A212 at Lakeshore or NX210 at North to sign out what you need. We will even show you how the equipment works before you go!

Office 365

Office 365 is a cloud-based, productivity service compatible with all computing devices. It includes web versions of Word, Excel, PowerPoint and Outlook and is accessible from anywhere in the world. It also includes one terabyte of storage space. Log into Office 365 at [🔗 humber.ca/office365](https://humber.ca/office365) using your Humber credentials to get started.

Email & Calendaring

Outlook 365 is a personal organizer. In addition to email and calendaring functionality, it also features contact, notetaking and task management tools. It also synchronizes with mobile devices! Access your content using the Outlook desktop client, Outlook Mobile, or by visiting [🔗 humber.ca/office365](https://humber.ca/office365) from anywhere in the world.

File Storage

Secure, storage space is available on Humber's network to host data files. Look for the H-drive on centrally managed computers. Files stored on the H-drive are available to you from any on-campus computer and at [🔗 myFiles.humber.ca](https://myFiles.humber.ca) from anywhere in the world.

Copy/Print/Scan/Fax

Multifunction devices have been deployed throughout all campuses to facilitate copy, print, scan and fax needs. That said, please consider the environment and only print

when necessary. And, as much as possible, print double-sided and avoid colour. Go to myPrinting.humber.ca to wirelessly print to select campus printers.

Network Access & Security

Humber has multiple high-speed Internet links. Secure, wireless Internet access is available across all campuses as myWi-Fi@Humber. Log in with your Humber credentials. Guest wireless services are also available. Humber is also a member of eduroam, a secure, worldwide, Wi-Fi roaming service, for your Internet convenience.

Audio, Video, & Web Conferencing

Looking for a better way to communicate? Consider using Microsoft Teams or Cisco WebEx.

Microsoft Teams is part of the Office 365 suite of applications. The core capabilities include messaging, calling, video meetings, and file sharing. Visit humber.ca/office365

Cisco WebEx is a Web Conferencing and video conferencing solution that can be used to host webinars, peer-level Web meetings, and webcasts. Visit humber.webex.com to get started.

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, email, 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

humber.ca/techtalk

its.humber.ca

Locations:

Humber North Campus: NX210

Humber Lakeshore Campus: A212

Carrier Campus Main Reception

Operating Hours:

Monday to Friday 7:30 a.m. to 8:00 p.m.

Saturday and Sunday 8:45 a.m. to 4:15 p.m.

Closed for statutory holidays.

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- 106** ITS Quick Reference Guides

Academic Calendar

humber.ca/admissions/office-of-the-registrar/academic-calendar.html

Humber Postsecondary—Certificates, Diplomas and Graduate Certificates Fall 2020

Event Name	Date
Tuition Deposit Due for Fall 2020	Wednesday, June 17, 2020
Registration Begins for Fall 2020	Monday July 27, 2020
Orientation	Monday August 24, 2020 to Thursday September 3, 2020
Public Holiday (Labour Day)—College Closed	Monday September 7, 2020
Orientation Welcome Month	Tuesday September 8, 2020 to Wednesday September 30, 2020
Day & Evening Classes Begin	Tuesday September 8, 2020
Last Day To Add A Course	Monday September 14, 2020
Lockdown Drill - All Campuses	Tuesday September 15, 2020 Saturday September 19, 2020
Balance Of Fall Fees Due	Monday September 21, 2020
Last Day To Drop A Course For Refund	Monday September 21, 2020
Summer Graduation Status Available	Friday October 9, 2020
Public Holiday (Thanksgiving)—College Closed	Monday October 12, 2020
Fall Reading Week (No Classes, College Open)	Monday October 26, 2020 to Friday October 30, 2020
Fall Convocation Week	TBD
Mid Term Grades Due	Friday November 6, 2020
Tuition Deposit Due for Winter 2021	Wednesday, November 11, 2020
Last Day to Withdraw From a Course Without Academic Penalty	Friday November 20, 2020
Registration Begins for Winter 2021	Monday November 30, 2020
Last Day of Classes	Friday December 18, 2020
Final Grades Due by Faculty at 6 p.m.	Tuesday December 22, 2020
Holiday Period Begins—College Closed at Noon	Tuesday December 24, 2020
Public Holiday (New Year)—College Closed	Friday January 1, 2021

Humber Postsecondary—Certificates, Diplomas and Graduate Certificates Winter 2021

Event Name	Date
Tuition Deposit Due for Winter 2021	Wednesday November 11, 2020
Registration Begins for Winter 2021	Monday November 30, 2020
Public Holiday (New Year)—College Closed	Friday January 1, 2021
College Re-Opens	Monday January 4, 2021
Orientation	Tuesday, January 12, 2021 to Thursday January 14, 2021
Day & Evening Classes Begin	Monday January 18, 2021
Last Day To Add A Course	Friday January 22, 2021
Balance Of Winter Fees Due	Friday January 29, 2021
Last Day To Drop A Course For Refund	Friday January 29, 2021
Public Holiday (Family Day)—College Closed	Monday February 15, 2021
Fall Graduation Status Available	Friday February 19, 2021
Winter Reading Week (No Classes, College Open)	Monday March 8, 2021 to Friday March 12, 2021
Tuition Deposit Due for Summer 2021	Wednesday, March 17, 2021
Mid Term Grades Due	Friday March 19, 2021
Last Day to Withdraw From A Course Without Academic Penalty	Friday April 2, 2021
Registration Begins for Summer 2021	Monday, April 5, 2021
Public Holiday (Good Friday)—College Closed	Friday April 2, 2021
Last Day of Classes	Friday April 30, 2021
Final Grades Due by Faculty at 6 p.m.	Wednesday May 5, 2021

Humber Postsecondary—Certificates, Diplomas and Graduate Certificates Summer 2021

Event Name	Date
Tuition Deposit Due for Summer 2021	Wednesday, March 17, 2021
Registration Begins for Summer 2021	Monday, April 5, 2021
Orientation	Monday May 3, 2021 to Friday May 7, 2021
Day & Evening Classes Begin	Monday May 10, 2021
Last Day To Add A Course	Friday May 14, 2021
Balance of Summer Fees Due	Friday May 21, 2021
Last Day To Drop A Course For Refund	Friday May 21, 2021
Public Holiday (Victoria Day) - College Closed	Monday May 24, 2021
Winter Graduation Status Available	Friday June 11, 2021
Convocation Week	Monday June 14, 2021 to Friday June 18, 2021
Tuition Deposit Due for Fall 2021	Wednesday June 23, 2021
Summer Reading Week (No Classes, College Open)	Monday June 28, 2021 to Friday July 2, 2021
Public Holiday (Canada Day) - College Closed	Thursday July 1, 2021
Mid Term Grades Due	Friday July 9, 2021
Last Day To Withdraw From A Course Without Academic Penalty	Friday July 23, 2021
Registration begins for Fall 2021	Monday July 26, 2021 to Friday July 30, 2021
Public Holiday (Civic Day) - College Closed	Monday August 2, 2021
Last Day of Classes	Friday August 20, 2021
Final Grades Due by Faculty at 6 p.m.	Wednesday August 25, 2021

