



ACADEMIC CALENDAR 2018-2019

This Academic Calendar provides a snapshot of: PROGRAMS (courses) and ACADEMIC REGULATIONS.

All content should be regarded as archived with the date of April 20, 2018.

For the most up-to-date information, always refer to yukoncollege.yk.ca.

TABLE OF CONTENTS

College and university preparation	2	<i>Restaurant Operations (not accepting applications)</i>	62
<i>College Access Pathways</i>	2	<i>Science</i>	63
Academic and career	4	<i>Social Work</i>	67
<i>Aviation Management</i>	4	<i>Visual Arts</i>	71
<i>Business Administration</i>	6	<i>Women’s and Gender Studies (not accepting applications)</i>	72
<i>Circumpolar Studies (not accepting applications)</i>	8	<i>Education (YNTEP) - Degree</i>	75
<i>Climate Change Policy</i>	9	Trades	82
<i>Computer Support Technician (not accepting applications)</i>	10	<i>Carpentry</i>	82
<i>Culinary Arts</i>	12	<i>Driller's Helper</i>	83
<i>Early Learning and Child Care</i>	14	<i>Electrical</i>	84
<i>First Nations Governance and Public Administration</i>	16	<i>Core Competencies for First Line Supervisors</i>	86
<i>Food and Beverage Operations (not accepting applications)</i>	17	<i>Heavy Equipment Technician</i>	87
<i>General Studies</i>	19	<i>Introduction to Surface Mining Operations/Heavy Equipment Operations</i>	88
<i>Geological Technology</i>	21	<i>Oil Burner Mechanic</i>	89
<i>Health Care Assistant</i>	24	<i>Plumbing and Gas Fitting (not accepting applications)</i>	90
<i>Heritage and Culture</i>	27	<i>Underground Mining Operations (not accepting applications)</i>	91
<i>Heritage and Culture Access Pathways</i>	27	<i>Welding</i>	92
<i>Liberal Arts</i>	28	Professional and personal development	94
<i>Multimedia Communication</i>	32	<i>Building Northern Apprentice</i>	94
<i>Native Language Instructor</i>	33	<i>Decision Making for Climate Change</i>	94
<i>Northern Environmental and Conservation Sciences</i>	34	<i>First Nations Governance-Building Workshops</i>	95
<i>Northern First Nations Studies</i>	37	<i>First Nations Leadership Training</i>	95
<i>Northern Justice and Criminology</i>	40	<i>Northern Institute of Social Justice</i>	97
<i>Northern Outdoor and Environmental Studies</i>	42	<i>Targeted Initiative for Older Workers</i>	99
<i>Northern Science</i>	45	<i>Workplace Readiness</i>	99
<i>Northern Science (Environmental and Conservation Sciences stream)</i>	49	<i>Yukon Fisheries Field Assistant</i>	101
<i>Northern Studies</i>	51	<i>Yukon Water and Wastewater Operator</i>	102
<i>Office Administration</i>	54	ACADEMIC REGULATIONS	107
<i>Practical Nurse</i>	55		
<i>Public Administration</i>	57		
<i>Renewable Resources Management</i>	59		



COLLEGE AND UNIVERSITY PREPARATION

COLLEGE ACCESS PATHWAYS

Whether you want to prepare yourself for academic studies, or upgrade your skills for better employment opportunities, we can help you on your way.

We offer courses in math, science, English, computers and more to satisfy prerequisites for programs at Yukon College and other institutions through Intermediate, Advanced and Provincial Adult Basic Education (ABE) coursework.

PROGRAM DESCRIPTION

The College Access Pathways program enables students to obtain prerequisites to meet admission requirements for programs at Yukon College and other academic institutions.

Program Advisors can assist students in the selection of College Access Pathways courses that will provide a pathway to their chosen field of study and education goals. Students may be able to take one or more courses from a future field of study while completing their program prerequisites. Students may, in addition to working on prerequisites, obtain the College Access Pathways diploma from Yukon College.

INDEPENDENT STUDY

Independent study courses may be available to students who are unable to attend College Access Pathways English and Math classes.

Subject specific assistance is available through the Academic Support Centre, but note that support services are more readily available during the fall and winter terms.

Please make a program advising appointment to for more information and to determine if this is an available option.

ADMISSION REQUIREMENTS

- English 10 (min. 65%); OR
- Mature student status with acceptable scores on Yukon College Assessments or GED® test.

Please see course prerequisites 'Courses' page for additional requirements.

APPLYING

Returning Students

Students who are returning to College Access Pathways within two years of their last attendance date only need to re-apply at the Admissions Office if a re-admit letter is needed for a sponsor, or to update personal changes such as mailing address, phone number, or name.

New Students

New applicants or students who are changing programs must apply at the Admissions Office and receive their letter of acceptance prior to seeing a Program Advisor. The Letter of Acceptance must be shown to the Program Advisor.

PROGRAM ADVISING

Acceptance into the program does not guarantee enrollment. An appointment must be made with a Program Advisor (after your Letter of Acceptance is received) who will help students to determine a pathway to their program of choice and to select courses for the term. Some courses have limited enrollment, so students are encouraged to register early.



YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

COURSES

- BIOL 050 - Introduction to Biology I
- BIOL 050L - Introduction to Biology I - Lab
- BIOL 060 - Introduction to Biology II
- BIOL 060L - Introduction to Biology II - Lab
- CHEM 050 - Introduction to Chemistry I
- CHEM 050L - Introduction to Chemistry I - Lab
- CHEM 060 - Introduction to Chemistry II
- CHEM 060L - Introduction to Chemistry II - Lab
- COMP 030 - Introduction to Computers
- COMP 050 - Computer Fundamentals
- ENGL 020 - English Fundamentals
- ENGL 030 - Communication Through Reading and Writing
- ENGL 050 - College Writing Skills
- ENGL 060 - Introduction to Literature
- ENVS 050 - Environmental Change-Fish & Wildlife
- HIST 050 - History of Yukon First Nations
- MATH 020 - Mathematics Fundamentals
- MATH 030 - Basic Mathematics - Independent Study
- MATH 050 - Intermediate Algebra
- MATH 060 - Advanced Algebra and Trigonometry
- PHYS 050 - Principles of Physics
- PHYS 050L - Principles of Physics - Lab
- PHYS 060 - Introductory Physics
- PHYS 060L - Introductory Physics - Lab
- SCI 030 - Introduction to Science
- WORK 020 - Workplace Readiness



ACADEMIC AND CAREER

AVIATION MANAGEMENT

Earn your wings over the land of the midnight sun.

Get your commercial pilot license flying Yukon's clear blue skies while gaining practical business skills for a career in aviation and beyond.

PROGRAM DESCRIPTION

The Aviation Management diploma at Yukon College trains in a unique northern climate that offers variable topography and an increased number of acceptable flying days.

The Aviation Management diploma comprises a block transfer of pilot training credentials earned at Alkan Air (or other recognized flight school) that equals one year or 30 credits and an additional 30 credits earned at Yukon College. Students are expected to earn a commercial pilot license while concurrently earning academic credits. However, students may enter the program with some pilot training (a private pilot license for example) or a completed commercial license.

Students may complete the ground school and flight training component of the Aviation Management diploma in a flexible manner. The majority of ground school courses will occur during the evening at Alkan Air and flight training must take place during daylight hours (exception is night time flight training). Students may participate in ground school courses and flight training throughout the calendar year and these components are completed on an individualized basis. All flight training components are organized directly with Alkan Air Flight School.

In order to attain a Commercial Pilot License, students must first be endorsed with a Private Pilot License (included in the Aviation Management program). The Private Pilot License component consists of 45 flight training hours (minimum). The Commercial Pilot License component consists of 200 hours (minimum) of total flight time. The Private License and Commercial License components involve a number of Transport Canada regulated flight training courses and exams.

Students receive a Diploma of Aviation Management after successfully completing Transport Canada's Commercial Pilot License, Yukon First Nation core competency, a total of 10 academic courses (30 credits) over a two-year period, as well as a 40-hour, non-credit course in Advanced Wilderness and Remote First Aid/CPR-C.

ADMISSION REQUIREMENTS

Students may enter the two-year Aviation Management diploma when they have met the following requirements:

- Grade 12 academic graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus).
- Mature student status with acceptable scores on College Assessments; OR
- Applicants whose native language is not English and who are not Canadian citizens can meet the English language admission requirement by presenting an acceptable TOEFL or IELTS score.

Part-time students not fully meeting the above criteria may be admitted to individual courses, but must apply for admission to the program - and satisfy the program admission requirements - prior to graduating with either a certificate or diploma.

Those who do not have these entrance requirements may pursue Access Pathways to Business Administration, completing courses necessary to earn pre-requisites to apply to the Aviation Management diploma program.

OTHER REQUIREMENTS

- Category 1 aviation medical exam



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TRANSFERABILITY

The business related portion of the Aviation Management diploma may be transferable to other institutions. Comprehensive transfer agreements are in place with the following institutions and organizations:

- Athabasca University
- Okanagan College
- Royal Roads University
- Chartered Professional Accountants (CPA)
- Thompson Rivers University/Open Learning
- University of Lethbridge
- University of Northern British Columbia

Many of the courses in the Business Administration program are also listed at www.bctransferguide.ca.

FEES

- Estimated program costs for two-year diploma \$55,000
- Ancillary and additional fees

COURSES

Core

- FLSC 101 - Private Pilot Licence
- FLSC 201 - Commercial Pilot Licence
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II

Elective

- ACCT 101 - Introductory Financial Accounting I
- ACCT 102 - Introductory Financial Accounting II
- ACCT 204 - Managerial Accounting I
- BUS 110 - Principles of Management
- BUS 111 - Statistics I
- BUS 132 - Marketing Management
- BUS 172 - Microcomputer Applications 1 - Microsoft Word
- BUS 173 - Microcomputer Applications 2 - Microsoft PowerPoint
- BUS 174 - Microcomputer Applications 3 - Microsoft Excel
- BUS 175 - Microcomputer Applications 4 - Microsoft Access
- BUS 260 - Finance I
- BUS 261 - Finance II
- BUS 270 - Business Policy
- BUS 281 - Human Resource Management
- BUS 301 - Land Claims and Community Economic Development Process
- BUS 303 - Organizational Behaviour
- BUS 307 - Statistics II
- BUS 311 - Commercial Law



- COMM 192 - Business Communications
- ECON 100 - Introduction to Microeconomics
- ECON 101 - Introduction to Macroeconomics
- HIST 140 - History of Yukon First Nations and Self-Government

BUSINESS ADMINISTRATION

Prepare for a world of opportunities!

Open the door to careers in any number of fields from government to the world of finance, hospitality and real estate with Yukon College's Business Administration certificate or diploma.

PROGRAM DESCRIPTION

Business Administration delivers a one-year certificate and two-year diploma program that prepares students for administrative and management careers in business and government.

Most courses are accessible on a part-time day or evening basis in Whitehorse. Several courses are available in outlying communities through the community campus network (see www.yukoncollege.yk.ca/programs/community-education) or by distance delivery.

Employment opportunities exist in many administrative areas, such as government, small business, not-for-profit organizations, the investment industry, real estate, banking and the retail and hospitality industries.

Possible positions include those in accounting, human resources, financial management and general management.

ADMISSION REQUIREMENTS

- Grade 12 academic graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature student status with acceptable scores on College Assessments or the GED® test; OR
- Applicants whose native language is not English and who are not Canadian citizens can meet the English language admission requirement by presenting an acceptable TOEFL or IELTS score.

Part-time students not fully meeting the above criteria may be admitted to individual courses, but must apply for admission to the program - and satisfy the program admission requirements - prior to graduating with either a certificate or diploma in Business Administration.

Students who have not completed the certificate program may register for diploma-level courses, provided they have the prerequisites for these courses. The diploma will not be granted until all certificate-level courses have been successfully completed.

YUKON FIRST NATIONS CORE COMPETENCY

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GRADUATION REQUIREMENTS

Students who have a cumulative GPA of 2.00 or greater in the program - and have met all the program requirements outlined in the Calendar at the beginning of the program - are eligible to graduate with a Certificate and/or Diploma in Business Administration.

Students must complete the requirements for a Certificate in Business Administration within five years of beginning the program. Students must complete the requirements for a Diploma in Business Administration within ten years of beginning the program.



TRANSFERABILITY

Comprehensive transfer agreements are in place with the following institutions and organizations:

- Athabasca University
- Okanagan College
- Royal Roads University
- Chartered Professional Accountants Canada
- Thompson Rivers University/Open Learning
- University of Lethbridge
- University of Northern British Columbia

Many of the courses in the Business Administration program are also listed in the British Columbia Council on Admissions and Transfer (BCCAT) Transfer Guide (at www.bctransferguide.ca).

COURSES

Core

- ACCT 101 - Introductory Financial Accounting I
- ACCT 102 - Introductory Financial Accounting II
- ACCT 204 - Managerial Accounting I
- BUS 110 - Principles of Management
- BUS 111 - Statistics I
- BUS 132 - Marketing Management
- BUS 172 - Microcomputer Applications 1 - Microsoft Word
- BUS 174 - Microcomputer Applications 3 - Microsoft Excel
- BUS 260 - Finance I
- BUS 270 - Business Policy
- BUS 281 - Human Resource Management
- BUS 301 - Land Claims and Community Economic Development Process
- BUS 303 - Organizational Behaviour
- BUS 311 - Commercial Law
- COMM 192 - Business Communications
- ECON 100 - Introduction to Microeconomics
- ECON 101 - Introduction to Macroeconomics

Elective

- BUS 173 - Microcomputer Applications 2 - Microsoft PowerPoint
- BUS 175 - Microcomputer Applications 4 - Microsoft Access
- BUS 203 - Computer Applications for Accounting
- BUS 261 - Finance II
- BUS 307 - Statistics II



CIRCUMPOLAR STUDIES (NOT ACCEPTING APPLICATIONS)

Obtain a broad understanding of the lands, peoples and critical issues of the circumpolar world.

Apply your *Circumpolar Studies Core* courses as electives in our Northern Studies diploma, or alongside a Bachelor of Arts or Science completed at another University of the Arctic-member institution.

PROGRAM DESCRIPTION

The Bachelor of Circumpolar Studies (BCS) is a signature program of the University of the Arctic (UArctic), a cooperative network of circumpolar universities, colleges, and other organizations committed to higher education and research in the North. UArctic's Shared Voices commitment recognizes the vital role of Indigenous peoples in the circumpolar world and in the success of UArctic.

By drawing on the shared strengths and diverse experiences of northern people, UArctic members believe we can address the unique challenges of the circumpolar region and build an institution that is truly "In the North, For the North, By the North." The Circumpolar Studies Core offers students the opportunity to obtain a broad knowledge and understanding of the lands, peoples and critical issues of the circumpolar world either as a stand-alone program, as electives in a Northern Studies diploma, or alongside a Bachelor of Arts or Science completed at a UArctic-member institution. Thus, it is flexible and will enable students to study in a discipline of their choice while ensuring a focus on circumpolar issues and affairs.

Courses are offered online, in class, and on exchange to another UArctic institution through the north2north Mobility program (at www.uarctic.org/north2north). Yukon College is able to assist students with close to three years of course work towards a BCS at another UArctic member institution.

Link to University of the Arctic website: www.uarctic.org/

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12.
- Mature student status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test.

If you do not meet the course requirements above, please meet with a Program Advisor to explore entry options.

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TRANSFERABILITY

Bachelor of Circumpolar Studies courses are transferable to other University of the Arctic member institutions and on a course-by-course basis to other institutions in Canada, the United States, and in all of the other circumpolar nations. In addition, non-UArctic institutions have accepted these courses for transfer credit.

COURSES

Core

- ENGL 100 - Academic Writing and Critical Thinking
- NOST 101 - The Circumpolar World
- NOST 324 - Contemporary Issues in the Circumpolar World I
- NOST 325 - Contemporary Issues in the Circumpolar World II
- NOST 326 - Lands and Environments of the Circumpolar North I
- NOST 327 - Lands and Environments of the Circumpolar World II
- NOST 328 - Peoples and Cultures of the Circumpolar North I
- NOST 329 - Peoples and Cultures of the Circumpolar North II



CLIMATE CHANGE POLICY

Be at the forefront of climate change decision-making.

Explore science, policy and Indigenous worldviews to understand the causes, economics and impacts of climate change.

PROGRAM DESCRIPTION

The Post-degree Certificate in Climate Change Policy exposes students to climate change science and its links to policy and policy makers.

The program offers a combination of theory and practice and will prepare students for careers in the field of climate change at the science-policy interface in a circumpolar, Yukon-focused context.

Emphasis will be given to the importance of understanding the scientific basis behind climate change and how these changes will impact natural and socio-economic systems.

Students will gain a solid knowledge of policy design and analysis and will learn to develop effective responses to the challenges that come along with these changes.

The extent and complexity of the problems mean that there are no simple solutions. One way to respond to climate change issues is to develop policy. Policy development must include scenario-specific analysis, design, development, implementation and evaluation.

Case studies focusing on the Yukon and, where applicable, Indigenous government settings, and or Indigenous communities, will inform policy development and decision making.

The content of the Post-degree Certificate in Climate Change Policy is inter-disciplinary and will underline the importance of communication, engagement and leadership.

The program concludes with a practical component, which will explore the nature and variety of responses to the issue at a regional level, with a focus on adaptation, mitigation and policy response within a northern context.

Post-degree Certificate in Climate Change Policy FAQs are found at www.yukoncollege.yk.ca/sites/default/files/inline-files/FAQ_Climate_Change_Policy_Certificate_PDF_Jan-17.pdf

ADMISSIONS REQUIREMENTS

To be eligible for admission to the Post-degree Certificate in Climate Change Policy, applicants must meet ONE of the following criteria:

- Completion of a four-year (or comparable) Arts/Science undergraduate degree from a recognized post-secondary institution.
- At least five years of relevant professional experience.

Applicants who do not meet these requirements will be considered for flexible admission and need to demonstrate the following:

- An acceptable alternative to an undergraduate degree.
- A rationale explaining why they meet the expected skill set, based on their resume.

English is the primary language of instruction and communication at Yukon College. English language proficiency is expected.

It is possible to register for individual courses offered through the program; however, this option is limited to a maximum of two courses and excludes the field schools

INTERNATIONAL STUDENTS

The Post-degree Certificate in Climate Change Policy is a one-year, part-time, online program involving a brief in-Canada component consisting of a two-week field school. As such, Yukon College will admit an international student to the program who meets the



admission requirements as outlined above. The international student, however, will need to apply for a study permit to cover the two-week, in-Canada field school. For more information on how to apply for a student permit please see:

www.cic.gc.ca/ENGLISH/study/index.asp

www.cic.gc.ca/english/study/study.asp

We strongly encourage students to apply for the student permit as soon as possible, ideally prior to registering for the program.

CAREER OPPORTUNITIES

The curriculum develops skills and knowledge needed for professional employment in the public, private, and third sectors, including consulting companies, non-governmental organizations (NGOs) as well as academia.

Here are some examples:

- Environmental consulting/monitoring and programs
- Natural resource management
- Food, water, energy security
- Policy Analyst
- Natural hazard management
- Conservation
- Teaching
- Marketing and communications
- Urban planning

COURSES

Core

- CCPC 500 - Climate Change and Policy Literacy
- CCPC 501 - Policy Responses & Options
- CCPC 502 - Strategic Planning for Climate Change Adaptation & Mitigation
- CCPC 503 - Leading Sustainable Change
- CCPC 504 - Climate Change Policy Field School

COMPUTER SUPPORT TECHNICIAN (NOT ACCEPTING APPLICATIONS)

The world runs on computers.

More than ever, industries and governments need trained, competent computer technicians to keep their operations running smoothly, and Yukon College can help you be one of these skilled workers.

PROGRAM DESCRIPTION

The Computer Support Technician (CST) program is offered entirely online in collaboration with colleges in northern British Columbia and can be taken on a full- or part-time basis.

This program will provide students with the knowledge and skills needed to understand the theoretical and applied uses of information technology (IT) in various business applications.

The program prepares students to enter the IT workforce as computer system support technicians or network technicians.

After one year of full-time studies, students will have gained detailed knowledge of several PC applications and operating systems. They will be able to install, configure and troubleshoot software in both stand-alone and networked environments. The coursework will also provide them with customer service skills and an understanding of IT in a business environment.



Three areas of concentration are available through the certificate:

Outcomes

- web development
- system administration
- database administration

ONLINE COURSE DELIVERY

The program is delivered entirely online but is not self-paced. Course scheduling is not unlike scheduling of face-to-face courses with start and end dates. Online delivery of courses provides additional opportunities but also some challenges and does require significant commitment from students. Benefits include:

- flexible hours of study
- availability of the program in remote communities
- increased course availability for those students who work part-time

Students will work mostly on their own without the benefit of the classroom experience. Students who enroll in the program must have exceptional organizational skills, be motivated to schedule their own time for study and submit assignments on time.

The courses in this program will have schedules that must be adhered to in order to complete them successfully.

Upon completion of the certificate, students will have achieved:

- Competency in the use of various software applications, including operating systems.
- Basic understanding of computer networking theory.
- Competency in applying the basic technological knowledge and skills to plan, implement and maintain a network.
- Basic understanding of business functions as they relate to information technology professionals.
- Competency in public and customer relations skills.
- Concrete knowledge and practice in installing, diagnosing and maintaining computer hardware.
- Skills and knowledge to write various industry certification examinations, such as Cisco IT Essentials, CompTIA A+ and CompTIA Networks+.
- Foundational skills in programming and scripting.
- Basic website development and mark-up language programming skills.
- Ability to work successfully as part of a team to complete a project; configure basic web; demonstrate familiarity with web standards; demonstrate effective problem definition and solving within a good customer service context.
- Ability to create basic systems requirements for existing or desired business processes.

ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 75%) and English 12 or Communications 12 (min. 65%); OR
- Mature student status with acceptable scores on College Assessments or the GED® test.
- Students who have a math credit more than three years old must write the Mathematics Skills Assessment.
- Part-time students not fully meeting the above criteria may be admitted to courses, but must maintain a grade point average of 2.0 (C average) or better to continue in the program.

OTHER REQUIREMENTS

It is strongly recommended that students have exposure to computers before commencing the program. It is also beneficial to have some experience with programming.

Students are required to own their own computer, communications headset or microphone and have access to the internet in order to participate in this online program.



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CAREER OPPORTUNITIES

The potential of a career in computer services, support or associated fields is both great and varied. Computers are in widespread use in almost every work site including:

- small businesses
- municipal and territorial governments
- non-profit organizations and associations

As well as the office environment, computer sales and service companies are in need of qualified technicians to support the ever-increasing demand for computers. A Computer Support Technician certificate will qualify students for entry-level hardware technician, network technician or junior programmer positions.

COURSES

Core

- ICT 001 - Online Learner Success
- ICT 102 - Computer Hardware
- ICT 108 - Operating Systems I
- ICT 110 - Professionalism and Customer Service
- ICT 112 - Fundamentals of Web Development
- ICT 114 - Networking
- ICT 120 - Foundations of System Development
- ICT 122 - Foundation Project
- ICT 214 - Database Design
- ICT 216 - Database Management Systems
- ICT 232 - Network Security
- ICT 234 - Server Management
- ICT 236 - Network Infrastructure

CULINARY ARTS

Food for thought.

Thinking about a career in the field of food services?

Career possibilities abound. Professionally trained cooks and chefs are in high demand, from premier hotels and educational institutions to care facilities and cruise lines.

PROGRAM DESCRIPTION

The Culinary Arts program is designed to meet the need for qualified cooks in the hospitality industry. The program provides professional cook training in a practical, hands-on learning environment achieved through our commercial kitchen.

Students will rotate through a variety of stations in the kitchen. Each station has a different culinary focus. Students will also participate in a variety of caterings, banquets and community events, all of which broaden and enhance the student experience.



APPRENTICESHIP LEVEL I AND LEVEL II COOKS EXAM

Culinary Arts students must write and pass the Apprenticeship Level I exam early in the second term followed by the Level II Cooks exam towards the end of the second term. (Students must pass the Level I exam to be eligible to write the Level II Cooks exam.)

Students who successfully complete the program, and pass the Level I exam may be eligible for up to 1,040 hours' time credit towards a Cook apprenticeship program. This time credit is based upon the recommendation of the employer who is signatory to the initial Apprenticeship Agreement.

Students who pass the Cook Apprenticeship Level exam(s) would be exempt from attending that level of apprenticeship in-school training.

ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations & Pre-Calculus) and English 10; OR
- Mature student status with acceptable scores on College Assessments or GED® test.

OTHER REQUIREMENTS

- Satisfactory tuberculosis (TB) test

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TRANSFERABILITY

Levels I and II transfer directly to all British Columbia college and university-college programs, Northern Alberta Institute of Technology (NAIT) and Southern Alberta Institute of Technology (SAIT).

COURSES

Core

- CULA 101 - Safety, Sanitation and Equipment
- CULA 102 - Basic Food Service and Kitchen Management
- CULA 103 - Cold Kitchen I
- CULA 104 - Baking and Desserts I
- CULA 105 - Egg and Breakfast Cooking/Hot Sandwiches
- CULA 106 - Vegetable and Starch Cookery I
- CULA 107 - Meat and Poultry Cookery I
- CULA 108 - Seafood Cookery I
- CULA 109 - Stocks, Sauces and Soups I
- CULA 110 - Interpersonal Skills 1
- CULA 121 - Elementary Kitchen, Management and Health Care
- CULA 122 - Stocks, Sauces and Soups II
- CULA 123 - Cold Kitchen II
- CULA 124 - Meat, Poultry and Seafood Cutting
- CULA 125 - Vegetable and Starch Cookery II
- CULA 126 - Meat, Poultry and Seafood Cookery II
- CULA 127 - Baking and Desserts 2



EARLY LEARNING AND CHILD CARE

Open doors and imaginations.

Learn to support children and families in the early years of development and growth.

PROGRAM DESCRIPTION

The objective of the Early Learning and Child Care (ELCC) program is to meet the needs identified by the community for the educational preparation of early childhood educators.

The goal of the ELCC program is to provide opportunities for students to develop the knowledge, skills and abilities necessary to provide early learning opportunities and child care for young children and families.

Throughout the program, students learn to assist children in all areas of growth and development.

CERTIFICATE PROGRAM

The ELCC certificate program may be pursued on a full- or part-time basis and consists of 13 courses, including English, two practicum placements and one elective for a total of 35 credits.

DIPLOMA PROGRAM

The ELCC diploma program may be pursued on a full- or part-time basis and consists of 24 courses, including English, four practicum placements and three electives for a total of 66 credits.

ADMISSION REQUIREMENTS

- ENGL 060: Introduction to Literature
- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on the College Assessments or the GED® test.

MATURE STUDENTS

Due to the practical nature of the ELCC program, a number of mature students enter with years of related experience. A variety of methods have been developed to allow students to demonstrate their knowledge and skills and thus receive credit for prior knowledge gained in the field. These include:

- **Challenge Exams:** The ELCC program has developed Challenge Exams which allow students to receive credit for prior knowledge gained in the field.
- Students must be enrolled in the ELCC program to be eligible to challenge any ELCC course.

For more information, contact the instructor/coordinator at 867.456.6989.

OTHER REQUIREMENTS

- Acceptable current criminal records check including vulnerable sectors
- Current immunization, including tuberculosis screening

YUKON FIRST NATIONS CORE COMPETENCY

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CAREER OPPORTUNITIES

Early Learning and Child Care program graduates are qualified to work in the following areas:

- early childhood educators in child care centres
- family day homes, and preschools
- program assistants in child development centres and child care facilities
- educational assistants in kindergarten and the early grades
- nannies, family support workers, and as child care licensing officers

COURSES

Core

- ELCC 100 - Cultural Competency in Early Learning and Child Care
- ELCC 110 - Health, Safety and Nutrition
- ELCC 111 - Child Growth & Dev't I
- ELCC 112 - Introduction to Early Learning and Child Care
- ELCC 113 - Field Placement I
- ELCC 114 - Integration Seminar I
- ELCC 121 - Child Growth and Development II
- ELCC 122 - Program Planning - Learning Through Play
- ELCC 123 - Field Placement II
- ELCC 124 - Integration Seminar II
- ELCC 125 - Interpersonal Relationships and Communication Skills
- ELCC 130 - Guiding Young Children
- ELCC 200 - Program Planning - Science Areas with Young Children
- ELCC 211 - Family Program Community
- ELCC 212 - Program Planning-Literacy & Creative Expression
- ELCC 213 - Field Placement III
- ELCC 214 - Integration Seminar III
- ELCC 220 - Philosophy of ELCC
- ELCC 221 - Ecology of the Family
- ELCC 222 - Exceptional Children
- ELCC 223 - Field Placement IV
- ELCC 224 - Integration Seminar IV
- ELCC 225 - Leadership, Teambuilding, and Administration in Early Learning and Childcare

ELECTIVE

- COMM 192 - Business Communications
- ENGL 100 - Academic Writing and Critical Thinking



FIRST NATIONS GOVERNANCE AND PUBLIC ADMINISTRATION

Transform vision into action.

Learn the practical tools and managerial skills you need to be an effective and strategic leader in an Indigenous or non-Indigenous government.

PROGRAM DESCRIPTION

First Nations Governance and Public Administration (FNGPA) is a unique, cutting-edge, accredited, culturally relevant program transferable towards a diploma or degree at a number of academic institutions. It provides practical, relevant academic tools to senior managers to effectively manage First Nation governments.

Designed to be accessible to working professionals and to allow an integration of education into work and family life, ten courses are offered over three years through a combination of in-class and distance education.

Long distance students have an option to participate via videoconferencing technology or to travel to the host community. As well, all students have access to academic and writing support as required.

Course delivery is varied and may include a combination of lectures, seminars, group discussions, presentations and guest speakers.

The FNGPA program builds upon the Executive Development Pilot program certificate, which is a partnership between Champagne and Aishihik First Nations, Yukon College and Yukon government.

The program was created to bridge the gap between existing educational programs and the needs of self-governing First Nations in Yukon.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments or the GED® test; OR
- Acceptance into a related post-secondary program at a comparable level of the FNGPA; OR
- Five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

FNGPA courses are transferable at a number of Canadian academic institutions.

Please contact the Program Coordinator for further information on specific course transfers.

COURSES

Core

- COMM 192 - Business Communications
- FNGA 100 - Introduction to First Nations Governance and Public Administration
- FNGA 101 - Governance & Land Claims
- FNGA 103 - Accountability and Financial Management
- FNGA 104 - Community Economic Development
- FNGA 107 - Public Policy
- FNGA 108 - Human Resource Management



- FNGA 109 - Intergovernmental Relations
- FNGA 302 - Power and Influence
- HIST 140 - History of Yukon First Nations and Self-Government

Elective

- FNGA 200 - Organizational and community wellness
- FNGA 201 - Theory and Practice of Negotiation

FOOD AND BEVERAGE OPERATIONS (NOT ACCEPTING APPLICATIONS)

Dream of running your own restaurant?

Take a test drive in ours. Gain hands-on knowledge and skills in marketing, business communications and leadership for a successful food service career.

PROGRAM DESCRIPTION

Students will develop the knowledge and skills required to build a successful hospitality career. The focus is on the food service management skills that are essential for success. These skills include:

- marketing
- business communications
- financial management
- hospitality knowledge through a blend of classroom learning and experiential activities

The experiential activities are held in an on-campus dining room, *The Hilltop Bistro*, in teaching kitchens and with special events. These activities provide the opportunity to practice in a safe, yet very real, working environment.

The objective of the Food and Beverage Operations certificate program is to provide skills and knowledge in the art of eating and dining, bar-tending and dining room service. In addition, students will expand on those fundamentals with an understanding of:

- food and beverage cost control
- food production principles
- professional customer service
- marketing
- event planning
- computer applications
- financial success

GENERAL OUTCOMES

Upon successful completion of the program, students will be able to:

- Work with a group of people committed to a common purpose and approach for which they hold themselves accountable and, as a result, improve their collective performance.
- Comprehend, synthesize, and evaluate elements of professional service management.
- Demonstrate the skills and behaviors required during customer involvement to analyze, judge, and act in ways that contribute to customer satisfaction.
- Use purposeful and reflective judgment to formulate rational solutions to situational problems and to make sound business decisions.
- Apply the general business tenets of right, good and fair to organizational transactions, activities, and pursuits.
- Demonstrate the knowledge of fundamental principles of leadership and model the behavior of effective leaders.



There are times when students attending the Food and Beverage certificate program are expected to participate in special events and dining room activities outside of pre-scheduled class times. Every effort will be made to give students advanced notice of these activities.

ADMISSION REQUIREMENTS

- English 10 and Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations & Pre-Calculus); OR
- Mature student status with acceptable scores on College Assessments or GED® test.

Students must be at least 19 years of age and attend an information interview to discuss the program, general background and interest in the food and beverage field.

OTHER REQUIREMENTS

This is an academic and experiential program which is based on active and regular student participation.

Students are expected to:

- Actively participate in all aspects of the program including orientation activities, classes, class meetings, related workshops, dining room activities and special events.
- Be punctual and flexible with scheduling on a consistent basis.
- Use information technology and strengthen internet and library research skills.
- Maintain communication with instructors.
- Respect differences and be open to a variety of perspectives.
- Adhere to program expectations documented in the Food & Beverage Operations certificate program outline and individual course outlines regarding attendance, confidentiality, professional conduct, team work, writing criteria etc.

YUKON FIRST NATIONS CORE COMPETENCY

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TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

CAREER OPPORTUNITIES

Upon completion of the Food and Beverage Operations program, graduates are prepared to work regionally, nationally and internationally in any front of house food and beverage operation including:

- restaurants
- hotels
- lodges
- resorts
- catering companies

COURSES

Core

- ACCT 120 - Introductory Accounting
- COMM 040 - Communicating at Work
- COMP 050 - Computer Fundamentals
- HOSP 101 - Food & Beverage Service I
- HOSP 102 - Food & Beverage Service II



- MKTG 040 - Introduction to Marketing
- TOUR 151 - Public Relations/Customer Serv
- TOUR 257 - Events/Attractions Management

GENERAL STUDIES

Find your passion!

Explore courses from across academic and professional disciplines to include languages, literature, history, philosophy, science, business administration, tourism and more.

