



# ACADEMIC CALENDAR 2017-2018

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

*All content should be regarded as archived with the date of April 25, 2017.*

*For the most up-to-date information, always refer to [yukoncollege.yk.ca](http://yukoncollege.yk.ca).*

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# COLLEGE AND UNIVERSITY PREP

## COLLEGE ACCESS PATHWAYS

### PROGRAM DESCRIPTION

Going to back to school can be one of the most exciting decisions you make; it can also be a little overwhelming. Our School of Academic and Skill Development advisors are available to help you through the system. Please contact us if you are interested in the College Access Pathways program or courses.

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.

### ADMISSION REQUIREMENTS

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

### OTHER REQUIREMENTS

See course prerequisites on the program pages of our website under the Course List tab.

### ANCILLARY FEES

Students must purchase their textbooks. Paper and other supplies are the responsibility of the student. Math students will require a scientific calculator.

In addition to tuition, students are required to pay a student council fee and a mandatory technology fee.

### YUKON FIRST NATIONS CORE COMPETENCY

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### APPLICATION

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

## 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.

## STUDENT FINANCIAL ASSISTANCE AND TUITION

If you want information about financial assistance, please contact Student Services. Students are encouraged to have sponsorship or payment of tuition arranged before meeting with a program advisor. This will enable students to be registered in their courses without delay and purchase textbooks and additional supplies in order to be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee a seat.

## NON-ACADEMIC SUPPORTS

If you are looking for non-academic supports such as help with the admissions process, admissions process, personal counselling, childcare, orientation, and other supports then please contact Student Services.

## COURSES

### Core

ENGL 020 English Fundamentals  
ENGL 030 Communication Through Reading and Writing  
ENGL 060 Introduction to Literature  
MATH 050 Intermediate Algebra  
MATH 060 Advanced Algebra and Trigonometry

### Elective

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 020 Computer Fundamentals  
COMP 030 Introduction to Computers  
COMP 050 Computer Fundamentals  
ENGL 050 College Writing Skills  
ENVS 050 Environmental Change-Fish & Wildlife



ENVS 051 Environmental Change-Community Health  
ENVS 052 Yukon Water Source Protection  
MATH 020 Mathematics Fundamentals  
MATH 030 Basic Mathematics - Independent Study  
MATH 053 Apprenticeship Preparation Math  
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  
SCI 053 Apprenticeship Preparation Science  
WORK 020 Workplace Readiness

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## DUAL CREDIT - FOR YUKON SECONDARY SCHOOL STUDENTS

### PROGRAM DESCRIPTION

#### **What is dual credit?**

A dual credit program allows secondary students to take postsecondary courses while they are still in high school. Dual credit students may receive elective credit towards their high school graduation, a possibility they need to confirm with their high school.

#### **How many courses can I take?**

Students may take two dual credit courses per year.

#### **Which Yukon College courses are eligible for dual credit?**

Any Yukon College course that is part of the British Columbia Council on Admission and Transfer (BCCAT) system are eligible for dual credit. Students can determine if a course is included in BCCAT by clicking the "check BC transfer options" on each course page. This link will take you to the BCCAT page for that course and list all the other post-secondary institutes in BC that will accept that course.

#### **Do Yukon College courses transfer to post-secondary institutes outside of British Columbia?**

Yes, Yukon College also has transfer agreements with Alberta. Yukon College courses have also been accepted at a number of institutions across Canada and the United States. If you have concerns regarding the transferability of a course, please contact our Enrolment Services Team.

### ADMISSION REQUIREMENTS

#### **What do I need to apply?**

- B average or better
- completion of the prerequisites for the course
- letter from a teacher, counsellor, vice-principal or principal verifying your marks, good attendance record and good attitude towards learning

### OTHER REQUIREMENTS

#### **How much does it cost?**

For a three-credit course it's \$330.00, but Dept. of Education will pay the entire tuition fee. Students are responsible for the following additional fees:



- Books - up to \$200 per course
- Yukon College part-time student union fee - \$10
- Yukon College part-time technology fee - \$25

These fees are mandatory for all students.

Yukon College will waive all application fees for dual credit students.

NOTE: Students do not have a guaranteed seat in any course until all fees are paid.

### **What if I still have questions?**

For answers to the above and other questions, download the **Dual Credit Information and Application Package**.

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSES

### **Elective**

- CPSC 128 Object Oriented Programming I
  - CPSC 129 Object-Oriented Programming II
  - ENGL 100 Academic Writing and Critical Thinking
  - MATH 100 Single Variable Calculus I
  - PSYC 101 Introduction to Psychology II
- 

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

### PROGRAM DESCRIPTION

#### **ESL 050: Advanced ESL**

Open to both international and domestic students, Advanced ESL prepares non-native English speakers for further academic study. The course offers instruction and practice in reading, composition and academic study.

Students completing ESL 050 (Advanced ESL) for credit receive the equivalent of ENGL 050: Essay Writing Skills.

Students wanting full-time study will be able to take Advanced ESL as part of one of the following options:

- Students with a Canadian Language Benchmark Placement Test (CLBPT) of 7 or higher or who are eligible for Advanced ESL may take Advanced ESL (ESL 050) + 2 other college courses for credit or audit.
- Students with a CLBPT of 6 may take Advanced ESL (ESL 050) + 2 Access Pathways courses **OR** Advanced ESL (ESL 050) + 1 Access Pathways course + 1 college course for audit.

Classes begin in September and January.

### ADMISSION REQUIREMENTS



Internet-based TOEFL (iBT) score 53 or Canadian Language Benchmark Placement Test (CLBPT) score 7 or IELTS score 5.5 or more. The CLBPT is available to students upon their arrival at Yukon College.

Students with a CLBPT score of 6 (IBT 45 or IELTS 5) can register into a non-credit version of Advanced ESL (003).

## ANCILLARY FEES

Canadian Language Benchmark Placement Test (CLBPT)—CAN\$50 Assessment Testing Fee.

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSES

### Core

ESL 050 English as a Second Language - Advanced

### Elective

ESL 030 Intermediate English as a Second Language

ESL 051 Advanced Listening & Speaking Skills

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## TARGETED INITIATIVE FOR OLDER WORKERS

### PROGRAM DESCRIPTION

The School of Continuing Education and Training, in partnership with the Yukon Government Advanced Education Branch, is proud to deliver the Targeted Initiative for Older Workers program.

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

The 15-week program includes lectures, group discussions, individual and group exercises, and individual and group presentations.

### ADMISSION REQUIREMENTS

Participants should meet the following criteria:

- 55-64 years of age
- Unemployed
- Legally entitled to work in Canada
- Face barriers to successful integration into new employment



- Live in an eligible community

## 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 and communication skills as applied to the workplace
4. Apply decision-making processes to work scenarios
5. Identify and prioritize the most important Essential Skills required for particular employment opportunities
6. Research jobs and prepare cover letters, resumes and references for specific jobs
7. Prepare for job interviews through role play

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSES

See program coordinator for more information

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## WORKPLACE READINESS

### PROGRAM DESCRIPTION

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.

See Workplace Readiness under the Course List for more information.

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



## ADMISSION REQUIREMENTS

Students must meet with a program advisor before admission to the program. A college reading assessment is required.

## 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.

## ANCILLARY FEES

Course Fee \$513

Activity Fee \$300

## YUKON FIRST NATIONS CORE COMPETENCY

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## ATTENDANCE

Regular attendance is necessary to be successful in this program. Please keep this in mind when you commit to attending the program.

## COURSE DATES

Fall Semester- September to December 2016

Winter Semester - January to April 2017

Classes are held from Monday to Friday from 9:00 am to 3:00 pm

## TEXTBOOKS AND REQUIRED MATERIALS

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.

## 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.

## SPONSORSHIP AND TUITION PAYMENT





Information on sponsorship is available from a Yukon College counselor. Accepted students are expected to have sponsorship or payment of tuition and mandatory fees arranged before meeting with a program advisor to register for courses. This enables students to register in their courses without delay and purchase textbooks and additional supplies and be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee you a seat.

## COURSES

See program coordinator for more information

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# ACADEMIC & CAREER

## AVIATION MANAGEMENT

### 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- Category 1 Aviation Medical exam

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

### 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 Diploma in Aviation Management.

Students must complete the requirements for a diploma within ten years of beginning the program.

## 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 in the BCCAT Transfer Guide - [www.bctransferguide.ca](http://www.bctransferguide.ca)

## GENERAL OUTCOMES

Upon successful completion of the Aviation Management Diploma Program, students will be able to:

- Earn a private pilot license as required by Transport Canada
- Earn a commercial pilot license as required by Transport Canada
- Demonstrate northern survival skills in the event of an unplanned landing off airport in northern conditions



- Demonstrate knowledge of introductory level management processes and practices and be ready to work in entry level managerial positions, primarily in the aviation industry

## YUKON FIRST NATIONS CORE COMPETENCY

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## INSTRUCTIONAL FORMAT

The primary mode of instruction for the Yukon College courses in the program will be classroom-based. Some courses may involve distance delivery methods such as online learning and web conferencing. Methods may include but are not limited to lectures, group work, group discussions, and presentations by students or guest speakers.

Note: extensive program advising is required for students entering this program. There is a need to coordinate flight training at Alkan Air and courses at Yukon College so that the student is able to meet the rigorous requirements of both.

## 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

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## **BUSINESS ADMINISTRATION**

### PROGRAM DESCRIPTION

Business Administration delivers one-year certificate and two-year diploma programs that prepare 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 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.

### OTHER REQUIREMENTS

#### **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:

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- 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 BCCAT Transfer Guide - [www.bctransferguide.ca](http://www.bctransferguide.ca)

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSE REPEATS

A student may register for a course in the Business Administration program a maximum of three times.

## COURSES

### Core

- ACCT 101 Introductory Financial Accounting I
- ACCT 102 Introductory Financial Accounting II
- ACCT 202 Introductory Financial Accounting
- 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

- ACCT 205 Managerial Accounting II



BUS 112 Introduction to Entrepreneurship  
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 280 Introduction to Labour Relations  
BUS 307 Statistics II

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## CIRCUMPOLAR STUDIES

### 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 on-line, in class, and on exchange to another UArctic institution through the north2north Mobility Program. 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: [University of the Arctic](http://University of the Arctic)

### 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.

### 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.

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### COURSES

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## 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

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## CLIMATE CHANGE POLICY

### 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

### ADMISSION 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 5 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 school.