Humber Bachelor Degrees

Fall 2020

Event Name	Date
Tuition Deposit Due for Fall 2020	Wednesday, June 17, 2020
Registration Begins for Fall 2020	Monday July 27, 2020
Orientation	Monday August 24, 2020 to Thursday September 3, 2020
Public Holiday (Labour Day)—College Closed	Monday September 7, 2020
Orientation Welcome Month	Tuesday September 8, 2020 to Wednesday September 30, 2020
Day & Evening Classes Begin	Tuesday September 8, 2020
Last Day To Add A Course	Monday September 14, 2020
Lockdown Drill - All Campuses	Tuesday September 15, 2020 Saturday September 19, 2020
Balance Of Fall Fees Due	Monday September 21, 2020
Last Day To Drop A Course For Refund	Monday September 21, 2020
Summer Graduation Status Available	Friday October 9, 2020
Public Holiday (Thanksgiving)—College Closed	Monday October 12, 2020
Fall Reading Week (No Classes, College Open)	Monday October 26, 2020 to Friday October 30, 2020
Fall Convocation Week	TBD
Mid Term Grades Due	Friday November 6, 2020
Tuition Deposit Due for Winter 2021	Wednesday, November 11, 2020
Last Day to Withdraw From a Course Without Academic Penalty	Friday November 20, 2020
Registration Begins for Winter 2021	Monday November 30, 2020
Last Day of Classes	Friday December 18, 2020
Final Grades Due by Faculty at 6 p.m.	Tuesday December 22, 2020
Holiday Period Begins—College Closed at Noon	Tuesday December 24, 2020
Public Holiday (New Year)—College Closed	Friday January 1, 2021

Humber Bachelor Degrees Winter 2021

Event Name	Dates
Tuition Deposit Due for Winter 2021	Wednesday November 11, 2020
Registration Begins for Winter 2021	Monday November 30, 2020
Public Holiday (New Year)—College Closed	Friday January 1, 2021
College Re-Opens	Monday January 4, 2021
Orientation	Tuesday, January 12, 2021 to Thursday January 14, 2021
Day & Evening Classes Begin	Monday January 18, 2021
Last Day To Add A Course	Friday January 22, 2021
Balance Of Winter Fees Due	Friday January 29, 2021
Last Day To Drop A Course For Refund	Friday January 29, 2021
Public Holiday (Family Day)—College Closed	Monday February 15, 2021
Fall Graduation Status Available	Friday February 19, 2021
Winter Reading Week (No Classes, College Open)	Monday March 8, 2021 to Friday March 12, 2021
Tuition Deposit Due for Summer 2021	Saturday May 29, 2021
Mid Term Grades Due	Friday March 19, 2021
Last Day to Withdraw From A Course Without Academic Penalty	Friday April 2, 2021
Registration Begins for Summer 2021	Monday, April 5, 2021
Public Holiday (Good Friday)—College Closed	Friday, April 2, 2021
Last Day of Classes	Friday April 30, 2021
Final Grades Due by Faculty at 6 p.m.	Wednesday May 5, 2021

Humber Bachelor Degrees Summer 2021

Event Name	Dates
Tuition Deposit Due for Summer 2021	Wednesday, March 17, 2021
Registration Begins for Summer 2021	Monday, April 5, 2021
Orientation	Monday May 3, 2021 to Friday May 7, 2021
Day & Evening Classes Begin	Monday May 10, 2021
Last Day To Add A Course	Friday May 14, 2021
Balance of Summer Fees Due	Friday May 21, 2021
Last Day To Drop A Course For Refund	Friday May 21, 2021
Public Holiday (Victoria Day) - College Closed	Monday May 24, 2021
Winter Graduation Status Available	Friday June 11, 2021
Convocation Week	Monday June 14, 2021 to Friday June 18, 2021
Tuition Deposit Due for Fall 2021	Wednesday June 23, 2021
Summer Reading Week (No Classes, College Open)	Monday June 28, 2021 to Friday July 2, 2021
Public Holiday (Canada Day) - College Closed	Thursday July 1, 2021
Mid Term Grades Due	Friday July 9, 2021
Last Day To Withdraw From A Course Without Academic Penalty	Friday July 23, 2021
Registration begins for Fall 2021	Monday July 26, 2021 to Friday July 30, 2021
Public Holiday (Civic Day) - College Closed	Monday August 2, 2021
Last Day of Classes	Friday August 20, 2021
Final Grades Due by Faculty at 6 p.m.	Wednesday August 25, 2021

UNB-Humber Collaborative Bachelor of Nursing Fall 2020

Event Name	Date
Tuition Deposit Due for Fall 2020	Wednesday, June 17, 2020
Registration Begins for Fall 2020	Monday July 27, 2020
Orientation	Monday August 24, 2020 to Thursday September 3, 2020
Public Holiday (Labour Day)—College Closed	Monday September 7, 2020
Orientation Welcome Month	Tuesday September 8, 2020 to Wednesday September 30, 2020
Day & Evening Classes Begin	Tuesday September 8, 2020
Last Day To Add A Course	Monday September 14, 2020
Lockdown Drill - All Campuses	Tuesday September 15, 2020 Saturday September 19, 2020
Balance Of Fall Fees Due	Monday September 21, 2020
Last Day To Drop A Course For Refund	Monday September 21, 2020
Summer Graduation Status Available	Friday October 9, 2020
Public Holiday (Thanksgiving)—College Closed	Monday October 12, 2020
Fall Reading Week (No Classes, College Open)	Monday October 26, 2020 to Friday October 30, 2020
Tuition Deposit Due for Winter 2021	Wednesday, November 11, 2020
Last Day to Withdraw From a Course Without Academic Penalty	Friday November 20, 2020
Last Day to Hold an In-Class Test	Friday November 27, 2020
Registration Begins for Winter 2021	Monday November 30, 2020
Last Day of Classes	Friday December 18, 2020
UNB Nursing Exam/Evaluation Period	Monday December 14, 2020 to Friday December 18, 2020
Final Grades Due by Faculty at 6 p.m.	Tuesday December 22, 2020
Holiday Period Begins—College Closed at Noon	Tuesday December 24, 2020
Public Holiday (New Year)—College Closed	Friday January 1, 2021

UNB-Humber Collaborative Bachelor of Nursing Winter 2021

Event Name	Date
Tuition Deposit Due for Winter 2021	Wednesday November 11, 2020
Registration Begins for Winter 2021	Monday November 30, 2020
Public Holiday (New Year)—College Closed	Friday January 1, 2021
College Re-Opens	Monday January 4, 2021
Orientation	Tuesday, January 12, 2021 to Thursday January 14, 2021
Day & Evening Classes Begin	Monday January 18, 2021
Last Day To Add A Course	Friday January 22, 2021
Balance Of Winter Fees Due	Friday January 29, 2021
Last Day To Drop A Course For Refund	Friday January 29, 2021
Public Holiday (Family Day)—College Closed	Monday February 15, 2021
Winter Reading Week (No Classes, College Open)	Monday March 8, 2021 to Friday March 12, 2021
Tuition Deposit Due for Summer 2021	Wednesday, March 17, 2021
Last Day to Withdraw From A Course Without Academic Penalty	Friday April 2, 2021
Public Holiday (Good Friday)—College Closed	Friday, April 2, 2021
Registration Begins for Summer 2021	Monday, April 5, 2021
Last Day to Hold an In-Class Test	Friday April 9, 2021
Last Day of Classes	Friday April 23, 2021
UNB Nursing Exam/Evaluation Period	Monday April 26, 2021 to Friday April 30, 2021
Final Grades Due by Faculty at 6 p.m.	Wednesday May 5, 2021
Intersession Nursing Practice - BN 2nd Year	Monday May 10, 2021 to Friday June 4, 2021