PROGRAM DESCRIPTION

The General Studies programs integrate general knowledge and intellectual skills with specific occupational or professional skills. They are designed for those who do not plan on pursuing a university degree and/or wish to develop an individualized program from a variety of programming areas at the College.

Students who wish to complete a university degree at a later time are encouraged either to limit their choices in the General Studies programs to courses in the School of Liberal Arts and School of Science or to pursue a Liberal Arts certificate or diploma.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

If students do not meet either admission requirement, they should explore entry options with a program advisor.

GRADUATION REQUIREMENTS

To graduate, students must:

- complete all core courses (ENGL 100 and ENGL 101)
- complete eight open electives (24 credits) for the certificate OR 18 open electives (54 credits) for the diploma
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's Course List tab on the program page at yukoncollege.yk.ca, select the course in question by clicking its link, and then click the **check the BC Transfer Options** link on the course's information page. For additional information, consult a Program Advisor.

COURSES

Core

- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature

Elective

- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- COMM 192 - Business Communications
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance
- CRIM 135 - Introduction to Canadian Law and Legal Institutions
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ENGL 203 - Introduction to the Novel
- ENGL 204 - Introduction to Science Fiction
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- FNST 140 - Preservation of Traditional Knowledge
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- HIST 140 - History of Yukon First Nations and Self-Government
- KINE 100 - Introduction to Human Physiology
- MATH 105 - Introductory Statistics
- MMC 110 - Theories of Communication
- MMC 111 - Image Editing Fundamentals
- MMC 112 - Web Design
- MMC 113 - Desktop Publishing/InDesign
- MMC 120 - Communicative Writing
- MMC 121 - Digital Video and Audio
- MMC 123 - Digital Illustration
- MMC 125 - Graphic Design
- NOST 101 - The Circumpolar World
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II
- PHIL 120 - Introduction to Ethics
- POLI 201 - Introduction to Political Thought



- POLI 241 - Introduction to International Relations
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- RELI 100 - World Religions I
- RELI 101 - World Religions II
- SOCI 100 - Introduction to Sociology
- SOCI 103 - Canadian Society
- SOCI 203 - Sociology of the Family
- SOCI 209 - Society, Technology and Values
- SOCI 227 - Research Methods in the Social Sciences
- SW 200 - Introduction to Social Work
- THEA 200 - Introduction to Acting I
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II

GEOLOGICAL TECHNOLOGY

Enjoy the beauty of Yukon and gain a career in the mining industry.

Yukon College's Geological Technology program provides a strong grasp of geology, geophysics and mineral exploration techniques that lead students to dynamic, well-paid geoscience careers.

PROGRAM DESCRIPTION

Geological technology programs in Canada have produced a class of highly-skilled workers whose knowledge base reflects an integral balance between classroom learning and practical skills.

The strong background in the physical sciences will enable students to succeed in an increasingly technical discipline, while the comprehensive introduction to field and laboratory techniques equips students with the practical skills needed to work efficiently in remote and industrial settings.

PROGRAM PATHWAYS AND DURATION

The full Geological Technology diploma program consists of 29 courses delivered over regular academic semesters, plus 3 block field courses taught outside of the normal semester schedule. There are both two-year and three-year pathways through the diploma program to help match students' timelines, schedules, and academic preparation.

- Standard Pathway (2-year completion; 4 semesters)
- Extended Pathway (3-year completion; 6 semesters)
- Extended Pathway with GeoTech Bridging Program (3-year completion, 6 semesters)



OBJECTIVES

To earn a diploma in Geological Technology, a student must complete 76.5 credits of programming. However, a student may elect to exit the program after completion of 39 credits with a certificate credential. The curriculum is thus divided into certificate and diploma components. The objectives of the Geological Technology certificate program are to provide students with:

- Training in fundamental geological disciplines with particular focus on fields most closely linked to the mining and mineral exploration industries.
- An introduction to the mining industry and the specific skills required to work in the mineral exploration and mining sectors.
- Standard health and safety training.
- Effective group management skills with a focus on strong oral and written communication.
- An understanding of the unique First Nations governance structure that exists in Yukon and its impact on the mineral resource industry.

The objectives of the Geological Technology diploma program are to build on the foundation delivered in the certificate year and provide students with:

- A background in the different types of mineral extraction (surface mining and underground mining), and an understanding of the advantages and challenges presented by each.
- An understanding of the different mineral deposit types and their characteristic geophysical, geochemical, and alteration signatures.
- The ability to work with datasets originating from exploration programs, mill testing, environmental monitoring, etc., and an understanding of how to use that data to inform future decision making.
- A comprehensive overview of the economic, regulatory and legal frameworks surrounding exploration and mining in Yukon and Canada.
- An introduction to the environmental impacts of the mining process, and practical skills in applying monitoring and remediation techniques during exploration, mining, and following mine closure.

ADMISSION REQUIREMENTS

Standard Pathway

- English 12, Math 11 (Principles or Pre-Calculus; minimum 65%), and Chemistry 11; OR
- Mature Student Status with acceptable scores on College Assessments for English and Math prerequisites, as well as Chemistry 11 (or equivalent); OR
- Yukon College prerequisite courses ENGL 060, MATH 050 (minimum B-), and CHEM 050, with computer studies and physics recommended.

Extended Pathway

- English 12, Math 11 (Principles or Pre-Calculus; minimum 65%), and Chemistry 11; OR
- Mature Student Status with acceptable scores on College Assessments for English and Math prerequisites, as well as Chemistry 11 (or equivalent); OR
- Yukon College prerequisite courses ENGL 060, MATH 050 (minimum B-), and CHEM 050, with computer studies and physics recommended.

Extended Pathway with GeoTech Bridging Program

- English 11, Math 10 (Principles or Pre-Calculus; minimum 65%), and Science 10; OR
- Mature Student Status with acceptable scores on College Assessments for English and Math prerequisites, as well as Science 10 (or equivalent); OR

Yukon College prerequisite courses ENGL 050, MATH 030 (minimum B-), and SCI 030, with computer studies and physics recommended. Students interested in applying to the GeoTech Bridging Program should identify the bridging program as their desired program of study (not Geological Technology) when applying for program admission.



GRADUATION REQUIREMENTS

Students must successfully complete all courses within the program. Successful completion of the certificate program is required for admission into the diploma year. An overall GPA of 2.00 is required to receive the Geological Technology certificate or diploma.

CAREER OPPORTUNITIES

The Geological Technology program at Yukon College prepares students for employment in the mineral exploration, mining and environmental geology fields. Graduates may work for employers such as:

- mineral exploration and mining companies
- environmental consulting firms
- consulting geology and engineering firms
- government and educational institutions

YUKON FIRST NATIONS CORE COMPETENCY

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COURSES

Core

- BUS 174 - Microcomputer Applications 3 - Microsoft Excel
- CHEM 110 - The Structure of Matter
- CHEM 110L - The Structure of Matter Lab
- COMM 193 - Introduction to Scientific & Technical Communication
- FAC 002 - Firearms Training-Unrestricted
- GEOG 250 - Introduction to Geographical Information Systems (GIS)
- GEOG 250L - Introduction to Geographical Information Systems (GIS) Lab
- GEOG 250T - Intro-Geograph Info System Tut
- GEOL 101 - Introductory Geology Field School
- GEOL 102 - Geomorphology
- GEOL 102L - Geomorphology Lab
- GEOL 103 - Exploration and Mine Safety
- GEOL 104 - Communication and Career Search
- GEOL 105 - Physical Geology
- GEOL 105L - Physical Geology Lab
- GEOL 110 - Mineralogy/Petrology
- GEOL 110L - Mineralogy/Petrology Lab
- GEOL 111 - Structural Geology
- GEOL 111L - Structural Geology Lab
- GEOL 112 - Mining Industry Overview
- GEOL 113 - Intermediate Geology Field School
- GEOL 201 - Ore Deposits
- GEOL 201L - Ore Deposits-Lab
- GEOL 202 - Mineral Economics, Mining Law and Sustainability
- GEOL 202L - Mine Econ, Law Sust Lab
- GEOL 203 - Underground and Surface Mining Methods
- GEOL 204 - Mining Computing



- GEOL 205 - Rock Mechanics
- GEOL 206 - Sedimentary Stratigraphy
- GEOL 206L - Sedimentary Stratigraphy-Lab
- GEOL 207 - Capstone Research Project
- GEOL 210 - Hydrogeology
- GEOL 210L - Intro to Hydrogeology Lab
- GEOL 211 - Geochemistry
- GEOL 211L - Geochemistry - Lab
- GEOL 213 - Introduction to Geophysics
- GEOL 213L - Intro to Geophysics-Lab
- GEOL 214 - Fundamentals of Surveying Field Course
- GEOL 215 - Mineral Processing
- GEOL 215L - Mineral Processing - Lab
- MATH 060 - Advanced Algebra and Trigonometry
- MATH 105 - Introductory Statistics
- SAFE 001 - Industrial Safety
- TDG 001 - Transportation of Dangerous Goods
- WFA 010 - Wilderness and Remote First Aid/CPR-C
- WHMS 001 - Workplace Hazardous Materials Information System

HEALTH CARE ASSISTANT

Be the face of the health care system.

The Health Care Assistant (HCA) program provides you with the skills to provide person-centered care to improve the daily life for your clients.

PROGRAM DESCRIPTION

The Health Care Assistant (HCA) program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line caregivers and respected members of the health care team in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, social and spiritual well-being of clients/residents.

The HCA program offers the theory and practice associated with providing personal care and support to individuals within the community and in residential facilities. Personal care and support includes:

- emotional support
- assistance with personal hygiene and other activities of daily living
- upkeep of home
- food preparation
- family care

Theory and practice are planned to prepare graduates to work as caring individuals who assist clients/residents to achieve maximum independence in daily living.

This program is founded on concepts of caring, safety, critical thinking and decision making, and professional approaches to practice. These provide the underpinnings for the knowledge and skills that learners gain within the program.



Some courses are shared with other programs in the College to increase options for students who wish to further their education. This multidisciplinary approach promotes readiness for employment in the community by developing the student's ability to function effectively within inter-professional teams.

Practical application of learning is basic to the program and students will be learning and working in the community throughout the program.

Classroom learning and sharing will prepare students for work experience, while work experience will enhance learning in the classroom.

DURATION

This certificate program consists of 14 courses (40 credits). The program runs late August through May with a short break in December.

GENERAL OUTCOMES

Upon completion of the HCA Program, graduates will be able to:

- Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual resident or client.
- Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual well-being of clients/residents and families.
- Provide care and assistance for clients/residents experiencing complex health challenges.
- Provide care and assistance for clients/residents experiencing cognitive and/or mental health challenges.
- Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.
- Communicate clearly, accurately and in sensitive ways with clients/residents and families within a variety of communities and facility contexts.
- Provide personal care and assistance in a safe, competent and organized manner.
- Recognize and respond to their own self-development, learning and health enhancement needs.
- Perform the care provider role in a reflective, responsible, accountable and professional manner.

ADMISSION REQUIREMENTS

- English 11 (min. 60%) and Math 10* (Application, Principles, or Foundations and Pre-Calculus) (min. 65%); OR
- Mature student status with acceptable scores on the College Assessments (writing, reading & math) or the GED test.

For the 2018-19 academic year, 6 seats will be reserved for qualified Yukon First Nation applicants. If you are a Yukon First Nation applicant, we invite you to disclose that information with our Admissions Office (admissions@yukoncollege.yk.ca or 867.668.8710) by June 1, 2018 (deadline to apply). Should these reserved seats remain unfilled by that date, they will be offered to other qualified applicants.

OTHER REQUIREMENTS

It is advantageous to have basic computing skill as this is a program expectation. The College will not assess this for entry into the HCA program.

ALSO

- current Standard First Aid/CPR Level C
- current Foodsafe Level 1 certificate
- current immunization
- current acceptable Criminal Records Check



Students are required to:

- Have appropriate working apparel.
- Provide their own transportation to and from work experiences

The work of a health care assistant requires physical and emotional readiness. Students need to be able to:

- Maintain effective communication with patients and staff.
- Provide personal care.
- Lift and move residents.
- Work with a variety of equipment.
- Spend long periods of time on their feet while engaged in physically active work.
- Be prepared to work day, evening and night shifts.

As well, they may be exposed to diseases in the course of work with patients in long-term care and in the community. Working with people requires that a student is able to remain effective in stressful situations.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

- Transfer/Equivalency/Accreditation not yet formalized.
- The Health Care Assistant program uses British Columbia's licensed curriculum.
- Some courses are cored with other Yukon College programs.

CAREER OPPORTUNITIES

Upon completion of the program, graduates are prepared to work in any level of continuing care, including:

- home support
- adult day care
- assisted living and complex care (including special care units)

COURSES

Core

- HCA 122 - Healing 1C - Common Health Challenges
- ECD 215 - Interpersonal Communication Skills
- HCA 100 - Health and Healing A - Concepts for Practice
- HCA 101 - Health and Healing B - Concepts for Practice
- HCA 102 - Introduction to Practice
- HCA 111 - Health 2 - Lifestyle and Choices
- HCA 120 - Healing 1A - Common Health Challenges
- HCA 121 - Healing 1B - Common Health Challenges
- HCA 130 - Healing 2A - Cognitive or Mental Challenges
- HCA 131 - Healing 2B - Cognitive or Mental Challenges
- HCA 140 - Healing 3A - Personal Care and Assistance
- HCA 141 - Healing 3B - Personal Care and Assistance
- HCA 150 - Practicum - Home Care and Assisted Living
- HCA 160 - Practicum: Multi-level, Complex and Dementia



HERITAGE AND CULTURE

Learn from the past to inform the future.

An effective heritage department can be a tremendous asset to an Indigenous government. Become a member of these teams, and help root the entire government in its past so it can use that knowledge to inform its future.

PROGRAM DESCRIPTION

Combining theory and practice, the Heritage and Culture certificate (HCC) prepares students for work in the heritage and culture management field, with a specific focus on Yukon First Nations heritage and culture management.

Topics covered in the HCC include:

- Yukon First Nations history
- public administration
- archives and collections management
- preservation of traditional knowledge
- language and culture
- anthropology

Students develop a foundation of professional ethics and values, self-awareness and critical thinking, and an understanding of heritage issues within their communities.

The HCC is available to students in the communities through distance-learning technologies.

ADMISSION REQUIREMENTS

- High School graduation with English 12; OR
- Mature student status with eligibility to take ENGL 060; OR
- Acceptance into a post-secondary program comparable to HCC; OR
- Mature student status with acceptable scores on Yukon College assessments, the GED® or the Language Proficiency Index (LPI) test; OR
- Five years of manager-level work experience with four to five writing samples (eligibility assessment to be conducted by Liberal Arts faculty).

If students do not meet any of these admissions requirements, they should explore other entry options with the HCC Coordinator (867.668.8879).

HERITAGE AND CULTURE ACCESS PATHWAYS

Students who do not meet HCC admissions requirements can also explore Heritage and Culture access pathways--packages of access-level coursework leading to the HCC program--with the Chair of Liberal Arts (867.668.8770).

GRADUATION REQUIREMENTS

To graduate students must:

- complete all core courses
- complete two open electives (6 credits)
- maintain a cumulative GPA of 2.0 (C average)
- complete at least 50% of the coursework at Yukon College



YUKON FIRST NATIONS CORE COMPETENCY

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TRANSFERABILITY

HCC courses are transferable to institutions affiliated with the British Columbia Council on Admissions and Transfer (BCCAT) at www.bctransferguide.ca, although the transfer credit granted by BCCAT affiliates varies; the transferability of ANTH 144 is currently pending.

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. Note: FNGA 100 is stored as EDP 100 in the BCCAT system.

For additional information, consult a Program Advisor.

COURSES

Core

- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 144 - Heritage and Culture Field School
- ARCV 140 - Archives and Collections Management
- ENGL 100 - Academic Writing and Critical Thinking
- FNST 140 - Preservation of Traditional Knowledge
- HIST 140 - History of Yukon First Nations and Self-Government
- LANG 140 - Language and Culture Preservation
- PADM 140 - Heritage and Culture Administration

Elective

- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- ENGL 101 - Introduction to the Study of Literature
- FNGA 100 - Introduction to First Nations Governance and Public Administration
- NOST 101 - The Circumpolar World
- PSYC 101 - Introduction to Psychology II

LIBERAL ARTS

Wanted: Open minds with bright futures.

Yukon College's Liberal Arts program provides a foundation to a variety of social science and humanities disciplines that offers a range of career opportunities for you to explore.

PROGRAM DESCRIPTION

The Liberal Arts programs are designed for students wishing to transfer to a university degree or related program such as:

- Education
- Social Work
- Communications



- Public Policy and Research
- Educational or Clinical Psychology
- Social Services
- Environmental Policy and Management
- Recreation
- Tourism

Both Liberal Arts programs reflect the belief that degree-bound students ought to acquire solid critical thinking, research and communication skills through introductory study in a variety of social science and humanities disciplines. They also present an ideal opportunity for continuing education or for exploring various educational and career paths.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

If students do not meet either admission requirement, they should explore entry options with a Program Advisor.

GRADUATION REQUIREMENTS

To graduate, students must:

- complete all core courses
- complete two social-science electives (6 credits)
- complete two lab-science electives (6 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)
- complete four open electives (12 credits) for the certificate OR eight open electives (24 credits) for the diploma

Diploma students must also:

- complete two 200-level English literature (ENGL) electives (6 credits)
- complete four 200-level electives (12 credits)

NOTE: While not a requirement, study of a second language is encouraged so students meet the second-language requirements of many universities.

NOTE: Certificate students may take up to six credits, diploma students up to twelve credits, from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. For additional information, consult a Program Advisor.

COURSES

Core

- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- Elective



- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 144 - Heritage and Culture Field School
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- ANTH 312 - The Anthropology of the State - Past, Present, Future
- ARCV 140 - Archives and Collections Management
- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- BIOL 101 - Principles of Biology I
- BIOL 102 - Principles of Biology II
- BIOL 210 - Introduction to Northern Botany
- BIOL 225 - Ornithology - Introduction to the Biology of Birds
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleocology
- CHEM 110 - The Structure of Matter
- CHEM 111 - Chemical Energetics and Dynamics
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance
- CRIM 131 - Introduction to the Canadian Criminal Justice System
- CRIM 135 - Introduction to Canadian Law and Legal Institutions
- CRIM 210 - Law, Youth and Young Offenders
- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- CRIM 230 - Introduction to Substantive Criminal Law
- CRIM 241 - Intro to Corrections
- CRIM 251 - Introduction to Law Enforcement
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ECON 100 - Introduction to Microeconomics
- ECON 101 - Introduction to Macroeconomics
- ENGL 203 - Introduction to the Novel
- ENGL 204 - Introduction to Science Fiction
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- ENVS 100 - Introduction to Environmental Science I
- ENVS 101 - Introduction to Environmental Science II
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- ENVS 223 - Principles and Practices of Heritage Interpretation
- ENVS 225 - Environmental Change and Fish and Wildlife Health
- ENVS 226 - Environmental Change and Community Health
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 101 - Introduction to Physical Geography I



- GEOG 102 - Introduction to Physical Geography II
- GEOG 220 - The Circumpolar North
- GEOG 290 - Climate Change and the Circumpolar World
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- HIST 140 - History of Yukon First Nations and Self-Government
- KINE 100 - Introduction to Human Physiology
- LANG 140 - Language and Culture Preservation
- LANG 240 - Language Activism
- MATH 100 - Single Variable Calculus I
- MATH 105 - Introductory Statistics
- NOST 101 - The Circumpolar World
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North
- NOST 229 - Special Topics in Northern Studies
- NOST 324 - Contemporary Issues in the Circumpolar World I
- NOST 325 - Contemporary Issues in the Circumpolar World II
- NOST 326 - Lands and Environments of the Circumpolar North I
- NOST 327 - Lands and Environments of the Circumpolar World II
- NOST 328 - Peoples and Cultures of the Circumpolar North I
- NOST 329 - Peoples and Cultures of the Circumpolar North II
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II
- PHIL 120 - Introduction to Ethics
- PHYS 101 - Elementary Physics I
- PHYS 102 - Elementary Physics II
- POLI 201 - Introduction to Political Thought
- POLI 222 - Northern Resources and Environmental Law
- POLI 241 - Introduction to International Relations
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- PSYC 201 - Research Methods in Psychology
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- PSYC 206 - Human Growth and Lifespan Development
- RELI 100 - World Religions I
- RELI 101 - World Religions II
- SOCI 100 - Introduction to Sociology
- SOCI 103 - Canadian Society
- SOCI 104 - Social Problems
- SOCI 203 - Sociology of the Family
- SOCI 209 - Society, Technology and Values
- SOCI 227 - Research Methods in the Social Sciences



- SW 200 - Introduction to Social Work
- THEA 200 - Introduction to Acting I
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II

MULTIMEDIA COMMUNICATION

Gain detailed knowledge of industry-standard multimedia design software and tools.

The Certificate in Multimedia Communication will give you the skill set to create compelling text, imagery, sound and moving images in order to target and engage various audiences.

PROGRAM DESCRIPTION

Open up the world of media, design and communication. In Multimedia Communication, students will strengthen communication skills while building a strong foundation in design and software literacy. Learn to use a variety of industry standard creative software (Adobe Creative Cloud and others) to effectively engage an audience. Whether students are just entering the field or wanting to enhance existing professional skills, this program has something for everyone.

ADMISSION REQUIREMENTS

- ENGL 11 (min. 65%) or ENGL 050 with a min. B-.
- Mature student status with acceptable scores on College Assessments or the GED® test.
- Part-time students not fully meeting the above criteria may be admitted to courses but must maintain a cumulative GPA of 2.0 (C average) to continue in the program.

NOTE: Full-time students are expected to have basic computer skills prior to enrollment, and students generally should be aware that the Multimedia Communication program is run on Apple's operating system.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

COURSES

Core

- COMM 192 - Business Communications
- MMC 110 - Theories of Communication
- MMC 111 - Image Editing Fundamentals
- MMC 112 - Web Design
- MMC 113 - Desktop Publishing/InDesign
- MMC 120 - Communicative Writing
- MMC 121 - Digital Video and Audio
- MMC 123 - Digital Illustration
- MMC 124 - Capstone Project
- MMC 125 - Graphic Design



NATIVE LANGUAGE INSTRUCTOR

This program covers topics such as language structure, second language teaching methods, and professionalism and class management, and promotes language teaching by using demonstrations, practice sessions, role playing, group discussion and other activities.

PROGRAM DESCRIPTION

The Yukon Native Language Centre (YNLC) offers training and certification for Yukon Aboriginal Language Teachers. YNLC staff and Elders have developed and now teach the certificate and diploma program for native language instructors at Yukon College.

Three courses - Language Structure, Second Language Teaching Methods, and Professionalism and Class Management - are taught at Yukon College for one week during each term. The literacy course is offered for one week in either term and the practicum takes place in the student's own classroom throughout both terms.

Regular attendance is important in order to succeed in this program. Students must be committed to teaching a language and must also enjoy working with children and young adults.

Instructional format classes taught by centre staff typically include:

- demonstrations
- practice sessions
- role playing
- group discussions
- audio-visual presentations
- observation periods
- in-class activities, and assignments

The YNLC is administered by the Council of Yukon First Nations (CYFN) with funds provided by the Yukon Government. The certificate is conferred by Yukon College.

DURATION

- Certificate - three years.
- Diploma - While the diploma may in theory be completed in one year of intensive work at the Centre, most students will require at least two years of combined teaching and study to complete this program.

DIRECTED STUDY

In addition to the certificate and diploma programs, the YNLC offers directed study and training in specific areas relating to all aspects of language and program development including:

- literacy training
- orthography design
- curriculum development and research methods useful in the documentation of place names and personal names

Individuals and groups requiring specific assistance in these and related areas may contact the centre for more information.

ADMISSION REQUIREMENTS

This program is offered through the Yukon Native Language Centre (YNLC).

Applicants must contact the YNLC directly for all information, including fees.

t. 867.668.8820, Toll Free 877.414.9652, galarick@ynlc.ca, f. 867.668.8825



YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

Courses in most areas of the program are transferrable to the University of Alaska and to the College of New Caledonia in Prince George, BC.

CAREER OPPORTUNITIES

Native language programs operating within the public school system or within First Nations require both full-time and part-time instructors, as well as persons who can act as substitutes and assistants in the programs. The need for professionally trained instructors is on-going. Graduates of this program serve as teachers in many communities of Yukon, British Columbia, Northwest Territories and Alaska.

COURSES

Core

- CC 291 - Computers in Curriculum
- CC 292 - Computers in Curriculum
- IP 241 - Independent Project
- LIT 271 - Literacy
- LIT 272 - Literacy
- PRAC 281 - Practicum
- PRAC 282 - Practicum
- SLTM 251 - Second Lang Teaching Methods
- SLTM 252 - Second Lang Teaching Methods

NORTHERN ENVIRONMENTAL AND CONSERVATION SCIENCES

Contribute to the conservation and sustainability of northern resources and communities.

The Northern Environmental and Conservation Sciences (ENCS) program integrates natural and social sciences to investigate the unique ecosystem and cultural issues of the North.

PROGRAM DESCRIPTION

In collaboration with the University of Alberta (U of A), Yukon College (YC) offers years three and four of a Bachelor of Science (B.Sc.) degree in Northern Environmental and Conservation Sciences (ENCS), with a major in Northern Systems.

The ENCS curriculum offered at YC integrates natural and social sciences as related to issues such as:

- wildlife conservation
- land use
- resource management under modern treaties
- energy
- global climate change
- northern and aboriginal studies,
- local environmental, economic and social context



The program provides students with the knowledge and skills to understand environmental conditions and evaluate impacts on plants, soils, water and animals. The structure and function of ecosystems are explored as students learn to develop, assess and implement conservation and restoration measures for natural and managed ecosystems.

PROGRAM DELIVERY

- Coursework is completed at YC, taught by U of A and YC faculty.
- Students may also choose to spend some of their third or fourth years taking courses at the U of A campus in Edmonton.
- Students from Edmonton may also complete part of their program in Whitehorse.

ADMISSION REQUIREMENTS

Students complete up to two years (60 credits) of transferable coursework in a science-based diploma program at Yukon College (such as Northern Science-ENCS Stream, or Renewable Resources Management) or at another institution before applying to transfer into the University of Alberta B.Sc. ENCS program for years three and four.

Students planning to apply to transfer to the ENCS program from a diploma program at Yukon College should complete a minimum of 24 credits (8 courses) from the core and/or elective courses listed in the *Recommended courses for first and second year students interested in the BSc/ENCS* document found under the program listing at yukoncollege.yk.ca.

Students applying from other post-secondary institutions should contact the [ENCS Program Advisor](#) about transfer credit options.

Students must also meet the entrance requirements of the Faculty of Agricultural, Life, and Environmental Sciences at the University of Alberta, including:

- minimum admission GPA of 2.3
- Biology 12
- Chemistry 12
- either Principles of Math 12 or Pre-calculus 12, or equivalents

APPLYING

Application deadlines: **March 1st** for September admission; **November 15th** for January admission

To apply for admission:

- Contact an ENCS Program Advisor at ualberta@yukoncollege.yk.ca to discuss your program options.
- Download and complete the application form at www.yukoncollege.yk.ca/sites/default/files/inline-files/application-for-admission-ugrad-English.pdf. In Section Two: Academic Programs, Faculty should be entered as "Agricultural, Life, and Environmental Sciences", Program as "Environmental and Conservation Sciences", and Major as "Northern Systems". Send the application form to Dr. Kathryn Aitken, ENCS program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4
- Have official copies of post-secondary and high school transcripts mailed to Dr. Kathryn Aitken, ENCS program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4. NOTE: If you are, or have been, a Yukon College student, and have official transcripts on file with the College, we may be able to use those for the application process. Talk to an ENCS Program Advisor at ualberta@yukoncollege.yk.ca to find out if this is an option for you.

U of Alberta application fees apply.

Once admitted, students must meet with a ENCS Program Advisor at YC to select courses. Contact the ENCS Program Advisor at ualberta@yukoncollege.yk.ca to make an appointment.

OTHER REQUIREMENTS

While enrolled in the B.Sc. Northern ENCS program, students will maintain dual registration at U of A and YC.

Tuition, mandatory course instructional support fees, and non-instructional student fees will be assessed in accordance with the policies of the University of Alberta. Student fees will be assessed in accordance with the policies of Yukon College.



GRADUATION REQUIREMENTS

To receive a B.Sc. Northern ENCS degree students must:

- Complete all course requirements of the B.Sc. Northern ENCS program, including a minimum of 60 approved credits of U of A coursework offered at YC or at the U of A campus in Edmonton.
- Achieve a minimum GPA of 2.0 in their last 60 credits of U of A coursework.
- Meet all other relevant academic standing and graduation requirements of the U of A.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

CAREER OPPORTUNITIES

Graduates of the ENCS program are prepared for a variety of career options in both the public and private sectors.

Examples of employment opportunities include:

- wildlife biologist
- First Nations resource manager
- park warden
- traditional land use advisor
- environmental policy analyst
- environmental educator

Students may also continue on to graduate studies.

COURSES

Core

- ALES 204 - Professional Communication
- ALES 291A - Mathematics for the Life Sciences
- ALES 391 - Critical Thinking and Communications in Science
- AREC 365 - Natural Resource and Environmental Economics
- NS 200 - Aboriginal Canada
- NS 390 - Research Methods in Native Studies
- NS 435 - Management of Aboriginal Natural Resources
- PLSC 221 - Introduction to Plant Science
- PLSC 221L - Intro to Plant Science Lab
- RENR 201 - Intro Geomatic Techniques
- RENR 201L - Geomatic Techniques Lab
- RENR 201T - Geomatic Techniques Tutorial
- RENR 205 - Wildlife Diversity and Ecology
- RENR 210 - Introduction to Soil Science and Soil Resources
- RENR 210L - Introduction to Soil Science and Resources - Lab
- RENR 260 - History and Fundamentals of Environmental Protection and Conservation
- RENR 301 - Special Topics in Renewable Resources
- RENR 307 - Environmental Assessment Principles and Methods
- RENR 350 - Physical Hydrology
- RENR 350L - Physical Hydrology Lab



- RENR 364 - Principles of Managing Natural Diversity
- RENR 365 - Ecology of Northern Landscapes
- RENR 376 - Wildlife Ecology and Management
- RENR 376L - Wildlife Ecology and Management Lab
- RENR 401K - Science Policy and the Canadian North
- RENR 463 - Biological Adaptations to Northern Environments
- RENR 466 - Climate Change and the Circumpolar World
- RENR 473 - Topics in Northern Resource Management
- RENR 480 - Experimental Design and Data Analysis in Environmental Sciences
- RENR 480L - Experimental Design and Data Analysis for Environmental Sciences Lab
- RENR 491 - Land use Planning in Canada's North
- RSOC 375 - Public Participation and Conflict Resolution

Core, Elective

- RENR 401 - Special Topics in Renewable Resources

Elective

- ENCS 352 - Natural Resources and Environmental Law
- RENR 401B - Ornithology
- RENR 401H - Beringia: Environment and Paleoecology
- RENR 401I - Evolution and Ecology of Northern Mammals
- RENR 465 - Northern Exposures Field School
- RENR 468 - Management and Conservation of Genetic Resources

NORTHERN FIRST NATIONS STUDIES

Learn about the history, cultures and accomplishments, as well as the social, political and national concerns of First Nations and other Indigenous peoples of Yukon, the Canadian North and the circumpolar world.

PROGRAM DESCRIPTION

Northern First Nations Studies is an interdisciplinary program in which students learn about the history, cultures and accomplishments, as well as the social, political and national concerns of First Nations and other Indigenous peoples of the Yukon, the Canadian North and the Circumpolar World.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

If students do not meet either admission requirement, they should explore entry options with a program advisor.

GRADUATION REQUIREMENTS

To graduate, students must complete 60 credits, including:

- Two Liberal Arts core courses (6 credits)
- Two NFNS core courses (6 credits)
- Two Northern Studies core courses (6 credits)
- One First Nations Studies (FNST) I elective (3 credits)
- One FNST II electives (6 credits)



- Two FNST III electives (6 credits)
- Two lab-science electives (6 credits)
- One social-science elective (3 credits)
- Six open electives (18 credits)

NOTE: Students must complete six courses (18 credits) at the 200 level or above, undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).

NOTE: Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: The six open electives specified above may be filled with courses in the FNST I, II and III electives categories, provided all other requirements are already met.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. For additional information, consult a Program Advisor.

COURSES

Core

- ANTH 140 - Introduction to the Fields of Anthropology
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North

Elective

- ANTH 101 - Biological and Forensic Anthropology
- ANTH 144 - Heritage and Culture Field School
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- ANTH 225 - Field Methods in Subarctic Ethnography and Archaeology
- ANTH 226 - Analytical Methods in Archaeology and Ethnography
- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- BIOL 101 - Principles of Biology I
- BIOL 102 - Principles of Biology II
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoecology
- CHEM 111 - Chemical Energetics and Dynamics
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance
- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- CRIM 241 - Intro to Corrections



- ENGL 203 - Introduction to the Novel
- ENGL 204 - Introduction to Science Fiction
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- ENVS 100 - Introduction to Environmental Science I
- ENVS 101 - Introduction to Environmental Science II
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- ENVS 223 - Principles and Practices of Heritage Interpretation
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 101 - Introduction to Physical Geography I
- GEOG 102 - Introduction to Physical Geography II
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- HIST 140 - History of Yukon First Nations and Self-Government
- LANG 140 - Language and Culture Preservation
- NOST 101 - The Circumpolar World
- NOST 324 - Contemporary Issues in the Circumpolar World I
- NOST 325 - Contemporary Issues in the Circumpolar World II
- NOST 328 - Peoples and Cultures of the Circumpolar North I
- NOST 329 - Peoples and Cultures of the Circumpolar North II
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II
- PHIL 120 - Introduction to Ethics
- POLI 201 - Introduction to Political Thought
- POLI 241 - Introduction to International Relations
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- RELI 101 - World Religions II
- SOCI 100 - Introduction to Sociology
- SOCI 103 - Canadian Society
- SOCI 203 - Sociology of the Family
- SOCI 209 - Society, Technology and Values
- SOCI 227 - Research Methods in the Social Sciences
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II



NORTHERN JUSTICE AND CRIMINOLOGY

Criminology with a northern flavour.