## 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 2-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 2 week in-Canada field school. For more information on how to apply for a student permit please see:

<http://www.cic.gc.ca/ENGLISH/study/index.asp>

<http://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.

## TRANSFERABILITY

To be determined.

## EMPLOYMENT

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:

Climate change outreach	Environmental consulting/Monitoring
Climate change education and awareness	Environmental programs
Climate change and environmental policy development	Natural resource management
Energy policy and planning	Policy analyst
Food, water, energy security	Natural hazard management
Urban planning	Conservation
Communications and marketing	Teaching

## DURATION

1-year (part-time), with fall intake only.

## ANCILLARY FEES

Tuition for the Certificate Program is calculated per course credit, at \$500/credit.

The ancillary fee for the field school is \$1350.

For more details on tuition and ancillary fees speak directly to the Program Coordinator/Instructor.





## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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

### 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 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:

- Web Development
- System Administration
- Database Administration

### 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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.

## EMPLOYMENT

Computers are in widespread use in almost every work site. Small businesses, municipal and territorial governments and various non-profit organizations and associations all have this in common; hence, the potential of a career in computer services, support or associated fields is both great and varied. 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 certificate will qualify students for entry-level hardware technician, network technician or junior programmer positions.

## GENERAL OUTCOMES

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
- Ability to configure basic web services
- Ability to demonstrate familiarity with web standards
- Ability to demonstrate effective problem definition and solving within a good customer service context
- Ability to create basic systems requirements for existing or desired business processes

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## A NOTE ON ONLINE TRAINING

The CST 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 and increased course availability for those students who work part-time. Students will, however, work mostly on their own without the benefit of the classroom experience. Students who enrol 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.

## COURSES

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*

## 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

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## CULINARY ARTS

### PROGRAM DESCRIPTION

Infinite career possibilities abound in the field of Food Services. Professionally trained cooks and chefs are consistently in high demand, from premier hotels and educational institutions to care facilities, private clubs and cruise lines to industrial camp kitchens, there are no limits to the possibilities for your potential employment.

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.

### 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 TB test

### TRANSFERABILITY

Levels I and II transfer directly to all British Columbia College and University College Programs, NAIT and SAIT.

### ANCILLARY FEES



You will be required to purchase special knives, uniforms and textbooks for this program. The approximate cost of these items is CAN\$1,750 for the academic year and they will be ordered by the program coordinator to ensure that the items purchased meet the standards required. Students are also required to purchase proper footwear prior to starting the daily meal preparations part of 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## APPRENTICESHIP LEVEL I AND II COOK EXAM

Culinary Arts students write the Apprenticeship Level I Cooks exam early in the second term followed by the Level II 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.

Those students who successfully complete the program, and pass the the Level I exam may be eligible for up to 1040 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.

## 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

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## EARLY LEARNING AND CHILD CARE



## 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.

## ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on the College Assessments or the GED® test.
- ENGL 050: Essay Writing Skills or ESL 050: Advanced ESL.

## OTHER REQUIREMENTS

- Acceptable criminal records check
- Current immunization, TB skin test, and medical clearance.
- A letter outlining the applicant's interest in the program, including related work and/or volunteer experience

## EMPLOYMENT

ELCC program graduates are qualified to work as early childhood educators in child care centres, family day homes, and preschools; as program assistants in child development centres and child care facilities; as educational assistants in kindergarten and the early grades; as nannies, family support workers, and as child care licensing officers.

## DURATION

**The 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.

**The 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.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## OPTIONS FOR THE MATURE STUDENT

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 867.668.8793.



## OUTSIDE COURSES

A student may be eligible for advanced standing if they have completed an equivalent college course at another accredited post-secondary institution.

## 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

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## EDUCATION - YNTEP

### 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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.

Bachelor of Education (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

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 G.P.A.; and
- English 12
- Either 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; and
- One additional approved grade 12 academic level course
- Current high school students can provide an interim grade report and a schedule of current/planned courses by email, fax, or mail (only send using one method, do not send by e-mail and then by mail or fax for example).
- All applicants must submit final high school/secondary official transcripts
- Current acceptable criminal records check.

Approved additional courses are listed on the University of Regina website:  
<https://urconnected.uregina.ca/apply/admissions-requirements.ezc>

### **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):**

- 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
- Anyone who does not have grade 11 and grade 12 in Secondary School within an English-language curriculum or at least 24 credit hours in an English-language post-secondary school, may have to provide a test of English Proficiency.
- If more than five years out of secondary schooling:

- acceptable scores on the Language Proficiency Index test [LPI], University of Regina English Language Proficiency Assessments or (min.B in ENGL 060) and ;



-acceptable scores on Math Assessments or successful completion of Math 050 or equivalent

- Information on English Language Proficiency Requirements is available online at: <https://urconnected.uregina.ca/apply/elp.ezc>.
- Current acceptable criminal records check

### **Criterion 3: Post-secondary Applicants**

- If the applicant has over 24 degree-level post-secondary credits, admission is based on their overall UGPA, which must be a minimum of 65%.
- If the student has over 24 credit hours (from one post-secondary school or a combination of post-secondary schools), then they do not have to submit their high school transcript.
- The applicant will also need to provide proof of English Language Proficiency (see below)
- Current acceptable criminal records check

### **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 for admission. Anyone who does not have grade 11 or 12 in a Secondary School within an English-language curriculum or at least 24 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.

Information on English Language Proficiency Requirement is available online at: <https://urconnected.uregina.ca/apply/elp.ezc>.

### **Official Transcripts**

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

## **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. The following outlines the process for applying:

### **APPLYING TO YUKON COLLEGE**

1. Apply to Yukon College online through the link, <http://www.yukoncollege.yk.ca/programs/apply> ; **AND submit the following 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:





- 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 below 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 below)
- Complete the Consent to Information form (form is below)
- Complete RCMP Criminal Records Check, with Vulnerable Sector Check. [Once you have received your Criminal Records Check from the RCMP, drop off or mail the document to:

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

**Phone: 867.667.37.18 or toll-free 1.800.661.0408. ext. 5131**

- Please also complete the Consent Form that allows the Department of Education to communicate Security Clearance for YNTEP students. See below for the Consent Form and for further information see the Checklist for Applying to YNTEP (also below). The Consent Form allows YNTEP to verify that you have security clearance.

## APPLYING TO THE UNIVERSITY OF REGINA

1. Complete paper application for University of Regina and send electronically to [admissions@yukoncollege.yk.ca](mailto:admissions@yukoncollege.yk.ca)
2. Request official transcripts from the necessary institution (see above for Admission Requirements) to:

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

### **Consent to Release Form – Yukon Education (YNTEP VSC Clearance Form – 2017 03 21)**

All YNTEP applicants must complete the Consent to Release form for Yukon Education to provide verification of security clearance to complete field placements, pre-internship and internship in Yukon Schools. The form is attached at the bottom of this website and must be submitted to Yukon College with all other application documents.

### **Vulnerable Sector Check (previously Criminal Records Check)**

Students wishing to do field work in Yukon Schools are required to undergo a security clearance process which requires the completion of a vulnerable sector check (VSC). Applicants must request a VSC from the RCMP and deliver the completed VSC to:

**ATTN:** Director, Human Resource Services  
Department of Education, Yukon Government  
Box 2703  
Whitehorse, YT Y1A2C6



## APPLICATION DATES

**Application deadline** and **Initial review** of applications **April 28th**.

A **waiting list** will be established until **May 31** for those not accepted in the first review.

Students must **confirm acceptance of seats** by **June 12**.

**July 14th** is the last day for late applications. Note that late applications will only be considered if seats are available.

**Winter applications** (only for the 120 credit program) will be accepted until **October 31**. No late or incomplete applications will be accepted for the winter term.

## OTHER REQUIREMENTS

### Graduation/completion requirements

The University of Regina awards a Bachelor of Education for the successful completion of 120 credits in B.Ed. Program.

Students must maintain an overall GPA of 65% in order to complete program requirements, and in some cases to continue in the program.

## EMPLOYMENT

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

## DURATION

120 course credits for B.Ed. 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## DOWNLOADS

2017 YNTEP University of Regina Application

2017 YNTEP Application Checklist

2017 YNTEP Handbook

2017 YNTEP VSC Clearance

## COURSES

## Core

ATHA 101 Introduction to Native Languages I  
 ATHA 102 Introduction to Native Languages II  
 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  
 ECMP 355 Computers in the Classroom  
 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  
 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

### PROGRAM DESCRIPTION



The Yukon Native Teacher Education Program (YNTEP) after degree is a 60 credit program leading to a Bachelor of Education degree, offered in partnership with the University of Regina. Students with an approved undergraduate degree can enter directly into the 3rd year of the YNTEP program. 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 courses 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

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

1. An approved first degree with a minimum UGPA of 65%; and
2. A minimum of 39 credit hours in teaching areas supportive of provincial/territorial curricula.
3. It is recommended that students have three provincial curricula areas (9 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.
4. 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.

## APPLICATION PROCESS

The application form can be printed from the website, is also available from the Yukon College's Admission office; the School of Health, Education and Human Services office; or Yukon College community campuses.

## APPLICATION DEADLINE

Initial review of applications **April 28th, 2017**. Late applications will be considered only if program space is available.

YNTEP- BEAD 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. The following outlines the process for applying:

## APPLYING TO YUKON COLLEGE

1. Apply to Yukon College online through the link, <http://www.yukoncollege.yk.ca/programs/apply>; **AND submit the following documents to:**

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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)*



**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:

- 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 below 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 below)
- Complete the Consent to Information form (form is below)
- Complete RCMP Criminal Records Check, with Vulnerable Sector Check. [Once you have received your Criminal Records Check from the RCMP, drop off or mail the document to:

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

Phone: 867.667.37.18 or toll-free 1.800.661.0408. ext. 5131

- Please also complete the Consent Form that allows the Department of Education to communicate Security Clearance for YNTEP students. See below for the Consent Form and for further information see the Checklist for Applying to YNTEP (also below). The Consent Form allows YNTEP to verify that you have security clearance.