UNB-Humber Collaborative Bachelor of Nursing Summer 2021

Event Name	Date
Tuition Deposit Due for Summer 2021	Wednesday, March 17, 2021
Registration Begins for Summer 2021	Monday, April 5, 2021
Orientation	Monday May 3, 2021 to Friday May 7, 2021
Day & Evening Classes Begin	Monday May 10, 2021
Last Day To Add A Course	Friday May 14, 2021
Balance of Summer Fees Due	Friday May 21, 2021
Last Day To Drop A Course For Refund	Friday May 21, 2021
Public Holiday (Victoria Day) - College Closed	Monday May 24, 2021
Convocation Week	Monday June 14, 2021 to Friday June 18, 2021
Tuition Deposit Due for Fall 2021	Wednesday June 23, 2021
Public Holiday (Canada Day) - College Closed	Thursday July 1, 2021
Last Day to Hold an In-Class Test	Friday July 16, 2021
Last Day To Withdraw From A Course Without Academic Penalty	Friday July 23, 2021
Registration begins for Fall 2021	Monday July 26, 2021 to Friday July 30, 2021
Last Day of Classes	Friday July 30, 2021
Public Holiday (Civic Day) - College Closed	Monday August 2, 2021
UNB Nursing Exam/Evaluation Period	Tuesday August 3, 2021 to Friday August 13, 2021
Summer Reading Week (No Classes, College Open)	Monday August 16, 2021 to Friday August 20, 2021
Final Grades Due by Faculty at 6 p.m.	Wednesday August 25, 2021

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 Chris Whitaker, Vice-President Rani Dhaliwal
- Lower-case titles that appear after a name, or are set off from a name by commas
 - ↳ Laurie Rancourt, 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, postsecondary

Other abbreviations

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

General note: Above all else, be consistent!

Last updated: April 2016

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.

Frequently Called Numbers

Department	Telephone	Extension
Accessibility Learning Services (North)	416.675.5090	
Accessibility Learning Services (Lakeshore)	416.675.6622	Ext. 3331
Accounting Centre (North)	416.675.6622	Ext. 4929 Ext. 5503
Accounting Centre (Lakeshore)	416.675.6622	Ext. 3889
Advancement & Alumni Relations	416.673.0152	
Awards & Scholarships	416.673.0152	
Arboretum (Nature Centre)	416.675.6622	Ext. 5009
Athletics (North)	416.675.5097	
Athletics (Lakeshore)	416.675.6622	Ext. 3237
Athletics (Swimming Pool)	416.394.6050	
Applied Research & Innovation	416.675.6622	Ext. 4098
Call Centre/Customer Service	416.675.6622	
Catering Services	416.675.6622	Ext. 4238
Camp Choice (North/Lakeshore)	416.675.6622	Ext. 4735
Campus Bookstore - Follett (North)	416.675.5066	
Campus Bookstore - Follett (Lakeshore)	416.675.6622	Ext. 3236
Career Service Centre (North)	416.675.5030	
Career Service Centre (Lakeshore)	416.675.5028	
Conference Services	416.675.5027	
Counselling - Educational and Psychological (North)	416.675.5090	
Counselling - Educational and Psychological (Lakeshore)	416.675.6622	Ext. 3331
Dental Clinic (North)	416.675.6622	Ext. 4166
Development Office (North)	416.675.6622	Ext. 5480
Education & Training Solutions	416.675.6622	Ext. 4885
Evening Bus Service	416.675.6622	Ext. 4416

Department	Telephone	Extension
Facilities Management (North/Lakeshore)	416.675.6622	Ext. 4444
Faculty of Applied Sciences & Technology (Front Desk - Faculty Office)	416.675.6622	Ext. 4888
Faculty of Applied Sciences & Technology (Arboretum and Ecology Centre)	416.675.6622	Ext. 5009
Faculty of Applied Sciences & Technology (Skilled Trades & Apprenticeships/Carrier Drive)	416.675.6622	Ext. 78038
Faculty of Applied Sciences & Technology (Front Desk for Administrative Office)	416.675.5010	Ext. 5094
Faculty of Applied Sciences & Technology (Continuing Education & Corporate Training)	416.675.6622	Ext. 5094
Faculty of Business (North)	416.675.6622	Ext. 4391
Faculty of Business (Lakeshore)	416.675.6622	Ext. 3358
Faculty of Business (Hospitality, Recreation & Tourism (HRT))	416.675.5012	
Faculty of Health Sciences & Wellness	416.675.6622	Ext. 4464
Faculty of Health Sciences & Wellness (Practical Nursing)	416.675.6622	Ext. 4282
Faculty of Health Sciences & Wellness (ECE Full-Time)	416.675.6622	Ext. 4339
Faculty of Health Sciences & Wellness (ECE Continuing Education)	416.675.6622	Ext. 5058
Faculty of Health Sciences & Wellness (Continuing Education)	416.675.6622	Ext. 4868
Faculty of Health Sciences & Wellness (Allied Health)	416.675.6622	Ext. 4462
Faculty of Health Sciences & Wellness (Emergency Skills)	416.675.6622	Ext. 4218
Faculty of Liberal Arts & Sciences and Innovative Learning	416.675.6622	Ext. 74313
Faculty of Liberal Arts & Sciences and Innovative Learning (Academic Upgrading Information)	416.675.6622	Ext. 74842

Department	Telephone	Extension
Faculty of Liberal Arts & Sciences and Innovative Learning (Continuing Education)	416.675.6622	Ext. 74122
Faculty of Media & Creative Arts (Sanja Antic - Music)	416.675.6622	Ext. 3427
Faculty of Media & Creative Arts (Joe Bowden - Acting for Film & Television and Theatre)	416.675.6622	Ext. 79052
Faculty of Media & Creative Arts (Hilary Higgins - Humber School for Writers and Comedy)	416.675.6622	Ext. 79035
Faculty of Media & Creative Arts (Cynthia Good - Creative Book Publishing)	416.675.6622	Ext. 3462
Faculty of Media & Creative Arts (North)	416.675.6622	Ext. 4111
Faculty of Media & Creative Arts (Lakeshore)		Ext. 3003
Faculty of Media & Creative Arts (Digital Imaging)	416.675.6622	Ext. 4508
Faculty of Social & Community Services	416.675.6622	Ext. 3259
Financial Assistance - OSAP (North)	416.675.3111	Option 4
Financial Assistance - OSAP (Lakeshore)	416.675.3111	Option 4
Health Centre (North)	416.675.6622	Ext. 5090
Health Centre (Lakeshore)	416.675.6622	Ext. 3331
HR Services	416.675.6622	Ext. 4393
HR Services - Employment Inquiries	416.675.5088	
Humber Child Development Centre	416.675.5057	
Humber Press	416.675.6622	Ext. 5237
Humber Room	416.675.5022	
Humber Spa	416.675.5033	
Ignite (North)	416.675.6622	Ext. 5051
Ignite (Lakeshore)	416.675.6622	Ext. 3382
Indigenous Education & Engagement	416.675.6622	Ext. 5424 Ext. 5675
International Centre	416.675.5067	