Study crime, criminal behaviour and social reactions to crime with a northern and regional perspective that better reflects the Yukon and issues unique to the North.

PROGRAM DESCRIPTION

Criminology is the multidisciplinary study of crime, criminal behaviour, and social reactions to crime and criminal behaviour.

The *northern justice* emphasis of criminology means that southern-based criminology courses are "northernized" and "regionalized" through integration of relevant course content and the assignment of coursework to better reflect the environment in which northerners live, work and study.

The certificate option is designed for those students who do not intend to transfer directly to a Bachelor of Arts (Criminology) degree program but are interested in taking criminology courses to increase their knowledge of this field of study.

The diploma is fashioned to meet the Yukon College Northern Studies requirements as well as the first- and second-year university transfer requirements to a Bachelor of Arts (Criminology) degree program at major Canadian universities.

The program presents an ideal continuing education opportunity and is useful for those seeking entry-level employment in justice related fields.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 and Math 11 (Foundations, or Pre-Calculus); OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

Students wishing to pursue the Diploma in Northern Justice and Criminology must also fulfill the pre-requisite requirement for:

- Math 105: Introductory Statistics
- Math 105 Prerequisite(s): MATH 11 (Applications, Principles, Foundations or Pre-calculus MATH 11 or Yukon College's Math 050
- Math 130 is also strongly recommended for students taking Math 105

If students do not meet either admission requirement, they should explore entry options with a Program Advisor.

GRADUATION REQUIREMENTS

To graduate with a certificate students must complete 30 credits, including:

- Two Liberal Arts core courses (6 credits)
- Two social-science electives (6 credits)
- Three CRIM required courses (9 credits)
- One 200-level Criminology (CRIM) elective (3 credits)
- Two Liberal Arts elective (6 credits)

NOTE: Students must undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).

Diploma students must complete 60 credits, including certificate requirements and the following:

- Seven advanced core courses (21 credits)
- Two Northern Studies (NOST) core courses (6 credits)
- One open elective (3 credits)

NOTE: Students must complete six courses (18 credits) at the 200 level or above, undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).



NOTE: Students may take CRIM courses as open electives, provided all other requirements have been met.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. For additional information, consult a Program Advisor.

COURSES

Core

- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance
- CRIM 131 - Introduction to the Canadian Criminal Justice System
- CRIM 135 - Introduction to Canadian Law and Legal Institutions
- CRIM 230 - Introduction to Substantive Criminal Law
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- MATH 105 - Introductory Statistics
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North
- PHIL 120 - Introduction to Ethics
- POLI 201 - Introduction to Political Thought
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- SOCI 100 - Introduction to Sociology
- SOCI 227 - Research Methods in the Social Sciences

Elective

- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- ANTH 225 - Field Methods in Subarctic Ethnography and Archaeology
- CRIM 210 - Law, Youth and Young Offenders
- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- CRIM 241 - Intro to Corrections
- CRIM 251 - Introduction to Law Enforcement
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ENGL 203 - Introduction to the Novel
- ENGL 204 - Introduction to Science Fiction



- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- FNST 140 - Preservation of Traditional Knowledge
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- RELI 101 - World Religions II
- SOCI 203 - Sociology of the Family
- SOCI 209 - Society, Technology and Values
- SW 200 - Introduction to Social Work
- THEA 200 - Introduction to Acting I
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II

NORTHERN OUTDOOR AND ENVIRONMENTAL STUDIES

Learn and explore northern environmental issues.

Examine and experience a variety of environmental issues of northern concern, including resource depletion, wilderness fragmentation, biodiversity loss, pollution and climate change.

PROGRAM DESCRIPTION

Northern Outdoor and Environmental Studies is a multidisciplinary exploration of contemporary environmental issues and human-environment relationships, with particular emphasis on northern systems.

Drawing upon the natural and social sciences, humanities and the arts, and integrating experiential learning opportunities to bridge classroom, community and Yukon wilderness, the program critically examines a variety of environmental issues of northern concern, including:

- resource depletion
- wilderness fragmentation
- loss of biodiversity
- pollution
- climate change

The complex nature of environmental subject matter is addressed through ecological, socio-cultural, political, economic and philosophical inquiry.



The program is sufficiently broad to be of interest to students seeking vocational opportunities after completing their studies at Yukon College or preparing for transfer to a university degree program.

It also presents a continuing education opportunity for individuals currently employed in fields such as education, environmental policy or management, recreation and tourism.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

If students do not meet either admission requirement, they should explore entry options with a Program Advisor.

GRADUATION REQUIREMENTS

To graduate, students must complete 60 credits, including:

- Two Liberal Arts core courses (6 credits)
- Two Environmental Studies (ENVS) core courses (6 credits)
- Two Northern Studies (NOST) core courses (6 credits)
- Two lab-science electives (6 credits)
- Two social-science electives (6 credits)
- Six Northern Studies (NOST) electives (18 credits)
- Four open electives (12 credits)

NOTE: Students must complete six courses (18 credits) at the 200 level or above, undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).

NOTE: NOST core courses, ENVS cores courses and NOST electives may be used as open electives provided all other requirements have been met. Course selection should be done in consultation with a Program Advisor.

NOTE: To concentrate lab sciences, students can take an additional two lab-science electives instead of the required two social-science electives.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. For additional information, consult a Program Advisor.

COURSES

- RRMT 137 - Technical Skills and Practices

Core

- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North

Core, Elective

- ENVS 200 - Environmental Perspectives



- ENVS 201 - Environmental Ethics
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II

Elective

- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 144 - Heritage and Culture Field School
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- ANTH 225 - Field Methods in Subarctic Ethnography and Archaeology
- ANTH 226 - Analytical Methods in Archaeology and Ethnography
- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- BIOL 220 - Ecology
- BIOL 230 - Conservation Biology
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleocology
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance
- CRIM 131 - Introduction to the Canadian Criminal Justice System
- CRIM 135 - Introduction to Canadian Law and Legal Institutions
- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- CRIM 241 - Intro to Corrections
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ECON 100 - Introduction to Microeconomics
- ECON 101 - Introduction to Macroeconomics
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- ENVS 100 - Introduction to Environmental Science I
- ENVS 101 - Introduction to Environmental Science II
- ENVS 223 - Principles and Practices of Heritage Interpretation
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 290 - Climate Change and the Circumpolar World
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- HIST 140 - History of Yukon First Nations and Self-Government
- LANG 140 - Language and Culture Preservation
- MATH 105 - Introductory Statistics
- NOST 101 - The Circumpolar World



- NOST 324 - Contemporary Issues in the Circumpolar World I
- NOST 325 - Contemporary Issues in the Circumpolar World II
- NOST 326 - Lands and Environments of the Circumpolar North I
- NOST 327 - Lands and Environments of the Circumpolar World II
- NOST 328 - Peoples and Cultures of the Circumpolar North I
- NOST 329 - Peoples and Cultures of the Circumpolar North II
- PHIL 120 - Introduction to Ethics
- POLI 201 - Introduction to Political Thought
- POLI 222 - Northern Resources and Environmental Law
- POLI 241 - Introduction to International Relations
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- RELI 100 - World Religions I
- RELI 101 - World Religions II
- RRMT 121 - Northern Field Biology
- RRMT 238 - Environmental Protection and Impact Assessment
- SOCI 100 - Introduction to Sociology
- SOCI 103 - Canadian Society
- SOCI 203 - Sociology of the Family
- SOCI 209 - Society, Technology and Values
- SOCI 227 - Research Methods in the Social Sciences
- SW 200 - Introduction to Social Work
- THEA 200 - Introduction to Acting I
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II

NORTHERN SCIENCE

Gain the skills needed for a science career in the North.

The Diploma of Northern Science offers a variety of courses enabling students to concentrate on particular fields of study or build a base for a general science program with a strong northern focus.

PROGRAM DESCRIPTION

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Diploma of Northern Science is designed for those who wish either to enter a scientific profession or to work in the North at the technical level.



A wide choice of electives enables students to concentrate on a particular field of study or to construct a general science program with a strong northern focus.

In the first year, students have two options:

- Complete the Yukon College Certificate of Science (or equivalent) **OR**
- Complete a first-year program comprised of Chemistry, English and selected electives.

Building on this base, in their second year, students take the Northern Studies Core as well as northern-oriented science electives and develop practical expertise by attending the Northern Studies Field Camp.

SUGGESTED COURSE SCHEDULE

Year one - Fall

CHEM 110, ENGL 100, Science elective, Science elective, Elective

Year one - Winter

CHEM 111, ENGL 101, MATH 105, Science elective, Science elective

Year two - Fall

NOST 215, NOST Core Course, Science Elective (200-level), Science Elective (200-level), Elective

Year two - Winter

NOST Core Course, Science Elective (200-level), Science Elective (200-level), Science Elective, Elective

ADMISSION REQUIREMENTS

To be eligible for admission students must satisfy the prerequisites for any two of the required courses in the program, such as English 12 or Math 11 (Principles, Foundations, or Precalculus) or Chemistry 11.

GRADUATION REQUIREMENTS

The Diploma of Northern Science is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits) in the sciences.

To graduate, students must pass all the required courses, and:

- complete 50% of the course work at Yukon College
- maintain a 2.00 cumulative GPA (C average) across all courses

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

Science courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

CAREER OPPORTUNITIES

The Diploma of Northern Science prepares students for studies towards a degree at another institution.

The program also presents an ideal continuing education opportunity and is useful for those professionals seeking a northern specialization in their respective fields.

COURSES

Core

- CHEM 110 - The Structure of Matter
- CHEM 110L - The Structure of Matter Lab
- CHEM 111 - Chemical Energetics and Dynamics
- CHEM 111L - Chemical Energetics and Dynamics Lab
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- MATH 105 - Introductory Statistics
- NOST 215 - Northern Studies Field Methods

Elective

- BIOL 101 - Principles of Biology I
- BIOL 101L - Principles of Biology I Lab
- BIOL 102 - Principles of Biology II
- BIOL 102L - Principles of Biology II Lab
- BIOL 201 - Cell Biology
- BIOL 201L - Cell Biology - Lab
- BIOL 202 - Genetics
- BIOL 202L - Genetics - Lab
- BIOL 210 - Introduction to Northern Botany
- BIOL 210L - Introduction to Northern Botany Lab
- BIOL 220 - Ecology
- BIOL 220L - Ecology Lab
- BIOL 225 - Ornithology - Introduction to the Biology of Birds
- BIOL 230 - Conservation Biology
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoecology
- CHEM 210 - Organic Chemistry I
- CHEM 210L - Organic Chemistry I - Lab
- CHEM 211 - Organic Chemistry II
- CHEM 211L - Organic Chemistry II - Lab
- COMM 193 - Introduction to Scientific & Technical Communication
- ENVS 100 - Introduction to Environmental Science I
- ENVS 100L - Environmental Science I Lab
- ENVS 101 - Introduction to Environmental Science II
- ENVS 101L - Environmental Science II Lab
- ENVS 225 - Environmental Change and Fish and Wildlife Health
- ENVS 226 - Environmental Change and Community Health
- ENVS 227 - Yukon Source Water Protection and Watershed Stewardship
- GEOG 101 - Introduction to Physical Geography I
- GEOG 101L - Introduction to Physical Geography I Lab
- GEOG 102 - Introduction to Physical Geography II
- GEOG 102L - Physical Geography II Lab
- GEOG 250 - Introduction to Geographical Information Systems (GIS)
- GEOG 250L - Introduction to Geographical Information Systems (GIS) Lab
- GEOG 290 - Climate Change and the Circumpolar World
- GEOL 102 - Geomorphology



- GEOL 102L - Geomorphology Lab
- GEOL 105 - Physical Geology
- GEOL 105L - Physical Geology Lab
- GEOL 110 - Mineralogy/Petrology
- GEOL 110L - Mineralogy/Petrology Lab
- GEOL 111 - Structural Geology
- GEOL 111L - Structural Geology Lab
- GEOL 201 - Ore Deposits
- GEOL 202 - Mineral Economics, Mining Law and Sustainability
- GEOL 203 - Underground and Surface Mining Methods
- GEOL 205 - Rock Mechanics
- GEOL 206 - Sedimentary Stratigraphy
- GEOL 210 - Hydrogeology
- GEOL 211 - Geochemistry
- GEOL 213 - Introduction to Geophysics
- GEOL 214 - Fundamentals of Surveying Field Course
- GEOL 215 - Mineral Processing
- KINE 100 - Introduction to Human Physiology
- MATH 100 - Single Variable Calculus I
- MATH 101 - Single Variable Calculus II
- MATH 120 - Mathematics for the Life Sciences
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North
- NOST 326 - Lands and Environments of the Circumpolar North I
- NOST 327 - Lands and Environments of the Circumpolar World II
- NSCI 201 - Research Skills and Proposal Writing
- NSCI 202 - Data Collection, Analysis and Reporting
- PHYS 101 - Elementary Physics I
- PHYS 101L - Elementary Physics I Lab
- PHYS 102 - Elementary Physics II
- PHYS 102L - Elementary Physics II Lab
- RRMT 239 - Freshwater Ecosystems and Hydrology
- RRMT 239L - Freshwater Ecosystems and Hydrology Lab
- SOIL 210 - Introduction to Soil Science and Resources
- SOIL 210L - Introduction to Soil Science and Resources - Lab



NORTHERN SCIENCE (ENVIRONMENTAL AND CONSERVATION SCIENCES STREAM)

Contribute to a sustainable and resilient North.

Merge natural and social sciences to gain a foundation for exploring conservation and sustainability challenges in northern regions.

PROGRAM DESCRIPTION

The Northern Science diploma, ENCS stream, prepares students for transfer to the Bachelor of Science in Northern Environmental and Conservation Sciences (ENCS) program, offered at Yukon College in partnership with the University of Alberta. The diploma program provides two years of university transferable courses that fulfill the requirements to enter the third year of the ENCS program with a Major in Northern Systems.

The Diploma of Northern Science, ENCS stream, is awarded for the completion of the equivalent of 60 credits. Courses are selected from Core and Elective options, as well as two additional three-credit "free electives". These free electives can be chosen from a variety of disciplines (discuss with a Program Advisor).

ADMISSION REQUIREMENTS

To be eligible for admission, students must have completed a minimum of two of the following high school subjects, or equivalencies:

- English 12
- Biology 11
- Chemistry 11
- Precalculus 12 or Principles of Mathematics 12

GRADUATION REQUIREMENTS

Students must complete the required courses, as well as two, 3 credit "free electives".

In addition to passing all the required courses, the student must:

- complete 50% of the course work at Yukon College
- maintain a 2.00 cumulative GPA (C average) across all courses

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

After completing the Diploma of Northern Science, ENCS stream, students may apply to transfer into the third year of the Bachelor of Science in Northern Environmental and Conservation Sciences program (Northern Systems Major) offered by the University of Alberta at Yukon College.

Note: students must meet the entrance requirements of the University of Alberta, Faculty of Agricultural, Life, and Environmental Sciences, including a minimum Admission Grade Point Average (AGPA) of 2.3.

CAREER OPPORTUNITIES

The Diploma of Northern Science, ENCS Stream, prepares students for studies in the Bachelor of Science in Northern Environmental and Conservation Sciences degree offered at Yukon College in partnership with the University of Alberta, or for transfer to B.Sc., professional, or technical programs at other institutions.



The program also presents an ideal continuing education opportunity and is useful for professionals seeking a northern specialization in their respective fields. Students who complete the Diploma of Northern Science, ENCS stream may pursue a variety of careers with federal, territorial, provincial or First Nation governments, as well as with non-profit organizations, consulting firms, and industry.

Examples of potential employment include:

- Fish and Wildlife Technician
- Lands and Resources Officer
- Park and Protected Area Planner
- Natural History or Heritage Interpreter
- Environmental Assessment Officer

COURSES

Core

- BIOL 101 - Principles of Biology I
- BIOL 101L - Principles of Biology I Lab
- BIOL 102 - Principles of Biology II
- BIOL 102L - Principles of Biology II Lab
- BIOL 210 - Introduction to Northern Botany
- BIOL 210L - Introduction to Northern Botany Lab
- BIOL 220 - Ecology
- BIOL 220L - Ecology Lab
- CHEM 110 - The Structure of Matter
- CHEM 110L - The Structure of Matter Lab
- COMM 193 - Introduction to Scientific & Technical Communication
- ECON 100 - Introduction to Microeconomics
- ENGL 100 - Academic Writing and Critical Thinking
- GEOG 250 - Introduction to Geographical Information Systems (GIS)
- GEOG 250L - Introduction to Geographical Information Systems (GIS) Lab
- GEOG 250T - Intro-Geograph Info System Tut
- MATH 105 - Introductory Statistics
- NOST 201 - Natural History of the North
- RRMT 125 - Renewable Resources Measurements
- RRMT 239 - Freshwater Ecosystems and Hydrology
- RRMT 239L - Freshwater Ecosystems and Hydrology Lab
- SOIL 210 - Introduction to Soil Science and Resources
- SOIL 210L - Introduction to Soil Science and Resources - Lab

Elective

- ANTH 221 - Subarctic Archaeology
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoecology
- CHEM 111 - Chemical Energetics and Dynamics
- CHEM 111L - Chemical Energetics and Dynamics Lab
- ENVS 100 - Introduction to Environmental Science I
- ENVS 100L - Environmental Science I Lab
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- ENVS 225 - Environmental Change and Fish and Wildlife Health



- GEOG 101 - Introduction to Physical Geography I
- GEOL 102 - Geomorphology
- GEOL 102L - Geomorphology Lab
- GEOL 105 - Physical Geology
- GEOL 105L - Physical Geology Lab
- GEOL 110 - Mineralogy/Petrology
- GEOL 110L - Mineralogy/Petrology Lab
- GEOL 111 - Structural Geology
- GEOL 111L - Structural Geology Lab
- HIST 140 - History of Yukon First Nations and Self-Government
- MATH 100 - Single Variable Calculus I
- MATH 120 - Mathematics for the Life Sciences
- NOST 101 - The Circumpolar World
- NOST 200 - Research in the North
- NOST 202 - Social History of the North
- NSCI 201 - Research Skills and Proposal Writing
- NSCI 202 - Data Collection, Analysis and Reporting
- PHYS 101 - Elementary Physics I
- PHYS 101L - Elementary Physics I Lab

NORTHERN STUDIES

Take advantage of Yukon College's northern expertise and unique location.

The two-year Northern Studies diploma program is ideal if you're interested in broadening or formalizing your knowledge of the North and its social, political, historical and physical characteristics.

PROGRAM DESCRIPTION

Northern Studies is for individuals interested in broadening or formalizing their knowledge of the North and its social, political and physical features and issues.

The program is flexible, self-directed and multidisciplinary - ideally suited to individuals wishing to pursue professional and personal interests in the North, because it allows them to tailor study plans to suit their specific needs.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

If students do not meet either admission requirement, they should explore entry options with a Program Advisor.

GRADUATION REQUIREMENTS

To graduate, students must complete 60 credits, including:

- Two Liberal Arts core courses (6 credits)
- Two Northern Studies (NOST) core courses (6 credits)
- Five Northern Studies (NOST) electives (15 credits)
- Two social-science electives (6 credits)



- Two lab-science electives (6 credits)
- Eight open electives (24 credits)

NOTE: Students must complete six courses (18 credits) at the 200 level or above, undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).

NOTE: Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: NOST core courses and NOST electives may be used as open electives provided all other requirements have been met. Course selection should be done in consultation with a program advisor.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. For additional information, consult a Program Advisor.

COURSES

Core

- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- ENGL 220 - The North in Canadian Literature
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North

Elective

- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- ANTH 225 - Field Methods in Subarctic Ethnography and Archaeology
- ANTH 226 - Analytical Methods in Archaeology and Ethnography
- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- BIOL 101 - Principles of Biology I
- BIOL 102 - Principles of Biology II
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoecology
- CHEM 110 - The Structure of Matter
- CHEM 111 - Chemical Energetics and Dynamics
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance

- CRIM 210 - Law, Youth and Young Offenders
- CRIM 241 - Intro to Corrections
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ENGL 203 - Introduction to the Novel
- ENGL 204 - Introduction to Science Fiction
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 230 - A Survey of First Nations Literature in English
- ENVS 100 - Introduction to Environmental Science I
- ENVS 101 - Introduction to Environmental Science II
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- ENVS 223 - Principles and Practices of Heritage Interpretation
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 101 - Introduction to Physical Geography I
- GEOG 102 - Introduction to Physical Geography II
- GEOG 290 - Climate Change and the Circumpolar World
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- HIST 140 - History of Yukon First Nations and Self-Government
- LANG 140 - Language and Culture Preservation
- NOST 101 - The Circumpolar World
- NOST 324 - Contemporary Issues in the Circumpolar World I
- NOST 325 - Contemporary Issues in the Circumpolar World II
- NOST 326 - Lands and Environments of the Circumpolar North I
- NOST 327 - Lands and Environments of the Circumpolar World II
- NOST 328 - Peoples and Cultures of the Circumpolar North I
- NOST 329 - Peoples and Cultures of the Circumpolar North II
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II
- PHIL 120 - Introduction to Ethics
- POLI 201 - Introduction to Political Thought
- POLI 222 - Northern Resources and Environmental Law
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- RELI 101 - World Religions II
- RRMT 121 - Northern Field Biology
- RRMT 238 - Environmental Protection and Impact Assessment
- SOCI 100 - Introduction to Sociology
- SOCI 103 - Canadian Society
- SOCI 203 - Sociology of the Family



- SOCI 209 - Society, Technology and Values
- THEA 200 - Introduction to Acting I
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II

OFFICE ADMINISTRATION

Be prepared for work in today's challenging, automated office spaces.

Build skills in communications, administrative procedures, computer applications and accounting, and gain practical experience working in a real-world office.

PROGRAM DESCRIPTION

Office Administration is a full-time program that prepares graduates for positions in the office administration field.

There are two certificates: Accounting Clerk certificate and Administrative Assistant certificate that provide specialized training for accounting and administrative assistant positions respectively. Extensive training in communications, administrative procedures, computer applications and accounting prepares graduates for employment in today's automated office. Hands-on learning is emphasized.

Students will work (through a field placement) in a local business or government office for one month during the program. Student learning is assisted through lectures, class discussions, group work, assignments, lab sessions and fieldwork.

ADMISSION REQUIREMENTS

- Math 10 (min. 65%) and English 10 (min. 65%); OR
- Mature student status with acceptable scores on College Assessments or the GED® test.

OTHER REQUIREMENTS

A typing speed of 25 net w.p.m is recommended.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

CAREER OPPORTUNITIES

The Office Administration program is designed to provide students with the knowledge and skills required to enter the workforce as accounting clerks and administrative assistants in both the private and public sectors.

COURSES

Core

- ACCT 120 - Introductory Accounting
- ACCT 220 - Intermediate Accounting



- BUSC 100 - Business Communications
- BUSC 200 - Business Communications
- BUSM 100 - Business Mathematics
- FILD 100 - Fieldwork
- JS 100 - Job Search Strategies
- KEY 100 - Keyboarding
- MICR 100 - Introduction to Excel 2016
- MICR 105 - Introduction to Access 2016
- MICR 110 - PowerPoint 2016
- MICR 200 - Excel 2016
- MICR 230 - Simply Accounting
- MICR 231 - AccPac for Windows
- OP 100 - Office Procedures
- RECM 100 - Records Management
- WP 120 - Beginning Word Processing (Word 2013)
- WP 220 - Advanced Word Processing (Word 2013)

PRACTICAL NURSE

Prepare for a dynamic and ever-changing workplace.

Yukon College's Practical Nurse program places cutting-edge health care technologies and healing environments right at your fingertips preparing you for a highly respected and challenging health care career.

PROGRAM DESCRIPTION

If you have a desire to work in dynamic environments providing high quality nursing care in hospitals, long term care facilities, community and other health-care services, then consider a career as a practical nurse.

- Practical nurses perform assessments and provide prescribed treatments, assist clients with activities of daily living and create safe comfortable environments to optimize health outcomes.
- Practical nurses collaborate with other members of the health care team to help clients meet their physical, emotional and psychological needs.

The next Practical Nurse Program offering will be for **fall 2018 term**.

Please note that the Office of the Registrar will begin accepting applications for **fall 2018 until May 1st**.

DURATION

Four terms plus two preceptorships.

GENERAL OUTCOMES

Successful graduates receive a Bow Valley College/Yukon College diploma and will be prepared to write the Canadian Practical Nurse Registration Examination (CPNRE) and to apply for licensure.

ADMISSION REQUIREMENTS

Grade 12 academic graduation that includes:

- a minimum of 60% in English 12 and Biology 12 (or equivalent courses)



- Competitive average entry
- ANAT 1101 periodically offered online through Bow Valley College may be used in place of Biology 12 admission requirement. (Please note that if students achieve a grade of 64% or higher the course may qualify for program transfer credit.)
- A pass in Math 11 (Foundations or Pre-calculus)

For the 2018-19 academic year, 6 seats will be reserved for qualified Yukon First Nation students. The program application deadline is May 1, 2018, and should these reserved seats remain unfilled by June 3, 2018 (deadline to accept a seat) they will be offered to the next most-qualified applicant. Please contact a program advisor for any additional information.

OTHER REQUIREMENTS

- CPR Health Care Provider (delivered as part of program)
- Current immunization
- Acceptable current criminal records check including vulnerable sectors

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

Graduates of this program may be accepted into Athabasca University's Post LPN Bachelor of Nursing program, and may be granted transfer credit by other post-secondary institutions.

CAREER OPPORTUNITIES

- Graduates of the program are employed in long term care, hospital and community/home care.
- Graduates have acquired the competencies required to provide high-quality care in all these settings.

COURSES

Core

- ANAT 1101 - Anatomy & Physiology
- ELCC 125 - Interpersonal Relationships and Communication Skills
- ENGL 100 - Academic Writing and Critical Thinking
- HCA 111 - Health 2 - Lifestyle and Choices
- NURS 1101 - Nursing Arts
- NURS 1102 - Applied Pharmacology
- NURS 1103 - Pathophysiology
- NURS 1201 - Adult Health Assessment
- NURS 1202 - Nursing Foundations I
- NURS 1203 - Nursing Foundations 2
- NURS 1301 - Mathematical Principles of Medication Administration
- NURS 1401 - Clinical 1: Foundational
- NURS 2204 - Nursing Foundations 3
- NURS 2303 - Nursing Trends & Issues
- NURS 2402 - Clinical 2: Medical/Surgical
- NURS 2403 - Clinical 3: Medical/Surgical
- NURS 2501 - Maternity Nursing
- NURS 2502 - Pediatric Nursing



- NURS 2503 - Mental Health Nursing
- NURS 2504 - Community Nursing
- NURS 2995 - Practicum: Pre-graduate Comprehensive Combined with Pre-graduate Focused
- PSYC 206 - Human Growth and Lifespan Development
- SOCI 100 - Introduction to Sociology

PUBLIC ADMINISTRATION

Today's public and non-profit administrators work in a complex, demanding world.

The Master of Public Administration (MPA) is a professional degree that prepares you for leadership at all levels of government and non-profit organizations providing a strong interdisciplinary context to pursue the study of policy formation, implementation, and administration.

PROGRAM DESCRIPTION

The Master of Public Administration (MPA) is a professional degree for public and non-profit managers. It is delivered through live classes streamed over various internet technologies (anywhere students have access to high speed Internet connection) by the University of Alaska Southeast (UAS) to students in Alaska and the Yukon. The program prepares students for leadership at all levels of government and in non-profit organizations. Students learn to effectively deal with the economic, political, legal and social issues facing today's public managers.

The program provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation, and administration. The MPA is designed to develop workplace skills and facilitate the intellectual growth and ethical behaviour of public administrators. Upon completion of the program students can obtain a Master of Public Administration from the University of Alaska Southeast. The UAS MPA program comes to you where you work and live in Alaska and Yukon.

The MPA at UAS combines the relationships and structure of the regular classroom with the accessibility of a distance delivered program to create a stable, supportive and high quality education.

CONCENTRATIONS

Rural Development

The Rural Development concentration is offered distance through the College of Rural and Community Development at University of Alaska Fairbanks. This concentration has a special focus on needs of Indigenous and other rural communities, including:

- management of tribal-governments
- community organizations
- Indigenous-controlled profit and non-profit corporation

Natural Resource Policy

The Natural Resource Policy concentration addresses Alaska's need and strong demand for professional management training in natural resources and environmental management issues. Alaska's abundance of natural resources and concomitant management issues are uniquely Alaskan as addressed in the State Constitution and need unique management solutions which the concentration provides.

For more information please complete the *Request for Information* form at www.uas.alaska.edu/request/mpa.html on the University of Alaska Southeast website.



CAREER OPPORTUNITIES

Completion of the MPA program provides individuals with the skills necessary for entrance or advancement in professional positions in the public and non-profit sector. Employment opportunities can include areas such as:

- state & local government
- non-profit organizations
- tribal government
- military
- economic development
- public education
- Department of Transportation
- juvenile justice
- health & human services
- law enforcement
- fish & game
- environmental protection agency

COURSES

Core

- PADM 601 - Intro to Public Administration
- PADM 604 - Research Methods in Administration
- PADM 610 - Organizational Theory/Behavior
- PADM 616 - Leadership
- PADM 618 - Law for Public Managers
- PADM 622 - HR & Org Development
- PADM 624 - Human Resources Administration
- PADM 625 - Economics of Public Policy
- PADM 628 - Public Financial Management
- PADM 688 - Program Evaluation

Elective

- ADMN 006 - Project Management for Administrative Professionals
- COED 002 - Statistics for Masters of Public Administration
- COED 003 - Economics for Masters of Public Administration
- COMM 418 - Special Topics in Comm
- PADM 614 - Public Policy & Accountability
- PADM 635 - Natural Resources Policy
- PADM 637 - Local and Global Sustainability
- PADM 638 - Sustainable Energy and Environment
- PADM 639 - Adaptive Management
- PADM 645 - Municipal Governance
- PADM 661 - Social Entrepreneurship
- PADM 671 - Special Topics-Public Admin
- PADM 690 - Capstone



RENEWABLE RESOURCES MANAGEMENT

Our land. Our resources. Our future.

Preserve northern wildlife, land, water, and communities through sustainable management and stewardship of renewable resources.

PROGRAM DESCRIPTION

Renewable resources include the living portions of the natural world such as plants and animals as well as non-living resources such as air and water. Managing these resources so they are sustainable for future generations is a critical mission. Achieving this task involves a balancing act so that we can meet society's present needs without harming the resource base for the future.

Students receive a Diploma of Renewable Resources Management (RRMT) after successfully completing a total of 22 academic courses over a two-year period as well as non-credit courses in Winter Travel and Survival, Wilderness First Aid and Firearms Safety. Most of these courses are delivered in a classroom setting with an emphasis on practical techniques acquired during mandatory labs, short field trips and three separate 10-day field courses.

Team and individual projects, discussions and presentations are important aspects of program delivery. Practising managers from the community frequently assist with the teaching.

Students take a set of core courses in first year that develop competencies in areas such as:

- data collection
- oral and written communication
- computer use
- mapping
- basic biology

Two field courses between first and second year offer the chance to gain field experience, while many of the second year courses emphasize practical management aspects and give students the opportunity to choose from a series of electives.

Instruction reflects the cultural, political and employment realities in Yukon—particularly those associated with the implementation of land claim settlements—but program content is of wide application and graduates have found employment across Canada.

Our goal is to provide the knowledge, skills and perspectives to enable graduates to assist with the management of land, water, forest, fish and wildlife resources in the North; and to prepare students for transfer to degree level programs in fields related to renewable resource management.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test.
- Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary.

Intake to the program is every two years in odd numbered years (e.g. 2017). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.

APPLYING

The following documents must be received at Admissions by *May 1* of the year of entry.

- Yukon College Application for Admission form
- Official transcripts of all secondary and post-secondary educational records
- Language Proficiency Index (LPI) test results (if taken)



Qualified applicants will be offered seats on a first come, first served basis. Once available First Nations or non-First Nations seats are allocated, subsequent qualified applicants will be placed on wait lists.

RRMT PREPARATION

Yukon College offers a variety of courses to help students upgrade their skills. Contact the School of Science to meet with a Program Advisor to personalize your upgrading needs. Some courses are offered for students in rural Yukon via distributed learning using video conference.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

CAREER OPPORTUNITIES

Graduates of the program have found jobs working in diverse fields including:

- lands and resources offices for First Nations
- fish and wildlife enforcement
- park and land use planning
- wildlife viewing
- protected areas
- interpretation
- environmental assessment
- fisheries
- private sector consulting firms

TRANSFERABILITY

Students have used this program to transfer to degree programs at universities, and graduates can transfer diploma credits to enter year three of the Bachelor of Science (BSc) in Northern Environmental and Conservation Sciences (ENCS) through the University of Alberta offered at Yukon College.