## APPLYING TO THE UNIVERSITY OF REGINA

1. Complete paper application for University of Regina and send electronically to [admissions@yukoncollege.yk.ca](mailto:admissions@yukoncollege.yk.ca)
2. Request official transcripts from the necessary institution (see above for Admission Requirements) to:

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

### **Consent to Release Form – Yukon Education (YNTEP VSC Clearance Form – 2017 03 21)**

All YNTEP applicants must complete the Consent to Release form for Yukon Education to provide verification of security clearance to complete field placements, pre-internship and internship in Yukon Schools. [The form is attached at the bottom of this website](#) and must be submitted to Yukon College with all other application documents.



### **Vulnerable Sector Check (previously Criminal Records Check)**

Students wishing to do field work in Yukon Schools are required to undergo a security clearance process which requires the completion of a vulnerable sector check (VSC). Applicants must request a VSC from the RCMP and deliver the completed VSC to:

**ATTN:** Director, Human Resource Services  
Department of Education, Yukon Government  
Box 2703  
Whitehorse, YT Y1A2C6

## APPLICATION DATES

**Application deadline and initial review of applications April 28th.**

A waiting list will be established until May 31 for those not accepted in the first review.

Students must **confirm acceptance of seats by June 12th.**

**July 14th** is the last day for late applications. Note that late applications will only be considered if seats are available.

## OTHER REQUIREMENTS

### **Graduation/completion requirements**

The University of Regina awards a Bachelor of Education for the successful completion of 60 credits in the B.Ed. Program. Graduates must have successfully completed HIST 140 - History of Yukon First Nations and Self Government as well as all requirements as specified by the University of Regina.

## EMPLOYMENT

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

## DURATION

60 credits in the B.Ed. 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## DOWNLOADS

2017 YNTEP BEAD Application for Admission

2017 YNTEP BEAD Application Checklist

2017 YNTEP Handbook

2017 VSC Clearance

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



## 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

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## EDUCATION ASSISTANT

### PROGRAM DESCRIPTION

The Educational Assistant certificate program (EACP) is designed to integrate theory and practice associated with providing support to individuals with exceptionalities in the public school system. The program is based on the guiding principle that all human service paraprofessionals need training that ensures the acquisition of knowledge, the competent use of required skills, and the value of caring and respecting individuals leading to the realization of individual potential and inclusion. The intention is to use this certificate program as both a professional development opportunity for current employees and as pre-employment training for individuals seeking employment with the Department of Education, Government of Yukon as an educational assistant or remedial tutor.

### Instruction Format

This program will be available using Yukon College's Learning Management System (LMS). Online courses are not held in classrooms and there are no live classes. All course work, and communication with the instructor and other students, is done entirely online. Generally courses include online video lectures, PowerPoint presentations, films, lecture notes and supplementary materials. Students are engaged through on-line discussions.

Online courses require that students have access to a computer and the Internet. Students attending web-conferencing courses off-campus (from home, for example) will also need a computer and internet access but may need additional equipment (such as headset and microphone).

Students must be able to attend field placements in Yukon Public schools.



## ADMISSION REQUIREMENTS

However, for future consideration to be eligible for admission to the Educational Assistant certificate program, a student must meet ONE of the following categories.

- English 12 (min. 65%) and Math 10 (Applications, Principles, Foundations & Pre-Calculus); OR
- ENGL 050 (min. B-) and Math 030 (min. B); OR
- Mature Student Status with acceptable scores on the Yukon College Assessments or GED® test: OR
- A conditional acceptance may be considered for those who have previous experience as an education assistant or remedial tutor, do not meet any of the above criteria, and are willing to complete ENGL 050 (min. B-) and MATH 030 (min. B) during the first year of the program.

The following documents must be received prior to acceptance into the program:

- Yukon College Application for Admission form.
- Official transcripts from high school and post-secondary institutions.
- A currently approved criminal record check (obtained through your local RCMP).

## OTHER REQUIREMENTS

To succeed in the program students require a strong base in English, a foundational base in mathematics, good study habits and time management skills, and the ability to work independently and in small group settings. Comfort with participation by video conference and/or online delivery will be important for students attending through distance education from the communities.

## GRADUATION REQUIREMENTS

In order to graduate with a certificate, a student must successfully complete the 30-credit program plus the non-credit element of the program. Electives must be chosen from the EACP list. Students are required to maintain a term grade point average of 2.0 as per the Yukon College Academic Regulations for certificate programs.

## TRANSFERABILITY

Please refer to BCCAT for information.

## EMPLOYMENT

There are approximately 125 education assistants/remedial tutors employed in Yukon's public schools. Training and education in this area is considered significant to future employment opportunities as educational assistants. The EACP will also be of interest to community education liaison coordinators (CELCs) employed by First Nations to support student success, and to directors of education. It will be of particular interest to those employed or volunteering as tutors (Learning Disabilities Association of Yukon, LDAY is one example of an agency currently providing this service).

## DURATION

The program is offered in two ways:

- as a two-year full-time program
- as a three-year part-time program

The next program intake is to be announced.

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*





Contact the School of Health, Education and Human Services if you are interested in further opportunities.

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSES

### Core

- EA 100 Program Implementation I
- EA 106 Field Placement II
- EA 109 Supporting Children through Inclusive Education
- ECMP 100 Assistive Technology
- EDUC 100 The Role of Schooling
- ELCC 121 Child Growth and Development II
- ELCC 125 Interpersonal Relationships and Communication Skills
- ELCC 222 Exceptional Children

### Elective

- HCA 111 Health 2 - Lifestyle and Choices
  - HIST 140 History of Yukon First Nations and Self-Government
- 

## FIRST NATIONS GOVERNANCE AND PUBLIC ADMINISTRATION

### PROGRAM DESCRIPTION

The First Nations Governance and Public Administration (FNGPA) Initiative 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, the 10 program 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 Initiative 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- 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 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

Building upon the Champagne and Aishihik First Nations pilot, we offer a community-based course offering to all Yukon First Nations citizens and government employees. The certificate program is also now open to all interested and qualified students.

## TRANSFERABILITY

FNGPA courses are transferable at a number of Canadian academic institutions. Please contact the coordinator for further information on specific course transfers.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

The First Nations Governance and Public Administration certificate program values and respects self-governing First Nations' journey towards self-determination.

## COURSES

### Core

- COMM 192 Business Communications
- FNAF 103 Accountability and Financial Management
- FNGA 100 Introduction to First Nations Governance and Public Administration
- FNGA 101 Governance & Land Claims
- FNGA 102 Power and Influence
- FNGA 104 Community Economic Development
- FNGA 107 Public Policy
- FNGA 108 Human Resource Management
- FNGA 109 Intergovernmental Relations
- HIST 140 History of Yukon First Nations and Self-Government

### Elective

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

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## FOOD AND BEVERAGE OPERATIONS



## 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 and financial management.

Students acquire their 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, bartending 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, computer applications, financial success and event planning.

## 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 a 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.

## TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

## EMPLOYMENT

Upon completion of the program, graduates are prepared to work regionally, nationally and internationally in any front of house food & beverage operation including restaurants and hotels, lodges, resorts and catering companies.

## 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.

## ANCILLARY FEES

Students are also required to purchase and maintain uniforms and tools as set out by the program.

## YUKON FIRST NATIONS CORE COMPETENCY

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There are times when students attending the Food & 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.

## 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

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## GENERAL STUDIES

### 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.

## OTHER REQUIREMENTS

### To graduate students must:

- complete all core courses (ENGL 100 and ENGL 101)
- complete 8 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)

NOTE: 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

## DURATION

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## COURSES

### Core

ENGL 100 Academic Writing and Critical Thinking

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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  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ENGL 140 First Nations Fiction  
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 100 Introduction to First Nations Studies  
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  
HIST 241 History of the United States from 1877  
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

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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  
SOC1 100 Introduction to Sociology  
SOC1 103 Canadian Society  
SOC1 203 Sociology of the Family  
SOC1 209 Society, Technology and Values  
SOC1 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 120 Introduction to Human Sexuality  
WGST 200 Women and Social Change  
WGST 202 Women in Indigenous Societies  
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

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## **GEOLOGICAL TECHNOLOGY**

### **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. Graduates from such programs have found jobs working for mining and petroleum companies, consulting geology and engineering firms, government and educational institutions. The Geological Technology program at Yukon College prepares students for employment in a number of capacities in the mineral exploration, mining and environmental geology fields. The strong background in mathematics and the physical sciences provided by this program will enable students to succeed in an increasingly technical discipline, while the comprehensive introduction to field techniques equips students with the hard skills needed to work efficiently in a remote setting.

### **PROGRAM DESCRIPTION:**

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



The Geological Technology program is a one-year (certificate) to two-year (diploma) program. Admission requirements for the program are listed below. If academic upgrading is necessary, interested applicants are encouraged to take advantage of upgrading course offerings at the College to ensure they have the required Geological Technology program prerequisites. Additionally, non-departmental courses (e.g. MATH 060; CHEM 110) may be taken in advance to reduce course loads during the program proper.

The objectives of the Geological Technology certificate program are to provide students with:

- A solid background in the fundamental geological disciplines with particular focus on those fields most closely linked to the mining and mineral exploration industries. These target fields include physical and structural geology, mineralogy/petrology, geomorphology and geochemistry. In addition to geology courses, students will be exposed to relevant topics in mathematics, chemistry, physics and computer science.
- A comprehensive introduction to the mining industry and the specific skills required to work in the resource exploration and development sectors. Students will learn how to conduct and interpret geological, geophysical and geochemical surveys, prepare subsurface maps and cross-sections, collect field data and analyze rock and mineral specimens.
- A baseline of standard health and safety training in order to ensure the competency and safety of graduates in a variety of work environments. Training includes courses such as Wilderness First Aid and CPR, WHMIS, Firearms Safety, and Industrial Workplace Safety.
- A solid foundation in interpersonal and group management skills, with a focus on effective oral and written communication fluency. This will provide graduates with the skills to work effectively with co-workers and the ability to convey geological information in a variety of formats. An important component of this objective is to ensure students develop the critical thinking skills necessary to assist in problem solving and troubleshooting in a work setting.
- An understanding of the impact of the unique First Nations governance structure that exists in Yukon and the impact of this on undertaking mining, exploration and development in the territory. This includes reviewing historical land agreements and the different categories of settlement lands, as well as discussing effective communication and conflict-resolution skills for multi-party discussions and negotiations that may include First Nations partners

The objectives of the Geological Technology diploma program are to provide students with:

- A solid background in the different types of mineral extraction (surface mining and underground mining), and an understanding of the advantages and challenges presented by each. Students will be exposed to the various strategies for mineral processing and will be able to select the techniques best suited for an individual project.
- A comprehensive introduction to different mineral deposit types and their characteristic geophysical, geochemical, and alteration signatures. Students will understand the geological processes that control each deposit type, and the structural and stratigraphic controls on mineralization. Based on information derived from a wide range of sources (e.g. geophysical data, hand sample and thin section observations, regional mapping), students will be able to accurately predict deposit types and develop an informed exploration plan.
- An introduction to the different datasets originating from exploration programs, mill testing, etc., and an understanding of how to use that data to inform future decisions. This will include a solid introduction to common mine software platforms, as well as frequent integration of GIS mapping of geochemical, geological, and geophysical parameters. Students will become well-acquainted with different geophysical exploration techniques and how to interpret geophysical data both in isolation and with respect to observed geology. A comprehensive overview of geochemical sampling strategies and techniques is presented, as well as methods for using the resulting data in an exploration program.
- An understanding of the regulatory and legal framework surrounding exploration and mining, both in the Yukon and Canada. This includes a working knowledge of the First Nations governance structure that exists in Yukon and the impact of this structure on exploration and mine development in the territory. Students will be introduced to the roles of the different regulatory bodies and the nature of their involvement at different stages of the mine cycle.
- An introduction to the environmental impacts of the mining process, and a background in the common remediation strategies used following mine closure. Students will examine baseline data and characterize

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common contaminants resulting both from mining processes and the exposure of natural deposits, as well as the flow of those contaminants in groundwater based on local hydrogeologic conditions.