Department	Telephone	Extension
I.T. Support Centre (North/Lakeshore)	416.675.6622	Ext. 8888
I.T. Support Centre (From Residence)		Ext. 4786
Libraries (North)	416.675.5079	
Libraries (Lakeshore)	416.675.5079	Ext. 3247
Libraries (Orangeville)	416.675.6622	Ext. 5909
LinX Pub	416.675.5003	
Math Centre	416.675.6622	Ext. 76260
Ontario Building Code (BCIN Credential Testing)	416.675.6622	Ext. 4691
Open Learning Centre	416.675.5049	
Orangeville - Front Desk	416.675.6622	Ext. 5902
Parking Services	416.675.6622	Ext. 4416
Peer Tutoring (North)	416.675.6622	Ext. 5983
Peer Tutoring (Lakeshore)	416.675.6622	Ext. 5028
Planning & Development Office	416.675.5061	
Principal Lakeshore	416.675.6622	Ext. 3332
Public Safety (North)	416.675.6622	Ext. 8500
Public Safety (Lakeshore)	416.675.6622	Ext. 8500
Public Safety (Toll-Free-Cell)	416.675.8500	
Purchasing	416.675.6622	Ext. 4206
Radio Humber ((Station Manager)	416.675.6622	Ext. 4913
Registrar's/Enrolment Mgmt. Services	416.675.3111	
Student Recruitment Officer Team (North)	416.675.6622	Ext. 4048
Student Residence (North)	416.675.6622	Ext. 77201
Student Residence (Lakeshore)	416.675.6622	Ext. 73001
Student Success & Engagement	416.675.6622	Ext. 4872
Teaching + Learning (North)	416.675.5040	
Teaching + Learning (Lakeshore)	416.675.6622	Ext. 3329
Test Centre (North)	416.675.6622	Ext. 4712
Test Centre (Lakeshore)	416.675.6622	Ext. 3228
Theatre Humber	416.675.6622	Ext. 79052

Department	Telephone	Extension
Transportation Training Centre	416.798.0300	
Writing Centre (North)	416.675.6622	Ext. 76261
Xerox Print Centre (North)	416.675.6622	Ext. 4228
Xerox Print Centre (Lakeshore)		Ext. 3584

Humber College Campus Locations



[humber.ca/maps](https://www.humber.ca/maps)

Map is not to scale.

- 1. Humber North Campus (NO)**
 205 Humber College Blvd.
 Toronto, ON M9W 5L7
 Tel: 416.675.5000
enquiry@humber.ca
- 2. Humber Arboretum**
 North Campus
 Tel: 416.675.5009
arboretum@humber.ca
- 3. Humber Transportation Training Centre (GA)**
 55 Woodbine Downs Blvd.
 Toronto, ON M9W 6N5
 Tel: 416.798.0300
truck.info@humber.ca
- 4. Humber Centre for Trades and Technology (CAR)**
 110 Carrier Dr.
 Toronto, ON M9W 5R1
 Tel: 416.675.5000
enquiry@humber.ca
- 5. Humber Education & Training Solutions (ETS)**
 30 Carrier Drive
 Toronto, ON M9W 5T7
 Tel: 416.675.5000
enquiry@humber.ca

- 6. HUMBER ORANGEVILLE CAMPUS (OR)**
Alder St. Recreation Complex
275 Alder Street
Orangeville, ON L9W 5H6
Tel: 416.675.5000 or
1.877.675.3111
Fax: 519.941.8068
enquiry@humber.ca
- 7. Humber Arts Common (ART)**
3253 Lake Shore Blvd. West
Toronto, ON M8V 1M2
Tel: 416.675.5000
enquiry@humber.ca
- 8. Humber Fitness Centre**
3244 Lake Shore Blvd. West
Toronto, ON M8V 1M1
Tel: 416.675.5000
enquiry@humber.ca
- 9. Humber Arts & Media Studios (BIR)**
300 Birmingham St.
Toronto, ON M8V 2E6
Tel: 416.675.5000
enquiry@humber.ca
- 10. HUMBER LAKESHORE CAMPUS – WEST (LA)**
3199 Lake Shore Blvd. West
Toronto, ON M8V 1K8
Tel: 416.675.5000
humber.ca/lakeshorecampus
enquiry@humber.ca
- 11. Humber Medical Centre (MED)**
3170 Lake Shore Blvd. West
2nd Floor Toronto, ON M8V 3X8
Tel: 416.675.5000
enquiry@humber.ca
- 12. Humber Fashion Institute (FAS)**
3166 Lake Shore Blvd. West
Toronto, ON M8V 1L6
Tel: 416.675.5000
enquiry@humber.ca
- 13. STUDENT WELCOME AND RESOURCE CENTRE (WEL) (Home of the Lakeshore Grounds Interpretive Centre)**
2 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca
- 14. Humber Centre for Justice Leadership (AN)**
3120 Lake Shore Blvd. West
Toronto, ON M8V 1L3
Tel: 416.675.5000
enquiry@humber.ca
- 15. HUMBER LAKESHORE CAMPUS – EAST (LA)**
21 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca
- 16. Centre for Entrepreneurship (G)**
17 Colonel Samuel Smith Park Dr.
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca

TRANSIT TO HUMBER

Brampton Transit/Züm
905.874.2750

brampton.ca/en/residents/transit

Go Transit
416.869.3200

gotransit.com

MiWay (Mississauga Transit)
905.615.4636

mississauga.ca/portal/miway

Toronto Transit Commission (TTC)
416.393.4636

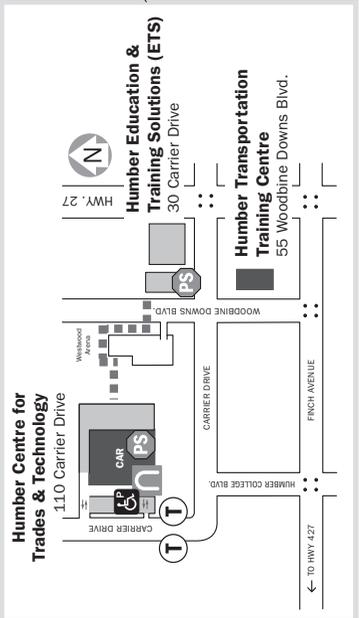
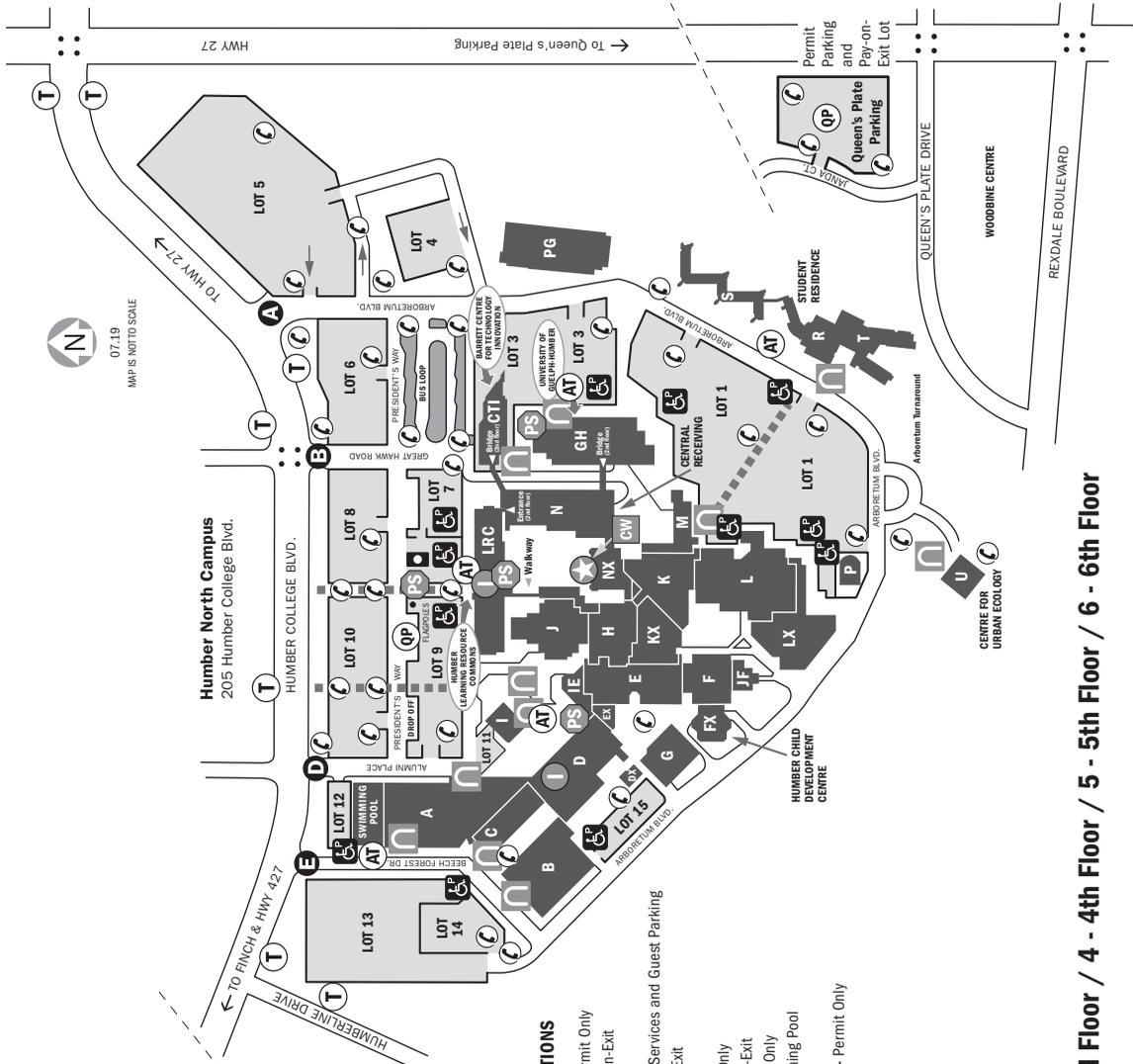
ttc.ca

York Region Transit (YRT)/Viva
905.762.2100

yrt.ca

Parking and campus maps are available at

humber.ca/maps (AODA compliant)



ENTRANCE LOCATIONS

- A** Lot 1, 3, 4 – Permit Only
Lot 5, 6 – Pay-on-Exit
- B** Lot 7 – Parking Services and Guest Parking
Lot 8 – Pay-on-Exit
- D** Lot 9 – Permit Only
Lot 10 – Pay-on-Exit
Lot 11 – Permit Only
Lot 12 – Swimming Pool
- E** Lot 13, 14, 15 – Permit Only

	BIKE RACK		PARKING (accessible)
	CAMPUS SECURITY DESK 416.675.8500 or ext.8500		PARKING SERVICES KIOSK Lot 7 kiosk staffed Monday to Friday, 6:30 a.m. - 8 p.m. ext. 4416.
	CAMPUS WALK 416.675.8500 or ext.8500		PAY STATION
	EMERGENCY TELEPHONE LOCATION		PEDESTRIAN WALKWAY
	INFORMATION/WELCOME DESK		TRAFFIC LIGHTS
	HUMBER SHUTTLE BUS STOP Queen's Plate/Woodbine Mall Lots - September to April, Monday to Thursday, 6:45 a.m. - 10 p.m. Friday, 6:45 a.m. - 8 p.m.		TRANSIT (accessible) Pick-up/Drop-off
	HUMBER'S PLATE BUS STOP Lots - September to April, Monday to Thursday, 6:45 a.m. - 10 p.m. Friday, 6:45 a.m. - 8 p.m.		TRANSIT (PUBLIC) STOP

Humber North Campus

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

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

humber.ca/maps

Humber North Campus

A

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
Applied Research & Innovation.....	D-2
Arboretum	ARB
Art Galleries	
· Aboriginal Art.....	E-1
· Guelph-Humber Gallery	GH-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
AV Graphics.....	D-2

B

Backyard, The Ignite (formerly Amphitheatre, outdoors)	KX-1
Biowall.....	GH-1
Bookstore	H-1
Broadcast Centre.....	L-2

C

Capital Development & Facilities Management	D-1
Camp Choice.....	LX-1
Centre for Human Rights, Equity & Diversity.....	LRC-5
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

Concourse	E-1
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Conference Services.....	R-1
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Counselling Services.....	LRC-2
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Culinary Arts & Sciences

(Canadian Centre for)	D-1
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Culinary Arts Demonstration Lab	E-1
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Customer Service	LRC-1
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- Admissions & Registration
- Financial Aid

D

Dean of Students	LRC-2
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Dental Clinic	KX-2
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Design Centre.....	N-1
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Doris Tallon Room.....	K-B
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E

Ecology Centre, Urban	U
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Education & Training Solutions	ETS
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F

Faculty Offices

· Applied Sciences & Technology ..	NX-2
· Business	E-2
· Health Sciences & Wellness	M-2
· Liberal Arts & Sciences and Innovative Learning.....	LRC-5
· Media & Creative Arts	K-1

Financial Management.....	D-1
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Financial Aid/Awards	LRC-1
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Financial Services & Planning.....	B-3
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First Aid (See Health Centre/Security)	
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Food Services