COURSES

Core

- BIOL 220 - Ecology
- BIOL 220L - Ecology Lab
- BOAT 001 - Boat Operator Accredited Training (BOAT)
- COMM 193 - Introduction to Scientific & Technical Communication
- ENGL 100 - Academic Writing and Critical Thinking
- NOST 201 - Natural History of the North
- NOST 215 - Northern Studies Field Methods
- RRMT 122 - Maps and Remote Sensing
- RRMT 122L - Maps and Remote Sensing Lab
- RRMT 123 - Communications
- RRMT 125 - Renewable Resources Measurements
- RRMT 137 - Technical Skills and Practices
- RRMT 137L - Technical Skills and Practices Lab
- RRMT 148 - Firearms Use and Safety
- RRMT 200 - Field Methods



- RRMT 201 - Winter Travel and Survival
- RRMT 202 - Statistics for Biological Sciences
- RRMT 202L - Biometrics Lab

Core, Elective

- ENVS 223 - Principles and Practices of Heritage Interpretation

Elective

- BIOL 101 - Principles of Biology I
- BIOL 101L - Principles of Biology I Lab
- BIOL 102 - Principles of Biology II
- BIOL 102L - Principles of Biology II Lab
- BIOL 201 - Cell Biology
- BIOL 202 - Genetics
- BIOL 210 - Introduction to Northern Botany
- BIOL 210L - Introduction to Northern Botany Lab
- BIOL 225 - Ornithology - Introduction to the Biology of Birds
- BIOL 230 - Conservation Biology
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoeology
- CHEM 110 - The Structure of Matter
- CHEM 110L - The Structure of Matter Lab
- CHEM 111 - Chemical Energetics and Dynamics
- CHEM 111L - Chemical Energetics and Dynamics Lab
- CRIM 251 - Introduction to Law Enforcement
- ENVS 100 - Introduction to Environmental Science I
- ENVS 100L - Environmental Science I Lab
- ENVS 101 - Introduction to Environmental Science II
- ENVS 101L - Environmental Science II Lab
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- ENVS 225 - Environmental Change and Fish and Wildlife Health
- ENVS 226 - Environmental Change and Community Health
- ENVS 227 - Yukon Source Water Protection and Watershed Stewardship
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 250 - Introduction to Geographical Information Systems (GIS)
- GEOG 250L - Introduction to Geographical Information Systems (GIS) Lab
- GEOG 250T - Intro-Geograph Info System Tut
- GEOG 290 - Climate Change and the Circumpolar World
- GEOL 102 - Geomorphology
- GEOL 105 - Physical Geology
- GEOL 112 - Mining Industry Overview
- HIST 140 - History of Yukon First Nations and Self-Government
- NSCI 201 - Research Skills and Proposal Writing
- NSCI 202 - Data Collection, Analysis and Reporting
- POLI 222 - Northern Resources and Environmental Law
- RRMT 121 - Northern Field Biology
- RRMT 121L - Northern Field Biology Lab
- RRMT 134 - Salmon Hatcheries and Fishery



- RRMT 135 - Fisheries Techniques
- RRMT 204 - Guided Independent Studies in Renewable Management
- RRMT 223 - Wildlife Management
- RRMT 223L - Wildlife Management Lab
- RRMT 235 - Forest Management
- RRMT 235L - Forest Management Lab
- RRMT 236 - Land and Protected Area Management
- RRMT 237 - Fisheries Management
- RRMT 237L - Fisheries Management Lab
- RRMT 238 - Environmental Protection and Impact Assessment
- RRMT 239 - Freshwater Ecosystems and Hydrology
- RRMT 239L - Freshwater Ecosystems and Hydrology Lab
- RRMT 241 - Introduction to Land Management
- RRMT 242 - First Nation Land Management
- SOIL 210 - Introduction to Soil Science and Resources
- SOIL 210L - Introduction to Soil Science and Resources - Lab

RESTAURANT OPERATIONS (NOT ACCEPTING APPLICATIONS)

Antoinette's Restaurant, Whitehorse, Yukon

Interested in a dynamic, exciting career in hospitality management?

The Restaurant Operations program prepares you to work in the hospitality industry, particularly in management positions.

PROGRAM DESCRIPTION

This diploma program allows students who complete the requirements of both the Culinary Arts and Food and Beverage Operations certificates to enroll in a capstone project. Upon successful completion of the project, students will receive a Diploma in Restaurant Operations. Students may begin with either certificate program.

The culminating project will prove students' ability to be successful in a dynamic industry and inevitably enhance employment opportunities and support entrepreneurial aspirations.

Please note: There are times when students attending the diploma program are expected to participate in special events and dining room activities outside of pre-scheduled class times. Every effort will be made to give students advanced notice of these activities.

GENERAL OUTCOMES

Upon successful completion of the diploma, graduates will have demonstrated the ability to:

- Develop a business plan and operational procedures for a food service event.
- Stress the importance of the customer in the design and running of an event.
- Demonstrate the importance of the concept and location of a food service event.
- Demonstrate awareness of the scope of the food service industry including key control areas of the management of food service systems.
- Plan, organize, staff and evaluate a food and beverage service event.



CAPSTONE PROJECT

Students will work in small groups under the supervision of a faculty advisor to complete a capstone project to organize and put on an event. This event may be an independent event or an event in conjunction with a local organization i.e. a local non-profit organization.

This project is a non-traditional academic experience relating to work experience within the hospitality industry. By synthesizing the skills learned in individual program courses, students will research, plan, and carry out an event that incorporates all aspects of food and beverage operations. The project may be assigned individually or as group. Students will be required to demonstrate the necessary skills of adaptability, leadership, negotiation, motivation and professionalism needed to be successful in the industry. As this experience is directly relevant to success in the industry, students will be required to run a profitable event.

The process leading up to the event will be supervised by a faculty member who will provide feedback or direction as needed through regular meetings and also includes academic assignments and a written report.

ADMISSION REQUIREMENTS

- successful completion of either the Culinary Arts or Food and Beverage Operation certificates
- enrolment in second term of remaining certificate (Culinary Arts, or Food and Beverage Operations)

OTHER REQUIREMENTS

Diploma students will be taking on a supervisory role in the capstone project and must be prepared to demonstrate professionalism to industry standards.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

CAREER OPPORTUNITIES

Completion of the diploma will prove the ability to be successful in a dynamic industry and inevitably enhance employment opportunities or support entrepreneurial aspirations.

Graduates of the diploma program enhance their opportunity to advance their careers in the global cooking and hospitality industry including restaurants and hotels, lodges, resorts and catering companies.

SCIENCE

Feed your curiosity. Explore earth, life and physical sciences.

With courses ranging from the structure of matter to single variable calculus, gain the prerequisite knowledge and skills to succeed in the field of science and your education.

PROGRAM DESCRIPTION

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences.

Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Northern Environmental and Conservation Sciences degree.



The Certificate of Science is awarded for the completion of the equivalent of one year of full-time university-level study (30 credits) in the sciences that meets the requirements below.

Students also have the opportunity to take second year courses that are commonly required for continuing studies in biology and life science-related fields.

DURATION

Each student will construct their study plan in consultation with a Program Advisor who will take into account their long-term goals, level of preparation and external commitments. Many permutations are possible to accommodate students' specific situations.

FLEXIBLE PRE-MAJOR IN BIOLOGY

A career in biology can allow you to specialize in:

- medicine
- nutrition
- molecular or cell biology
- genetics
- zoology
- botany
- ecology
- animal behavior
- physiology

Yukon College offers all courses (with the possible exception of Biochemistry 200, depending on requirements at receiving institution) needed for the first two years of a Bachelor of Science degree program with a major in Biology.

This is a two-year flexible pre-major to transfer into year three in a British Columbia receiving institution.

ADMISSION REQUIREMENTS

To be eligible for admission students must satisfy the prerequisites for any two of the required courses in the program, such as English 12 or Math 12 (Principles or Pre-Calculus) or Chemistry 11 or Physics 12.

GRADUATION REQUIREMENTS

In addition to passing all the required courses, students must:

- complete 50% of the course work at Yukon College
- maintain a 2.00 cumulative GPA (C average) across the required courses

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

Students planning to transfer to a university can either complete the Certificate of Science or they can match their course selections to the entrance requirements of the degree program of their choice.

The Certificate of Science is designed for students who wish to transfer into an Engineering program, or into the second year of a Bachelor of Science program at a Canadian university.

Many of the courses in the Science program are also listed in the (BCCAT) Transfer Guide (at www.bctransferguide.ca).

CAREER OPPORTUNITIES

With a career in Science, you may specialize in:

- veterinary medicine
- pharmacology
- engineering
- nutrition
- teaching
- environment
- molecular or cell biology
- genetics
- zoology
- botany
- ecology
- animal behavior
- physiology

COURSES

Core

- CHEM 110 - The Structure of Matter
- CHEM 110L - The Structure of Matter Lab
- CHEM 111 - Chemical Energetics and Dynamics
- CHEM 111L - Chemical Energetics and Dynamics Lab
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- MATH 100 - Single Variable Calculus I
- MATH 101 - Single Variable Calculus II
- PHYS 101 - Elementary Physics I
- PHYS 101L - Elementary Physics I Lab
- PHYS 102 - Elementary Physics II
- PHYS 102L - Elementary Physics II Lab

Elective

- BIOL 101 - Principles of Biology I
- BIOL 101L - Principles of Biology I Lab
- BIOL 102 - Principles of Biology II
- BIOL 102L - Principles of Biology II Lab
- BIOL 201 - Cell Biology
- BIOL 201L - Cell Biology - Lab
- BIOL 202 - Genetics
- BIOL 202L - Genetics - Lab
- BIOL 210 - Introduction to Northern Botany
- BIOL 210L - Introduction to Northern Botany Lab
- BIOL 220 - Ecology
- BIOL 220L - Ecology Lab
- BIOL 225 - Ornithology - Introduction to the Biology of Birds
- BIOL 230 - Conservation Biology



- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoecology
- CHEM 210 - Organic Chemistry I
- CHEM 210L - Organic Chemistry I - Lab
- CHEM 211 - Organic Chemistry II
- CHEM 211L - Organic Chemistry II - Lab
- CPSC 128 - Object Oriented Programming I
- CPSC 129 - Object-Oriented Programming II
- ENVS 100 - Introduction to Environmental Science I
- ENVS 100L - Environmental Science I Lab
- ENVS 101 - Introduction to Environmental Science II
- ENVS 101L - Environmental Science II Lab
- ENVS 226 - Environmental Change and Community Health
- ENVS 227 - Yukon Source Water Protection and Watershed Stewardship
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 101 - Introduction to Physical Geography I
- GEOG 101L - Introduction to Physical Geography I Lab
- GEOG 102 - Introduction to Physical Geography II
- GEOG 102L - Physical Geography II Lab
- GEOG 250 - Introduction to Geographical Information Systems (GIS)
- GEOG 250L - Introduction to Geographical Information Systems (GIS) Lab
- GEOG 250T - Intro-Geograph Info System Tut
- GEOG 290 - Climate Change and the Circumpolar World
- GEOL 101 - Introductory Geology Field School
- GEOL 102 - Geomorphology
- GEOL 102L - Geomorphology Lab
- GEOL 105 - Physical Geology
- GEOL 105L - Physical Geology Lab
- GEOL 110 - Mineralogy/Petrology
- GEOL 110L - Mineralogy/Petrology Lab
- GEOL 111 - Structural Geology
- GEOL 111L - Structural Geology Lab
- GEOL 201 - Ore Deposits
- GEOL 201L - Ore Deposits-Lab
- GEOL 202 - Mineral Economics, Mining Law and Sustainability
- GEOL 202L - Mine Econ, Law Sust Lab
- GEOL 203 - Underground and Surface Mining Methods
- GEOL 204 - Mining Computing
- GEOL 205 - Rock Mechanics
- GEOL 206 - Sedimentary Stratigraphy
- GEOL 206L - Sedimentary Stratigraphy-Lab
- GEOL 207 - Capstone Research Project
- GEOL 210 - Hydrogeology
- GEOL 211 - Geochemistry
- GEOL 211L - Geochemistry - Lab
- GEOL 213 - Introduction to Geophysics
- GEOL 213L - Intro to Geophysics-Lab
- GEOL 214 - Fundamentals of Surveying Field Course



- GEOL 215 - Mineral Processing
- GEOL 215L - Mineral Processing - Lab
- KINE 100 - Introduction to Human Physiology
- MATH 105 - Introductory Statistics
- NSCI 201 - Research Skills and Proposal Writing
- NSCI 202 - Data Collection, Analysis and Reporting
- SOIL 210 - Introduction to Soil Science and Resources
- SOIL 210L - Introduction to Soil Science and Resources - Lab

SOCIAL WORK

Practice social work in northern and remote communities.

Accredited by the Canadian Association for Social Work Education, the Bachelor of Social Work (BSW) degree places special emphasis on the social needs, values and aspirations of Yukon First Nations.

PROGRAM DESCRIPTION

Yukon College offers, in partnership with the University of Regina, a Bachelor of Social Work (BSW) degree. The University of Regina grants the degree and the program is accredited by the Canadian Association for Social Work Education.

The BSW program provides students with the opportunity to acquire the knowledge, values, and skills necessary to practice social work in northern and remote communities. Particular attention is given to the social needs, values and aspirations of Yukon First Nations.

The program uses practicums and a cultural camp to further enhance the educational experience.

APPLYING

There is one intake per year and seats are limited. We suggest that applicants contact their prospective references and complete the criminal records check in January to ensure all documents are received by the application deadline.

The complete application package must be received by the Yukon College Admissions Office by **March 31st, 4:30 p.m.** If the date falls on a weekend or holiday, the deadline is the preceding business day. No late applications will be accepted.

To receive an application, please contact the BSW Program Advisor or download *Social Work Program Application for Admission* at www.yukoncollege.yk.ca/sites/default/files/inline-files/Social_Work_Program_Application_for_Admission__1.pdf.

ADMISSION REQUIREMENTS

Students must complete a minimum of 30 university credit hours prior to admissions to BSW and obtain a minimum GPA of 65%.

The following courses must be completed as part of the 30 university credit hours:

- English 100 Level (3 credits)*
- English 100 level, or higher (3 credits)*
- Social Work 200 (3 credits)
- general university studies (21 credits)

***A 70% combined average is required for these English courses.**



OTHER REQUIREMENTS

- Completion of a BSW program application.
- A criminal records check(s). Criteria is provided in the BSW application. Please anticipate a minimum of three weeks for completion.
- Three letters of reference; references from relatives are not accepted.

Applicants who meet the above criteria may be selected for a panel interview.

- Candidates' interviews are scored and ranked.
- Following completion of interviews, all applicants will be notified of their results.
- Successful applicants will be invited to a BSW Orientation and registration session in May, at which time they will apply for admission to the University of Regina. Course advising and registration for the fall will occur once the student has also been accepted to the University of Regina.

GRADUATION REQUIREMENTS

Students admitted into the BSW after **March 1st, 2014** must meet the following graduation requirements.

General University Studies (60 credits)

A minimum 65% GPA is required in General University Studies for graduation.

Required General University Studies Courses

- English 100 level (3 credits)
- English 100 level, or higher (3 credits)
- History 140 History of Yukon First Nations and Self -Government (3 credits)
- Psychology 100 level (3 credits)
- Psychology 100 level, or higher (3 credits)
- Sociology 100 level (3 credits)

Electives

- General University Studies, unspecified (42 credits)

Social Work Studies (60 credits)

A minimum 70% GPA is required in Social Work Studies for graduation.

Required Social Work courses

- Social Work 200 Introduction to Social Work (3 credits)
- Social Work 346 Social Work Practice I (3 credits)
- Social Work 347 Social Work Practice II (3 credits)
- Social Work 348 Social Work Practicum I (6 credits)
- Social Work 352 Cultural Camp (6 credits)
- Social Work 389 Cultural Competence for Northern Social Work Practice (3 credits)
- Social Work 390 Communication Skills in Social Work Practice (3 credits)
- Social Work 414 Child Welfare Practice (3 credits)
- Social Work 421 Human Development in a Social Context (3 credits)
- Social Work 448 Social Work Practicum II (15 credits)

One of:

- Social Work 451 Social Work Research (3 credits)

Or



- Social Work 469 *Social Policy* (3 credits)
- Social Work Electives (9 electives)

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

Please check with the School of Health, Education and Human Services and University of Regina.

CAREER OPPORTUNITIES

Social work graduates are employed primarily by the Yukon Government, First Nations governments and non-governmental social service organizations.

Fields of practice include:

- child welfare
- family service
- justice
- addictions
- health care
- mental health
- public welfare
- community development

Social workers are often involved in counselling, case management, advocacy, education, social policy and program development.

COURSES

Elective

- CRIM 251 - Introduction to Law Enforcement
- MATH 101 - Single Variable Calculus II
- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 221 - Subarctic Archaeology
- ATHA 101 - Introduction to Native Languages I
- ATHA 102 - Introduction to Native Languages II
- BIOL 101 - Principles of Biology I
- BIOL 102 - Principles of Biology II
- BIOL 210 - Introduction to Northern Botany
- BIOL 220 - Ecology
- BIOL 225 - Ornithology - Introduction to the Biology of Birds
- BIOL 290 - Beringia: Its Pleistocene Environment and Paleoecology
- CHEM 110 - The Structure of Matter
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance



- CRIM 131 - Introduction to the Canadian Criminal Justice System
- CRIM 135 - Introduction to Canadian Law and Legal Institutions
- CRIM 210 - Law, Youth and Young Offenders
- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- CRIM 230 - Introduction to Substantive Criminal Law
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ECON 100 - Introduction to Microeconomics
- ECON 101 - Introduction to Macroeconomics
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- ENGL 203 - Introduction to the Novel
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- ENVS 100 - Introduction to Environmental Science I
- ENVS 101 - Introduction to Environmental Science II
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- ENVS 223 - Principles and Practices of Heritage Interpretation
- ENVS 225 - Environmental Change and Fish and Wildlife Health
- FNST 140 - Preservation of Traditional Knowledge
- GEOG 101 - Introduction to Physical Geography I
- GEOG 102 - Introduction to Physical Geography II
- GEOG 290 - Climate Change and the Circumpolar World
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- MATH 100 - Single Variable Calculus I
- MATH 105 - Introductory Statistics
- NOST 101 - The Circumpolar World
- NOST 202 - Social History of the North
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II
- PHIL 120 - Introduction to Ethics
- PHYS 101 - Elementary Physics I
- PHYS 102 - Elementary Physics II
- POLI 201 - Introduction to Political Thought
- POLI 222 - Northern Resources and Environmental Law
- PSYC 100 - Introduction to Psychology I
- PSYC 101 - Introduction to Psychology II
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- SOCI 100 - Introduction to Sociology



- SOCI 103 - Canadian Society
- SOCI 209 - Society, Technology and Values
- SOCI 227 - Research Methods in the Social Sciences
- SW 411 - Abuse and Violence
- SW 412 - Mental Health Services
- SW 417 - Substance Abuse: Impacts and Interventions
- SW 437 - Social Work with Families
- SW 451 - Social Work Research
- SW 469 - Social Policy
- THEA 200 - Introduction to Acting I
- WGST 100 - Introduction to Women's Studies I
- WGST 101 - Introduction to Women's Studies II
- WGST 240 - The Study of Men and Masculinities I

Core

- HIST 140 - History of Yukon First Nations and Self-Government
- SW 200 - Introduction to Social Work
- SW 346 - Social Work Practice I
- SW 347 - Social Work Practice II
- SW 348 - Social Work Practicum I
- SW 352 - Cultural Camp
- SW 389 - Cultural Competence for Northern Social Work Practice
- SW 390 - Communication Skills in Social Work
- SW 414 - Child Welfare Practice
- SW 421 - Human Development in a Social Context
- SW 448 - Social Work Practicum II

VISUAL ARTS

World-class instruction in a unique, historic, subarctic community.

Surrounded by the beauty and mystic of Dawson City, Yukon College's Visual Arts certificate offers intimate class settings, integrated approaches to studio and academic practices, and the fundamental skills required to pursue a Bachelor of Fine Arts (BFA) degree.

PROGRAM DESCRIPTION

The Dawson City Arts Society, Yukon College and Tr'ondek Hwech'in have designed an accredited visual arts program, which offers students the opportunity to learn a variety of traditional and contemporary visual arts disciplines and to study Art History.

This program is offered in Dawson City, Yukon through the Yukon School of Visual Arts (Yukon SOVA). The program is accredited at Yukon College and transferable to Emily Carr University, University of the Fraser Valley, Alberta College of Art and Design, OCAD University and NSCAD University.

With a focus on contemporary international art practices and a visual culture studies approach to art history, this program delivers courses in a holistic environment, recognizing how both intuitive and learned knowledge are used when one engages with and produces art.

The program's integrated approach to studio and academic practices offers the learner the opportunity to make connections between:



- art making, art history, art theory and art criticism
- multiplicity of cultures and historic periods
- a variety of materials, techniques and modes of expression.

This approach encourages students to connect theory to practice, and recognize the relationships between art, their lives and their communities.

Visit the Yukon SOVA Website at yukonsova.ca.

ADMISSION REQUIREMENTS

- Grade 12 academic graduation with a minimum of 70% (B) in grade 12 English, submission of a statement of intent, a letter of recommendation, and art portfolio and portfolio assignments; OR
- Mature student status with a 70% (B) high school Grade 12 English equivalency, submission of a statement of intent, a letter of recommendation, and art portfolio and portfolio assignments.

Note: The annual application deadline for the following academic year is June 1st.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

COURSES

Core

- 2DS 101 - 2-Dimensional Studio ? Principles and Practices of Drawing, Paper and Printmaking
- 2DS 102 - 2-Dimensional Studio ? Principles and Practices of Drawing, Collage and Painting
- 3DS 101 - 3-Dimensional Studio - Exploring Sculptural Forms I
- 3DS 102 - 3-Dimensional Studio - Exploring Sculptural Forms II
- 4DS 101 - 4-Dimensional Studio - Introduction to New Media
- 4DS 102 - 4-Dimensional Studio - Introduction to Time-Based Media
- ENGL 120 - Reading, Writing, Creating
- ENGL 121 - Art Words
- VS 101 - Introduction to Visual Studies - Historical Context
- VS 102 - Introduction to Visual Studies - Critical Ideas and Contemporary Issues

WOMEN'S AND GENDER STUDIES (NOT ACCEPTING APPLICATIONS)

Learn about the world through a gendered perspective.

Open to both women and men, the Women's and Gender Studies certificate and diploma look at the lives, contributions, and experiences of women, as well as the social construction of men.

PROGRAM DESCRIPTION

The Women's and Gender Studies program focuses on materials by and about women, placing women's knowledge at the centre of the process and incorporating a number of academic disciplines—history, literature, sociology, psychology, anthropology and social work.



Because the program is interdisciplinary and cross-divisional in its approach, core courses appeal to students in programs beyond the School of Liberal Arts, particularly to students in the School of Health, Education and Human Services.

As well, the program presents an ideal continuing education opportunity for individuals now employed.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test.

If students do not meet either admission requirement, they should explore entry options with a Program Advisor.

GRADUATION REQUIREMENTS

To graduate with a certificate students must complete 30 credits, including:

- Two Liberal Arts core courses (6 credits)
- Two WGST core courses (6 credits)
- Four social-science required courses (12 credits)
- Two WGST A-level required courses (6 credits)

NOTE: Students must undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).

Diploma students must complete 60 credits, including certificate requirements and the following:

- One WGST core course (3 credits)
- Five WGST A-level courses (15 credits)
- Three WGST B-level courses (9 credits)
- One open elective (3 credits)

NOTE: Students must complete six courses (18 credits) at the 200 level or above, undertake at least 50% of the work at Yukon College, and maintain a cumulative GPA of 2.0 (C average).

NOTE: Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click the '**Check the BC Transfer Options**' link on the course's information page. For additional information, consult a Program Advisor.

COURSES

Core

- PSYC 100 - Introduction to Psychology I
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- PSYC 101 - Introduction to Psychology II
- SOCI 100 - Introduction to Sociology
- SOCI 103 - Canadian Society
- WGST 100 - Introduction to Women's Studies I



- WGST 101 - Introduction to Women's Studies II
- WGST 200 - Women and Social Change

Elective

- ANTH 101 - Biological and Forensic Anthropology
- ANTH 102 - Survey of World Prehistory
- ANTH 103 - Anthropological Archaeology
- ANTH 140 - Introduction to the Fields of Anthropology
- ANTH 210 - Globalization and the Culture of Capitalism
- ANTH 221 - Subarctic Archaeology
- CRIM 101 - Introduction to Criminology
- CRIM 103 - Psychological Explanations of Crime and Deviance
- CRIM 104 - Sociological Explanations of Crime and Deviance
- CRIM 219 - Aboriginal Peoples and Canadian Criminal Justice
- CRWR 201 - Introduction to Creative Writing I
- CRWR 202 - Introduction to Creative Writing II
- ENGL 203 - Introduction to the Novel
- ENGL 204 - Introduction to Science Fiction
- ENGL 205 - Literary Representations of the Natural World
- ENGL 206 - Introduction to the Short Story
- ENGL 220 - The North in Canadian Literature
- ENGL 230 - A Survey of First Nations Literature in English
- ENVS 200 - Environmental Perspectives
- ENVS 201 - Environmental Ethics
- FNST 140 - Preservation of Traditional Knowledge
- HIST 120 - European History I
- HIST 121 - European History II
- HIST 135 - Canadian History to 1867
- HIST 136 - Canadian History - Confederation to the Present
- HIST 140 - History of Yukon First Nations and Self-Government
- NOST 101 - The Circumpolar World
- NOST 200 - Research in the North
- NOST 201 - Natural History of the North
- NOST 202 - Social History of the North
- PHED 222 - Northern Outdoor Pursuits and Leadership I
- PHED 225 - Northern Outdoor Pursuits and Leadership II
- PSYC 203 - Social Psychology
- PSYC 204 - Abnormal Psychology
- PSYC 205 - Child Development
- RELI 101 - World Religions II
- SOCI 203 - Sociology of the Family
- SOCI 209 - Society, Technology and Values
- SOCI 227 - Research Methods in the Social Sciences
- THEA 200 - Introduction to Acting I
- WGST 230 - Women and History - Rethinking Canada
- WGST 240 - The Study of Men and Masculinities I
- WGST 241 - The Study of Men and Masculinities II



EDUCATION (YNTEP) - DEGREE

Educational excellence with a northern specialization.

Gain the knowledge and skills to provide children with a cross-cultural and diverse education that meets the needs of all learners.

PROGRAM DESCRIPTION

The Yukon Native Teacher Education Program (YNTEP) is a four-year program leading to a Bachelor of Education degree. Graduates qualify for both Saskatchewan and Yukon Teacher Certification and are eligible for teacher certification throughout Canada.

YNTEP is a full-time program comprised of fall and winter semesters; two spring field placements, as well as a one-week summer cultural camp course. The program provides extensive school practicum experiences throughout the four years to ensure that graduates are well prepared for teaching positions in Yukon, including rural schools, and elsewhere.

One of the goals of YNTEP is to foster awareness and valuing of Yukon First Nations' cultural experiences. Courses in Yukon First Nations history and courses in cross-cultural education serve to familiarize teachers-in-training with the diversity of students from a variety of Yukon First Nations.

YNTEP students gain the knowledge and skills to develop units of instruction, plan lessons incorporating best practices of instruction within a cross-cultural and diverse classroom, and learn a wide variety of teaching strategies to meet the needs of all learners.

As program transitions happen students may choose to complete the current YNTEP degree through University of Regina at Yukon College or transfer into any new teacher education program that becomes available in the future.

ADMISSION REQUIREMENTS

NOTE: Applicants will be ranked using weighting criteria and seats offered based on the ranking until available seats are filled.

To be eligible for admission, students must meet ONE of the following criteria:

Criterion 1: High School Applicants

(the applicant has only attended high school, or has less than 24 credit hours of University or College courses):

- Grade 12 graduation with a 65% average overall, including English 12
- One of:
- Pre-Calculus 11 or 12; or
 - Foundations of Math 12; or
 - Apprenticeship & Workplace Math 12; or
 - an approved Science 12 course.
 - one approved Language, Social Science or Fine Arts course at the grade 12 level
 - one additional approved grade 12 academic level course

NOTE: Current high school students can provide an interim grade report and a schedule of current/planned courses by email, fax, or mail (Choose one method only).

NOTE: All applicants must submit final high school/secondary official transcripts to have acceptance confirmed.

Approved additional courses are listed on the University of Regina website.

Criterion 2: Mature Applicants

(the applicant did not graduate from high school, or has less than 24 credit hours of University or College courses, or does not meet high school requirements):

- has attempted fewer than 24 credit hours of post-secondary studies
- Canadian Citizen, permanent resident or protected person
- will be at least 21 years of age before semester begins
- has been out of full-time secondary school for a minimum of two years



- can demonstrate the ability to succeed at university through life or work related experiences
- if attended secondary school in the last five years, must submit official high school/secondary transcripts
- if attended post-secondary, must submit official transcripts from post-secondary institutions
- acceptable scores on Math Assessments or successful completion of Math 050 or equivalent
- proof of English Language Proficiency

Criterion 3: Post-secondary Applicants

- if the applicant has over 24 degree-level post-secondary credits, admission is based on the overall grade percentage which must be a minimum of 65%.
- an applicant with more than over 24 credit hours in post-secondary education is not required to submit their high school transcript.

ALL APPLICANTS: PROOF OF ENGLISH LANGUAGE PROFICIENCY

Even if the applicant has lived in Canada for many years, we always look at their education to determine if they meet the English Language Proficiency requirement found on the University of Regina website for admission. Anyone who does not have recent grade 11 or 12 in a Secondary School with English-language curriculum or at least 24 recent credit hours in an English language post-secondary School may have to provide a test of English Proficiency. Always check with YNTEP Coordinator well ahead of the start of the semester, in case specific testing will be required.

OFFICIAL TRANSCRIPTS

Are sent **directly from** the high school/secondary school of the post-secondary university or college in a sealed envelope

APPLYING

Application Dates

Winter 2018 entry

Winter 2018 applications for YNTEP will open **October 1, 2017** and be accepted until **October 31, 2017**. No late or incomplete applications will be accepted for the winter term.

If there are more applicants than can be accommodated, seats will be offered based on weighted credit for pre-requisites.

Fall 2018 entry

Application deadline and initial review of applications is April 20, 2018.

Students must confirm acceptance of seats by May 11, 2018.

July 13, 2018 is the last day for late applications. Note that late applications will only be considered if seats are available.

APPLICATION PROCESS

YNTEP is a partnership program where the degree and many courses are provided by the University of Regina and the courses are delivered on-site at the Yukon College. Students must meet the admission requirements and also apply to both institutions.

Applicants are considered accepted into YNTEP only after both Yukon College and the University of Regina have confirmed acceptance.

Applying to Yukon College

1. Apply to Yukon College online at yukoncollege.yk.ca/admissions/apply **AND submit supporting documents to:**

Office of the Registrar
Yukon College
500 College Drive
PO Box 2799



Whitehorse, Yukon
Y1A 5K4

Phone: 867.668.8710 or toll-free 1.800.661.0504

2. Completed application forms must be accompanied by the following supporting documents:

- Three letters of reference: one personal from a close acquaintance, one professional, one letter from a First Nation educator, Elder or official supporting your aspirations to teach in a cross-cultural First Nations' setting (see *YNTEP Application Checklist* at yukoncollege.yk.ca/sites/default/files/inline-files/60_credit_YNTEP_Afterdegree_Application_Checklist_1.pdf for further information).
- Transcripts from your high school and all post-secondary educational institutions attended must be submitted. Official transcripts must be received in a sealed envelope, directly from the post-secondary institution.
- Current high school students can provide an interim grade report and a schedule of current/planned courses by email or mail (only send using one method, do not send by email and then by mail for example).
- A current resume highlighting the applicant's employment, community service, and volunteer work, as they related to children and youth.
- Personal Statement of 500 words or less (for further information see *YNTEP Application Checklist* at yukoncollege.yk.ca/sites/default/files/inline-files/60_credit_YNTEP_Afterdegree_Application_Checklist_1.pdf).
- **Current acceptable criminal record check, including a vulnerable sector check.** (Students wishing to do field work in Yukon Schools are required to undergo a security clearance process which requires the completion of a criminal record/vulnerable sector check.) Applicants must request this from the RCMP and deliver the completed form to:

Manager, Human Resources
Yukon Department of Education
Box 2703
Whitehorse, Yukon Y1A 2C6

Phone: 867.667.3718 or toll-free 1.800.661.0408. ext. 5131

- Completed *Consent to Release* form for Yukon Education. This form provides verification of the criminal record check and vulnerable sector check to complete field placements, pre-internship and internship in Yukon Schools.

Applying to the University of Regina

1. Complete the *University of Regina Application for Undergraduate Program Admission form* at yukoncollege.yk.ca/sites/default/files/inline-files/2017_UofR_application_form_0.pdf and send electronically to admissions@yukoncollege.yk.ca
2. Request official transcripts from the necessary institution (see *Admission Requirements*) to:

University of Regina
Enrolment Services
Admissions, AH 108
3737 Wascana Parkway
Regina, SK S4S4 0A2

DOCUMENTS

YNTEP Handbook at yukoncollege.yk.ca/sites/default/files/inline-files/YNTEP%20Handbook.pdf

GRADUATION REQUIREMENTS

The University of Regina awards a Bachelor of Education for the successful completion of 120 credits in YNTEP. Students must successfully complete HIST 140: History of Yukon First Nations and Self Government in order to graduate from the YNTEP program. Students must maintain an overall 65% in order to complete program requirements for graduation, and in some cases to continue in the program.



YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

CAREER OPPORTUNITIES

YNTEP graduates become qualified teaching professionals, eligible to meet teacher certification requirements for Yukon, Saskatchewan and elsewhere in Canada.

COURSES

Core

- EAES 310 - Introduction to Arts Education
- ECCU 200 - Introduction to Cross-Cultural Education
- ECCU 300 - Cross-Cultural Teaching Strategies
- ECCU 390 - First Nations Cultures and Values
- ECS 100 - Knowledge, Schooling & Society
- ECS 110 - Self and Other
- ECS 200 - Constructions of the Student, Learner and the School
- ECS 210 - Curriculum as Cultural and Social Practice
- ECS 311 - Pedagogy, Theory & Practice II
- ECS 410 - Assessment and Evaluation
- EDTC 300 - Introduction to Educational Technology and Media
- EFLD 060 - Professional Learning as Community Experience
- EFLD 200 - Education Field Experience II
- EFLD 310 - Teaching Experiences Pre-K to Grade 5 Classroom (2 week Field Placement)
- EFLD 311 - Teaching Experiences in the Pre-K to Grade 8 Classroom
- EFLD 405 - Internship
- EHE 310 - Health Education in Elementary School
- EINL 200 - Culture and the Acquisition of Language and Literacy
- EIOE 215 - First Nations' Outdoor Education: Part I
- EIOE 225 - First Nations' Outdoor Education: Part II
- ELNG 200 - Linguistic Diversity & Teaching Language Arts
- ELNG 325 - Teaching of Writing
- EMTH 310 - Teaching Mathematics in Elementary School
- ENGL 100 - Academic Writing and Critical Thinking
- ENGL 101 - Introduction to the Study of Literature
- ENVS 100 - Introduction to Environmental Science I
- EPE 310 - Physical Education in the Elementary School
- EPSY 400 - Working with Difference & Diversity
- ERDG 310 - Teaching Literacy for a Better World
- ERDG 425 - Culturally Responsive Literacy Education
- ESCI 310 - Science Education (Pre-K to Grade 5)
- ESST 310 - Social Studies for Elementary School Teachers
- HIST 140 - History of Yukon First Nations and Self-Government
- MATY 101 - Introductory Finite Math
- THEA 200 - Introduction to Acting I



EDUCATION (YNTEP) - AFTER DEGREE

Gain the knowledge and skills to provide children with a cross-cultural and diverse education that meets the needs of all learners.