## ADMISSION REQUIREMENTS

- English 12, Math 11 (Principles or Pre-Calculus; minimum 65%) and Chemistry 11; OR
- Mature Student Status with acceptable scores on College Assessments and/or GED® for English and Math prerequisites, as well as Chemistry 11 (or equivalent); OR
- Yukon College prerequisite courses ENGL 090, MATH 050 (minimum B-) and CHEM 050, with COMP 040 recommended.

## DURATION

The 961.5-hour first-year certificate program consists of 19 courses delivered, including an Introductory Geology Field School (45 hours) and an Intermediate Geology Field School (90 hours).

The 793-hour second-year diploma program consists of 13 courses delivered, including a spring field course (Fundamentals of Surveying).

## GENERAL OUTCOMES

### **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.

## ANCILLARY FEES

Additional costs above and beyond college tuition are associated with this program of study. These costs include transportation to and from field school sites, accommodation and food during field school, and health and safety modules administered during field schools and the Exploration and Mining Safety class (GEOL103). In addition, students are required to purchase their own basic geology field equipment, including sturdy hiking boots, rock hammers, field notebooks, and hand lenses. The course outline for each individual class will contain detailed information regarding the costs specific to that course.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## REQUIRED COURSES

### **Certificate: (42 credits)**

BUS 174: Microcomputer Applications – Excel (1.5 credits)

CHEM 110: Structure of Matter (3 credits)

COMM 193: Introduction to Scientific and Technical Communication (3 credits)

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GEOG 250: Introduction to GIS (3 credits)  
GEOL 101: Introductory Field Camp (3 credits)  
GEOL 102: Geomorphology (3 credits)  
GEOL 103: Exploration and Mine Safety (1.5 credits)  
GEOL 104: Communications & Career Development (3 credits)  
GEOL 105: Physical Geology (3 credits)  
GEOL 110: Structural Geology (3 credits)  
GEOL 111: Mineralogy/Petrology (3 credits)  
GEOL 112: Mining Industry Overview (3 credits)  
GEOL 113: Intermediate Geology Field School (3 credits)  
MATH 060: Advanced Algebra/Trigonometry (3 credits)

## **Mandatory Safety Training Courses (certificate)**

FAC 002: Firearms Training - Unrestricted  
SAFE 001: Industrial Workplace Safety  
TDG 001: Transportation of Dangerous Goods  
WFA 010: Wilderness/Remote First Aid/CPR C  
WHMS 001: Workplace Hazardous Materials Information System

## **Diploma Program (36 credits)**

GEOL 201: Ore Deposits (3 credits)  
GEOL 202: Mineral Economics, Mining Law, and Sustainability (3 credits)  
GEOL 203: Mining Methods (Underground and Surface) (3 credits)  
GEOL 204: Mining Computing (3 credits)  
GEOL 205: Rock Mechanics (1.5 credits)  
GEOL 206: Sedimentary Stratigraphy (3 credits)  
GEOL 207: Capstone Research Project I (3 credits)  
GEOL 210: Introduction to Hydrogeology (3 credits)  
GEOL 211: Geochemistry (3 credits)  
GEOL 213: Introduction to Geophysics (3 credits)  
GEOL 215: Mineral Processing (3 credits)  
GEOL 214: Fundamentals of Surveying (1.5 credits)  
MATH 105: Introduction to Statistics (3 credits)

## **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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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 Introduction to 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

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## HEALTH CARE ASSISTANT

### 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 care-givers 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, and 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.

## ADMISSION REQUIREMENTS

### ADMISSION REQUIREMENTS:

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

## 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.**

### AND

- 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- 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.

## TRANSFERABILITY

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

## EMPLOYMENT

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).

## 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.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

2017 HCA Program Outline

## COURSES



## Core

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 122 Healing 1C - 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

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## HERITAGE AND CULTURE

### 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 the history of Yukon First Nations; public administration; archives and collections management; the preservation of traditional knowledge, language and culture; and 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 090: Bridging English for University; 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
- 5 years of manager-level work experience with 4-5 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).



## OTHER REQUIREMENTS

### To graduate students must:

- complete all core courses
- complete 2 open electives (6 credits)
- maintain a cumulative GPA of 2.0 (C average)
- complete at least 50% of the coursework at Yukon College

NOTE: 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## TRANSFERABILITY

HCC courses are transferable to institutions affiliated with the British Columbia Council on Admissions and Transfer (BCCAT), 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 on the program's **Course List** tab, 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. Note: FNGA 100 is stored as EDP 100 in the BCCAT system.

## DURATION

- minimum one year
- can be taken on a full- or part-time basis.

## YUKON FIRST NATIONS CORE COMPETENCY

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## 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  
ENGL 140 First Nations Fiction  
FNGA 100 Introduction to First Nations Governance and Public Administration  
FNST 100 Introduction to First Nations Studies  
NOST 101 The Circumpolar World  
PSYC 101 Introduction to Psychology II

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## LIBERAL ARTS

### 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 or 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.

### OTHER REQUIREMENTS

#### **To graduate students must:**

- complete all core courses
- complete 2 social-science electives (6 credits)
- complete 2 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 4 open electives (12 credits) for the certificate OR 8 open electives (24 credits) for the diploma

#### **Diploma students must also:**

- complete 2 200-level English literature (ENGL) electives (6 credits)
- complete 4 200-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.





## TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

## DURATION

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

## YUKON FIRST NATIONS CORE COMPETENCY

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## 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 225 Field Methods in Subarctic Ethnography and Archaeology

ANTH 226 Analytical Methods in Archaeology and Ethnography

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 Paleoecology

CHEM 110 The Structure of Matter

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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  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ECON 100 Introduction to Microeconomics  
ECON 101 Introduction to Macroeconomics  
ENGL 140 First Nations Fiction  
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 100 Introduction to First Nations Studies  
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  
HIST 241 History of the United States from 1877  
KINE 100 Introduction to Human Physiology  
LANG 140 Language and Culture Preservation  
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  
SOC 100 Introduction to Sociology  
SOC 103 Canadian Society  
SOC 104 Social Problems  
SOC 203 Sociology of the Family  
SOC 209 Society, Technology and Values  
SOC 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 120 Introduction to Human Sexuality  
WGST 200 Women and Social Change  
WGST 202 Women in Indigenous Societies  
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

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## MULTIMEDIA COMMUNICATION

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



## 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 enrolment, and students generally should be aware that the Multimedia Communication program is run on Apple's operating system.

## DURATION

- minimum one year
- can be taken on a full- or part-time basis

## YUKON FIRST NATIONS CORE COMPETENCY

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## 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

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## NATIVE LANGUAGE INSTRUCTOR

## PROGRAM DESCRIPTION

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



The Yukon Native Language Centre 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.

## ADMISSION REQUIREMENTS

Please contact the YNLC directly.

## 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.

## EMPLOYMENT

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.

## 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.

## ANCILLARY FEES

Personal supplies may cost \$30-\$50 for the entire 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## DIRECTED STUDY

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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. These include 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.

## COURSES

### Core

CC 291 Computers in Curriculum  
CC 292 Computers in Curriculum  
IP 241 Independent Project  
LIT 271 Literacy  
LIT 272 Literacy  
PRAC 183 Practicum  
PRAC 281 Practicum  
PRAC 282 Practicum  
SLTM 251 Second Lang Teaching Methods  
SLTM 252 Second Lang Teaching Methods

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## NORTHERN ENVIRONMENTAL AND CONSERVATION SCIENCES

### 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 Northern 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, and global climate change, and includes significant northern and aboriginal studies content, reflecting the 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.

### FREQUENTLY ASKED QUESTIONS DOCUMENT FOR PROSPECTIVE STUDENTS

[Click here to download FAQ document: Frequently Asked Questions for Prospective Students.pdf](#)

### 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 attached Recommended Courses document: Recommended Courses for 1st and 2nd Year Students Interested in the BSc/ENCS.pdf Students applying from other post-secondary institutions should contact the ENCS Program Advisors at ualberta@yukoncollege.yk.ca 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 a minimum Admission GPA of 2.3, and Biology 12, Chemistry 12, and either Principles of Math 12 or Pre-calculus 12, or equivalents.

## HOW TO APPLY

Application deadlines: ~~March 1st~~ Extended to **May 1st** for September admission; **November 15th** for January admission

To apply for admission:

1. Contact a Northern ENCS Program Advisor to discuss your program options.
2. Download and complete the application form available as a .pdf here. In Section 2, 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, Northern ENCS Program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4
3. Have official copies of post-secondary and high school transcripts mailed to Dr. Kathryn Aitken, Northern 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 a Northern ENCS Program Advisor to find out if this is an option for you.

U of Alberta application fees apply.

Once admitted, students must meet with a Northern ENCS program advisor at YC to select courses. Contact the Northern ENCS Program Advisors 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.

## EMPLOYMENT

Graduates of the Northern 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, and environmental educator. Students may also continue on to graduate studies.