- | | |
|-------------------------|------|
| · Ackee Tree..... | E-1 |
| · Food Emporium | K-B |
| · Gourmet Express | E-1 |
| · GH Cafe..... | GH-2 |
| · Hawk's Nest | C-1 |
| · Booster Juice | |
| · Pita Pit | |
| · Pizza Pizza | |
| · Humber Room | EX-1 |
| · Java Jazz | H-1 |

- Staff Lounge..... K-2
- LinX Lounge..... LX-1
- Residence Café R-1
- Starbucks..... LRC-1
- Tim Hortons..... IE-1

G

- Games Room..... KX-B
- Governors' Boardroom..... LRC-6
- Greenhouses G-1
- Government Relations, Marketing and
Communications..... LRC-6

H

- Health Centre/Nurse..... LRC-2
- Human Resources LRC-6
- Humber Spa A-1

I

- Ignite..... KX-2
- Indigenous Education & Engagement . LRC-2
- International Centre..... LRC-2
- IT & Media Services Centre NX-2

L

- Library LRC-3&4
- Lecture Theatre..... E-1
- Lost & Found (Security Office)..... NX-1

M

- Mailroom N-B
- Massage Therapy Clinic A-1
- Math Centre LRC-3

O

- Open Access Learning Spaces
..... H-2, N-2, LX-1, D-1

P

- Peer Assisted Learning Support..... LRC-3
- President's Boardroom LRC-6
- President's Office LRC-6
- Print & Copy Shop H-1
- Program Planning, Development & Renewal
..... D2
- Purchasing Services B-3

R

- Receiving..... N-B
- Recruitment (Student) LRC-1
- Registrar's Office LRC-1
- Registration (Customer Service)..... LRC-1
- Research (Institutional) D-1
- Residence Life..... R-1

S

- Security Office (Public Safety) NX-1
 - Campus Walk
 - First Aid
 - Lost & Found