PROGRAM DESCRIPTION

The Bachelor of Education, Yukon Native Teacher (YNTEP) after degree is a 60-credit program, offered in partnership with the University of Regina. Students with an approved undergraduate degree can enter directly into the third year of YNTEP.

Graduates qualify for both Saskatchewan and Yukon Teacher Certification and are eligible for teacher certification throughout Canada. Teachers are certified for Kindergarten to Grade 12.

YNTEP is a full-time program consisting of fall and winter semesters as well as a one-week summer cultural camp course. The program provides extensive school practicum experiences to ensure that graduates are well prepared for teaching positions in Yukon, including rural schools, and elsewhere.

YNTEP students gain the knowledge and skills to develop units of instruction, plan lessons incorporating best practices of instruction within a cross-cultural and diverse classroom, and learn a wide variety of teaching strategies to meet the needs of all learners.

One of the goals of YNTEP is to foster awareness and valuing of Yukon First Nations' cultural experiences. Courses in Yukon First Nations history and in cross-cultural education serve to familiarize teachers-in-training with the diversity of students from a variety of Yukon First Nations.

As program transitions happen students may choose to complete the current YNTEP program through University of Regina at Yukon College or transfer into any new teacher education program that becomes available in the future.

ADMISSION REQUIREMENTS

NOTE: Applicants will be ranked using weighting criteria and seats offered based on the ranking until available seats are filled.

To be eligible for admission, students must meet the following criteria:

1. An approved first degree with a minimum overall average of 65%.
2. A minimum of 39 credit hours in areas supportive of provincial/territorial curricula. It is recommended that students have three provincial curricula areas (nine credit hours of senior courses). The approved non-education course listing is available on the Faculty of Education website in Academic Advising and Registration information section.

Those who have not been awarded a degree upon submission of their application will be required to provide confirmation of their degree status from their respective institution prior to beginning the Education program.

Applicant submissions will be assessed by the University of Regina, which will determine if these criteria have been met.

APPLYING

Application Dates

Winter 2018 entry

Winter 2018 applications for YNTEP will be accepted from **October 1, 2017 until October 31, 2017**. No late or incomplete applications will be accepted for the winter term.

If there are more applicants than can be accommodated, seats will be offered based on weighted credit for pre-requisites.

Fall 2018 entry

Application deadline and initial review of applications is April 20, 2018.

Students must confirm acceptance of seats by May 11, 2018.



July 13, 2018 is the last day for late applications. Note that late applications will only be considered if seats are available.

APPLICATION PROCESS

YNTEP is a partnership program where the after degree and many courses are provided by the University of Regina and the courses are delivered on-site at the Yukon College. Students must meet the admission requirements of, and apply to, both institutions.

Applicants are considered accepted into YNTEP only after both Yukon College and the University of Regina have confirmed acceptance

Applying to Yukon College

1. Apply to Yukon College online at yukoncollege.yk.ca/admissions/apply AND **submit supporting documents to:**

Office of the Registrar
Yukon College
500 College Drive
PO Box
Whitehorse, Yukon
Y1A 5K4

Phone: 867.668.8710 or toll-free 1.800.661.0504

2. Completed application forms must be accompanied by the following supporting documents:
 - Three letters of reference: one personal from a close acquaintance, one professional, one letter from a First Nation educator, Elder or official supporting your aspirations to teach in a cross-cultural First Nations' setting (see YNTEP Application Checklist at yukoncollege.yk.ca/sites/default/files/inline-files/60_credit_YNTEP_Afterdegree_Application_Checklist.pdf for further information).
 - Transcripts from all post-secondary educational institutions attended must be submitted. Official transcripts must be received in a sealed envelope, directly from the post-secondary institution.
 - A current resume highlighting the applicant's employment, community service, and volunteer work, as they related to children and youth.
 - Personal Statement of 500 words or less (see YNTEP Application checklist at yukoncollege.yk.ca/sites/default/files/inline-files/60_credit_YNTEP_Afterdegree_Application_Checklist.pdf for further information).
 - Current acceptable criminal record check, including a vulnerable sector check. (Students wishing to do field work in Yukon Schools are required to undergo a security clearance process which requires the completion of a criminal record/vulnerable sector check.) Applicants must request this from the RCMP and deliver the completed form to:

Manager, Human Resources
Yukon Department of Education
Box 2703
Whitehorse, Yukon Y1A 2C6

Phone: 867.667.3718 or toll-free 1.800.661.0408. ext. 5131

Completed *Consent to Release* form for Yukon Education. This form provides verification of the criminal record check and vulnerable sector check to complete field placements, pre-internship and internship in Yukon Schools.

Applying to the University of Regina

1. Complete the University of Regina Application for Undergraduate Program Admission form at yukoncollege.yk.ca/sites/default/files/inline-files/2017_UofR_application_form_0.pdf and send electronically to admissions@yukoncollege.yk.ca
2. Request official transcripts from the necessary institution (see Admission Requirements) to:



University of Regina
Enrolment Services
Admissions, AH 108
3737 Wascana Parkway
Regina, SK S4S4 0A2

DOCUMENTS

YNTEP Handbook at yukoncollege.yk.ca/sites/default/files/inline-files/YNTEP%20Handbook.pdf

GRADUATION REQUIREMENTS

The University of Regina awards a Bachelor of Education for the successful completion of 60 credits in YNTEP.

Students must successfully complete HIST 140: History of Yukon First Nations and Self Government in order to graduate from YNTEP, as well as all requirements as specified by the University of Regina.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

CAREER OPPORTUNITIES

YNTEP graduates become qualified teaching professionals, eligible to meet teacher certification requirements for Yukon and Saskatchewan and elsewhere in Canada.

COURSES

Core

- EAES 310 - Introduction to Arts Education
- ECCU 200 - Introduction to Cross-Cultural Education
- ECCU 300 - Cross-Cultural Teaching Strategies
- ECCU 390 - First Nations Cultures and Values
- ECS 311 - Pedagogy, Theory & Practice II
- ECS 410 - Assessment and Evaluation
- EFLD 060 - Professional Learning as Community Experience
- EFLD 310 - Teaching Experiences Pre-K to Grade 5 Classroom (2 week Field Placement)
- EFLD 405 - Internship
- EHE 310 - Health Education in Elementary School
- ELNG 325 - Teaching of Writing
- EMTH 310 - Teaching Mathematics in Elementary School
- EPE 310 - Physical Education in the Elementary School
- EPSY 400 - Working with Difference & Diversity
- ERDG 310 - Teaching Literacy for a Better World
- ERDG 425 - Culturally Responsive Literacy Education
- ESCI 310 - Science Education (Pre-K to Grade 5)
- ESST 310 - Social Studies for Elementary School Teachers
- HIST 140 - History of Yukon First Nations and Self-Government

TRADES

CARPENTRY

Get plenty of hands-on experience to work towards your Red Seal Endorsement.

The Carpentry Pre-Apprenticeship provides all the training you need from mastering tools, working from blueprints, and experiencing construction processes and implementation of safety measures.

PROGRAM DESCRIPTION

The objective of the Carpentry Pre-Apprenticeship program is to provide students with:

- Theoretical trade knowledge which together with hands-on shop experience will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- Ability to apply mathematical concepts to the Carpentry trade.

GENERAL OUTCOMES

At the end of the program, students will have:

- Acquired safety skills and awareness.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- A good knowledge base for an entry-level position in the job force.
- Completed the theoretical requirements for Level I of the Carpentry Apprenticeship program, 570 hours towards the student's apprenticeship (pending approval of the Apprenticeship Board), and have the opportunity to write the first year Apprenticeship Exam.

ADMISSION REQUIREMENTS

- Math 10 (min 75%) or equivalent AND English 10 or equivalent
OR
- Mature Student Status with acceptable scores on the College Placement Assessment
OR
- Pass Level A Trades Entrance exam

OTHER REQUIREMENTS

- good physical condition
- good hand-eye coordination
- suitable work clothes and steel-toed work shoes

GRADUATION REQUIREMENTS

Students must successfully complete all courses in the program and maintain an overall "C" average (70%).

Graduates of the program will receive a Yukon College certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Carpentry Apprenticeship Level I (first-year) exam.



YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

COURSES

- CARP 102 - Portable Power Tools and Levels

Core

- CARP 001 - Review for Level 1 Apprenticeship Exam
- CARP 100 - Worksite Safety
- CARP 101 - Hand Tools and Building Supplies
- CARP 103 - Stationary Power Tools
- CARP 104 - Floor Construction
- CARP 105 - Wall Construction
- CARP 106 - Roof Construction
- CARP 112 - Site and Materials Preparation
- CARP 113 - Residential/Commercial Foundations
- CARP 114 - Scaffolds and Rigging
- FA 003 - Standard First Aid/CPR-C
- PAT 001 - Power-Actuated Tools
- RIGG 001 - Rigging and Hoisting
- WHMS 001 - Workplace Hazardous Materials Information System

Elective

- CARP 107 - Blueprint Reading

DRILLER'S HELPER

Gain the skills required by northern exploration drilling companies today!

Prepare to work alongside a driller and a drill rig. Drilling is a rapidly growing industry across Canada with applications ranging from geotechnical and environmental studies to boring water wells.

PROGRAM DESCRIPTION

This program offers students the opportunity to learn about the basics of drilling and to develop entry-level skills to work alongside, and aid, a driller and the rig. This program combines classroom theory, shop work and field activities.

Students will undergo an intensive classroom section exploring:

- fundamentals of drilling and the drilling industry
- drilling equipment and methods
- drill mechanics
- introductory geology
- sampling and sampling equipment
- maintaining logs, records and reports following common core practices



This program combines classroom theory, shop work and field activity. Shop instruction will introduce students to welding, hydraulics, engines, rig maintenance and sling/rigging. Field components of the program will include field placements to active exploration sites to work with a drilling contractor.

COURSE DELIVERY

The Driller's Helper program is a six-week program with students attending 7.5 hours per day for five days per week. The program will be held at the Yukon College Ayamdigut campus and consists of classroom theory with hands-on shop and field activities. Field placements will be approximately one week in duration with shifts averaging 12 hours per day.

GENERAL OUTCOMES

At the end of the program, students will have:

- general knowledge of the workings and procedure of a drilling rig and the bore hole
- basic drilling safety procedures
- the ability to work alongside and assist a driller in his or hers operations

ADMISSION REQUIREMENTS

- possession of a valid driver's license and willing to provide a driver's abstract
- good health, vision, hearing and physically fit and willing to provide a medical examination report
- ability to lift up to 50 lbs
- provide references (work or personal)
- must pass an industry-led job readiness and aptitude interview
- ability to manage shift work on a rotational basis

OTHER REQUIREMENTS

- ability to take direction and work well with others
- strong desire to work outdoors

ELECTRICAL

Prepare for a fulfilling career in the electrical field.

From residential to industrial work to laying the foundation to become an electrical engineer, you will receive all the training you need with Yukon College's **Electrical Pre-Apprenticeship**.

PROGRAM DESCRIPTION

The objective of the Electrical Pre-Apprenticeship program is to provide students with:

- Theoretical trade skills and hands-on shop experience to enable students to train for employment as apprentices and entry-level workers.
- Acquisition of safety skills and awareness.
- Ability to apply mathematical concepts to the Electrical trade.

ADMISSION REQUIREMENTS

- Math 11 or equivalent AND English 11 or equivalent
OR
- Mature student status with acceptable scores on the College Placement Tests or GED
OR
- Pass Level E Trades Entrance Exam



OTHER REQUIREMENTS

- students should not be colour blind, for trade hiring purposes
- good manual and mechanical ability
- suitable work clothes and steel toed work shoes

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%).

Graduates of the program will receive a Yukon College certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Electrical Apprenticeship Level I (first year) exam.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

CAREER OPPORTUNITIES

Electricians are employed in a wide range of industries, such as:

- mining
- oil and gas
- construction
- film and television production

APPRENTICESHIP TRAINING

Electrical Apprentice Training Levels I, II and III are eight-week programs offered by Yukon College through the *Advanced Education Branch of the Yukon Government Department* (at www.education.gov.yk.ca/certification.html) of Education via NAIT's (Northern Alberta Institute of Technology) online computer-based training program.

Students must be registered apprentices to attend these programs.

The booklet at www.education.gov.yk.ca/pdf/trades/step_into_the_trades.pdf offers an overview of apprenticeship options within the Yukon.

COURSES

Core

- ELEC 100 - Electrical Theory I
- ELEC 101 - Electrical Lab I
- ELEC 102 - Electrical Design & Code
- ELEC 104 - Wiring Methods & Practices
- FA 003 - Standard First Aid/CPR-C
- PAT 001 - Power-Actuated Tools
- WHMS 001 - Workplace Hazardous Materials Information System



CORE COMPETENCIES FOR FIRST LINE SUPERVISORS

Flexible. Innovative. Training made for Yukon's mining industry.

Supervisors at Yukon mining and exploration projects must hold a First Line Supervisor's Certificate to comply with Occupational Health and Safety regulations. The Core Competencies for First Line Supervisors online course is required to apply for this certification.

PROGRAM DESCRIPTION

The Core Competencies for First Line Supervisors course is an online program that provides students with the knowledge to comply with applicable health and safety legislation, to consistently apply appropriate operating procedures and to demonstrate a level of performance that meets industry standards.

Source: Yukon Workers' Compensation Health and Safety Board at wcb.yk.ca/QuestionResults/OHS/First-Line-Supervisor-Certificate/Q0117.aspx

ADMISSION REQUIREMENTS

Applicants must possess the following prerequisites:

- Current First Aid Certification with CPR-C or equivalent
- 2 years of experience in the industry in which you will be supervising
- For renewal: 6 months experience in the past 5 years
- Possess work experience in one of the following mining industries:
 - underground
 - surface mining
 - placer mining
 - mineral exploration

APPLICATION AND CERTIFICATION PROCESS

How to apply

Download and complete the *Core Competencies First Line Supervisor Course application form* at yukoncollege.yk.ca/sites/default/files/inline-files/application_form_FLS_2017-11-17_V14_final.pdf. Please submit your completed application form to tofls@yukoncollege.yk.ca.

Please note: The "Core Competencies for First Line Supervisors" course is part of the certification process overseen by the Yukon Workers' Compensation Health and Safety Board (YWCHSB). The YWCHSB website provides information about the FLS certification process, and the YWCHSB application form.

Processing timeline

Applications for the First Line Supervisor (FLS) online course will be processed within 3-5 business days. Qualified applicants will receive login information via email. The online course can be accessed for 6 months after the registration confirmation is delivered to the participant.

Appointments for FLS exams need to be booked in advance. While exams can usually be booked with 3-5 days' notice, longer wait periods may apply. We recommend to plan for your FLS exam well in advance to avoid extended wait times.

The First Line Supervisor course fee is \$195. The renewal fee is \$40.

Both fees are non-refundable.



HEAVY EQUIPMENT TECHNICIAN

Combine classroom instruction and shop-based training to prepare for work in the Heavy Equipment Technician trade.

Receive all the training you need to work towards your Red Seal Endorsement (RSE) as Heavy Equipment Technician (Off-Road).

PROGRAM DESCRIPTION

The objective of the Heavy Equipment Technician Pre-Apprenticeship program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first year apprentices.
- Further acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the heavy equipment field.
- This program is a prerequisite for the Heavy Equipment Technician diploma program.

GENERAL OUTCOMES

At the end of the program, students will have:

- Acquired competencies in job safety skills and awareness of workplace hazards.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- Acquired skills and knowledge to advance in the work force in the heavy equipment field.
- Demonstrated the ability to apply mathematical concepts to the heavy equipment field.
- Completed the theoretical requirements for Level I Heavy Equipment Technician Apprenticeship program, and have the opportunity to challenge the Heavy Equipment Technician Apprenticeship Level I exams.

ADMISSION REQUIREMENTS

- Math 11 or equivalent AND English 11 or equivalent
OR
- Mature student status with acceptable scores on the College Placement Assessment or GED
OR
- Pass level A Trades Entrance exam

OTHER REQUIREMENTS

- good physical condition
- good hand-eye coordination
- suitable work clothes and appropriate safety footwear

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%).

Graduates of the program will receive a Yukon College Certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Heavy Equipment Technician Level II and III exams.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.



COURSES

- WHMS 001 - Workplace Hazardous Materials Information System

Core

- FA 003 - Standard First Aid/CPR-C
- HET 100 - Safety, Materials and Tools
- HET 101 - Suspension, Wheels & Systems
- HET 102 - Hydraulic Brake Systems
- HET 103 - Electrical & Electronics
- HET 104 - Hydraulics
- HET 105 - Air Brakes
- RIGG 001 - Rigging and Hoisting
- TDG 001 - Transportation of Dangerous Goods

INTRODUCTION TO SURFACE MINING OPERATIONS/HEAVY EQUIPMENT OPERATIONS

Can you imagine the thrill of operating heavy equipment?

This hands-on program provides an opportunity to develop the skills needed to work in the surface mining industry—in just two intensive weeks!

PROGRAM DESCRIPTION

This program offers students an opportunity to prepare for entry-level employment as surface miners through a combination of theory and practical experience. Students will spend approximately 140 hours in an intensive, hands-on training program at the University of Alaska at the Delta Mine Training Centre, a world-class training and research facility located in Delta Junction, Alaska. The program is structured as a unique two-week program that will expose students to what a work cycle at an operating mine actually feels like.

In order to participate in the program all students must attend a career planning program with Yukon Mine Training Association (YMTA), pass a mandatory drug and alcohol test and possess a valid Class five driver's license, as well as a passport or a status card.

At the end of this program, students will:

- Master the fundamentals of the Core Competencies required for an entry-level miner.
- Know the basic safety procedures in a surface setting and know the reasons these procedures are required.

ADMISSION REQUIREMENTS

- age 18+
- alcohol and drug free (must pass an alcohol and drug test prior to acceptance into program)
- Yukon class five driver's license with a clean drivers abstract is preferred
- good health and physically fit
- ability to lift up to 50 lbs
- good vision and hearing
- passport or Status Card
- references (work or personal)

It is recommended that students also take additional training courses in Standard First Aid / CPR-C, Transportation of Dangerous Goods (TDG) and Workplace Hazardous Materials Information Systems (WHMIS).



OTHER REQUIREMENTS

Successful candidates must pass an industry-led job readiness and aptitude interview to determine if they:

- have a desire to work in the mining industry for the long term
- take direction well
- are willing to work 12 hour days in extreme environments
- are safety conscious

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program. Graduates of the program will receive a Yukon College certificate and a University of Alaska certificate.

OIL BURNER MECHANIC

Prepare for all aspects of work with oil fired heating units.

This program will provide the training that you need to work towards your Red Seal Endorsement (RSE).

PROGRAM DESCRIPTION

The objective of the Oil Burner Mechanic Pre-Apprenticeship program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first-year apprentices.
- Good on-the-job safety skills and awareness.
- The ability to apply mathematical concepts to the Oil Burner Mechanic equipment field.

GENERAL OUTCOMES

At the end of the program, students will have:

- Developed competencies in job safety skills and awareness of workplace hazards.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- Acquired skills and knowledge to make a successful transition to an entry-level position in the work force.
- Demonstrated the ability to apply mathematical concepts to the Oil Burner Mechanic field.
- Completed the theoretical and practical requirements for OBT A Apprenticeship, and the have opportunity to challenge the Oil Burner Mechanic Apprenticeship Level I exam.

ADMISSION REQUIREMENTS

- Math 10 or equivalent AND English 10 or equivalent
OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED
OR
- Pass Level A Trades Entrance exam

OTHER REQUIREMENTS

- good physical condition
- good hand-eye coordination
- suitable work clothes and steel toed work shoes



GRADUATION REQUIREMENTS

Students must successfully complete all parts of the program and maintain an overall "C" average (70%).

Graduates of the program will receive a Yukon College certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Oil Burner Mechanic Apprenticeship Level I (A/first-year) exam.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

APPRENTICESHIP TRAINING

Oil Burner Apprentice Training Levels A and B are 10-week programs offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education.

Students must be registered apprentices to attend these programs. The booklet at www.education.gov.yk.ca/pdf/trades/step_into_the_trades.pdf offers an overview of apprenticeship options within the Yukon.

PLUMBING AND GAS FITTING (NOT ACCEPTING APPLICATIONS)

You'll receive all the training you need to work towards your Red Seal Endorsement (RSE) in Pipe Trades through Yukon College.

Our Pipe Trades programming prepares you for work in the residential, commercial or industrial sector and can lead to diverse opportunities as pipefitters, gasfitters or plumbers.

PROGRAM DESCRIPTION

As a Pipe Trades Pre-Apprenticeship student, you'll work toward your plumbing and gas ticket using the Alberta curriculum, preparing you for a variety of jobs, both residential and industrial.

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the Pipe Trades field.

GENERAL OUTCOMES

At the end of the program, students will have:

- Developed competencies in job safety skills and awareness of workplace hazards.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- Acquired skills and knowledge to make a successful transition to an entry-level position in the work force.
- Demonstrated the ability to apply mathematical concepts to the field.
- Completed the theoretical requirements for Level I of the Plumbing and Gasfitting/Steamfitting Apprenticeship program, and have an opportunity to challenge the Plumbing and Gasfitting/Steamfitting Apprenticeship Level I exam.

ADMISSION REQUIREMENTS

- Math 10 (min. 75%) (Applications, Principles, Foundations & Pre-Calculus, or Apprenticeship & Workplace) AND English 10; OR
- Mature student status with acceptable scores on the College Placement Assessment or GED; OR



- Pass Level A Trades Entrance exam; OR
- Level III Certificate; OR
- CRIT 040 (min. B-) AND MATH 030 (min. B+).

OTHER REQUIREMENTS

- good physical condition
- good hand-eye coordination
- suitable work clothes and steel toed work shoes

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all parts of the program and maintain an overall "C" average (70%).

Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Oil Burner Mechanic Apprenticeship Level 1 (A/first-year) exam.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

APPRENTICESHIP TRAINING

Plumbing Apprentice Training Level I is an eight-week program offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education via NAIT's (Northern Alberta Institute of Technology) on-line computer-based training program.

Students must be registered apprentices to attend these programs. The booklet at www.education.gov.yk.ca/pdf/trades/step_into_the_trades.pdf offers an overview of apprenticeship options within the Yukon.

UNDERGROUND MINING OPERATIONS (NOT ACCEPTING APPLICATIONS)

Combine hands-on and classroom training to gain the skills to operate heavy equipment in underground mining operations.

The unique "two-week in/two-week out" program structure will expose you to what a work cycle at an operating mine feels like.

PROGRAM DESCRIPTION

This Underground Mining Operations program offers students an opportunity to prepare for entry-level employment as underground miners through a combination of theory and practical experience.

Students will spend approximately 280 hours in an intensive, hands-on training program at the University of Alaska at the Delta Mine Training Centre, a world-class training and research facility located in Delta Junction, Alaska. The program is structured as a unique 'two-week in/two-week out' program that will expose students to what a work cycle at an operating mine actually feels like.

In order to participate in the program all students must pass a mandatory drug and alcohol test and possess a valid Class five driver's license, as well as a passport or a status card.

At the end of this program, students will:

- Have mastered the fundamentals of the Core Competencies required for an entry-level miner.
- Know the basic safety procedures in an underground setting and know the reasons these procedures are required.



COURSE DELIVERY

This program has approximately 280 hours of training delivered mostly through hands-on training in Delta Junction, Alaska. Students will attend two, two-week sessions in Delta Junction, Alaska separated by one two-week break. This 'two-week in/two-week out' structure will expose students to what a work cycle at an operating mine actually feels like.

ADMISSION REQUIREMENTS

- age 18+
- alcohol and drug free (Must pass an alcohol and drug test prior to acceptance into program)
- Yukon class five driver's license with a clean drivers abstract is preferred
- good health and physically fit
- ability to lift up to 50 lbs
- ability to work in a fly-in/fly-out work environment and a two-week in/two-week out rotational work cycle
- good vision and hearing
- passport or status card
- references (work or personal)

It is recommended that students also take additional training courses in Standard First Aid / CPR-C, Transportation of Dangerous Goods (TDG) and Workplace Hazardous Materials Information Systems (WHMIS).

OTHER REQUIREMENTS

Successful candidates must pass an industry-led job readiness and aptitude interview to determine if they:

- have a desire to work in the mining industry for the long term
- take direction well
- are willing to work 12 hour days in extreme environments
- are willing to work in an underground environment
- are safety conscious

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program. Graduates of the program will receive a Yukon College certificate and a University of Alaska certificate.

WELDING

Our welding programming introduces you to all aspects of industrial welding, from oxyacetylene torches to the latest welding techniques.

Along with showing you how to work safely, the program offers practical experience with materials ranging from iron to aluminum and teaches the theory behind welding.

PROGRAM DESCRIPTION

The objective of the Welding Pre-Apprenticeship program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first-year apprentices.
- Good on-the-job safety skills and awareness.
- The ability to apply mathematical concepts to the welding equipment field

GENERAL OUTCOMES



At the end of this program, students will have:

- Developed competencies in job safety skills and awareness of workplace hazards.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- Acquired skills and knowledge to make a successful transition to an entry-level position in the work force.
- Demonstrated the ability to apply mathematical concepts to the welding field.
- Completed the theoretical and practical requirements for Level I of the Welding Apprenticeship and have an opportunity to challenge the Welding Apprenticeship Level 1 exam.

ADMISSION REQUIREMENTS

- Math 10 (min 75%) or equivalent AND English 10 or equivalent
OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED
OR
- Pass Level A Trades Entrance exam

OTHER REQUIREMENTS

- good physical condition
- good hand-eye coordination
- suitable work clothes and steel toed work shoes

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%).

Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Welding Apprenticeship Level 1 (first-year) exam.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, visit yukoncollege.yk.ca/yukon-first-nations-core-competency.

COURSES

Core

- FA 003 - Standard First Aid/CPR-C
- RIGG 001 - Rigging and Hoisting
- TDG 001 - Transportation of Dangerous Goods
- WELD 100 - Welding Safety
- WELD 101 - Welding Hand and Power Tools
- WELD 102 - Oxyacetylene Welding and Welding Faults
- WELD 105 - Mathematics for Welders
- WELD 107 - Applications of Welding
- WHMS 001 - Workplace Hazardous Materials Information System

Elective

- WELD 103 - Shielded Metal Arc Welding
- WELD 104 - Introduction to Gas Metal Arc Welding, Flux Core Arc Welding and Submerged Arc Welding Theory



PROFESSIONAL AND PERSONAL DEVELOPMENT

BUILDING NORTHERN APPRENTICE

Are you living within a Yukon community and interested in apprenticeship certification?

Whether you are a new or existing apprentice, our *Building Northern Apprentice Project* enables you to gain the technical training and theory to pass online exams while staying in your own community.

PROGRAM DESCRIPTION

The objective of this new pilot project is to offer a self-paced yet managed environment within the student's own community. Student's will gain:

- Theoretical trade knowledge along with hands-on shop experience.
- Safety skills and awareness.
- Ability to apply mathematical concepts to their given trade.

ADMISSION REQUIREMENTS

All students must be registered apprentices with Advanced Education Branch, Yukon Government Department of Education.

Information on the Apprenticeship training can be found at the Advanced Education Branch (at www.education.gov.yk.ca/certification.html) of the Yukon Government Department of Education.

OTHER REQUIREMENTS

- good physical condition
- good hand-eye coordination
- suitable work clothes and steel toed work shoes

DECISION MAKING FOR CLIMATE CHANGE

Gain up-to-date information and tools to incorporate climate change considerations into your work.

Ideal for decision makers, managers and policy makers, participants will learn about climate change science, impacts and policy.

PROGRAM DESCRIPTION

This two-part course is an overview of climate change science and policy, including the tools available for integrating climate change considerations into policy and planning.

Ideal for decision makers, managers and policy makers, participants will learn how to mainstream climate change into their planning and projects.

Topics include:

- climate change science
- climate change impacts
- projections and trend analysis
- mitigation and adaptation strategies
- northern examples of climate change integration



Participants will receive a certificate upon course completion. This course is delivered by the Northern Climate Exchange (NCE) of the Yukon Research Centre in partnership with Yukon Government's Climate Change Secretariat as part of NCE's (yukoncollege.yk.ca/node/206) Climate Change Information and Mainstreaming Program (CCIMP).

Cost of course: \$249

FIRST NATIONS GOVERNANCE-BUILDING WORKSHOPS

Gain the skills, tools and abilities necessary for effective First Nations governance and administration in northern governments.

Offered in partnership with the Government of Yukon, these targeted and specific two-day workshops allow you to focus on what is most relevant for your work and the growth of your community.

Theory and Practice of Negotiations

April 3-4, 2018, 8:30am-4:30pm

Ayamdigut Campus
\$595 + GST

This workshop will provide students with an introduction to negotiations, traditional forms of conflict resolution, mediation and the benefits of each process. You will gain an understanding of the difference between political and technical negotiations, identify how community dynamics impact the negotiation process and learn about arbitration and mediation under the Umbrella Final Agreement.

Communications

April 19 - 20, 2018, 8:30am - 4:30pm

Ayamdigut Campus
\$595 + GST

The goal of this workshop is to cultivate and refine effective communication skills and their application in a First Nation government setting. You will improve your writing skills while understanding the basic elements of good communications and plain language.

FIRST NATIONS LEADERSHIP TRAINING

This course is ideal for newly-elected and appointed officials as well as established officials who are considering taking on new leadership roles within their governments. It is designed to provide you, as a community leader, with a basic grounding in governance and public administration, as well as the tools to apply leadership skills in your work.

PROGRAM DESCRIPTION

First Nations Leadership Training (FNL) is a collection of five integrated courses designed to provide Yukon First Nation leaders, either elected, appointed, or future, with a basic grounding in governance and public administration. The top priority of the program is to help prepare these officials for their roles as government leaders and community advocates.

Each course within the FNL program involves approximately eight hours of instruction.



The program was created in partnership between Yukon First Nations, Yukon College, and the federal Department of Aboriginal Affairs and Northern Development to meet the needs of Self-Governing First Nations in the Yukon.

The program has several delivery options:

Contracted Training

- Yukon College will work with the First Nation to deliver the program to its governing body in the First Nation's traditional territory. The materials and documents used will be tailored to the individual First Nation, and main topic areas will be given more or less priority to better reflect the needs and challenges the FN government currently faces. Suitable for current leadership groups.
- Yukon College will work with the First Nation first to tailor and then to deliver the program to its governing body in the First Nation's traditional territory. The materials and documents used will be tailored to the individual First Nation, and the entire curriculum can be tailored and customized to address the needs and challenges that the FN government currently faces. Each course can be fully modified, fully customized, and/or greatly expanded, including additional days or topics added, depending on the First Nation's requests. Suitable for current leadership groups.

Whitehorse-based deliveries

- An individual student can register in a Whitehorse-based First Nations Leadership Training delivery. The curriculum and material covers the full range of the FNLT program, provides highly transferable skills, and is reflective of the diversity among Yukon First Nation governance models and approaches. Suitable for both current and future leaders.

Fees for this program vary based on delivery method. Please contact the Program Advisor for more information.

COURSE DELIVERY

The emphasis in course delivery is on flexibility and responsiveness to the requirements of Yukon First Nations. Yukon College is committed to working with individual First Nations to deliver instructional materials in the manner best suited to their needs. Yukon College is also committed to improving access to this program by offering Whitehorse-based deliveries to general audience to develop and improve First Nations governing capacity.

Course delivery is varied and may include lectures, seminars, presentations, group discussions, hands-on document use, and other participatory activities. Guest speakers and current and past First Nations leaders may come in to share personal experiences and contribute additional perspectives.

PROGRAM HIGHLIGHTS

- Unique course offerings based on Final and Self-Government Agreements tailored specifically to the needs of individual Yukon First Nations.
- Provides essential skills and knowledge directly relevant to the administration of Yukon First Nations governments.
- Knowledgeable and experienced guest speakers provide participants with practical advice on the challenges of government leadership.
- Course materials provide participants with a foundation of knowledge and experience from which to pursue more advanced studies.
- Hands-on instruction with key legal and administrative documents.
- Flexible course delivery determined in consultation with individual First Nations.

ADMISSION REQUIREMENTS

Participants who would be interested in the First Nations Leadership Training program include:

- Currently elected or appointed members of a First Nation government (contracted training or Whitehorse-based training).
- Current directors, board appointees, or committee members looking to develop their personal leadership skills in the context of First Nation governance.
- Individuals who are considering taking on a leadership position in the future with their First Nation.

Please contact First Nations Initiatives for fee information.



NORTHERN INSTITUTE OF SOCIAL JUSTICE

Want training and education for jobs with a social justice-related component?

Drawing on the North's leadership, unique values and diverse cultures, the Northern Institute of Social Justice delivers integrated training and education programs and encourages support for related research.

PROGRAM DESCRIPTION

The NISJ offers short training courses about issues that frontline workers and others encounter on the job. Instructors in these classes lead interactive sessions that focus on the essential information and address some best practices, strategies and practical tools for working with clients and others to address the issues.

Other NISJ courses focus on the impact of frontline work and some strategies and tools for self-care.

The NISJ also provides short courses on administrative justice for people appointed to boards and tribunals.

Many of our courses are also open to the public.

New courses are developed and delivered every year. If you have course questions or ideas you want to discuss, we'd like to hear from you. Please get in touch.

ABOUT NISJ

Vision

Northerners working together have solutions to the social justice challenges facing themselves and their communities.

Mission

Drawing on the North's leadership, unique values and diverse cultures, the Northern Institute of Social Justice delivers integrated training and education programs and encourages support for related research in order to help employers develop, retain and attract a well-qualified workforce; help individuals develop careers; and provide tools to help encourage support for community leadership, capacity development, and transformation of service delivery.

Purpose

The NISJ has two main purposes:

1. To broker, consolidate, develop and deliver social justice-related training and education programs.
2. To encourage support for related research.