## ANCILLARY FEES

*Accurate as of April 24, 2017. For the most up-to-date information, view yukoncollege.yk.ca*



Students pay tuition and non-instructional fees to U of Alberta, and only non-instructional fees to Yukon College. For information on University of Alberta tuition and fees, please see the U of Alberta Office of the Registrar's Costs, Tuition, and Fees page ([www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx](http://www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx)).

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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

## SPONSORSHIP & TUITION

Students are eligible for U of A awards while formally registered as U of A students. Students may also be eligible for Yukon Government student grants and training allowance while registered in partnered programming. Please contact Student Services at Yukon College and the Office of the Registrar and Student Awards at the U of A for more information.

FOR MORE INFORMATION, email [ualberta@yukoncollege.yk.ca](mailto:ualberta@yukoncollege.yk.ca)

Dr. Kathryn Aitken, Coordinator, Northern ENCS Program,  
867.668.8866,  
[kaitken@yukoncollege.yk.ca](mailto:kaitken@yukoncollege.yk.ca)

Dr. Fiona Schmiegelow, Director, Northern ENCS Program,  
867.668.8711,  
[fiona.schmiegelow@ualberta.ca](mailto:fiona.schmiegelow@ualberta.ca)

## 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*





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

## Elective

ENCS 352 Natural Resources and Environmental Law  
RENr 401 Special Topics in Renewable Resources  
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

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## NORTHERN FIRST NATIONS STUDIES

### 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- 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.

## OTHER REQUIREMENTS

### To graduate students must:

- complete all core courses, including 2 Northern Studies core courses (6 credits)
- complete 1 First Nations Studies (FNST) I elective (3 credits)
- complete 2 FNST II electives (6 credits)
- complete 2 FNST III electives (6 credits)
- complete 2 lab-science electives (6 credits)
- complete 1 social-science elective (3 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 6 open electives (18 credits)
- complete at least 50% of the work at Yukon College
- 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.

NOTE: 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

## DURATION

- minimum two years
- can be completed on a full- or part-time basis

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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  
FNST 100 Introduction to First Nations Studies  
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 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 219 Aboriginal Peoples and Canadian Criminal Justice  
CRIM 241 Intro to Corrections  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ENGL 140 First Nations Fiction  
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  
HIST 241 History of the United States from 1877  
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 120 Introduction to Human Sexuality  
WGST 200 Women and Social Change  
WGST 202 Women in Indigenous Societies  
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

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## **NORTHERN JUSTICE AND CRIMINOLOGY**

### **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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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 (Applications, Principles, 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.

## OTHER REQUIREMENTS

### To graduate students must

- complete all core courses
- complete 1 200-level Criminology (CRIM) elective (3 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

### Certificate students must also:

- complete 3 open electives (9 credits)

### Diploma students must also:

- complete 2 Northern Studies (NOST) core courses (6 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 1 course (3 credits) focussing on land claims OR constitutional development
- complete 2 open electives (6 credits)

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

## TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

## DURATION

Certificate: minimum one year

Diploma: minimum two years



Both programs can be completed on a full- or part-time basis.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ENGL 140 First Nations Fiction  
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 100 Introduction to First Nations Studies  
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 241 History of the United States from 1877  
PSYC 203 Social Psychology  
PSYC 204 Abnormal Psychology  
PSYC 205 Child Development  
RELI 101 World Religions II  
SOC 203 Sociology of the Family  
SOC 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 120 Introduction to Human Sexuality  
WGST 200 Women and Social Change  
WGST 202 Women in Indigenous Societies  
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

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## **NORTHERN OUTDOOR AND ENVIRONMENTAL STUDIES**

### **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 and global 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.

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



## 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.

## OTHER REQUIREMENTS

- complete all core courses, including 2 Environmental Studies (ENVS) core courses (6 credits) and 2 Northern Studies (NOST) core courses (6 credits)
- complete 6 Northern Studies (NOST) electives (18 credits)
- complete 2 lab-science electives (6 credits)
- complete 2 social-science electives (6 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 4 open electives (12 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

NOTE: NOST core courses, ENVS 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.

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

## TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

## DURATION

Minimum two years

Program can be completed on a full- or part-time basis

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## COURSES

### Core

ENGL 100 Academic Writing and Critical Thinking

ENGL 101 Introduction to the Study of Literature





ENVS 200 Environmental Perspectives  
ENVS 201 Environmental Ethics  
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

## 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 Paleoeology  
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  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ECON 100 Introduction to Microeconomics  
ECON 101 Introduction to Macroeconomics  
ENGL 140 First Nations 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



FNST 100 Introduction to First Nations Studies  
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  
HIST 241 History of the United States from 1877  
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  
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  
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 137 Technical Skills and Practices  
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 120 Introduction to Human Sexuality  
WGST 200 Women and Social Change  
WGST 202 Women in Indigenous Societies



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

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## NORTHERN SCIENCE

### 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: to complete the Yukon College Certificate of Science (or equivalent) or to 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 and completing the field course NOST 215.

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 that meets the requirements below.

### 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.

### OTHER REQUIREMENTS

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

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

### 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.

### EMPLOYMENT

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.

### DURATION

#### Year 1



### **Fall**

CHEM 110  
ENGL 100  
Science elective  
Science elective  
Elective

### **Winter**

CHEM 111  
ENGL 101  
MATH 105  
Science elective  
Science elective

### **Year 2**

#### **Fall**

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

#### **Winter**

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

## **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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## **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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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 Introduction to 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

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## **NORTHERN SCIENCE (ENVIRONMENTAL AND CONSERVATION SCIENCES STREAM)**

### PROGRAM DESCRIPTION

The Northern Science Diploma, ENCS Stream, prepares students for transfer to the Bachelor of Science in Northern Environmental and Conservation Sciences 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 Northern Systems Major of the B.Sc. Northern ENCS program.

The Diploma of Northern Science, ENCS Stream, is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits). Courses are selected from the Core and Elective options in the "Course List" tab, 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.

### OTHER REQUIREMENTS



See the Course List tab for Core and Elective courses. Students must complete the courses listed, 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

## 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 ENCS 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.

## EMPLOYMENT

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 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, and environmental assessment officer.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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  
FNST 100 Introduction to First Nations Studies  
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

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## NORTHERN STUDIES

### PROGRAM DESCRIPTION

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*





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; it is, then, 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.

## OTHER REQUIREMENTS

### To graduate students must:

- complete all core courses, including 2 Northern Studies (NOST) core courses (6 credits)
- complete 5 Northern Studies (NOST) electives (15 credits)
- complete 2 social-science electives (6 credits)
- complete 2 lab-science electives (6 courses)
- complete 7 open electives (21 credits)
- complete 1 course (3 credits) focussing on land claims OR constitutional development
- complete at least 50% of the work at Yukon College
- complete a minimum of 18 credits at the 200 level or above
- 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.

NOTE: 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

## DURATION

Minimum two years

Program can be completed on a full- or part-time basis

## YUKON FIRST NATIONS CORE COMPETENCY



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## COURSES

### 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

### 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 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  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ENGL 140 First Nations Fiction  
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 100 Introduction to First Nations Studies  
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  
HIST 241 History of the United States from 1877  
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 120 Introduction to Human Sexuality  
WGST 200 Women and Social Change  
WGST 202 Women in Indigenous Societies  
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

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## OFFICE ADMINISTRATION

### PROGRAM DESCRIPTION

Office Administration is a full-time program that prepares graduates for positions in the office administration field. There are three certificates: Accounting Clerk certificate, Administrative Assistant certificate and General Office Assistant certificate, that provide specialized training for accounting, administrative assistant and general office 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. Employability is the primary goal. With this goal in mind, the Office Administration program is designed to provide students with the knowledge and skills required to enter the workforce as accounting clerks, administrative assistants and general office assistants in both the private and public sectors.

### ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) 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

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### COURSES

#### Core

ACCT 120 Introductory Accounting  
ACCT 220 Intermediate Accounting  
BUSC 100 Business Communications  
BUSC 200 Business Communications  
BUSM 100 Business Mathematics

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



CL 100 Computer Literacy  
FILD 100 Fieldwork  
JS 100 Job Search Strategies  
KEY 100 Keyboarding  
MICR 100 Introduction to Excel 2013  
MICR 105 Introduction to Access 2013  
MICR 110 PowerPoint 2013  
MICR 200 Intermediate Excel  
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)

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## PRACTICAL NURSE

### PROGRAM DESCRIPTION

The Practical Nurse program provides students with the education to enter a highly respected and challenging health care career. 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 the **fall 2018 intake** on **January 15th, 2018**.

### ADMISSION REQUIREMENTS

Grade 12 academic graduation that includes:

- a minimum of 60% in English 12 and Biology 12
- a pass in Math 11 (applied or pre-calculus)

#### OR

A minimum of:

- 60% in English 060 or English 090
- 60% in Biology 060 or ANAT 1101 (periodically available online through Bow Valley College. Please note that program entry requires as 60% ANAT 1101; however, 64% is the minimum mark for this course to qualify for program credit.)
- A pass in Math 050

### OTHER REQUIREMENTS

- Current Standard First Aid/CPR Health Care Provider (delivered as part of program)

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- Current immunization
- Acceptable criminal records check

## 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.

## EMPLOYMENT

Graduates of the programs 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.

## 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.

## YUKON FIRST NATIONS CORE COMPETENCY

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## 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  
PSYC 206 Human Growth and Lifespan Development  
SOC 100 Introduction to Sociology

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## PUBLIC 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.

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, and many more.

For more information please complete the Request for Information form on the University of Alaska Southeast website.

### 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 and indigenous-controlled profit and non-profit corporations.

#### **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.

### ADMISSION REQUIREMENTS

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



Admission to the Master of Public Administration degree requires successful completion of a first degree in any discipline. The MPA Program allows students to take up to two courses before applying to the Program to ensure the degree applies to the student's future plans. Admission to the program must be completed prior to registering for the third course in the degree program. Students are advised to take PADM 601 – Introduction to Public Administration as one of the first two classes in the degree. PADM 601 – Introduction to Public Administration provides a general overview of the core courses offered in the degree as well as an introduction to the technology and electronic library that used throughout the program.