- Seventh Semester Room K-B

- Spa A-1

Strategic Planning & Institutional

- Analysis..... LRC-6

- Student Centre, Ignite..... KX

- Student Events E-1

- Student Residences..... R/S/T

Student Success & Engagement**(Student Services)**

- Student Life..... LRC-2

- First Year Experience LRC-2

- First in the Family LRC-2

- Multi-Faith Centre LRC-2

- Orientation LRC-2

- Student Conduct LRC-2

- Transition & Leadership..... LRC-2

- Student Wellness &

- Accessibility Centre LRC-2

- Accessibility Services LRC-2

- Counselling..... LRC-2

- Health Centre LRC-2

- Peer Assisted Learning Support LRC-3

T

- Teaching + Learning..... D-2

- Testing Services..... LRC-2

- Tours, Campus..... LRC-1

- Tzu Chi Clinic of Traditional Chinese Medicine
..... C-1

U

- University of Guelph-Humber GH

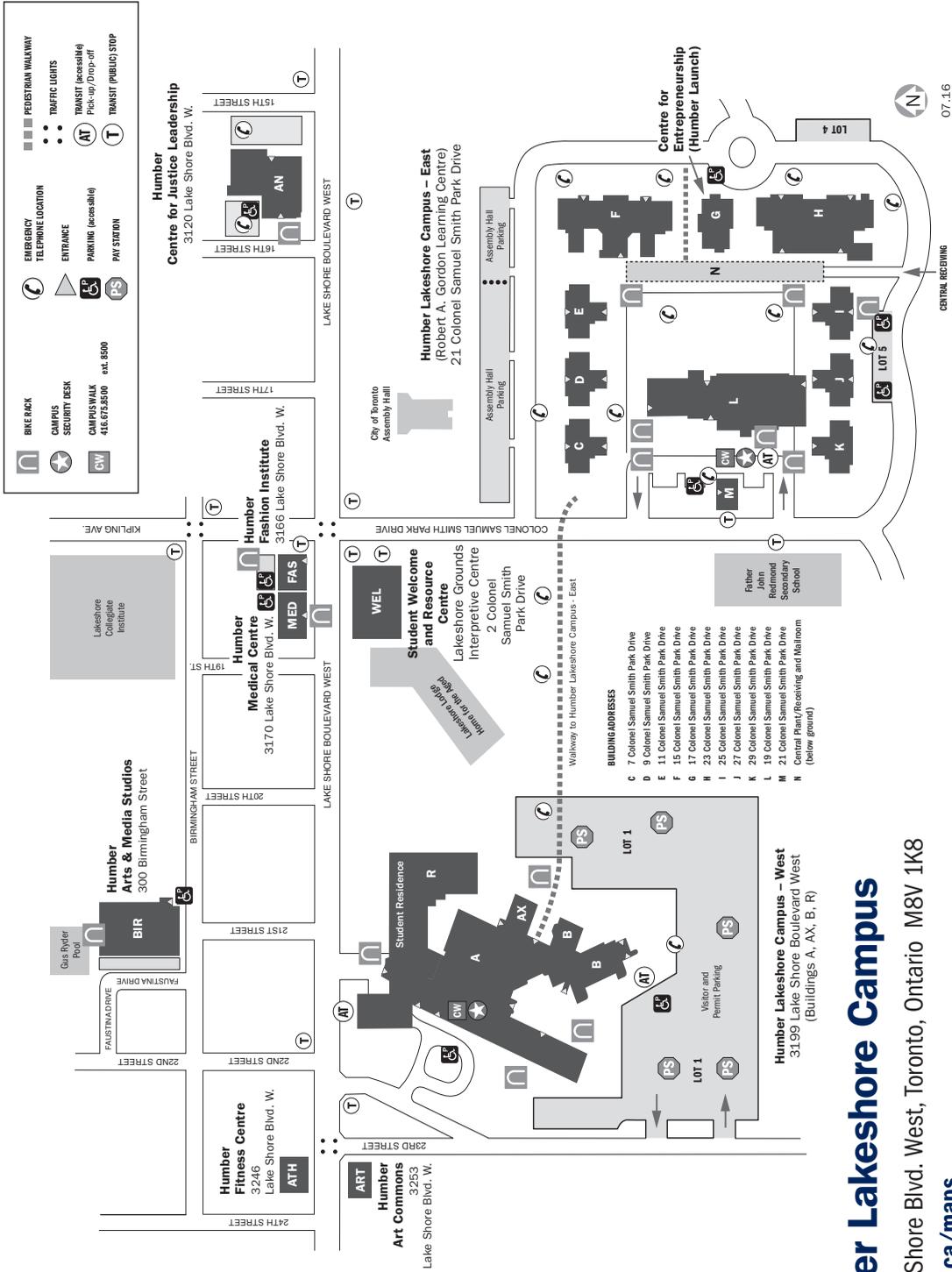
- Centre of Urban Ecology U

W

- Writing Centre..... LRC-3

Y

- Youth Enrichment Program..... H-2



07.16
MAP IS NOT TO SCALE

Humber Lakeshore Campus

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

humber.ca/maps

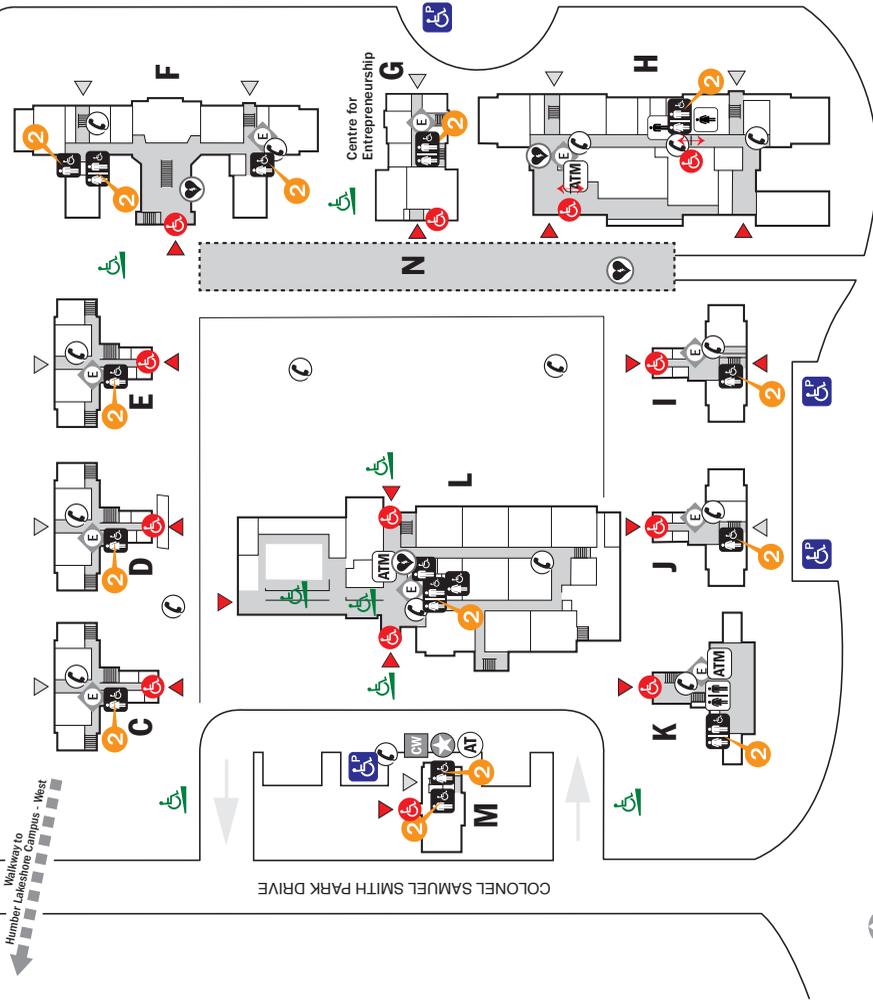
Humber Lakeshore Campus - East Main Floor



Walkway to
Lakeshore Campus - West
Humber Lakeshore Campus - West



COLONEL SAMUEL SMITH PARK DRIVE



- MAIN FLOOR PLAN**
(Buildings C, D, E, F, G, H, I, J, K, L, M and N)
- Social & Community Services Office/Classrooms C/D/E
 - Instructional Support Studio D
 - Classrooms/Faculty Offices/Labs E
 - Media & Creative Arts Office/
Math & Writing Centre/Classrooms/Labs F
 - Centre for Entrepreneurship G
 - Faculty of Business Office/Teaching + Learning
International Centre/Accounting Centre/ H
 - Classrooms/Faculty Offices/Labs I
 - English Language Centre/Liberal Arts & Sciences and
Innovative Learning Faculty Offices/Classrooms/
English for Academic Purposes (EAP) Labs J
 - Student Centre/lighting Office/Games Room K
 - Lakeshore Commons/Cafeteria/Broadcast Centre/
Classrooms/Labs L
 - Security/Facilities Management/Tim Hortons M
 - Central Plant/Receiving/Mailroom
(below ground) N

ATM AUTOMATED TELLER MACHINE (ATM)
CS CAMPUS SECURITY DESK 416.675.8500
CW CAMPUS WALK ext. 8500
DF DEFIBRILLATOR (AED)
E ELEVATOR
EM EMERGENCY TELEPHONE LOCATION

ENTRANCE
 HALLWAYS - MAIN FLOOR
 PEDESTRIAN WALKWAY
 STAIRS
 WASHROOM - Men's
 WASHROOM - Women's

AUTOMATED DOOR OPENER
 ENTRANCE (accessible)
 ENTRANCE/DOORWAY
 PARKING (accessible)
 RAMP
 TRANSIT (accessible)
 Pick-up/Drop-off

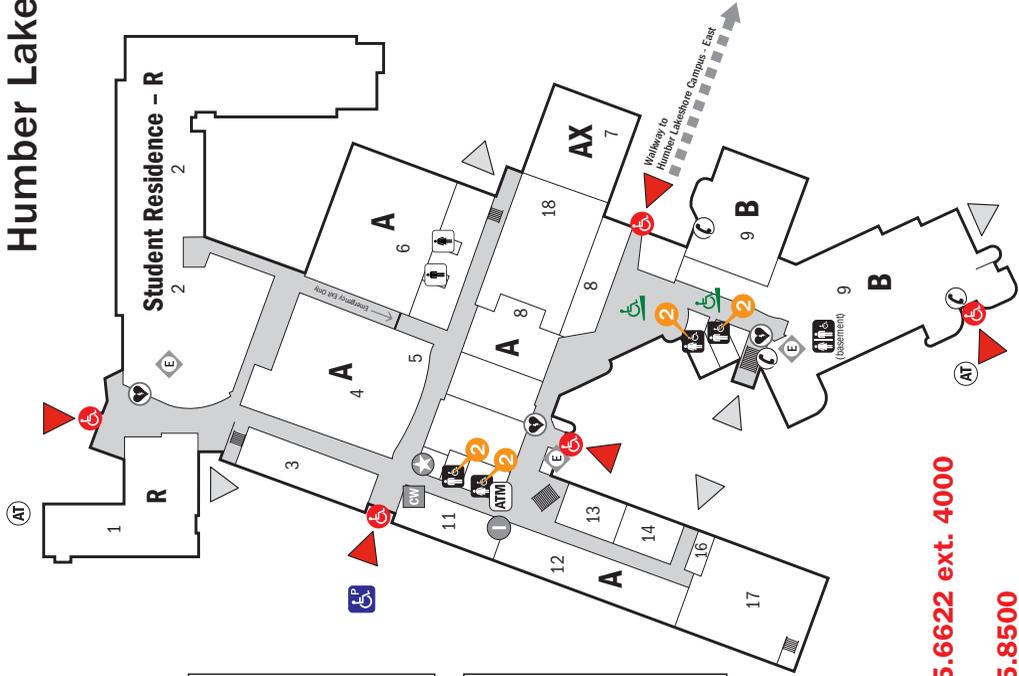
WASHROOM TYPE (accessible)
 No Door/Open Entrance
 Automated Door Opener Button
 Manual Door (wide stall)
 WASHROOM - Men's (accessible)
 WASHROOM - Women's (accessible)
 WASHROOM - All-Gender (accessible)