The institute is located in the Yukon College Ayamdigt Campus in Whitehorse, and works within the Yukon College structure, thereby providing access to College programs, expertise in program development and delivery, and partnerships with other colleges, universities and training organizations.

Currently, the institute is primarily Yukon-focused but has undertaken some pan-northern work and a pan-northern initiative is in development.

Background

Interest in creating the institute grew out of discussions involving the Yukon, Nunavut and the Northwest Territories. At that time, the other territories decided not to participate in the institute's formation. The Yukon, however, proceeded and will keep the door open for the future involvement of the other territories. A pan-northern training initiative is under development.

The NISJ was created in January, 2010 in response to two primary challenges:

- The difficulty that employers face in developing, retaining and attracting employees—from entry to senior levels—in jobs with a social justice-related component.
- Employees' lack of access to Yukon-based training to enter those jobs or to develop careers.



A 2007 analysis of the potential market in the Yukon for the institute showed that there were at least 1,390 jobs with a social justice component. This represents almost eight percent of the Yukon labour force. The jobs are found in many fields including corrections, counseling, education, justice, health, social services, wellness, regulatory enforcement, emergency services, etc.

Funding

The institute is funded by the Yukon Government, Advanced Education Division of the Department of Education. Yukon College provides office space, equipment and expertise.

COURSES

- ASIS 002 - Applied Suicide Intervention Skills Training
- ASIS CE03 - Safe Talk
- FASD 010 - FASD Informed Support
- JUST 004 - Advanced Decision Writing
- JUST 006 - Administrative Justice for Decision Makers (Practice & Procedure)
- JUST 014 - Grief and the Frontline Professions
- JUST 015 - Loss, Grief & Healing in the Workplace: Practical Tools for Managers
- JUST 019 - Understanding Legislation
- JUST 029 - Arbitration Training
- JUST 033 - Residential Schools Awareness
- JUST 034 - Mental Health First Aid Canada for Northern Peoples
- JUST 035 - Self-Regulating Behaviour Using Emotional Freedom Technique (EFT)
- JUST 036 - Vicarious Trauma Training
- JUST 040 - Non-Violent Communication
- JUST 048 - Supporting Your Staff Through Loss and Grief
- JUST 050 - Orientation to Nonviolent Communication
- JUST 056 - Restorative Responses to Trauma and Adversity - IIRP
- JUST CE63 - Communication for Transforming Conflict: Module 1
- JUST CE64 - Communication for Transforming Conflict: Module 2
- JUST CE65 - Communication for Transforming Conflict: Module 3
- JUST CE66 - Crisis Response Planning
- JUST CE67 - Right Use of Power
- JUST CE68 - Working in Social Services: The Essential Skills
- JUST CE70 - Working with Trauma
- JUST CE71 - Expressive Arts Therapy Skills for Frontline Workers
- JUST CE72 - A Wellness Day
- JUST CE73 - The Ethics of Helping - Boundaries and Relationships
- JUST CE74 - Anxiety - Practical Intervention Strategies
- JUST CE75 - De-escalating Potentially Violent Situations
- JUST CE76 - Managing Difficult Client Relationships
- JUST CE77 - Lateral Violence - Working Towards Solutions
- JUST CE79 - Mindful Self-Compassion
- YFN 001 - Yukon First Nations 101



TARGETED INITIATIVE FOR OLDER WORKERS

Are you an older worker squeezed out of a job by a changing economy? Or do you want to start a new career or follow a dream you've always had?

Yukon College, in partnership with the Canadian and Yukon Governments, is proud to deliver the Targeted Initiative for Older Workers (TIOW) program.

PROGRAM DESCRIPTION

Participants in this innovative program are provided with opportunities to develop employability skills, investigate career options, learn about Canadian labour practices, participate in an extended work placement, and upgrade their work-related literacy and computer skills.

The 13-week program includes group discussions, guest speakers, field trips, individual and group exercises, and work placements.

GENERAL OUTCOMES

By the end of the program, participants will be able to:

1. Identify general and personal barriers to employment;
2. Identify personal strengths, weaknesses, and transferable skills for the workplace;
3. Demonstrate knowledge of the conflict resolution process, labour standards and safety skills as applied to the workplace;
4. Demonstrate improved level of comfort and skill in computer use;
5. Research jobs and prepare cover letters and resumes and references tailored to specific jobs; and
6. Prepare and perform for job interviews.

ADMISSION REQUIREMENTS

Participants should meet the following criteria:

- 55-64 years of age
- Unemployed
- Legally entitled to work in Canada
- Experience barriers to employment

Due to limited seats there is a selection process for eligible applicants.

NOTE: There is no tuition fee for this program and a student stipend is provided.

WORKPLACE READINESS

Identify your own strengths, overcome employment barriers and develop professionally to be employment ready!

You'll have the opportunity to explore seven different employment sectors, while gaining computer and numeracy skills. You can also participate in a work placement to gain experience.

PROGRAM OVERVIEW

Workplace Readiness programs are designed to help students develop their essential skills such as reading, writing, math and speaking to help them get a job or continue on to further training. Academic skills are taught together with workplace skills in the course topic area.



Essential skills are the necessary foundation for learning all other skills and are needed for work, learning and life.

The nine essential skills are:

1. reading
2. writing
3. document use
4. numeracy
5. computer use
6. thinking
7. oral communication
8. working with others
9. continuous learning

More information about essential skills can be found on the Employment and Social Development Canada website at www.hrsdc.gc.ca/eng/jobs/les/definitions/index.shtml.

ADMISSION REQUIREMENTS

Students must meet with a program advisor before admission to the program. A college reading assessment is required.

INTAKE APPOINTMENT

Please phone to make an appointment to meet with an instructor to further discuss program content and expectations. Appointments can be conducted over the phone.

GENERAL OUTCOMES

Upon successful completion of the program, students will be able to:

- Show improved essential skills including, reading, writing and math.
- Show improved self-awareness and personal development.
- Perform job-related tasks as required by class projects and work placements.
- Solve workplace numeracy problems using basic math skills.
- Create and organize a personal or vocational portfolio.

Course Fee \$513 Activity Fee \$300

COURSE DATES

Winter Semester - January to April 2018

Classes are held from Monday to Friday from 9:00 am to 3:00 pm

TEXTBOOKS AND REQUIRED MATERIAL

Students will require a binder, loose leaf paper, dividers, pencils, and pens. Some textbooks will be required. A trades-based project may require safety equipment. A list will be provided at registration time. Most supplies can be purchased through the Yukon College Bookstore.



YUKON FISHERIES FIELD ASSISTANT

From subsistence fishing to tourism to commercial export markets, fisheries are a key component of the Yukon economy.

The Yukon Fisheries Field Assistant Program (Fish Tech) is an intensive classroom and field-based program that gives students the training necessary to find employment in fisheries-related field work.

PROGRAM DESCRIPTION

The Yukon Fisheries Field Assistant program (Fish Tech) is an intensive twelve-week course that gives students training for employment in fisheries-related field work.

In order to make Fish Tech certification available to a wider group of students, the classroom-based portion is done online. This online portion allows students to complete the classroom component of Fish Tech from Community Campuses, or other locations with internet access.

The course is delivered in two components: The first portion is ten weeks of online learning, followed by a ten-day field camp where the “hands-on” portion of the course will be taught.

GENERAL OUTCOMES

The course will give students Yukon Fisheries Field Assistant certification as well as electro-fishing certification. It will prepare them to work efficiently, effectively and safely in fisheries restoration and enhancement projects under northern field conditions.

COURSE MODULES

Module 1: Introduction to Fish Biology

Module 2: Yukon Salmonid Biology

Module 3: Yukon Salmonid Biology/Habitat

Module 4: Juvenile Fish Identification

Module 5: Biological Sampling Techniques

Module 6: GPS/Mapping

Module 7: Land Claims/Community-based Management

Module 8: Bear Awareness

Module 9: Lake Fisheries Assessment

Module 10: Electro-fishing

Module 11: Stock Assessment

Module 12: Stream Crossings and Fish Migration

Module 13: Fish Habitat Assessment Techniques

Module 14: Fish Habitat Restoration Techniques

Module 15: Soil Bioengineering Techniques

Module 16: Restoration and Enhancement Project Practicum



ADMISSION REQUIREMENTS

- Physically fit, able to wade in streams and able to spend 10 days in a field camp.
- English 10 or equivalent; or acceptable scores on College Assessments.
- A valid First Aid/CPR-C is required for electro-fishing certification.

CAREER OPPORTUNITIES

Completion of this course will give students the basic skills needed for field-based fisheries work in a northern environment. This includes:

- knowledge of basic fish biology
- northern fish species identification
- various capture techniques and stock assessment
- restoration and mapping of fish habitats

Effective conservation of fish populations and fish habitat relies upon well-trained and knowledgeable field assistants to participate in, and manage field projects throughout the Yukon.

Tuition \$2,400

Tuition includes all course materials, all field camp transportation costs from Whitehorse and all meals during the field camp.

COURSES

- FT 040 - Fisheries Field Technician

YUKON WATER AND WASTEWATER OPERATOR

Everything depends on water.

We help you gain the skills needed to work in water provision as well as wastewater management and treatment sectors.

PROGRAM DESCRIPTION

The Yukon Water and Wastewater Operator program (YWWOP) offers a range of courses designed to meet the needs of new and prospective water & wastewater operators, as well as current operators working within governments (municipal, territorial, federal or First Nation) and the private sector (e.g. mining, water delivery). Our courses are also relevant to any health professional, supervisor, technician or homeowner involved with or interested in water & wastewater.

Our 'Core' courses are designed to prepare the participant to challenge a related EOCP certification exam. 'Elective' courses are designed to develop Technical Skills and Workplace Essential Skills related to the water and wastewater sector, and offer continuing education units (CEUs). 'Specialized' courses can be developed to tailor to the needs of a specific group.

CERTIFICATION AND EXAMS

The Environmental Operator Certification Program (EOCP) ([see eocp.ca/certified-operators/how-to-become-an-operator](http://eocp.ca/certified-operators/how-to-become-an-operator)) administers certification of water & wastewater Operators in Yukon. To challenge a certification exam, contact EOCP at least 3 weeks in advance: crm.eocp.ca or 1-866-552-3627. EOCP exams are typically web-based; paper and oral options can be available in certain circumstances. For the complete schedule of EOCP exam sessions, please contact EOCP directly: crm.eocp.ca or 1-866-552-3627.



LOCATION/WEB-CONFERENCING

YWWOP classes and EOCP exam sessions are typically held onsite at Ayamdigut (Whitehorse campus) and can be facilitated at any Yukon College community campus or surrounding NWT and Northern BC community on an on-demand basis. Alternatively, YWWOP classes are available through web-conferencing (FUZE); attending part through web-conferencing and part onsite can be an option. Please note that attending through web-conferencing requires strong commitment from any remote participant, especially in regards to the “hands-on/Q&A” component of any YWWOP class. Contact the Program Advisor for details and to organize a class or exam session in your Community.

REGISTRATION

Registration closes 3 weeks prior to the beginning of any YWWOP class. YWWOP typically requires ≥ 6 participants to run a class, unless a specific course delivery is purchased by a group or employer. Contact the Program Advisor to purchase any specific course offer.

ADMISSION REQUIREMENTS

There are no formal admission requirements to participate in any YWWOP class.

The Environmental Operator Certification Program (EOCP) (see eocp.ca) has specific eligibility requirements for challenging certification exams; please contact EOCP directly for details: crm.eocp.ca or 1-866-552-3627. If need be, an option for Adult Graduation Program is the British Columbia Adult Graduation Diploma (BCAGD), also known as the “Adult Dogwood.”

CAREER OPPORTUNITIES

Water and Wastewater Operators typically work within governments (municipal, territorial, federal and First Nation), and are increasingly recruited by the mining industry (YG, 2017). Operators of Large Public Drinking Water systems (LPDW, ≥ 15 service connections) and Bulk Water Delivery systems (BWD, ≥ 5 delivery sites) are required to be certified, and certification is highly encouraged for all other water and wastewater Operators (YG, 2002). In Yukon, certification is administered by the Environmental Operator Certification Program (EOCP), which regularly holds exam sessions at Yukon College.

The water and wastewater industry is a rapidly changing and growing career area with a shortage of qualified workers to fill positions. A Yukon water and wastewater sector profile found that 25% of respondents have a salary range over \$80K per year and that this sector has a top heavy and maturing workforce, with 35% of the workforce expected to retire in the next ten years (YG, 2017).

For those experienced in the water and wastewater industry, YWWOP will help expand skills, maintain certification and keep up with changing technology. Whether students are looking to brush up their skills, or just joining the job market or are simply looking for a new and exciting field to enter, YWWOP can open a range of employment doors.

Please see individual classes for tuition fees.

FINANCIAL SUPPORT

Sectoral Community Training Funds: Community Training Trust Fund

The Community Training Trust Fund (at www.education.gov.yk.ca/sector-funds.html) can support **Yukon staff and elected officials of municipal and First Nation governments and local advisory groups** for eligible expenditures* related to participating in YWWOP classes. Reimbursement can be up to 2/3 of total cost or maximum \$3,000 (NOTE: the amounts are subject to change). All documents must be received by the deadline. Application process:

1. The employer submits an application to the Fund Administrator (Association of Yukon communities): Laura Ebby, 867-668-4388 or ayc@northwestel.net.
2. The application is evaluated and the outcome will be communicated to the applicant.
3. The employer pays, or employee pays and submits all receipts to the employer to be reimbursed.
4. Conditional on a successful outcome of the application evaluation, the Fund Administrator reimburses the employer.



* Eligible expenditures (not including GST):

- Tuitions
- Transport costs (e.g. mileage at .605/km)
- Accommodation (e.g. hotel)
- Per diems (the lower amount of either employer rates or YG rates)

Regional Community Training Funds

Regional Community Training Funds (www.education.gov.yk.ca/regional-funds.html) can support **rural Yukon individuals – employed or unemployed**– for eligible expenditures* related to participating in YWWOP classes in view of acquiring/upgrading occupational skills for a job. The Funds are region-specific, and each region has its own application process and funding policy; please contact your region-specific representative for details.

CIRNA-YWWOP Funding Agreement

Crown-Indigenous Relations and Northern Affairs (CIRNA) (www.canada.ca/en/indigenous-northern-affairs.html) can support Canadian Indigenous Individuals and Governments –employed or unemployed– for eligible* expenditures related to participating in YWWOP classes. Reimbursement process**:

1. The First Nation Government pays, or FN individual pays and submits all receipt to the FN Government to be reimbursed.
2. The FN Government submits all receipts to YWWOP (CNIM) Budget Officer: Stacey Pennington, 867-456-8649 or spennington@yukoncollege.yk.ca.
3. Yukon College (on behalf of CIRNA) reimburses the FN Government.

* Eligible expenditures:

- Tuitions
- Transport costs (mileage at .605/km)
- Accommodation (hotel)
- Per diems (meals and incidentals as per Yukon College rates)

** Please note that reimbursement is allocated on a first-submitted basis until the yearly funds are extinguished.

ALFA

Government of Canada's Aboriginal Skills and Employment Training Strategy (ASETS) (www.canada.ca/en/employment-social-development/services/indigenous/asets.html) can support **currently unemployed Canadian Indigenous Individuals** for eligible* expenditures related to participating in YWWOP classes. All Yukon First Nations are represented for ASETS either through the Aboriginal Labor Force Alliance (ALFA; Kwanlin Dun FN, Liard FN and Ross River Dena Council) (www.aboriginalconstructioncareers.ca/aboriginal-agreement-holder/aboriginal-labour-force-alliance) or through the Council of Yukon First Nations (CYFN) at cyfn.ca/contact-us/. Please contact your First Nation Government for details.

Northern Territories Water and Waste Association Training Fund

The Northern Territories Water and Waste Association (NTWWA) at ntwwa.com/scholarship/ can support Northwest Territories and Nunavut individuals and community groups with a scholarship for such activities as participating in YWWOP classes. A maximum of two scholarships, each in the value of \$1,500 will be awarded annually. Application process:

1. The Individual or community group fills out and submits the Applicant Package*.
2. The scholarship committee evaluates the applications.
3. Winners are notified***
4. Scholarship is delivered upon reception of appropriate documents

* Current application deadline: June 29, 2018

** Award date: July 28, 2018



COURSES

Core

- WO 001 - Basic Small Water Systems Operations
- WO 002 - Water Distribution Level 1 & 2
- WO 006 - Wastewater Collection Level 1 & 2
- WO 010 - Bulk Water Delivery
- WO 021 - Wastewater Treatment Level 1 & 2
- WO 024 - Small Wastewater Systems Mechanical & Non Mechanical
- WO 031 - Water Treatment Level 1 & 2
- WO CE55 - Water Distribution Level 3 and 4

Elective

- WO 003 - Hypochlorination & Disinfection
- WO 004 - Iron & Manganese Removal
- WO 007 - Centrifugal Pumps: Design and Application
- WO 008 - Water Quality for Distribution Operators
- WO 009 - Vibration Analysis
- WO 011 - Groundwater Quality & Treatment
- WO 016 - Cross Connection Control Awareness
- WO 018 - Membrane Filtration for Drinking Water Treatment
- WO 022 - Chlorine Handling
- WO 023 - Water Analysis, Water Quality Monitoring and Recordkeeping
- WO 025 - Well Development, Pump Installation, & Well Maintenance Theory
- WO 026 - Math Review for Small Water Systems and Bulk Water Delivery
- WO 027 - Supervisory Control and Data Acquisition (SCADA) and Data Communications Systems - Introduction
- WO 028 - Computer Basics for Operators: Email, Internet, MS Excel, and MS Word
- WO 032 - PVC Design & Construction for Water and Wastewater Pipe
- WO 033 - Emergency Response Planning for Water & Wastewater Systems
- WO 034 - Water Distribution Systems Operations (1/3 Practical)
- WO 036 - Basic Hydrogeology
- WO 037 - Wellhead Protection Planning
- WO 039 - Parks Canada Water Systems
- WO 040 - Little Salmon Carmacks Water Treatment Plant
- WO 041 - Reservoir Maintenance and Cleaning
- WO 042 - Household Drinking Water Storage Practices
- WO 046 - Ultraviolet (UV) Disinfection
- WO 047 - Arsenic and Uranium Removal
- WO 049 - Cross Connection/Backflow Assembly Tester Certification
- WO 050 - Climate Change Impact on Water and Wastewater Infrastructures
- WO 051 - Lagoon Design, Operation and Maintenance
- WO 052 - Disinfection By-Product Formation and Prevention
- WO CE54 - Gas Chlorination and Disinfection
- WO CE56 - Polyethylene Pipe Fusion - Small Diameter
- WO CE57 - Polyethylene Pipe Fusion - Mid-Range Diameter
- WO CE58 - Thermography Level 1 Certification
- WO CE59 - Cross Connection Control Inspector Certification
- WO CE60 - Taking Care of Your Drinking Water System for Decision Makers



- WO CE61 - Soft Skills in the Water and Wastewater Context 1 - People
- WO CE62 - Soft Skills in the Water and Wastewater Context 2 - Projects
- WO CE63 - Soft Skills in the Water and Wastewater Context 3 - Communication and Finance
- WO CE64 - Wastewater Sampling, Analysis and Recordkeeping
- WO CE65 - Math Review for Small Wastewater Systems
- WO CE66 - Chlorine in Yukon
- WO CE67 - Passive Wastewater Treatment North of 60: Beyond Lagoons
- WO CE68 - Supervisory Control and Data Acquisitions (SCADA) Systems in Yukon - Introduction
- WO CE69 - Jar Testing for North of 60 Applications
- WO CE70 - Yukon Water & Wastewater Operator Program (YWWOP) Source Water Protection and Watershed Stewardship



***Academic
Regulations
and Procedures
2017***

Approval Statement

The following academic regulations and procedures have been unanimously recommended by the members of Academic Council and are hereby deemed in effect the 1st day of January, 2017.



Dr. Karen Barnes, President, Yukon College



Date

Table of Contents

1.0 TERMS OF REFERENCE	1
1.01 Purpose	1
1.02 Membership	1
1.03 Roles	2
1.04 Responsibilities	2
1.05 Conflict of Interest	2
1.06 Policy Review	3
2.0 ADMISSIONS, REGISTRATION, AND PROGRAM ADVISING	4
2.01 Authority to Admit	4
2.02 Admission Requirements	4
2.03 Application Procedures	4
2.04 Selection for Admission	4
2.05 English Language Proficiency	5
2.06 Admission to “Brokered” Programs	5
2.07 Admission Status	5
2.08 Appeal of Admission Status	6
2.09 Mature Applicants	6
2.10 International Applicants (Study Permit Applicants)	6
2.11 Applicants with Special Needs	7
2.12 Returning Students	7
2.13 Academic Year and Term	7
2.14 Registration Process (Credit Programs)	7
2.15 “No-Shows”	8
2.16 Registering for Repeat Courses	8
2.17 Classification of Students	8
2.18 Program Changes.....	9
2.19 Withdrawals.....	10
2.20 Change from Credit to Audit Status.....	10

2.21 Automatic Deregistration	10
2.22 Program Advising.....	11
2.23 Financial Information	11
3.0 TRANSFER CREDIT, ADVANCED CREDIT/ADVANCED STANDING, ADVANCED PLACEMENT, CEU AND PRIOR LEARNING ASSESSMENT ..	12
3.01 Transfer Credit, Advanced Credit and Advanced Placement	12
3.02 “Transfer”/Transferability to Other Institutions	12
3.03 Prior Learning Assessment and Recognition	13
A. Educational Standards	13
B. Administrative Standards	13
3.04 Course Challenge	14
3.05 Request for Transfer Credit	14
3.06 Continuing Education Unit (CEU)	15
4.0 ACADEMIC CONDUCT	16
4.01 Attendance Policy	16
4.02 Inappropriate Student Conduct.....	16
4.03 Discipline	16
5.0 STUDENT EVALUATION, GRADES AND RECORDS	18
5.01 General	18
5.02 Assignments, Exams and Other Course Requirements	18
5.03 Evaluation Process	18
5.04 Grading System	18
5.05 Submission of Final Grades	20
5.06 “Course Repeats”	20
5.07 Clearance of Course Incompletes	20
5.08 Clearance of Other Course/Program Deficiencies	21
5.09 Actions Following Unsatisfactory Academic Standing	21
5.10 Probation – Academic and Professional Programs	21

5.11 Probation – Pass/Fail and Mastery Programs	22
5.12 Levels of Certification	23
5.13 Certification Requirements	23
5.14 Transcripts and Mark Statements.....	23
5.15 Outstanding Debts	24
5.16 The Dean’s List	24
5.17 Custodians of Confidential Records	24
5.18 Public Access to Student Records	24
5.19 College Access to Student Records	24
5.20 Release of Confidential Information	25
5.21 Records Retention	25
6.0 REQUEST FOR ACTION - STUDENT COMPLAINTS - INVESTIGATIONS	26
6.01 Preamble	26
6.02 Purpose	27
6.03 Informal Resolution	27
6.04 Mediation	27
6.05 Request for Action	28
6.06 Student Complaint	29
6.07 Investigations	31
6.08 Terms of Reference for an Investigation	31
6.09 Decision on a Request for Action or Student Complaint	33
7.0 STUDENT APPEALS	34
7.01 General	34
7.02 Appeals Committee Terms of Reference	34
7.03 Appeal Procedure	35
7.04 Procedures Prior to the Appeal Hearing	36
7.05 Procedures at the Appeal Hearing	37
7.06 Procedures After the Appeal Hearing	38
7.07 Annual Report of Student Appeals	39

8.0 ACADEMIC ACCOMMODATION	40
8.01 Preamble	40
8.02 Purpose	40
8.03 Academic Support Services	40
8.04 Duty to Accommodate	41
8.05 Types of Accommodation	42
8.06 Specified Accommodations	42
8.07 Disabilities	43
8.08 Family Status	43
8.09 Religious Observance	44
8.10 Infectious Illness	44
8.11 Language	44
8.12 Procedure for Requesting Academic Accommodation	45
8.13 Undue Hardship	48
8.14 Documentation Control and Retention	48
8.14 Dispute Resolution / Appeal Procedure	49
9.0 ASSIGNMENT OF CREDIT FOR A COURSE AND CERTIFICATION OF A PROGRAM	50
9.01 General Principles	50
9.02 Naming Courses	50
9.03 Approval of Credit for a Course	50
9.04 Certification of a Program	51
9.05 Assessment of Continuing Education Unit (CEU)	51
Appendix A – Request Forms for Credit Assignment	52

1.0 Terms of Reference

Yukon College has established an Academic Council that is responsible for maintaining academic standards. The Academic Council performs its duties in a manner consistent with the highest ethical standards and within the limits of the law common to all persons.

Pursuant to the *Yukon College Act*, Paragraph 7(1)(e), and Section 10.(1), and with unanimous support from the members of the Academic Council and approval by the President, Yukon College hereby establishes the following policy:

1.01 Purpose

The purpose of this policy is to establish the roles and responsibilities of Yukon College's Academic Council and to the extent necessary authorize the Academic Council to act on any matter related to academic standards, student conduct, and policy decisions related to certificate, diploma and degree programs at Yukon College.

1.02 Membership

The membership of Academic Council will consist of the following fifteen members:

- The Registrar or, if there is no registrar, the person holding the most equivalent office, who shall be a member by virtue of their office;
- Five administrative officers, appointed by the President;
- One student, selected by the student union;
- Eight members of the college's teaching faculty, which includes counselling professionals selected by the heads of the academic divisions or departments.

A quorum of ten (10) members present at meetings is required to conduct business.

The Academic Council will have two (2) alternate administrative members, three (3) alternate faculty members, an alternate student member, and the Associate Registrar who may attend as the alternate for the Registrar. Alternates will only officially participate and vote in meetings when replacing an existing member.

For positions whose membership is not fixed, the term of appointment is for two-years beginning in September. Term appointments are renewable and will be staggered to ensure continuity.

Membership on the Academic Council is subject to the following conditions:

- Members must remain in the constituency for which they were appointed;
- Members are responsible for scheduling an alternate and informing the Chair when they are absent from a meeting;
- Members must maintain 70% attendance at meetings in any twelve (12) month period;

- Members and alternates may resign by providing written notice of such to the President and Chair;

1.03 Roles

The Academic Council fulfills three principal roles:

- To develop academic standards and, once approved, ensure compliance with them;
- To review course and program requests, to assign academic credit and to assess continuing education units (CEU's);
- To administer and to hear, as required, student appeals on academic matters.

1.04 Responsibilities

As a minimum, the Academic Council will ensure the following responsibilities are fulfilled:

- The Chair will be appointed by the President and shall ensure that at least once in each academic year the Board is apprised of all academic matters addressed by the Council;
- The Associate Registrar will serve as the Council's secretary and will ensure that meetings are conducted appropriately, minutes are recorded and circulated, and ensure that academic matters that do arise are resolved in a timely manner;
- The Council should meet every month during the academic year, will promptly meet at the call of the Chair and will meet no less than eight times per year;
- The Council will take reasonable steps to protect the confidentiality of private or sensitive material including closing a meeting to observers when such topics are discussed;
- The Council may establish ad hoc sub-committees as appropriate to ensure that it fulfills its roles. Members may be selected from outside the Council's membership but sub-committees will normally be chaired by a member of the Council.

1.05 Conflict of Interest

A conflict of interest arises when a council member's private interests supersedes or competes with his/her dedication to the interests of the institution. This could arise from Real, Potential, or Apparent Conflict of Interest for a Council member or related persons and may be financial or otherwise. For this purpose:

A "**Real Conflict of Interest**" occurs when a Council member acts on behalf of the College and at the same time knows that the action will further a private interest.

A "**Potential Conflict of Interest**" occurs when a Council member knows that an act on behalf of the College will further a private interest, but has not acted.

An “**Apparent Conflict of Interest**” occurs when a Council member could, and should know that an act on behalf of the College will further a private interest.

Declaration of Conflict

Council members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict of interest, the person recording the events of the meeting should duly note the declaration and the Council member must refrain from discussion on that particular matter, contract or arrangement.

1.06 Policy Review

The Academic Council will establish a Review Committee every five years to review the scope and application of this policy. The review will include consultations with students, staff, faculty, and management.

2.0 Admissions, Registration, and Program Advising

2.01 Authority to Admit

The Registrar or authorized designate has the authority to admit students to Yukon College. The Registrar is responsible for ensuring the integrity of the College's admission requirements while maintaining fair and equitable access to College courses and programs.

2.02 Admission Requirements

The College's programming divisions establish admission requirements to provide students with the best opportunity for success in a program. Specific academic and other requirements are listed under each program in the current College calendar. Applicants are responsible for meeting the academic requirements prescribed by the specific course or program.

Exceptions include:

- Applicants without the prescribed academic requirements may be admitted to some courses as part-time students only;
- Applicants without the stated program admission requirements may qualify by successfully completing admission tests as may be prescribed by the program division and approved by Academic Council.

2.03 Application Procedure

Applications should be made using the online application site, or an application form available from the Admissions Office.

Applicants will arrange to have transcripts for all prior education (high school, college, university) or, where applicable, proof of relevant work experience sent to the Admissions Office.

Applicants will be required to receive program advising for credit programs that have elective course options before registrations are approved.

2.04 Selection for Admission

Qualified applicants can expect to be admitted on a "first-come, first-served" basis once all documents have been received by the College.

For courses and programs with specific admission criteria, those criteria will be established in advance and available for student review.

2.05 English Language Proficiency

English is the language of instruction and communication at Yukon College. All coursework required of students will be in English unless otherwise specified.

Regardless of country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study, other than the English as a Second Language program.

Applicants may demonstrate proficiency in English by providing any one of the following:

- Proof of achievement at the grade level designated as the academic prerequisite for the program to which the student is applying, or equivalent;
- Proof of achievement, at the prescribed level, in the Test of English as a Foreign Language (TOEFL);
- Proof of achievement, at the prescribed level, in the International English Language Testing System (IELTS).

International students seeking admission to professional programs and/or university transfer programs based on test scores must write the College English Assessment.

All other admission requirements for specific programs must be met as well.

2.06 Admission to “Brokered” Programs

Where academic responsibility for a program rests with another institution, such as a degree program offered by a university through the College, admission is granted by or approved by the delivering institution and may require dual registration.

In cases where an agreement between Yukon College and the receiving institution is in place, admission and registration will be as outlined in the agreement.

2.07 Admission Status

Accepted applicants will be so advised and notified of registration dates by a Letter of Acceptance.

An **Applicant List** will be created when a program is full. An admissible applicant will be placed on the list and be advised of such. When a space becomes available, the applicant will be advised of registration requirements.

Undeclared students may be allowed to complete up to 50% of a program before being required to apply for acceptance to a program.

Professional programs, such as Early Childhood Development, Supported Living Worker,

Nursing and Social Work may revise the number of credits an undeclared student may complete. An undeclared student will not be permitted to begin practicum placements prior to acceptance to the program.

An applicant who is refused admission will be advised of their right of appeal, the reason for refusal, and ways to upgrade their qualifications.

2.08 Appeal of Admission Status

An applicant who believes they have been unfairly denied admission has the opportunity for redress through the following appeal procedure:

- The applicant initiates discussion with the Associate Registrar as the first attempt to resolve the matter;
- The Associate Registrar shall convene a review committee composed of the appropriate Dean, a counsellor and the Associate Registrar as the second attempt to resolve the matter;
- If the resolution by the review committee is deemed unacceptable by any party, the decision may be appealed to the Academic Council following the procedures detailed in *Section 7.0 Student Appeals*.

2.09 Mature Applicants

An applicant who has not graduated from high school and is at least 19 years of age, or who is at least 17 years of age and has not attended school for one year or longer may be admitted to courses and programs at Yukon College as a mature student.

An applicant who has not reached 17 years of age or has attended school within the last year may be admitted to courses and programs as a mature student at Yukon College at the discretion of the Registrar. Discretionary decisions in this case are final and not subject to appeal.

2.10 International Applicants (Study Permit Applicants)

International students require a student visa if their studies at Yukon College extend beyond six months. For programs that do not exceed six months a visa is still required to enter Canada.

A letter confirming application or provisional admission will be provided to international applicants to assist in applying for student visa.

All international applicants must obtain a valid study permit upon entry into Canada to be admitted to Yukon College.

2.11 Applicants with Special Needs

Yukon College provides academic support services for students to ensure all students have full access to the College's academic facilities and learning environments as well as full access to all educational programs and other services provided by the College.

The Learning Assistance Centre is the designated functional unit at Yukon College responsible for receiving and assessing academic accommodation requests and providing related support services to students.

Students and applicants are encouraged work cooperatively with the College and are expected to exercise self-advocacy when seeking academic accommodation. Applicants with special needs are responsible for contacting the Learning Assistance Centre to identify their needs.

For further details on Academic Accommodation, see *Section 8. Academic Accommodation*.

2.12 Returning Students

Students who have successfully completed the first year of a two-year program will be automatically admitted to the following year.

Students who were dismissed from a program, failed to attain an acceptable grade point average, or failed to complete program requirements within the prescribed time period, will complete a new application form, be interviewed by a counsellor and receive approval of the Dean before registration will be permitted.

2.13 Academic Year and Term

The academic year at Yukon College is from September to August. Different programs, however, have different beginning and ending dates.

In all Program Divisions, the academic year is divided into three terms: *Fall*, (September to December), *Winter* (January to April), and *Spring/Summer* (May/June. Terms will normally run for fifteen weeks, with the final two weeks of each term being set aside for exams.

2.14 Registration Process (Credit Programs)

All students admitted to the College should register for their courses during the published registration period. All registrations will be processed by the Admissions and Registration Office.

All full time students registering in programs with elective course options are required to receive program advising prior to having registrations completed and approved. The signature of a program advisor is required on appropriate registration forms.

Registration is final only upon payment of fees or upon special arrangement with the Registrar or designate. All fees must be disclosed before registration. For information on tuition fees and other costs, see the Yukon College website at:
http://www.yukoncollege.yk.ca/future_students/pages/tuition_fees

Sponsored applicants (applicants whose training costs are paid by employers or other agencies) will arrange to have a letter of sponsorship sent by the sponsor to the Registrar or authorized designate, outlining the extent of financial support for fees, books, supplies, etc. being provided.

Students wishing to register after the final date for registration must have permission of the Chair of the program that houses the course, and permission of the Registrar. All course fees will be due upon the day that late registration occurs.