## OTHER REQUIREMENTS

Tuition fees are set by the University of Alaska Southeast. Course costs in Canadian dollars average CAN\$1350 to \$1500 per course. For a schedule of tuition and fees, please refer to the University of Alaska Southeast Academic Catalog - <http://www.uas.alaska.edu/catalog/> for the current academic year and reference the Fees & Expenses section.

[Click here to view the MPA Graduate Handbook](#)

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSES

### Core

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

### Elective

- BA 476 Project Management
- COED 002 Statistics for Masters of Public Administration
- COED 003 Economics for Masters of Public Administration
- COMM 418 Special Topics in Comm
- PADM 635 Natural Resources Policy
- PADM 637 Local and Global Sustainability
- PADM 638 Sustainable Energy and Environment
- PADM 639 Adaptive Management
- PADM 671 Special Topics-Public Admin
- PADM 690 Capstone

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



## RENEWABLE RESOURCES MANAGEMENT

### 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 and 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. The 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.

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, and interpretation, environmental assessment, fisheries and private sector consulting firms.

### 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. 2015). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.

### 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.

### YUKON FIRST NATIONS CORE COMPETENCY

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will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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.

## APPLICATION TO RRMT PROGRAM

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.

## ACCESS TO RRMT COURSES FOR STUDENTS IN OTHER PROGRAMS

Students in other disciplines and from outside the College may take Renewable Resources Management courses (e.g. RRMT designation) with permission of the instructor and subject to available seating and meeting prerequisites, if any.

## 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 201 Winter Travel and Survival  
RRMT 202 Statistics for Biological Sciences  
RRMT 202L Biometrics 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 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 Paleoecology  
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 223 Principles and Practices of Heritage Interpretation  
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 100 Introduction to First Nations Studies  
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  
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 200 Field Methods  
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

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## RESTAURANT OPERATIONS

### PROGRAM DESCRIPTION

This diploma program allows students who complete the requirements of both the Culinary Arts and Food and Beverage Operations certificates to enrol 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.

### 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.

### TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

### EMPLOYMENT

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.

### 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

## YUKON FIRST NATIONS CORE COMPETENCY

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### OTHER

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.

### 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.

## COURSES

### Core

HOSP 200 Capstone project

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## SCIENCE

### 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 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.

### 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 Precalculus) or Chemistry 11 or Physics 12.

## OTHER REQUIREMENTS

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 the required courses

## 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.

## 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.

## YUKON FIRST NATIONS CORE COMPETENCY

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## FLEXIBLE PRE-MAJOR IN BIOLOGY

Interested in a career in Biology, specializing in such things as medicine, nutrition, molecular or cell biology, genetics, zoology, botany, ecology, animal behavior or physiology? Yukon College now 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 BC receiving institution.

## 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 100 Introduction to First Nations Studies  
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

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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 Introduction to 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

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## **SOCIAL WORK**

### **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. Full-time or part-time studies are possible.

### **ADMISSION REQUIREMENTS**





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 Admissions Office at Yukon College by **March 31st, 4:30 p.m.** If the date falls on a weekend or holiday, the deadline is the preceding business day. To receive an application, please contact the BSW program or download an application from Social Work program page on the College website, [www.yukoncollege.yk.ca/programs](http://www.yukoncollege.yk.ca/programs). No late applications will be accepted.

The following admission requirements apply:

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 3 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

To receive a Bachelor of Social Work degree, students admitted from **March 1st, 2014 and onwards** into the Yukon College Bachelor of Social Work Program 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)

## TRANSFERABILITY

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

## EMPLOYMENT

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

## DURATION

Four years or completion of 120 credits.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## DOWNLOADS

Social Work Program Application for Admission

## COURSES

### **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

## 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 221 Subarctic Archaeology  
ANTH 225 Field Methods in Subarctic Ethnography and 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  
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 100 Academic Writing and Critical Thinking  
ENGL 101 Introduction to the Study of Literature  
ENGL 203 Introduction to the Novel  
ENGL 204 Introduction to Science Fiction  
ENGL 205 Literary Representations of the Natural World

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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 101 Single Variable Calculus II  
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 416 Social Work and Older Adults  
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

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## VISUAL ARTS

### 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 in the north 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; between a multiplicity of cultures and historic periods; and between 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.

### ADMISSION REQUIREMENTS

- Grade 12 academic graduation with a B average, submission of art portfolio and artist's statement, and a letter of recommendation; OR
- Mature student status with high school Grade 12 English equivalency, submission of art portfolio and artist's statement, and a letter of recommendation.

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

### DURATION

One year (30 credits)

### 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### SOVA Application for Admission

### SOVA Brochure

### 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

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## WOMEN'S AND GENDER STUDIES

### PROGRAM DESCRIPTION

Open to people of all genders, the Women's and Gender Studies programs look at the lives, contributions and experiences of women, as well as the social construction of men. The programs focus on materials by and about women, place women's knowledge at the centre of the process and incorporate 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.

### OTHER REQUIREMENTS

#### To graduate students must:

- complete all core courses
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

#### Certificate students must also:

- complete 2 Women's and Gender Studies (WGST) A-level courses (6 credits)

#### Diploma students must also:

- complete 6 WGST A-level courses (24 credits)
- complete 3 WGST B-level courses (9 credits)



- complete 1 additional 200-level WGST course (3 credits)
- complete 1 open elective (3 credits)

### **WGST A- and B-Level Courses**

- WGST A-level courses: minimum 70% focus on women's perspectives, experience and gender issues
- WGST B-level courses: minimum 30% focus on women's perspectives, experience and gender issues
- Consult a program advisor to select courses in either category

NOTE: 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### **TRANSFERABILITY**

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, 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.

### **DURATION**

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

### **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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### **COURSES**

#### **Core**

- ENGL 100 Academic Writing and Critical Thinking
- ENGL 101 Introduction to the Study of Literature
- PSYC 100 Introduction to Psychology I
- 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  
CRWR 203 Exploring Creative Writing Techniques - The Imagination Workshop  
ENGL 140 First Nations Fiction  
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 100 Introduction to First Nations Studies  
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  
HIST 241 History of the United States from 1877  
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 120 Introduction to Human Sexuality  
WGST 202 Women in Indigenous Societies  
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

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## TRADES

### BUILDING NORTHERN APPRENTICES

#### PROGRAM DESCRIPTION

Information on the Apprenticeship training can be found at the Advanced Education Branch of the Yukon Government Department of Education.

The objective of this program is to provide students with:

- Theoretical trade knowledge which together with hands on shop experience will enable students to progress through their apprenticeship levels without leaving their home communities
- Acquisition of 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.

#### OTHER REQUIREMENTS

Good physical condition.  
Good hand-eye coordination.  
Suitable work clothes and steel toed work shoes.

#### DURATION

Because this training is offered to remote communities, there is some flexibility in duration of the training. Please contact 1 (867) 668-8760 for further details.

#### 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

#### COURSES

See program coordinator for more information

## CARPENTRY

### PROGRAM DESCRIPTION

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.
- Ability to apply mathematical concepts to the Carpentry trade.

### ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Foundations & Pre-Calculus, or Apprenticeship & Workplace) AND English10; 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.

### DURATION

20 weeks

### GENERAL OUTCOMES

- Job 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.
- Completion of the theoretical requirements for Level 1 of the Carpentry Apprenticeship program, the opportunity to write the first year Apprenticeship Exam, and 570 hours towards the student's apprenticeship, (pending approval of the Apprenticeship Board).

### 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### 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 Carpentry Apprenticeship Level 1 (first-year) exam.

## CARPENTRY APPRENTICE LEVELS

Carpentry Apprentice Training Levels I, II, III and IV are 8-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. This booklet offers an overview of apprenticeship options within the Yukon. The following dates are for the Apprenticeship levels in 2015-16:

Carpentry Apprentice level I - February 13 to April 7, 2017

Carpentry Apprentice level II - January 3 to February 24, 2017

Carpentry Apprentice level III - January 3 to February 24, 2017

Carpentry Apprentice level IV - March 13 to May 5, 2017

**Check out Habitat for Humanity, Yukon Housing, Yukon College "Super Green" home construction project.**

## COURSES

### Core

- CARP 001 Review for Level 1 Apprenticeship Exam
- CARP 100 Worksite Safety
- CARP 101 Hand Tools and Building Supplies
- CARP 102 Portable Power Tools and Levels
- CARP 103 Stationary Power Tools
- CARP 104 Floor Construction
- CARP 105 Wall Construction
- CARP 106 Roof Construction
- CARP 107 Blueprint Reading
- 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

## DRILLERS HELPER

### 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 at the rig. This program combines classroom theory, shop work and field activities.

Students will undergo an intensive classroom section exploring the fundamentals of drilling and the drilling industry; drilling equipment and methods; drill mechanics; introductory geology; sampling and sampling equipment and 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.

**Please click here for an application.**

### ADMISSION REQUIREMENTS

- Possession of a valid driver's license and provide a driver abstract.
- Have good health, vision, hearing and physically fit and be willing to provide a medical examination report.
- Ability to lift up to 50 lbs.
- Can provide references (work or personal).
- Have an ability to manage shift work on a rotational basis.
- Have an ability to take direction and work well with others.
- All successful candidates must pass an industry-led job readiness and aptitude interview.

### OTHER REQUIREMENTS

- Good vision and hearing
- Strong desire to work outdoors

### DURATION

The Driller's Helper program is a 6-week program with students attending 7.5 hours per day for 5 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 1 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



## ANCILLARY FEES

Course Fee: \$2,025

Ancillary Fees include a \$25 technology fee and \$10 union fee.

Additional Costs:

- If students are from outside Whitehorse, students will be responsible for covering their food and accommodation costs.
- Students will be responsible for transportation to and from Whitehorse.
- Students need to provide steel-toed boots.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## COURSES

See program coordinator for more information

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## ELECTRICAL

### PROGRAM DESCRIPTION

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.
- Ability to apply mathematical concepts to the Electrical trade.

### ADMISSION REQUIREMENTS

- MATH 11 (Applications, Principles or Pre-Calculus) or Math 12 (Foundations or Apprenticeship & Workplace) AND English 11; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level E Trades Entrance Exam; OR
- Math 050

### 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.

### DURATION

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



18-weeks

## ANCILLARY FEES

NOTE Tuition fees do not include textbooks. Required texts are an additional cost.

Text required - Canadian Electrical code book and ILM Modules

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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.