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

08-19
 MAP IS NOT TO SCALE



Humber Lakeshore Campus - West Main Floor



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

	AUTOMATED DOOR OPERATOR (accessible)		WASHROOM DOOR TYPE 1 No Door/Open Entrance
	ENTRANCE (accessible)		2 Automated Door Opener Button
	PARKING (accessible)		3 Manual Door (wide stall)
	PAY PHONES (accessible)		WASHROOM - Men's (accessible)
	PAY PHONES TTY (accessible)		WASHROOM - Women's (accessible)
	RAMP PUSH/PULL (accessible)		WASHROOM - All Gender (accessible)
	TRANSIT (accessible) Push/Pull (accessible)		

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

Auditorium (A128).....	4
Bookstore (R134).....	1
Cafeteria: Lake Cafe.....	8
T+L Creative Studio (A112).....	16
Media & Creative Arts.....	11/12
Gymnasium.....	6
Liberal Arts & Sciences and Innovative Learning (A114).....	17
Library.....	9
Media and IT Support Centre (2nd fl.).....	5
Music Department Office (A101).....	13
Percussion Studio (A122).....	3
Recording Studio (AX).....	7

STUDENT WELCOME AND RESOURCE CENTRE (WEL) MAIN FLOOR

2 Colonel Samuel Smith Park Drive Academic and Career Success Centre	
- Career Services	
- Peer Tutoring	
- Recruitment and Campus Tours	
Lakeshore Grounds Interpretive Centre	
Office of the Registrar	
- Admissions	
- Financial Aid	
- Registration	
- Welcome Desk	
Public Safety/Security	

EMERGENCIES:
Dial 4000 or 416.675.6622 ext. 4000

NON-EMERGENCIES:
Dial 8500 or 416.675.8500

Humber Orangeville Campus

1 275 Alder St., Alder Street
Recreation Complex, Orangeville,
Ontario L9W 5H6

Tel: 416.675.5005 or

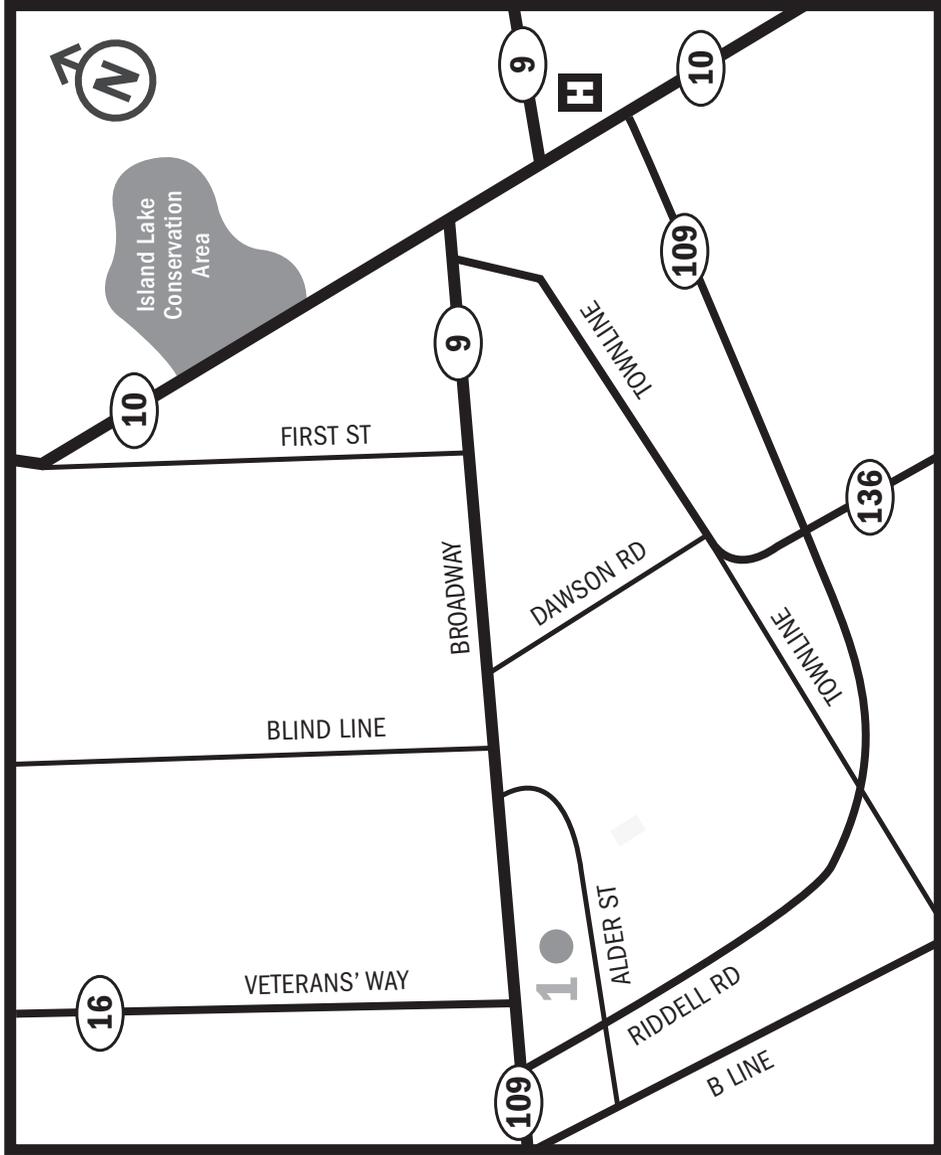
1 877.675.3111

Fax: 519.941.8068

enquiry@humber.ca

humber.ca/orangeville

humber.ca/contact-us/maps



Student Feedback Questionnaires (SFQs), online courses

humber.ca/sfq/faq/

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
What questions are included in the SFQ for online courses?					
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 (SFQs), face-to-face courses

humber.ca/sfq/faq/

	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]

ITS Quick Reference Guides

Download the latest Quick Reference Guides from:

➤ its.humber.ca or email SupportCentre@humber.ca



Copy/Print/Scan Fax Quick Reference Guide



eClassroom Quick Reference Guide



How to Spot a Phishing Scam



H-drive/I-drive Portal



Password Management Portal (myPassword.humber.ca)



Anti-Spam Portal (mySpam.humber.ca)



Telephone



Voicemail



WebEx



The cover and inside pages are printed on Rolland Enviro Print and Rolland Enviro Satin paper, which contains 100% post-consumer waste fibres.

Humber is committed to embedding sustainability into everything we do. Part of this commitment is communicating our sustainable choices.

By choosing 100% post-consumer recycled paper over 100% virgin fibre paper, we saved:

 **### trees**

 **### lb CO₂**
(### miles driven)

 **### gal. of water**
(# days of water consumption)

 **### MMBTU**
(3, 343 60W light bulbs for one hour)

 **# lb of waste**
(# waste container)

 **### kg NO_x**
(emissions of one truck during 1 day)

Environmental impact estimates were generated by calculateur.rollandinc.com

This document is available in an alternate format upon request. Please call The Teaching + Learning Team at Ext. 5040



HUMBER

humber.ca

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 Orangeville Campus
Alder St. Recreation Complex
275 Alder Street
Orangeville, ON L9W 5H6



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enquiry@humber.ca

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