Back-dated registrations can be granted by the Registrar or designate. Discretionary decisions in this case are final and not subject to appeal.

2.15 “No-Shows”

An applicant who has been accepted into a limited enrollment program and does not register or does not attend the first two classes or days of instruction and does not notify the Admissions office will be declared a “no-show”.

The applicant’s place in the program will then be offered to the next eligible person on the Applicant List.

An applicant designated as a “no-show” must reapply for admission and wait for space in the program to become available, should the applicant wish to re-enter the program.

2.16 Registering for Repeat Courses

A student may register for a course a maximum of three times. All attempts will be recorded on the student’s transcripts. Credit will be granted only once and only the highest grade obtained in any of the courses will be used for Grade Point Average calculations.

A student may register for a course more than three times with the Registrar’s approval. Discretionary decisions in this case are final and not subject to appeal.

2.17 Classification of Students

A **full course load** is normally considered to be a program or selection of courses consisting of 15 credits or 300 hours of classes in a term. One **full-time equivalent** (FTE) is equal to 30 credits or 600 hours of instruction.

Students are classified on the following basis:

- **Full-time Student** – normally takes 60% or more of a full course load in a given academic term;
- **Part-time Student** – normally any student registered in less than 60% of a full course load in a given academic term;
- **Continuing Education Student** – any student registered in Continuing Education courses;
- **Co-operative Education Student** – any student registered in both the academic and work placement components of a Co-operative Education Program;
- **Audit Student** – any student registered in a course where work is not evaluated nor credit awarded.

At the discretion of the Registrar and with consent of the Dean, a student taking less than 60% of a full course load in a given academic term may be classified as a Full-time Student. Discretionary decisions in this case are final and not subject to appeal.

Applications for granting Full-time Student status with a reduced course load will be considered for health concerns or in cases where unforeseen circumstances make it difficult or impossible to continue with a full course load. Applications are subject to the following requirements:

- The application for Full-time Student status with a reduced course load must be in writing and should be supported by documentation from a qualified professional;
- The application must be submitted by a student who has been accepted to a Yukon College program.

Students who are approved for Full-time Student status with a reduced course load will receive a letter from the Registrar confirming the classification. The following conditions apply:

- Ordinarily, Full-time Student status with a reduced course load applies only in the term requested. Any extensions to the status will be considered on a term by term basis;
- Students are responsible for notifying their funding agency and negotiating their status if required;
- Status granted at Yukon College will not affect the Canada Revenue (CCRA) status for T2202 purposes;
- In cases where Full-time Student status with a reduced load has been granted at the beginning of the term, students will pay the Part-time Student Union and technology fees.

2.18 Program Changes

A student may change programs, during the first two weeks of the term provided:

- The student meets the admission requirements of the program/course into which the student wants to transfer;

- Space is available in the receiving program/course;
- The student receives approval from the Dean or Chair of the receiving program.

2.19 Withdrawals

A student may withdraw from a course or program without academic penalty up until two thirds of the course contact hours have been completed. Specific withdrawal dates vary with each course and students should become familiar with the withdrawal dates in their program.

Students withdrawing from a course must notify the Associate Registrar in writing either through an official withdrawal form or a dated letter clearly outlining the course name, number and section, and signed by the student. A grade of “W” will be assigned when a student officially withdraws from a course.

Late withdrawals may be accepted at the discretion of the Associate Registrar. Discretionary decisions in this case are final and not subject to appeal.

Failure to comply with these withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal, or a failing grade (F) and ineligibility for any refund of tuition fees. Withdrawals will not be accepted without the student’s signature.

2.20 Changing Course Status

A student may change from credit to audit status up until two thirds of the term has been completed. In exceptional circumstances, students may change from audit to credit status after the term has begun, but that change must be approved by the Chair. Specific dates vary with each course and students should become familiar with these dates in their program.

Students switching course credit/audit status must notify the Associate Registrar in writing either through an official course change form, or on a dated letter or outlining the course name, number, and section, and signed by the student. Requests to audit will not be accepted without both a Chair’s and a student’s signature.

A grade of “AU” will be assigned when a student officially audits a course.

Once a student switches course status, s/he will not be allowed to switch status before the end of the academic term.

Students will be able to audit the same course up to two times.

2.21 Automatic Deregistration

A student who registers in a course for which s/he has not successfully completed the prerequisite by the first day of the term will automatically be de-registered from the course.

2.22 Program Advising

Each programming division will have trained faculty to serve as program advisors to ensure that students are provided with timely and accurate academic advice. Program advisors are responsible for:

- Providing ongoing academic advice to students about entry requirements, prerequisites, advanced standing/credit, transferability, course selection and load, and graduation requirements;
- Approving registrations, course additions or deletions, evaluation of transfer credits;
- Informing students of services at the college such as academic accommodation and counselling;
- Reviewing student progress on an ongoing basis to enable students to access academic support services if needed;
- Managing any correspondence regarding academic matters related to a student's program;
- Assisting with the verification of program completion;
- Assisting, as required, with academic appeals.

2.23 Financial Information

Current information about application, tuition and ancillary fees, service charges, penalties, refunds and estimates of educational costs are published on the Yukon College Website at: http://www.yukoncollege.yk.ca/future_students/pages/tuition_fees

Current information about student financial assistance is available to students through the Registrar's Office.

2.24 Email Communication

E-mail is one of the official means of communication between Yukon College and its students. All students are assigned a Yukon College e-mail address upon credit course registration. The e-mail address assigned to a student by the College will be the only e-mail address used by Yukon College for communication with credit students for academic and administrative purposes once the first registration has occurred. Students are responsible for checking their Yukon College e-mail account regularly so as to remain current with administrative and academic notifications. It is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward College e-mail to another e-mail address, it is the student's responsibility to ensure that the alternate account is active.

3.0 Transfer Credit, Advanced Credit/Advanced Standing, Advanced Placement, CEU and Prior Learning Assessment

3.01 Transfer Credit, Advanced Credit and Advanced Placement

Yukon College recognizes educational and work/life learning that students have already acquired and may award any of the following credits to students to avoid unnecessary repetition of courses or course content:

- **Advanced Credit** is credit given for prior structured or unstructured learning experience, such as courses taken at other institutions and relevant work/life learning;
- **Transfer Credit** is advance credit based on credit courses taken at another institution;
- **Advanced Placement or Standing** refers to the practice of exempting students from specified courses in a program with the requirement that relevant learning be demonstrated, or approved courses be taken in lieu of exempt courses to complete the program requirements.
- **Prior Learning Credit (PLC)** is credit given for unstructured learning experience or relevant work-life learning.

3.02 “Transfer”/Transferability to Other Institutions

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. Each agreement may have its own specific terms and requirements that must be met and the following conditions apply to all applications for transfer credits:

- A student may seek transfer credit for courses successfully completed at Yukon College at any time during or after completion of their course of studies at Yukon College;
- The student is responsible for pursuing transfer credit opportunities and the College will assist with appropriate documentation as requested;
- Completing the arrangements for transfer credits does not constitute admission to another institution;
- Many institutions will award transfer credits to admitted students on a course-by course basis even if formal arrangements have not been developed.

Authorization to Undertake Studies at Another Institution

A Letter of Permission may be given to students authorizing them to undertake studies at another Institution and receive transfer credits for courses they wish to take. The Letter of Permission will include:

- The student’s name, student number and the Yukon College program to which they have been accepted,
- The name of the institution where the course(s) will be taken, the course(s) to be taken and the Yukon College equivalent course(s) for which transfer credit is requested,

- A statement that Yukon College will accept the course for transfer credit upon successful completion,
- Relevant academic regulations that apply (minimum grade, 50% local courses, official transcript required on completion, student standing, etc.)

The Letter of Permission will be signed by the Dean or Chair and copied to the Registrar.

3.03 Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is an assessment of what a student has learned through non-formal education, training or experience that is worthy of credit in a course or program. Assessments are done by a qualified specialist using a valid and reliable means.

The following **Educational Standards** will be considered when awarding PLAR credits:

- Credit should be awarded only for demonstrated learning and not for experience;
- Credit should be awarded only for learning which is relevant to the content and learning outcomes of the course or program to which the credit is being applied;
- Credit should be awarded for learning which is consistent with the achievement levels required by the postsecondary credential to be awarded;
- Credit should be awarded for learning which has both the theory and practical applications that are appropriate to the subject, course or program;
- The assessment of prior learning and the determination of credit awards should be made by content specialists, with external advice as necessary.

The **Administrative Standards** to be followed when awarding PLAR credits include:

- Credits awarded as a result of PLAR will be identified as such on the student's transcript;
- Credit awards and the transcript entries will be monitored to avoid giving PLAR credits and other credits for the same learning;
- Students will be fully informed of the policies and procedures applied to assessment, including the provision for appeal;
- Fees charged to a student for assessment services will be based only on the services provided;
- All personnel involved in the assessment of learning are trained for the functions they perform;
- Continued professional development in areas related to PLAR is available.
- PLAR policies and practices are monitored on a regular basis, revised as needed and formally reviewed every five years.

3.04 Course Challenge

Course challenge is one method of prior learning assessment by which a student may receive credit for relevant knowledge or skills acquired outside of Yukon College. Availability of course challenge is dependent on the suitability of the challenge and administrative limitations.

Each Dean is responsible for outlining procedures, restrictions, or limitations respecting course challenges as well as identifying those courses that cannot be challenged and why. The following guidelines apply:

- A course for which credit has already been granted by Yukon College cannot be challenged;
- A student may not challenge a course if they have taken and failed the course previously;
- The challenge must evaluate performance on the full range of objectives and content related to the course;
- A maximum of one half of the total credits required for a program may be obtained by a combination of course challenge and transfer credit;
- Students will be admitted to the program or qualified for admission before seeking a course challenge;
- Students registered in a course may challenge that course within the first one third of the scheduled total number of course hours;
- Students may challenge a course only once. If unsuccessful, the student must register and complete the course in order to receive the credit.

3.05 Request for Transfer Credit

A student who wants to request credit for courses taken at another institution can make application for transfer credit through the Admissions office at the time of application for admission to a program. Applications for transfer credits are subject to the following conditions:

- Evaluation of transfer credits is the responsibility of the appropriate Dean and will normally be carried out by program advisors;
- Transfer credit will only be given to students who have been admitted to the program;
- Transfer credit will only be given for credit courses that are equivalent to Yukon College courses from recognized colleges, universities, technical institutes, professional bodies and selected courses from high schools;
- Official transcripts must be submitted, and course outlines should be submitted before credit transfer is considered;
- A combination of transfer credit and course challenge will not exceed 50% of total credits required to complete the Yukon College program for which the student has applied;
- Courses or programs may be deemed “stale-dated” and not eligible for transfer credit where in the opinion of the Dean, there is an ‘obsolescence’ of knowledge and/or skills;

- Transfer credit will only be given for courses in which a grade of D (or equivalent) or higher has been achieved. However, minimum grade requirements in prerequisite courses (typically C or better) will normally apply;
- Courses not taken at Yukon College for which transfer credit has been granted will not be included in the calculation of term or cumulative grade point averages;
- For transfer credits that have no precise Yukon College equivalents, unassigned credits may be granted. These will not be applied towards specific course requirements within the program. Normally these may be used to satisfy elective requirements.
- International students (including those from the United States) will not normally be considered for transfer credit unless their transcripts are evaluated by certified Canadian transcript review services. These students are eligible to challenge for credit (see Section 3.04).

3.06 Continuing Education Unit (CEU)

A Continuing Education Unit is a measure of the amount of organized study that a person has completed. One CEU equals ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors.

CEU's are not academic credits and are only used for continuing education courses and other activities not normally awarded academic credit. Consequently, those sections of the Academic Regulations and Procedures which apply to "credit" activities will not normally apply to activities for which CEU's are awarded.

4.0 Academic Conduct

4.01 Attendance Policy

Students in all program areas are expected to attend classes and will be informed of any specific attendance requirements for their course by their instructors at the beginning of the term.

The following attendance requirements apply to all students:

- Attendance at practica and work placement activities is required. Students will notify the placement agency as well as the instructor whenever practicum/work attendance is not possible;
- Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct and students who do not attend classes or submit assignments as required may be refused admission to further classes;
- Where a student is enrolled in multiple courses with overlapping timetables the instructors may adjust attendance requirements;

4.02 Inappropriate Student Conduct

Students are expected to contribute toward a positive and supportive environment, which is free of harassment and discrimination. Students are required to conduct themselves in a responsible manner. The following activities constitute inappropriate student conduct:

- Neglecting safety procedures/practices, intentionally creating safety hazards, or participating in unauthorized or illegal activities;
- Disturbing, disrupting or otherwise interfering with studies, work or activities of other students, faculty, staff, or the operation of Yukon College;
- All forms of academic dishonesty including cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon College document;

4.03 Discipline

Inappropriate student conduct will not be tolerated and may result in any of the following disciplinary actions:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred;
- Requirement to rewrite an examination or to resubmit an assignment or essay;
- A reprimand placed on the student's file;
- Withholding of grades and certification;

- A demand for restitution in the case of property damage;
- Suspension or dismissal from the course, program, or in extreme cases, from Yukon College.

Where disciplinary action results in dismissal from a course, program or Yukon College, the student will be informed of the action in writing and a copy will be forwarded to the Registrar's Office.

All disciplinary actions may be appealed to the Academic Council following the procedures detailed in *Section 7.0 Student Appeals*.

If a student forgoes an appeal or appeals a dismissal from the College and the appeal is denied, s/he can apply for readmission after a period of two years. Readmission will require the approval of a counsellor, the Registrar and the Dean.

5.0 Student Evaluation, Grades and Records

5.01 General

Unless otherwise authorized by the Dean, instructors will provide course outlines to students within the first week of classes. Course outlines will follow the format prescribed by the Academic Council and include the course content and requirements.

5.02 Assignments, Exams and Other Course Requirements

Prerequisites and co-requisites can be set for any course when necessary to ensure that students have a reasonable chance of success in achieving the learning outcomes of a given course. Prerequisites and co-requisites will be set at the minimum required for student success and will be as flexible as possible to facilitate student access to the course.

Normally, 30% of the total course grade will be assigned before the withdrawal date in any given term. The Dean is responsible for ensuring that course requirements are reasonable and major assignments and examinations are balanced during a term.

Instructors will inform students at the beginning of each course what the attendance requirements are, the class schedules, student evaluation methods, assignments and examinations and other course requirements.

Unless otherwise approved by the Dean, major assignments (those comprising more than 10% of the total course grade) will not be assigned in the two weeks immediately prior to the final exam period.

5.03 Evaluation Process

Student evaluation is based upon the student’s academic performance throughout the term. All elements of the learning process may be evaluated, including examinations, assignments, laboratory work, field work, shop work, reports, projects, job placement, and class participation.

Instructors will ensure that students are informed, at the beginning of each term, of the evaluation practices that will be applied in each course/program under their jurisdiction.

5.04 Grading System

Yukon College’s grading system is a letter-grade system based on a 4.0 point scale:

Grade	Grade Point Value	% Equivalent of most Yukon College Courses
A+	4.0	95-100
A	4.0	86-94
A-	3.7	80-85
B+	3.5	75-79

B	3.0	70-74
B-	2.7	65-69
C+	2.5	62-64
C	2.0	58-61
C-	1.7	55-57
D	1.0	50-54
F	0.0	Under 50%

The letter grade is normally determined by the percent equivalent as indicated in the above table. Some courses and programs may have a different correlation between letter grade and percent equivalent.

If Yukon college has an official partnership program with another institution, and the other institution requires number grades for any of the courses required in the program, number grades will be included on the official student record.

The College may assign codes other than grades according to the following:

Grade	Name	Description
AD	Advanced Standing, Advanced Credit, or Transfer Credit	Equivalent course work has been completed in another program or recognized educational institution, or through work/life learning.
AG	Aegrotat Standing	Aegrotat standing is the granting of credit(s) based on coursework completed when no further assessment (e.g., deferred examination) is considered feasible due to illness or other extenuating circumstances beyond the student's control. Students may only be granted Aegrotat Standing with the approval of the Dean of the School offering the course.
AU	Audit Student	Student is not required to complete course requirements.
CC	Course Challenge	Student has been granted credit as a result of successful completion of a challenge examination.
CP	Course in Progress	Course work that may bridge more than one term or academic year. (Access Programs only)
IN	Incomplete	Permanent grade is delayed, at the discretion of the instructor. Instructors provide a default grade based on work completed. All incomplete grades must be finalized within 60 business days. After 60 days, the default grade is applied to the student transcript.
IP4	In progress (Fourth Year)	Used only for fourth-year thesis or project courses. An IP4 must be cleared within 12 months of the initial registration, otherwise the student must re-register in the course and pay the appropriate course fee(s).
M	Mastery	Student has mastered the skills to the required standard in a given course.
NG	No grade submitted	NG is assigned until permanent grade is submitted by instructor. (This is only assigned by the Registrar's Office.)
P	Pass	Successful completion of the course requirements for non-credit courses, placement exams and Cooperative work terms.
W	Withdrawal	Officially withdrawn from the course with no academic penalty – this is only assigned by the Admissions and Registration Office.

CU	Continuing Education Unit	1 CU is assigned for every 10 hours of organized continuing education.
I	Include	Grade is for a duplicate course and will be included in calculation of GPA.
E	Exclude	Grade is for a duplicate course and will be excluded from the calculation of GPA.

Grade points are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned. The grade point average (GPA) is then calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses taken during that term. Examples of mark equivalencies are shown below.

An example of Grade B+ in a 3-credit course and Grade C in a 2-credit course follows:

$$\begin{array}{r}
 3 \text{ (credits)} \times 3.5 \text{ (grade point value)} \qquad 10.5 \\
 2 \text{ (credits)} \times 2.0 \text{ (grade point value)} \qquad \quad + 4.0 \\
 \text{Total Grade Points} \qquad \qquad \qquad = 14.5 \\
 \text{GPA (Grade Point Average)} \qquad \qquad 14.5 \div 5 = 2.90
 \end{array}$$

5.05 Submission of Final Grades

Assignment and submission of final grades is the responsibility of the instructor. Final grades will be entered electronically, within five (5) working days of the final examination date or of the last day of classes.

After grades have been transferred to a student's permanent record, a Grade Change form must be completed by the course instructor and submitted to the Admissions and Registration office in order to change a grade.

5.06 "Course Repeats"

A student may repeat a failed course in order to meet graduation requirements or improve a grade received in that course.

A student may take a course for credit a maximum of three times. Each occurrence will be noted on the student's transcript and only the highest of the grades received will be used in the calculation of the student's grade point average (GPA).

A student may take a course more than three times with the Registrar's approval. Discretionary decisions in this case are final and not subject to appeal.

5.07 Clearance of Course Incompletes

A student with an incomplete grade must complete the outstanding requirements for the course within 90 days of the last day of exams for the term during which the course(s) was taken.

Students and instructors are required to prepare a written agreement that outlines the required work to be done, a default grade for work completed to date, and consideration of the following:

- Agreements will be completed on the Report of Incomplete Grade and sent to the Registrar's office, or submitted by email to the Registrar's Office;
- A permanent grade will be based on the work completed by the deadline;
- Instructors should not award an incomplete if they are not available to evaluate the outstanding work;
- Required work should be encouraged to be completed within three weeks (15 business days) of the last day of exams in which the course(s) were taken;
- An extension may be granted, but in no event will it extend beyond the end of 90 days following the last day of exams for the term during which the course was taken;
- A student with an incomplete standing in a course may not register for further courses for which that course is a prerequisite without the approval of the appropriate Dean or Chair;
- If a student has not met all requirements but has academically achieved any grade, then that grade will be given as the default grade that will be assigned after 60 business days from the end of the exam period.

In the event that no agreement is reached for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed.

5.08 Clearance of Other Course/Program Deficiencies

Deans will prescribe methods by which a student who has not completed the program requirements can rectify course deficiencies. Methods available may include deferral of final examinations, supplemental examinations and such other methods prescribed by the Dean.

5.09 Actions Following Unsatisfactory Academic Standing

Failure to maintain satisfactory academic standing in a course or program may result in a range of actions, such as termination from one or more courses, assignment of probationary status, suspension, termination from the program, or upgrading.

5.10 Probation – Academic and Professional Programs

5.10.i The first time that a full-time student achieves an overall grade point average (GPA) of less than 2.00 s/he will be considered for academic probation for the following term in which the student registers. A student whose GPA falls between 1.8 and 2.0 will automatically be reviewed by the program advisor or Chair. If the person who reviews the student's record feels that the student should be allowed to continue with only a warning, an email will be sent to the student informing the student that s/he will be placed on academic probation after the next term if the student's GPA does not rise to 2.0. Students receiving a warning should also be advised to

contact the appropriate academic support services at Yukon College for support and/or academic assistance. The student can also be placed on academic probation at this time (see below).

5.10.ii A student who achieves a GPA of less than 1.8 in any term will automatically be placed on academic probation. A student who achieves a GPA between 1.8 and 2.0 can be placed on academic probation at the discretion of the program advisor (above).

The program advisor, in consultation with the appropriate Chair or Dean may restrict the number of courses that the student can then register for in the following term. Students should be advised to contact appropriate academic support services at Yukon College for support and/or academic assistance. Students who achieve a single term GPA of at least 2.0 in the courses in which they are registered in each of the following terms with no failing grades will be allowed to continue in their studies, but will remain on academic probation as long as their overall GPA falls below 2.0. Students will be removed from probation when their overall GPA is 2.0 or above.

5.10.iii A student on academic probation who achieves a grade point average (GPA) of less than 2.00 in any term of study while they are on probation, or fail any courses while they are on probation will normally be suspended and not considered for registration for a period of at least one full term. Upon re-registration, the student will be placed on probation and will remain on probation as long as their overall GPA falls at or below 2.0. A student who has re-registered after being suspended will come off of academic probation when their overall GPA falls above 2.0.

A student does not need to re-apply to return after suspension. A student who returns after suspension and achieves a grade point average (GPA) of less than 2.00 in any following term will normally be terminated and not considered for readmission for at least one academic year. The student must apply for readmission to the College following termination. If re-admitted, the student will remain on academic probation as outlined above.

5.11 Probation – Pass/Fail and Mastery Programs

In cases of unsatisfactory performance, the student and the instructor will meet to discuss methods to improve the student's performance.

If the student's performance does not improve, the instructor will notify the Dean in writing of the instructor's concerns with the student's performance and the Dean will:

- Convene a meeting with the student, instructor, the Dean and a counselor;
- Inform the student that they are on academic probation and what must be done to remove it;
- Inform the Registrar's Office of the student's probationary status, which will be entered on the student's academic record.

Students who are enrolled in Pass/Fail or Mastery programs, who are on academic probation and have not improved their performance over the term of the probationary period, may be suspended by the Dean.

5.12 Levels of Certification

A certificate is awarded for successful completion of a program of studies of up to one year of full-time study or equivalent. A certificate “with honors” is awarded to graduates with a cumulative program GPA of 3.50 or greater. Students are normally expected to complete the requirements for a certificate within five years of beginning the program.

A diploma is awarded for successful completion of a program of studies of four terms of full-time study or equivalent. A diploma “with honors” is awarded to graduates with a cumulative GPA of 3.50 or greater in the program. Students are normally expected to complete the requirements of a diploma within eight years of beginning a program.

A Bachelor’s degree is awarded for successful completion of a program of studies of eight terms of full-time study or equivalent. A Bachelor’s degree “with honors” is awarded to graduates with a cumulative GPA of 3.50 or greater. Students are normally expected to complete the requirements of a Bachelor’s degree within ten years or less.

5.13 Certification Requirements

Students who have a cumulative GPA of 2.00 or greater in the program, and have met all the program requirements as outlined in the College Calendar at the beginning of their program, are eligible to graduate with certification.

Students who successfully complete a program must apply to the Registrar for the appropriate certificate or diploma in the term that the student completes the program requirements, as outlined in the College Calendar.

Students who already have a certificate or diploma from Yukon College may pursue another certificate or diploma subject to the following conditions:

- A minimum of one-half of the courses required for the additional certificate or diploma beyond the requirements for the first certificate or diploma must be completed.
- The student must meet all program and graduation requirements for the second certificate or diploma.

5.14 Transcripts and Mark Statements

Grade reports will be made available to students at the end of each term, which will list the grades achieved in each of the courses taken during the term. Grade reports will be made available in electronic form.

A Transcript is an official cumulative grade report of credit coursework undertaken at the College and bears the College seal and the signature of the Registrar or authorized designate.

A Record of Achievement is an official cumulative record of all non-credit coursework undertaken at the College and bears the College seal and the signature of the Registrar or authorized designate.

Official records are only available upon written request from the student, either from the official Transcript Request online, or a document containing the student's signature.

5.15 Outstanding Debts

Students who have outstanding debts owing to the College or have not returned books or equipment they have borrowed will not receive official documents until all debts are paid and outstanding books and equipment returned.

5.16 The Dean's List

In recognition of academic achievement, full-time students with a GPA of 3.50 or greater in any term shall be placed on the Dean's List for that term.

In the event the term for any program extends beyond the normal end date, students with a GPA of 3.50 or greater may be included in the subsequent term's Dean's List.

5.17 Custodians of Confidential Records

Type of Record	Official Responsible
Student Records	Registrar
Student Counselling	Counsellor
Final Examinations and Papers	Dean
Learning Assistance Centre Records	LAC Coordinator

All final examination papers will be kept at least until the end of the following term.

5.18 Public Access to Student Records

The information available to the public concerning a College student is limited to the verification of whether or not the student attended a specific program/course between given dates, and whether or not the student received certification. All other student information is confidential, unless the student explicitly consents to a release of information.

5.19 College Access to Student Records

Authorization for access to student records, information systems or data storage may only be approved by the Registrar or authorized designate.

All students have the right of access to their own records through the Registrar, Learning Assistance Centre Coordinator or counsellor. If information in the records is believed to be inaccurate, the student has the right to have the records corrected by providing appropriate documents.

Members of the College administration with a legitimate interest in specific student records may be granted access to such records. Access to electronic data will be allowed in accordance with procedures set out by the Registrar's Office.

5.20 Release of Confidential Information

The release of confidential student information will only be through the Registrar, Learning Assistance Centre Coordinator or a Yukon College counsellor.

Disclosure of information to external parties in response to verbal or written enquiries will consist only of information determined to be matters of public record as described in paragraph **5.18. *Public Access to Student Records.***

Release of information beyond this requires written authorization from the student involved, legal authorization or a decision by a counsellor that confidentiality should be broken.

The following conditions will be considered when making the decision to disclose confidential student information without explicit written authorization from the student:

- If there is a danger of the client seriously hurting themselves;
- If there is a danger of the client seriously hurting someone else;
- If there is any indication that a child is at risk;
- If the file is subpoenaed by the court;
- If the client has been abused by a health professional.

5.21 Records Retention

All records and information pertaining to a student are subject to the Records Retention Schedule as defined by the College's Library, Archives and Records Management department.

6.0 Request for Action - Student Complaints - Investigations

6.01 Preamble

In accordance with the principles of fairness and natural justice, Yukon College is committed to providing any student who believes that they have been unjustly treated at the College access to a fair and just internal dispute resolution process.

Yukon College is responsible for taking whatever sanctions or steps that are reasonable and necessary to prevent the infringement of the rights of any individual and the College is committed to doing so when it becomes aware of an infringement.

At any point after being made aware of a dispute or infringement of a person's rights as defined in the *Yukon Human Rights Act*, the College may act independently of any complaint resolution process to address any matter it deems appropriate.

Any action or remedy arising from a Request for Action or Student Complaint or will be for the purpose of resolving the complaint, establishing future practices and/or providing appropriate remedies for damages.

All written and oral information that is created, gathered, received or compiled through the course of a Request for Action or Student Complaint will be treated as confidential by the Complainant and Respondent, their representatives, witnesses, and College officials. Such information may only be used for the purpose of resolving the issues raised and only by those persons who are necessarily involved in the resolution of those issues.

Students are expected to exercise self-advocacy when treated unjustly and follow the dispute resolution process outlined below:

Stage One – Informal Resolution

Any student who believes they have been unjustly treated at Yukon College is encouraged to discuss the concern with the other person directly involved or the Learning Assistance Centre as outlined in *Section 6.03 Informal Resolution*.

Stage Two – Request for Action

A student who is unable to resolve a dispute informally may submit a Request for Action or Student Complaint with the Registrar as outlined in *Section 6.05 Request for Action*

Stage Three – Formal Appeal

Where a student is not satisfied with the decision that results from a Request Action or Student Complaint, the student may initiate a formal appeal as outlined in *Section 7, Student Appeals*

6.02 Purpose

This policy works in conjunction with federal and territorial employment and human rights legislation as well as the Yukon College Policy Respecting Human Rights to establish the procedures for identifying, reporting, investigating and resolving disputes and complaints relating to academic matters.

6.03 Informal Resolution

Yukon College is committed to providing a positive and supportive academic environment, which is free of harassment and discrimination so that students are able to meet the learning objective of their courses and be fairly evaluated.

Any student who believes they have been treated unjustly can pursue an informal resolution independently by discussing the issue directly with the individual involved and resolving the dispute to the satisfaction of both parties.

Any student who wants assistance from the College to resolve a dispute can contact the Learning Assistance Centre to seek an acceptable resolution in the any of the following ways:

- With assistance from a third party, discuss the issue directly with the individual involved;
- Discuss the issue with the Dean, Chair or Supervisor of the individual involved;
- Receive advice from a Program Advisor, Student Counsellor or the Learning Assistance Centre Coordinator and/or support staff;
- Obtain a referral to other support services or external service providers;
- Pursue an informal inquiry, which would be performed by the Dean, Chair or appropriate department head or authorized designate;
- Prepare a letter to the individual whose conduct is at issue.

Informal resolution of a dispute can occur by mutual consent of both parties, but no informal resolution will compromise the academic standards at Yukon College.

Where an informal resolution is reached with the involvement of the Learning Assistance Centre (LAC), the LAC Coordinator will prepare a confidential written report of the matter and the outcome. A copy of the report will be provided to the Associate Registrar and to each of the parties involved. The report will be kept in the confidential files within Learning Assistance Centre and be separate and not part of the student's record.

6.04 Mediation

With the consent of both parties, a resolution to a dispute may be sought through a process of mediation. The parties are strongly encouraged to understand the process of mediation, what

mediation can offer, and the consequences of moving beyond mediation before consenting to the mediation process.

Where mediation is agreed to by all parties, Yukon College will take all reasonable steps to ensure a qualified mediator is available to supervise the mediation process. If the parties wish to access mediation services not provided through the College the parties do so at their own expense and the terms of any agreement remain subject to the provisions of this policy.

Information generated in a mediation process, disclosure of what took place during the mediation, and the terms of any mediation agreement are to be kept in the strictest of confidence and are not admissible in any subsequent College proceedings unless authorized by all parties.

Where a resolution is agreed to in mediation, the terms of the agreement are written out, signed by both parties, and countersigned by the mediator. Where an agreement entails action to be taken by the College or affects its interests, the College becomes a third party to the mediation and the Registrar or authorized designate must approve the agreement in order for it to be valid.

A copy of any agreement reached during mediation will be provided to the Registrar and all parties to the agreement. The agreement will be kept in the confidential files within Learning Assistance Centre and be separate and not part of the student's record. The mediator will destroy records and notes within his or her control relating to what took place during mediation.

6.05 Request for Action

Every member of the College Community is expected to contribute toward a positive and supportive environment for everyone at the College. When disputes arise, every effort should be made to resolve the dispute informally.

When all options for informal resolution have been exhausted and a dispute remains unresolved, a student who believes they have been treated unjustly may submit a formal written complaint to the Registrar in the form of a Request for Action.

These procedures apply to all Requests for Action or Student Complaints and are interpreted, administered and applied in conformity with the principles of procedural fairness and natural justice, which include, but are not limited to the following:

- All parties are entitled to support and assistance during these procedures;
- All parties are to be advised of the provisions of applicable policies and procedures available to them;
- All parties are to be provided with all information pertaining to the complaint, investigation and final decision;
- All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of harassment and discrimination;

- Any party may object to the participation of a person in these procedures on the grounds of conflict of interest or reasonable apprehension of bias;
- Where any of the parties retain legal counsel or incur costs related to representation or support, that party is solely responsible for their own costs.

A Request for Action must identify the **Complainant**, who is the person making the complaint, and the **Respondent**, who is the person(s) whose conduct or action is at issue. The Request for Action must be signed by the Complainant and include the following information:

- A full and detailed account of the conduct, action or incident that forms the factual basis of the complaint;
- The policy or policies relied upon;
- A statement about desired resolution.

A Request for Action that is received by the Registrar or authorized designate will be reviewed and sent forward to the appropriate Dean, Chair, Director or designated College official, who becomes the **Complaint Manager**.

6.06 Student Complaint

Where the Registrar has reviewed a Request for Action and believes the matters contained therein may be harassing in nature or violate the rights of the Complainant on the basis of grounds that are protected against discrimination under the *Yukon Human Rights Act*, the Registrar may reclassify the Request for Action as a Student Complaint.

Alternatively, where the student wants to ensure the matter is investigated and a formal decision reached, the student may submit a formal written Student Complaint of discrimination and/or harassment as defined by the *Yukon Human Rights Act*. In such cases the Yukon Human Rights Commission will be advised and may become a party to the complaint.

The following procedures apply to all Requests for Action or Student Complaints.

The Complaint Manager will notify the Respondent in writing of the complaint within five (5) working days of the receipt of the Request for Action or Student Complaint. The Complaint Manager will include the following information in the notice:

- The identity of the Complainant;
- A summary of all allegations made;
- A copy of the relevant policy or policies.

The Respondent may respond in writing to the complaint no later than 14 days after being notified. The respondent may acknowledge or deny the validity of the allegations in whole or in part, provide new information, or propose a resolution of the complaint.

The Complaint Manager will forward a written summary of the response to the Complainant within (7) days after receipt of such by the Respondent.

The Complainant may respond in writing within (7) days after receiving the summary. The response may include, but is not limited to any of the following:

- Accept the response as a full resolution to the complaint;
- Withdraw the complaint;
- Provide additional information in defense of the complaint;
- Request additional efforts at informal resolution or mediation;
- Seek advice and support from the Learning Assistance Centre;
- Affirm all or some of the allegations made in the complaint.