## ELECTRICAL APPRENTICE LEVELS

Electrical Apprentice Training Levels I, II and III are 8-week programs 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. This booklet offers an overview of apprenticeship options within the Yukon. The dates for the Apprenticeship levels in 2015-16 are:

Electrical Level III - October 17 to December 9, 2016

Electrical Level I - January 3 to February 24, 2017

Electrical Level II - March 27 to May 19, 2017

Electrical Level IV - TBA

## 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



## HEAVY EQUIPMENT TECHNICIAN PRE-APPRENTICESHIP (PERIOD 1)

### PROGRAM DESCRIPTION

**For more information, please contact the program advisor at 867.332.2347**

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 first year apprentices.
- Further acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the heavy equipment field.

### ADMISSION REQUIREMENTS

- Math 11 (Applications, Principles, or Pre-Calculus) or Math 12 (Foundations or Apprenticeship & Workplace) AND English11; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level A Trades Entrance exam; OR
- Math 050 or Math 053 (B) and SCI 053 (B)

### OTHER REQUIREMENTS

- Good physical condition.
- Good hand-eye coordination.
- Suitable work clothes and leather steel toed work shoes.

### DURATION

18-weeks

### GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for Level 1 heavy equipment technician apprenticeship program.
- Have an opportunity to challenge the heavy equipment technician apprenticeship level 1 exams.
- Acquire skills and knowledge to advance in the work force in the heavy equipment field.
- Demonstrate the ability to apply mathematical concepts to the heavy equipment field.

### 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### 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 2 and 3 exams.

## COURSES

### 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
WHMS 001	Workplace Hazardous Materials Information System

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## INTRODUCTION TO SURFACE MINING OPERATIONS/HEAVY EQUIPMENT OPERATIONS

### 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 2-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 5 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 surface setting and know the reasons these procedures are required.

[Click here for the Application form.](#)

### ADMISSION REQUIREMENTS

- Age 18+.
- Alcohol and drug free (Must pass an alcohol and drug test prior to acceptance into program).
- Yukon class 5 driver's license with a clean drivers abstract is preferred.
- Good health and physically fit.

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*





- 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.

## DURATION

This program has approximately 140 hours of training delivered mostly through hands-on training in Delta Junction, Alaska. Students will attend a 2-week session in Delta Junction, Alaska.

## GENERAL OUTCOMES

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.

## ANCILLARY FEES

Ancillary Fees (21 KB)  
Course Fee: \$3,000  
Additional Costs:

- Students will be responsible for transportation to and from Whitehorse.
- Transportation to and from the Delta Mine Training Centre in Delta Junction, Alaska will be provided.
- Students need to provide steel-toed boots, a jacket that is warm to -50 and a face mask to protect against cold weather. Specific packing lists will be provided to students accepted to the program.
- Students must be eligible to cross the border to Alaska in order to complete the practical training at the Delta Junction Facility.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## COURSES

See program coordinator for more information



## OIL BURNER MECHANIC APPRENTICESHIP

### 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.

### ADMISSION REQUIREMENTS

- Math 10 (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.

### DURATION

20 weeks

### GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical and practical requirements for OBT A Apprenticeship.
- Provide an opportunity to challenge the Oil Burner Mechanic Apprenticeship Level 1 exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force.
- Demonstrate the ability to apply mathematical concepts to the Oil Burner Mechanic field.

### 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### 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.

#### Oil Burner Mechanic Apprentice levels

Oil Burner Apprentice Training Levels A and B is 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. This booklet offers an overview of apprenticeship options within the Yukon. The dates for the Apprenticeship levels in 2016-17 are:

OBM A - October 3, 2016 to December 9, 2016

OBM B - January 9, 2017 to March 17, 2017

## COURSES

See program coordinator for more information

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## PIPE TRADES

### PROGRAM DESCRIPTION

As a Pipe Trades Pre-Apprenticeship program 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 the Pipe Trades 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
- The ability to apply mathematical concepts to the Piping Trades field

### 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.

### DURATION



20 weeks

## GENERAL OUTCOMES

### LEARNING OUTCOMES & OBJECTIVES:

- Demonstrate competencies in job safety skills and awareness of workplace hazards
- Acquire practical hands-on experience with a variety of stationary and portable power tools
- Complete the theoretical requirements for Level 1 of the Plumbing and Pipefitting/Steamfitting Apprenticeship Program
- Provide an opportunity to challenge the Plumbing and Pipefitting/Steamfitting Apprenticeship Level 1 exam
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force
- Demonstrate the ability to apply mathematical concepts to the Pipe Trades field

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### 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.

### Pipe Trades Apprentice levels

Pipe Trades Apprentice Training Level I is a 8-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. This booklet offers an overview of apprenticeship options within the Yukon. The dates for the Apprenticeship levels in 2015-16 are:

Pipe Trades Level I - March 28 to May 20, 2016

## COURSES

See program coordinator for more information

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## UNDERGROUND MINING OPERATIONS

### PROGRAM DESCRIPTION

This 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-

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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 '2-week in/2-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 attend a career planning program with Yukon Mine Training Association (YMTA), pass a mandatory drug and alcohol test and possess a valid Class 5 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.

[Click here for the Application form.](#)

## ADMISSION REQUIREMENTS

- Age 18+.
- Alcohol and drug free (Must pass an alcohol and drug test prior to acceptance into program).
- Yukon class 5 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 2-week in/2-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 acceptable to working in an underground environment.
- Are safety conscious.

## DURATION

This program has approximately 280 hours of training delivered mostly through hands-on training in Delta Junction, Alaska. Students will attend two, 2-week sessions in Delta Junction, Alaska separated by one 2-week break. This '2-week in/2-week out' structure will expose students to what a work cycle at an operating mine actually feels like.

## GENERAL OUTCOMES

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.

## ANCILLARY FEES



Ancillary Fees (21 KB)

Course Fee: \$4,500

Ancillary Fees include a \$100 technology fee.

Additional Costs:

- If there is a need for students to be in Whitehorse, students will be responsible for covering their food and accommodation costs.
- Students will be responsible for transportation to and from Whitehorse.
- Transportation to and from the Delta Mine Training Centre in Delta Junction, Alaska will be provided.
- Students need to provide steel-toed boots, a jacket that is warm to -50 and a face mask to protect against cold weather. Specific packing lists will be provided to students accepted to the program.
- Students must be eligible to cross the border to Alaska in order to complete the practical training at the Delta Junction Facility.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## COURSES

See program coordinator for more information

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## 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.

### 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.

## DURATION

20 weeks

## GENERAL OUTCOMES

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

## ANCILLARY FEES

[http://www.education.gov.yk.ca/pdf/trades/step\\_into\\_the\\_trades.pdf](http://www.education.gov.yk.ca/pdf/trades/step_into_the_trades.pdf)

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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.

## WELDING APPRENTICE LEVEL

Welding Apprentice Training Level II and Level III are an 8-week program offered at Yukon College through the Advanced Education Branch of the Yukon Government Department of Education. Students must be registered apprentices to attend these programs. This booklet offers an overview of apprenticeship options within the Yukon. The following dates are for the Apprenticeship levels in 2015-16:

Welding Level II - March 13 to May 5, 2017

Welding Level III - TBA

## 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 103 Shielded Metal Arc Welding  
WELD 104 Introduction to Gas Metal Arc Welding, Flux Core Arc Welding and Submerged Arc Welding Theory  
WELD 105 Mathematics for Welders  
WELD 107 Applications of Welding  
WHMS 001 Workplace Hazardous Materials Information System

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## **YUKON WATER AND WASTEWATER OPERATOR**

### PROGRAM DESCRIPTION

The Yukon Water and Wastewater Operator program (YWWOP) offers a range of courses designed to meet the needs of water and wastewater operators working within municipal, territorial, federal or First Nations' governments. We also have courses relevant to health professionals, supervisors and homeowners involved and/or interested in water quality. This program will be of interest to experienced operators as well as those brand new to the field.

### EMPLOYMENT

The water industry is a rapidly changing and growing career area with a shortage of qualified workers to fill positions. For those experienced in the water industry, this program 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.

### 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### CERTIFICATION AND EXAMS

Water and Wastewater Operators in the Yukon are certified by the Environmental Operator Certification Program (EOCP). To apply to write your certification exam, download the application form on the Environmental Operators Certification Program website at <http://www.eocp.ca/program-info/exams> or phone 1.866.552.3627. EOCP needs a minimum of 3 weeks to process applications.

### COURSES

#### **Elective**

WO 001 Basic Small Water Systems Operations  
WO 002 Water Distribution Level 1 & 2  
WO 003 Hypochlorination & Disinfection  
WO 004 Iron & Manganese Removal





WO 006 Wastewater Collection Level 1 & 2  
WO 007 Pumps: Operations, Maintenance, and Troubleshooting  
WO 008 Water Quality for Distribution Operators  
WO 010 Bulk Water Delivery  
WO 011 Groundwater Quality & Treatment  
WO 016 Cross Connection Control Awareness  
WO 018 Introduction to Membrane Filtration for Water Treatment  
WO 021 Wastewater Treatment Level 1 & 2  
WO 022 Chlorine Handling  
WO 023 Water Analysis, Water Quality Monitoring, & Recordkeeping  
WO 024 Small Wastewater Systems Mechanical & Non Mechanical  
WO 026 Preparation Course for Small Water Systems and Bulk Water Delivery  
WO 027 Introduction to SCADA and Data Communications Systems  
WO 028 Computer Basics for Operators: Email, Internet, MS Excel, and MS Word  
WO 031 Water Treatment Level 1 & 2  
WO 033 Emergency Response Planning for Water & Wastewater Systems  
WO 036 Basic Hydrogeology  
WO 037 Wellhead Protection Planning  
WO 040 Little Salmon Carmacks Water Treatment Plant  
WO 041 Reservoir Maintenance and Cleaning  
WO 042 Household Drinking Water Storage Practices  
WO 043 Fire Hydrant O&M and Unidirectional Flushing  
WO 044 Valves 101  
WO 045 Supervisory Skills for Operators MTS  
WO 046 Ultraviolet (UV) Disinfection  
WO 047 Arsenic and Uranium Removal  
WO 048 Groundwater Monitoring, Well Installations, Sampling, and Decommissioning  
WO 049 Cross Connection Tester Certification  
WO 050 Climate Change Impact on Water and Wastewater Infrastructure  
WO 052 Disinfection By-Product, Formation and Prevention

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## PROFESSIONAL AND PERSONAL DEVELOPMENT

### DECISION MAKING FOR CLIMATE CHANGE

#### 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, and 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 Climate Change Information and Mainstreaming Program (CCIMP).