Where the Complainant responds with additional allegations not contained in the original complaint, the allegations must be made in writing and the Respondent must be informed of them and be given a minimum of (14) days to respond.

The Complaint Manager will provide a written summary of the Complainant's response to the Respondent within (7) days after receiving a Complainant's response, which will include notice of any allegations that have been added or withdrawn by the Complainant.

When the exchange of documentation is completed the Complaint Manager will assess the file and make a determination as to whether the complaint should be investigated. The Complaint Manager will communicate this decision, in writing, to the parties in a timely manner.

Where the student has submitted a formal written Student Complaint on the basis of discrimination and/or harassment as defined by the *Yukon Human Rights Act*, the complaint will proceed to the investigation phase.

When a decision is made not to investigate a Request for Action, the request is considered dismissed and the file closed. In rendering a decision to not investigate a Request for Action, the Complaint Manager will consider the following:

- The timeliness of the complaint;
- The jurisdiction of the College;
- Whether the College human rights policies or procedures appear to apply to the situation;
- Whether the complaint is frivolous or vexatious;
- Whether the complaint arises from a systemic problem or is part of a pattern of incidents or conduct.

In cases where a complaint is dismissed, withdrawn or deemed frivolous or vexatious, the Respondent may request that appropriate remedial measures be taken to correct damage done to

their career development, academic progress, physical or emotional health, reputation or finances.

The decision to not investigate a complaint may be appealed by following the procedures outlined in *Section 7.0 Student Appeals*.

6.07 Investigations

With respect to all formal Student Complaints and where a decision is made to investigate a Request for Action the Complaint Manager will ask the Registrar to appoint an investigator with the following qualifications:

- Experience in administrative and human rights law;
- Appropriate training and experience to conduct an investigation;
- Free of any potential or perceived conflict of interest or personal bias.

An investigator may be assisted by associates who are similarly bound by the terms of these procedures.

An internal investigation may be conducted by the Complaint Manager or authorized designate after consulting with the Registrar on the procedures to be followed. An internal investigation is warranted under the following circumstances:

- Where the facts at issue are simple and straightforward or where the alleged offence, if proven, would warrant only relatively minor remedial action;
- Where the complaint has also been submitted to the Yukon Human Rights Commission, the investigation will be conducted by the person or designate responsible for preparing the College's responses to that complaint.

6.08 Terms of Reference for an Investigation

The Complaint Manager will provide the investigator with terms of reference for the investigation as well as the following information:

- Copies of the complaint file, including the formal complaint, responses and summaries exchanged;
- The applicable College policies and human rights policies where applicable;
- These procedures.

The terms of reference for an investigation will address the following matters:

- **The purpose of the investigation** – Provide a fact-finding report without recommending remedy or discipline;
- **The Scope of the investigation** – Where limits in the scope of the investigation are identified, they should be specified here and reported in the interim and final report;

- **Allegations to be investigated** – At the discretion of the Complaint Manager in consultation with the Registrar, allegations that do not need not be investigated are identified here;
- **Disclosure of allegations to the Respondent** – All allegations whether investigated or not must be disclosed to the Respondent. Such disclosure must include all relevant facts and provide the Respondent sufficient time to respond;
- **Time limits** – Time limits or variations to otherwise established time limits are specified here;
- **Nature of the evidence to be gathered and assessed** – May include written statements, documentary evidence, video footage, audio recordings, reports of oral statements, interviews, etc.;
- **Communications plan** – Where an investigation becomes lengthy all parties must be kept apprised of the progress of the investigation;
- **Reporting lines** – The name(s) and contact information for the person responsible for clarifying the terms of reference, expense and/or timeliness issues, and other instructions or direction as required.

Normally, an investigation will be initiated no later than (14) days after the appointment of an investigator and last no longer than (30) days. At any time during the investigation, the investigator may recommend to the Complaint Manager that the investigation be amended, adjourned, or terminated.

During the course of the investigation all parties may be accompanied at all times by legal counsel or a support person of their choice. Parties are not entitled to be present during any interviews other than their own interviews.

Where one or more of the parties refuse to co-operate with the investigator, the investigator will advise the Complaint Manager, who may:

- Continue the investigation;
- Terminate the investigation;
- Invite submissions from the parties for recommendations on how to proceed.

At the conclusion of the investigation, the investigator will prepare a draft report for review by the Complaint Manager that does not identify witnesses. The draft report will be sent to the Complainant first who may respond within (7) days. Together with the comments of the Complainant (if any), the draft report will be sent to the Respondent who may respond within (7) days.

When all parties have made submissions and the exchange of documentation is complete the investigator will prepare a confidential final written report for the Complaint Manager, which will include an opinion on the facts found during the investigation. Based on a neutral

assessment of the evidence, disputed and undisputed, and taking into account any responses to the draft report, the investigator may conclude whether or not there has been a violation of Yukon College policy. The investigator will not make any recommendations as to remedy or discipline.

6.09 Decision on a Request for Action or Student Complaint

The Complaint Manager will forward a written summary of the investigator's final report to the parties together with an invitation to meet with each of the parties separately to discuss the content of the report.

The Complaint Manager may request one or more supplementary reports from the investigator and will provide both the Complainant and Respondent with an opportunity to submit recommendations concerning the appropriate discipline or remedy.

When all parties have replied to the other party's submission and the exchange of documentation is complete, the Complaint Manager will render a decision on disposition of the formal complaint in writing, which will be forwarded to the parties and to the appropriate College office(s) responsible for implementation.

When the matter is closed, the complaint file will be forwarded to the Learning Assistance Centre to be retained in confidential files that are separate and not part of the student's record.

If discipline is imposed, a record will be placed in the personnel or student file, consistent with College policy.

Decisions made under this policy may be appealed by following the procedures outlined in *Section 7.0 Student Appeals*.

7.0 Student Appeals

7.01 General

In accordance with the principles of natural justice, Yukon College believes that any student appealing a decision on an academic matter has the right to a fair hearing.

The Registrar receives all academic appeals and acts on behalf of the Academic Council. The Academic Council is responsible for ensuring a fair and equitable system for all appeals dealing with academic matters.

A student or applicant who files a formal appeal is referred to as the **Appellant** in the appeal procedures.

Faculty and/or staff that are named in a formal appeal are referred to as **Respondent(s)** in the appeal procedures.

Deans and the Registrar are excluded as persons who are able to assist or represent the Appellant at an appeal hearing.

Personal attendance of any party at an appeal hearing can be waived if so desired by giving notice to the Chair of the Appeals Committee in advance of the hearing.

During the appeal process a student is expected to attend classes, except when a decision based on inappropriate student conduct is being appealed. Under such circumstances the student may not be allowed in classes during the appeal process. The decision to deny a student access to classes will consider the extent to which the presence of the student represents a potential safety, criminal, or personal threat to the learning environment.

A student who is denied access to classes during the appeal process may be offered alternative means of meeting the course objectives.

No record of the appeal will be placed on the student's file.

The Academic Council is the final level of appeal on all matters of an academic nature.

7.02 Appeals Committee Terms of Reference

The Academic Council will appoint three or more of its members as required to serve as members of a subcommittee called the Appeals Committee of the Academic Council. Two of these members will be appointed co-chairs of the Appeals Committee. They will serve for a period of two academic years.

The Chairperson will convene the Appeals Committee for the purpose of hearing all appeals referred to it by the Registrar within five (5) working days of the receipt of the written appeal.

If the Appeals Committee requires more members or replacement members due to time schedules, place of appeal, or conflicts of interest, the chairperson will select new or additional members to sit on a particular Appeals Committee.

If an issue on appeal raises an unclear or unresolved question of regulation or procedure of importance to the appeal, the Appeals Committee may refer that question to the Academic Council for resolution.

In order to ensure that an appeal is fairly conducted and that all parties have had a full and complete hearing, the Appeals Committee may, with the permission of all parties, waive procedural rules, or make other rules to the extent that common law and ethical conduct permits.

In rendering its decision the Appeals Committee may:

- Reverse the decision, or any part of the decision being appealed.
- Set aside the decision being appealed and return the question to the staff member to reconsider.
- Dismiss the appeal.
- Refer the matter to the Academic Council.

The Appellant and/or the Respondent may be required to appear or may request permission to appear before the Academic Council or its subcommittees.

7.03 Appeal Procedures

Students are expected to exercise self-advocacy and seek all appropriate avenues of redress to informally resolve a dispute before submitting a formal complaint as outlined in **Section 6.0 Request for Action - Student Complaints - Investigations**.

A decision on any academic matter that has been rendered as a result of a Request for Action or a Student Complaint may be appealed by following the procedures outlined in this section.

A formal appeal may be initiated by informing the Registrar in writing within ten (10) working days of the incident or within five (5) working days of receiving the final decision from a Dean, Chair, Director, Complaint Manager or other designated College official.

The student should include the following in the written request for an appeal:

- The decision or act being appealed, including the name of the person whose decision is being appealed;
- The reasons why the student believes the appeal should be allowed;

- The remedy that the student is seeking.

Once a written appeal is received by the Registrar, the Registrar will:

- Begin a numbered appeals file for the student, which will contain the original written appeal and any other supporting documentation that may be presented;
- Inform the Dean of the student's division that an appeal has been received;
- Inform the Chairperson of the Appeals Committee that an appeal has been received.

Students seeking a grade appeal should contact their Instructor, Chair or Dean and attempt informal resolution before filing an appeal under this section.

Students seeking to appeal a disciplinary action or decision should contact the Dean or the Associate Registrar and attempt informal resolution before filing an appeal under this section.

Applicants appealing a decision based on admission status will have discussed the issue with the Associate Registrar and will also have had the issue assessed by the review committee as outlined in *Section 2.08 Appeal of Admission Status*, before filing an appeal under this section.

7.04 Procedures Prior to the Appeal Hearing

Upon the receipt of an appeal, the Appeals Committee Chairperson will ask the student (**Appellant**) and the person(s) who made the decision being appealed (**Respondent**) to submit the following information to the Chairperson:

- Copies of any documents which the Appellant or Respondent intends to rely on at the hearing;
- The names of any witnesses the Appellant or Respondent proposes to call at the hearing, as well as the names and roles of any persons who may assist and/or represent the Appellant or Respondent in the hearing.

Prior to the hearing all information pertaining to the appeal will be combined into an Appeal Package and the Chairperson will circulate copies of the Appeal Package to the members of the Appeals Committee, as well as to the Appellant and Respondent.

The Chairperson of the Appeals Committee is responsible to manage the process of the appeal hearing with consideration to the following guidelines:

- Attendance of any party to the appeal may be waived if the party so desires by giving notice to the Chairperson in advance of the hearing;
- Questioning of the parties and their witnesses normally occurs at the close of each person's testimony;
- Witnesses are usually present in the hearing room only during the time they are giving information;

- The Committee and the other party must be informed of additional witnesses prior to the appeal hearing;
- Parties to the appeal shall have access to all written or documentary evidence presented to the Appeals Committee.

All parties are encouraged to make every effort to proceed as quickly as possible in the appeal process. Each party is responsible for producing their own witnesses and for paying costs associated with their appearance at the hearing. Alternatives to appearing in person may include affidavits, teleconferencing, etc.

A student is expected to confirm their attendance at the appeal hearing. An appeal will be deemed to be permanently abandoned should the student fail to appear in person or by teleconference at a scheduled hearing without having given notice to the Chairperson in advance of the hearing. Under such circumstances the original decision will stand.

7.05 Procedures at the Appeal Hearing

During the appeal hearing members of the Appeals Committee may:

- Question both parties and their witnesses;
- Request more information than what was initially supplied by the Appellant or Respondent;
- Call its own witnesses or require the production of written or documentary evidence in addition to that provided by the parties to the appeal;
- Rule on the admissibility of evidence.

During the appeal hearing, subject to the rulings of the Committee, the following procedure should be followed:

a. The Appellant may make an opening statement. The Appellant is the first party heard and begins with an opening statement that contains:

- A brief description of the appeal;
- A statement(s) that explains why the action or decision is believed to be unreasonable, unjust, or unfair;
- An outline of the resolution or remedy that is being sought.

b. The Appellant may call and examine such witnesses as the Appellant sees fit. The Appellant's case should provide factual support to show why their grievance should be remedied and may include any or all of the following:

- Appellant's oral testimony;
- Oral testimony of Appellant's witnesses;
- Documents or other written evidence in support of the witness' testimony.

- c.** The Respondent may ask questions of the Appellant and/or the Appellant's witnesses in order to clarify the verbal and written information presented to the Committee.
- d.** Appeals Committee members may ask questions of the Appellant's witnesses.
- e.** The Respondent may make an opening statement. The Respondent then presents their case, beginning with an opening statement that contains:
- A brief reply to the Appellant's claims;
 - The main arguments justifying the action or decision being appealed.
- f.** The Respondent may call and examine such witnesses as the Respondent sees fit. The Respondent's case should provide factual support to defend the action or decision being appealed and may include any or all of the following:
- Respondent's oral testimony;
 - Oral testimony of Respondent's witnesses;
 - Documents or other written evidence in support of the witness' testimony.
- g.** The Appellant may ask questions of the Respondent's witnesses (including the Respondent), in order to clarify the verbal and written information presented to the Committee.
- h.** Appeals Committee members may ask questions of the Respondent's witnesses.
- i.** The Appellant may make a closing statement.
- j.** The Respondent may make a closing statement.
- k.** The Appellant may respond to any matters arising out of the Respondent's statement to which the Appellant has not yet spoken.

7.06 Procedures After the Appeal Hearing

The Committee will move to a closed session to render a decision on the appeal. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.

The Committee shall arrive at a decision by majority vote. The Committee's decision and supporting reasons will be communicated in writing to the Appellant and Respondent within five (5) working days of the appeal decision.

In the case of a minority vote, the minority may if it wishes give reasons for its dissent.

In the event of a tie vote, the decision shall be granted in favor of the student.

After the decision is reached, the Chairperson of the Appeals Committee will:

- a. Collect all pertinent and confidential information relating to the appeal from committee members, keep one copy for the file and shred the other copies;
- b. Deliver or mail the written appeal decision to the Appellant, Respondent, and Registrar. A copy of the decision, including any recommendations, shall be delivered to the President;
- c. Ensure a copy of the appeal decision is put into the numbered file along with any other supporting documentation resulting from the appeal hearing;
- d. Inform the Registrar that the appeal process has been concluded and deliver the numbered file to the Registrar for filing.

7.07 Annual Report of Student Appeals

The Chairperson of the Appeals Committee shall, in October of each year, provide to the Academic Council and to the President an annual review of all appeals. The report will include the number of appeals heard, their disposition and general nature, and recommendations made to

8.0 Academic Accommodation

8.01 Preamble

Yukon College is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Where warranted, the College works cooperatively with students to provide academic accommodation and support services so that students who are academically qualified for admission to a program are able to meet the learning objectives of their courses and be fairly evaluated.

The Learning Assistance Centre (LAC) is the designated functional unit at Yukon College responsible for receiving and assessing academic accommodation requests and providing related support services to students, faculty and staff.

All qualified students are encouraged to work cooperatively with the College to make the best use of the academic support services that are available through the LAC. Students are expected to exercise self-advocacy when seeking academic accommodation and are responsible for contacting the LAC to identify and discuss their needs.

Any qualified student may request academic accommodation by following the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

All requests for academic accommodation will be assessed on an individual basis. All information relating to academic accommodation will be kept confidential within the LAC and separate from Student Records. The LAC will take all reasonable steps to consult with students as fully as possible about decisions that affect them.

Qualified students seeking academic accommodation may be provided with such accommodation once their request is duly assessed by the LAC. Such requests will not be unreasonably denied.

8.02 Purpose

This policy works in conjunction with federal and territorial human rights legislation as well as the Yukon College Policy Respecting Human Rights to establish the procedures for requesting, assessing, recommending, and providing academic accommodation and related support services to students of Yukon College.

8.03 Academic Support Services

Yukon College respects the law common to all persons, recognizes its obligations, and strives to ensure that the College's academic facilities, learning environments, and educational programs are accessible to all qualified students.

The College has established the following support services through the LAC to provide

every qualified student the opportunity to reach his/her full learning potential:

- Informing all newly-admitted students that academic accommodation is available for qualified students through the Learning Assistance Centre (LAC), how they can request it and the importance of contacting the Centre as soon as possible;
- Including relevant information in all course syllabi/outlines indicating that academic accommodation is available;
- Providing information and support to instructors and staff members who are involved in teaching or providing academic accommodation to students;
- Providing coaching, mentoring and/or professional development for staff and faculty who are involved in the assessment and implementation of requests for academic accommodation;
- Informing all members of the College community, including all faculty members, administrative and support staff, and management personnel of their duty to accommodate the needs of individuals who are protected under the *Yukon Human Rights Act* in order to ensure that all students have equal access to education at Yukon College;
- Establishing a Review Committee every five years to review the scope and application of this policy. The review shall include, but not be limited to, consultations with students, faculty, staff, and specifically users of the LAC.

8.04 Duty to Accommodate

The College respects the law common to all persons and accepts its duty to accommodate the needs of individuals who are protected against discrimination under the *Yukon Human Rights Act*.

Yukon College strives to provide academic accommodation and protect against discrimination on the protected grounds under the *Yukon Human Rights Act*, Section 7, which include:

- ancestry, including colour and race;
- national origin;
- ethnic or linguistic background or origin;
- religion or creed, or religious belief, religious association, or religious activity;
- age;
- sex, including pregnancy, and pregnancy related conditions;
- sexual orientation;
- physical or mental disability;
- criminal charges or criminal record;
- political belief, political association, or political activity;
- marital or family status;
- source of income;

- actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed above.

A request for academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* will be duly assessed by the LAC and under normal circumstances be approved, unless it can be demonstrated that approving and implementing such a request would undermine the academic integrity of a College course or program or would cause undue hardship to the College.

A request for academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* may require relevant supporting documentation from a qualified professional before being approved.

All requests for academic accommodation are received and assessed through the Learning Assistance Centre (LAC) following the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

8.05 Types of Accommodation

Yukon College accepts its responsibility to make provisions for the needs of individuals who are protected under the *Yukon Human Rights Act*. Where warranted and without compromising academic standards or causing undue hardship, the College may implement such academic accommodations as:

- Adjusting a student's course load (i.e., the number of courses taken per term);
- Providing course materials and learning resources in an alternate format;
- Allowing extended time for course evaluation and/or examination procedures ;
- Arranging for individualized settings and/or on-campus access to assistive or adaptive technologies;
- Adjusting other course requirements such as field trips;
- Providing assistance with scholarship and other financial qualification requirements.

A complete list of the different types of academic accommodation is available at the LAC.

8.06 Specified Accommodations

Specified academic accommodations are available to students on the basis of disabilities, family status, religious observance, infectious illness, and language. Students seeking to request any of the specified academic accommodations are required to contact the LAC.

The specific requirements for each of the specified academic accommodations are described below.

8.07 Disabilities

Pursuant to the *Yukon Human Rights Act*, Section 8(1), Yukon College acknowledges that Students with Disabilities have a right to assistance and to reasonable academic accommodation that is consistent with the student's needs and the College's academic standards.

For the purpose of this policy, a disability that affects a student's learning may include, but is not limited to, conditions such as hearing or visual impairment, learning or developmental disabilities, orthopedic or mobility impairment, chronic health conditions, neurological or psychiatric disabilities, or psychological or emotional impairment.

Students seeking to request academic accommodation on the basis of a disability are required to contact the Learning Assistance Centre (LAC) and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

A request for academic accommodation on the basis of a disability must be supported by relevant documentation from a qualified professional before such a request will be considered.

The degree or severity of a disability and its effect on a student seeking academic accommodation will be assessed on an individual basis and may result in different accommodations being provided to students with similar requests and/or different accommodations being recommended for a given student in different courses.

In cases where there are several options available for accommodating a student's individual needs, the student is expected to work cooperatively with the College to find an accommodation that ensures the student can perform the essential requirements of his/her academic program.

Students who experience a temporary disability during a term and require academic accommodation are also covered by this policy. Such students should contact the LAC and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

8.08 Family Status

Yukon College recognizes the need for leave at the time of pregnancy, birth or adoption and will accommodate a pause in studies without academic penalty to allow student-parents to provide full-time care in the first year of parenting or for health-related family responsibilities.

Students seeking to request academic accommodation on the basis of a family status are required to contact the LAC and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

Where both parents are students of the College, either parent or both can request parental leave under this section. The total amount of parental leave allowed for each child born or adopted will not exceed twelve months per family.

Students seeking academic accommodation for health related family responsibilities may need to provide relevant supporting documentation from a qualified professional before such a request is considered.

Students seeking academic accommodation for childcare responsibilities are expected to work cooperatively with the College to find an acceptable solution for the student without compromising the integrity of the College's academic standards.

8.09 Religious Observance

Yukon College recognizes its obligation to make reasonable accommodation for students whose observance of holy days of their religious or spiritual faiths would otherwise prevent them from attending classes, examinations, field trips, or other compulsory academic events. The College will accommodate qualified students who need to be absent for religious observance.

Students seeking to request academic accommodation on the basis of a religious observance are required to contact the Learning Assistance Centre (LAC) and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

Students should make their request as early as possible in the academic term. A minimum of two weeks' notice is required to ensure a request can be duly assessed, approved and implemented.

Academic accommodation provided under this section will not compromise academic standards at Yukon College. Students are expected to work cooperatively with the College to ensure they meet the learning objectives of their courses when implementing an academic accommodation on the basis of religious observance.

8.10 Infectious Illness

Yukon College does not tolerate discrimination on the basis of infectious illnesses such as HIV/AIDS. The college recognizes that students with infectious illnesses have the right to pursue those activities that their medical condition and public health allow, including the pursuit of education.

Students with infectious illnesses are strongly encouraged to contact the LAC for support and academic accommodation by following the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*.

8.11 Language

English is the language of instruction and communication at Yukon College. All coursework submitted by a student must be in English, unless otherwise required as part of a specific course

or program. All otherwise qualified students must demonstrate the level of English proficiency listed in the College Calendar before being admitted to a College program.

Students are expected to exercise self-advocacy and work cooperatively with the College to meet the learning objectives of their courses and be fairly evaluated. A student seeking academic accommodation on the basis of language should contact the LAC and follow the steps outlined in ***Section 8.12 Procedure for Requesting Academic Accommodation***, as soon as possible after it is recognized that language barriers are preventing them from performing the essential requirements of their academic program.

Academic accommodations provided under this section may include:

- English language translations tools;
- Dictionary, Thesaurus, or other aids for improving English comprehension and communication;
- Suspending a student's studies without academic penalty while language barriers are removed;
- Referring a student to the English as a Second Language program.

In accordance with the principles of natural justice, Yukon College will endeavor to provide language advocacy services if such services are available from within the College community to any student involved in a complaint or appeal on the basis of the protected grounds of language as defined in the *Yukon Human Rights Act*.

8.12 Procedure for Requesting Academic Accommodation

Students are expected to exercise self-advocacy and, as such, any student who wants to initiate a request for academic accommodation must do so through the Learning Assistance Centre (LAC). The following procedure outlines the four steps required to complete a request for academic accommodation.

Step One - Contact

The first step to completing a request for academic accommodation is to contact the LAC, provide your name and contact information, and request an appointment with the LAC.

Students seeking academic accommodation should consider the following:

- Requests can be initiated prior to admission or at any time during a student's course of study, but students are encouraged to initiate their request at least one month before the term commences so that academic accommodations approved under this section can be implemented in a timely manner;
- Where a request for academic accommodation includes physical modifications to College facilities, or additional resources or materials not regularly available within the College, it is recommended that the request be initiated six months before the term commences.

- As the designated functional unit at Yukon College responsible for receiving and assessing requests for academic accommodation, the LAC can assist students through each step of the request, help students identify appropriate accommodation(s), and provide related academic support services to students as required.

Step Two - Documentation

The second step is to provide documentation to confirm the nature and extent of the student's individual needs so that an appropriate and reasonable accommodation can be determined. The following conditions apply:

- Students seeking academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* may be required to provide the LAC with relevant and current supporting documentation from a qualified professional confirming their disability, impairment, illness, family status, etc.;
- The LAC may request additional documentation to ensure that an appropriate and reasonable accommodation can be determined;
- Individualized Education Plans and/or narrative descriptions of learning assistance delivered through K-12 may provide valuable information, but does not constitute confirmation of a disability or accommodation to be provided;
- Students are responsible for any costs incurred in receiving, acquiring or accessing documentation of disabilities.

Step Three - Assessment

The third step is to assess the request for academic accommodation and the student's individual needs.

Students requesting academic accommodation will meet with a representative of the Learning Assistance Centre (LAC) in a first attempt to assess the request and the student's individual needs. Where personnel outside the LAC need to be involved in order to duly assess the request and/or the student's needs, written authorization must be received from the student prior to the release of any information.

The purpose of academic accommodation is to enable students to perform the essential requirements of their academic program. The LAC staff, in consultation with relevant College faculty, staff, and outside personnel if applicable, will work with the student to find an appropriate accommodation. Each student will be assessed for their individual needs on a course-by-course basis.

The LAC may engage in any or all of the following activities in its efforts to duly assess the request for academic accommodation and/or the student's individual requirements:

- Gather all necessary information and documentation;
- Recommend appropriate accommodations and/ or academic support services;
- Advocate on behalf of the student;

- Help the student negotiate the terms of an academic accommodation being recommended;
- Research alternative accommodation options that may be feasible for a student's unique circumstances;
- Provide and/or coordinate the accommodation or academic support services that were agreed to;
- Advise Yukon College administration on the resources that are required to meet the present and foreseeable special needs of Yukon College Students.

Step Four – Agreement and Implementation

The fourth and final step is agreement on and implementation of an academic accommodation.

Once academic accommodation strategies have been agreed to, a representative of the LAC will work with the student to write a Letter of Accommodation which details the accommodations to be provided, is sent to all appropriate College Instructor(s) and staff, and is signed by all parties. A Letter of Accommodation will include at least the following:

- A brief statement about the student's unique needs. **Note:** Students are not required to disclose the nature of a disability in the Letter of Accommodation;
- Some of the student's strengths, which could be used in support of the recommended academic accommodation;
- A list of the student's weaknesses and/or specific areas which need to be accommodated;
- A description of the academic accommodations agreed to (examples: material in alternate format, access to and use of specialized equipment, extended time for exams);
- Reaffirmation of the College's commitment to supporting students seeking academic accommodation.

The Learning Assistance Centre (LAC) will coordinate the implementation of an academic accommodation and ensure that such accommodations are arranged in a timely manner. Students, instructor(s) and other faculty or staff involved are expected to cooperate and actively participate in the implementation of an academic accommodation.

All academic accommodations are valid for a specific student in a specific course and for a specific time period, normally one term.

Problem Solving

Students, who qualify for protection under the *Yukon Human Rights Act*, may have a request for academic accommodation refused on the basis that it is deemed unreasonable. In such cases, the College is obligated to work with that student to determine whether there is some other reasonable accommodation that can be devised. Saying "no" to a request that is not reasonable should not be viewed as the end of the discussion on available accommodation options.

8.13 Undue Hardship

Reasonable accommodation is understood to be necessary and appropriate and does not impose undue burden on the College;

An academic accommodation may be considered not reasonable based on the following:

- **Safety** – The accommodation poses a direct threat to the health or safety of the individual or others;
- **Disruption of Services** – The accommodation results in a substantial alteration in the way services are provided to current or potential students or alters essential elements of a curriculum;
- **Contractual Obligations** – The accommodation would impact contractual obligations or job opportunities for others who have seniority rights under the collective agreement;
- **Financial Cost** – The demonstrated costs of an accommodation would impact on the financial viability of the College;
- **Business Efficiency** – The accommodation would have a significant impact on the efficiency of the College’s operations and functions.

8.14 Documentation Control and Retention

Documents and records related to students and academic accommodations are considered confidential and are subject to the provisions of Yukon’s *Freedom of Information and Protection of Privacy Act*.

All College faculty and staff involved in requesting, approving or implementing academic accommodations are responsible for maintaining document/record confidentiality. All information related to a student’s accommodation must be maintained in a separate, secure, confidential file (printed or electronic) and not included with the student’s academic record or transcript.

Student files and/or information that identify a specific student must not be removed from the LAC without authorization from the LAC Coordinator. The LAC will not release any identifying information on a student to anyone without written consent from that student.

When accepting information or document(s) from a third party, the LAC will exercise due diligence to ensure that the party has received appropriate permission from the student and will disclose to the student that the information/document(s) have been received.

Notwithstanding the above, the LAC may compile non-identifying operational information about service delivery and resource requirements to improve planning, program evaluation, and research.

8.15 Dispute Resolution/Appeal Procedure

A student seeking academic accommodation is expected to work cooperatively with the College to find an accommodation that permits them to meet the learning objective of their courses without compromising the academic standards at the College.

Disputes over recommended accommodations or accommodations that are being provided by the College should be resolved informally where possible by following the procedures outlined in *Section 6.0 Request for Action, Student Complaints, Investigations*.

Where a student is unable to informally resolve a dispute over academic accommodations and has received an unsatisfactory decision after submitting a Request for Action or Student Complaint, the student may appeal that decision to the Appeals Committee following the procedures outlined in *Section 7.0 Student Appeals*.

9.0 Assignment of Credit for a Course and Certification of a Program

9.01 General Principles

The role of the Academic Council as per its terms of reference is, “To develop academic standards and once approved, ensure compliance with them.” This role is partly filled through the “review of course and program requests.” As such, a request to the Academic Council for the assignment of credit or for certification of a program will occur late in the course or program development process.

The following applies only to courses and programs developed at Yukon College for Yukon College credit or certification. It does not apply to courses or programs brokered from other institutions.

9.02 Naming Courses

Yukon College course titles should not exceed thirty (30) characters in length and should provide students with a general idea of course content.

Subject codes shall not exceed four (4) characters in length and must be approved by Academic Council.

9.03 Approval of Credit for a Course

As per its terms of reference, the Academic Council has the sole responsibility for approving credit for Yukon College courses. The Academic Council will establish procedures and criteria to evaluate a Request for Assignment of Course Credit to ensure:

- That Yukon College does not currently offer similar courses;
- The criteria is based on relevant academic standards for the course or program being evaluated;
- The evaluation will conclude with a determination of whether the proposed course should be credit or non-credit.

A Request for Assignment of Course Credit may be submitted to the Curriculum Review Committee Chair or the Registrar by the originating school and include a completed course description and any other pertinent documentation. After reviewing the course description, the Curriculum Review Committee will make a recommendation to the Academic Council.

The Academic Council may direct further development or revision of the content prior to approval of credit and the Registrar or designate will maintain a registry of courses approved for credit.

9.04 Certification of a Program

All new programs and existing programs that are significantly modified must be approved by the Academic Council prior to the awarding of a Yukon College certificate or diploma. All requests for program certification are to be directed to the Chair, Academic Council. Each request will include a completed Request for Certification of a Program and all required documentation, including:

- The proposed program's title;
- An outline of coursework, admission requirements;
- Evaluation standards;
- Proposed external accreditation and transferability (if any);
- General learning outcomes/objectives;
- Instructional requirements/standards.

The certification equivalencies of a program must be completed prior to it being offered to the public as a program leading to certification.

The Registrar or designate will maintain a register of programs approved by the Council.

9.05 Assessment of Continuing Education Unit (CEU)

The Academic Council is responsible for the assessment of CEU's. All requests for CEU assessment must be submitted to the Chair of the Curriculum Committee using the Request for CEU Assessment form and must include a detailed description of the continuing education activity. A complete registry of assigned CEU's will be maintained by the Secretary of the Council or Registrar.

Appendix A

REQUEST FOR ASSIGNMENT OF COURSE CREDIT

Course Title: _____

Division: _____

School: _____

Credit Requested 1 2 3 4 5 6 (circle one) or Other: _____

Method of Instruction (circle one): Lecture Lab Other _____

Hours of Instruction: _____

Grading System (circle one): Standard Trades/Vocational Pass/Fail Mastery

Required Prerequisites: _____

Is this course equivalent to any previous Yukon College courses? If so, what course(s):

Is this course required to graduate in a program? If so, what program (s):

Can this course be used as an elective in a program? If so, what program(s):

Does this course have transfer equivalency to another institution? If so, what institution(s):

Recommended by FNI _____

Recommended by Chair: _____

Recommended by Dean: _____

Recommended by Curriculum Review Committee: _____

Date: _____

REQUEST FOR ASSIGNMENT OF COURSE CREDIT
 FOR CURRICULUM REVIEW COMMITTEE AND ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Course Outline Provided (to College standard)			
Instructional contact indicated (including credits)			
Course description included			
Learning outcomes stated			
Delivery methods/format described			
Prerequisites stated (if required)			
Evaluation described			
Text/support materials indicated			
Equivalency and/or transferability included			
Instructional requirements			
Topic outline/syllabus included			

Title of Program: _____

REQUEST FOR CERTIFICATION OF A PROGRAM

Certificate _____ Diploma _____

Total number of credits: _____

List courses and credits below:

Recommended by FNI _____

Recommended by Chair: _____

Recommended by Dean: _____

Recommended by Curriculum Review Committee: _____

Date: _____

REQUEST FOR CERTIFICATION OF A PROGRAM

FOR ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Program Outline Provided			
Admission Requirement			
Graduation Requirement			
General learning outcomes/objectives			
Outline of coursework			
Instructor credentials/experience			
Transfer/Equivalency/Accreditation			

REQUEST FOR ASSIGNMENT OF CEU

Course Title: _____

Division: _____

School: _____

CEU Requested 1 2 3 4 5 6 (circle one) or Other: _____

Method of Instruction (circle one): Lecture Lab Other _____

Hours of Instruction: _____

Grading System (circle one): Standard Trades/Vocational Pass/Fail Mastery

Required Prerequisites: _____

Recommended by FNI _____

Recommended by Chair: _____

Recommended by Dean: _____

Recommended by Curriculum Review Committee: _____

Date: _____

REQUEST FOR ASSIGNMENT OF CEU

FOR ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Course Outline Provided			
Instructional contact indicated (10 hrs per unit)			
Learning outcomes stated			
Topic outline/syllabus included			
Delivery methods/format described			
Text/support materials indicated			
Instructor credentials/experience			
Evaluation			