## ANCILLARY FEES

Cost of course: \$249

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## COURSES

See program coordinator for more information

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## FIRST NATIONS COMMUNITY SERVICES ADMINISTRATION

### PROGRAM DESCRIPTION

In order to provide the best possible services to their community members, Yukon First Nation governments need skilled and knowledgeable employees. Yukon College's First Nations Initiatives is proud to deliver the FNCSA program their community service employees need to be confident and competent in their work.

First Nation Community Services Administration (FNCSA) is made up of short, practical courses; the knowledge and skills you gain today can be used at work tomorrow. The courses are specifically designed to help First Nation Government employees and their departments provide consistently excellent services to community members. It will be of interest to you if you are working in any First Nation government department that offers community programs or services, including Education, Employment & Training, Workforce Development, Economic Development, Health, Social & Community Services, Justice, etc.

The First Nations Community Services Administration certificate is made up of the follow 12 courses:

- FNCS 001: Time Management
- FNCS 002: Conducting Research
- FNCS 003: Analyzing Client Training Needs
- FNCS 004: Knowledge of Contracts and Agreements
- FNCS 005: Developing Employment/Training Opportunities
- FNCS 006: Problem Solving & Conflict Management
- FNCS 007: Career Counseling for Individuals
- FNCS 008: Evaluation of Projects
- FNCS 009: Developing and Monitoring Budgets
- FNCS 010: Maintaining and Using Databases
- FNCS 011: Partnerships and Proposals
- FNCS 012: Working with Clients

You can register for individual courses or for the entire program — your choice!

Each course is twenty (20) hours in duration. To be eligible for the First Nation Community Services Administration Certificate, you must successfully complete all twelve courses.



Please note that FNCSA courses are unaccredited.

## ADMISSION REQUIREMENTS

- Employed by a Yukon First Nations government in a capacity that offers community programs or services.
- Please contact First Nations Initiatives for more information and to register: [fni@yukoncollege.yk.ca](mailto:fni@yukoncollege.yk.ca) or 867.668.8740.

## OTHER REQUIREMENTS

First Nation Community Services Administration is an open enrollment program which means that, if you are over the age of 18 and employed by a Yukon First Nations government in a capacity that offers community programs or services, you can register. There are no academic prerequisites to enroll, and you do not need to go through an admission process.

You can register for one or more courses or for the entire program.

You may register for and attend courses in any order.

## DURATION

Each course in First Nations Community Services Administration is approximately 20 hours of coursework. Courses are self-paced and will usually run for 4 to 5 weeks.

## ANCILLARY FEES

There are no ancillary fees for this program, but a headphones or speakers, as well as computer and internet access, are required.

FNCSA course costs are \$395 + GST per course.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## OTHER

The program's course delivery is designed to accommodate the needs and schedules of working adults and allow integration with work and family life.

Course delivery is 100% online, with technical and course help provided throughout. General tutoring and support is available in-person through your local Community Campus and course-specific tutoring can be accessed via email or telephone.

First Nation governments can also arrange to have courses tailored to their specific needs and delivered on-site to groups of employees.



Please note that the courses that make up this program are not designed for university transfer. If you are looking for courses related to Yukon First Nation governance that could act as credits towards a university degree, please look at Yukon College's First Nation Governance & Public Administration program or Heritage and Culture Certificate program.

## COURSES

### Core

- FNCS 001 Time Management
  - FNCS 002 Conducting Research
  - FNCS 003 Analyzing Client Training Needs
  - FNCS 004 Designing Employment and Training Opportunities
  - FNCS 005 Knowledge of Contracts and Agreements
  - FNCS 006 Problem Solving and Conflict Management
  - FNCS 007 Career Counseling for Individuals
  - FNCS 008 Eval Projects & Reporting
  - FNCS 009 Developing & Monitoring Budget
  - FNCS 010 Maintaining & Using Databases
  - FNCS 011 Partnerships and Proposals
  - FNCS 012 Working with Clients
- 

## FIRST NATIONS LEADERSHIP TRAINING

### PROGRAM DESCRIPTION

First Nations Leadership Training (FNLТ) 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 FNLТ 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.
- Contracted training: 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 FNLТ program, provides highly



transferable skills, and is reflective of the diversity among YFN governance models and approaches. Suitable for both current and future leaders.

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

## 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 FN governance
- Individuals who are considering taking on a leadership position in the future with their First Nation

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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.

## COURSES



See program coordinator for more information

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## NORTHERN INSTITUTE OF SOCIAL JUSTICE

### PROGRAM DESCRIPTION

The Northern Institute of Social Justice (NISJ) opened in January, 2010. It is located at Yukon College in Whitehorse and is a part of and works within the Yukon College structure. The institute provides training and education for jobs with a social justice-related component in several fields in:

- Public and First Nation governments,
- Non-government organizations, and
- Businesses.

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

### 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.

### 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 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.

### PURPOSE

The NISJ has two main purposes:

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



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

The institute 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.

## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## 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.

## PROGRAMS

The NISJ develops and delivers training on an on-going basis in response to identified needs and requests. Information about such training is available through the College website and by calling the NISJ.

Please contact the NISJ for more information about these programs and details regarding delivery in 2014-15 and for information about other programs available through the institute.

Training programs delivered by the NISJ include, but are not limited to the following non-credit courses:

Accommodating for the Challenges of FASD (three training streams); completion of Core Competencies for Understanding FASD is a pre-requisite for entering any of the following training streams:

- Accommodating for the Challenges of FASD - Justice, Safety & Protection Services;
- Accommodating for the Challenges of FASD - Education & Training Services; and,
- Accommodating for the Challenges of FASD - Health, Wellness, Social, and Human Services

Administrative Justice – Practice and Procedures for Decision Makers (pre-requisite for Advanced Decision Writing)

Administrative Justice - Advanced Decision-Writing

Administrative Justice – Understanding Legislation and Regulations

Arbitration Training

Applied Suicide Intervention Skills (ASIST)

Core Competencies for Understanding FASD (this is a pre-requisite for any of the training under Accommodating for the Challenges of FASD)

Core Competencies for Understanding FASD - Training for Trainers

Group Crisis Intervention

Individual Crisis Intervention and Peer Support

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



Loss, Grief and Healing in the Workplace - Practical Tools for Managers

Loss, Grief and Healing in the Workplace - Practical Tools for Frontline Staff

Managing Response to Threat and Aggression

Managing Response to Threat and Aggression - Training for Trainers

Mental Health First Aid for Northern People

Policing and Justice Careers Orientation Program

Regulatory Enforcement Compliance Training:

- Level 1
- Level 2

Residential School Awareness Program

Trauma Training (various programs)

Vicarious Trauma Training

YFN 101: History of Yukon First Nations and Self-Government

## COURSES

### Elective

- ASIS 002 Applied Suicide Intervention Skills Training
- FASD 010 FASD Informed Support
- JUST 004 Advanced Decision Writing
- JUST 006 Administrative Justice for Decision Makers (Practice & Procedure)
- JUST 011 Managing Response to Threat & Aggression (MRTA)
- JUST 014 Grief and the Frontline Professions
- JUST 015 Loss, Grief & Healing in the Workplace: Practical Tools for Managers
- JUST 018 Trauma Training
- JUST 019 Understanding Legislation
- JUST 023 Hospice-Living with Loss
- JUST 026 Assisting Individuals in Crisis
- JUST 029 Arbitration Training
- JUST 031 Group Crisis Intervention
- 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 039 Survival Skills for the First Responder
- JUST 040 Non-Violent Communication
- JUST 042 Self-Regulation for Our Clients and Ourselves





JUST 048 Supporting Your Staff Through Loss and Grief  
JUST 050 Orientation to Nonviolent Communication  
JUST 054 Next Steps - Moving to Collaboration and Action (NVC)  
JUST 056 Restorative Responses to Trauma and Adversity - IIRP  
JUST 057 Mental Health First Aid for Adults who Interact with Youth  
JUST CE62 Communication Following a Traumatic Incident  
JUST CE63 Communication for Transforming Conflict: Module 1  
JUST CE64 Communication for Transforming Conflict: Module 2  
JUST CE65 Communication for Transforming Conflict: Module 3  
YFN 001 Yukon First Nations 101

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## **PARTNERS FOR CHILDREN**

### PROGRAM DESCRIPTION

The Partners for Children Program operates on the belief that:

- Children are an integral part of our communities and need a nurturing, safe place to grow and learn.
- Workshop activities and assignments should support a direct link between theory and practice.
- Each workshop participant and facilitator is a part of a larger community; newly learned knowledge and practical skills will add to building community capacity.
- Workshop materials, activities, and assignments are accessible, relevant and reflect the multicultural environment of Yukon.
- We model respect for people of all cultures, races, and people with special needs.

To this end, the program works hard to respond to the training needs of those who are interested in early childhood development. It focuses on the challenges in our roles as parents, early childhood educators, care providers and community members, with a view to making our homes, childcare centres, day homes, and communities better for our children. Relevant and accessible workshops, training and support are provided to anyone who is interested in learning more about the early years in a child's development. Workshops relate to the health and development of children ages 0-6, their families and communities.

See Partners for Children online at [www.partnersforchildren.info](http://www.partnersforchildren.info)

### WORKSHOPS

Workshops offered by Partners for Children include, but are not limited to, the following:

- Introduction to Child Development I
- Introduction to Child Development II
- Programming - Planning a Child's Day
- Inclusive Care - Supporting Children with Special Needs
- Fetal Alcohol Spectrum Disorder
- Communication in Relationships
- Introduction to Brain Development
- Supporting Children towards Positive Behaviour
- Understanding Children's Temperament

Please email [pfc@yukoncollege.yk.ca](mailto:pfc@yukoncollege.yk.ca) or phone 867.668.8794 for more information.



## 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, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### COURSES

See program coordinator for more information

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## PRIMARY CARE PARAMEDIC

### PROGRAM DESCRIPTION

Currently, there is no expectation of this program returning.

## YUKON FIRST NATIONS CORE COMPETENCY

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### COURSES

See program coordinator for more information

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## SUPPLY MANAGEMENT TRAINING

### PROGRAM DESCRIPTION

**Courses can be taken individually or take all 10 to complete the diploma over the next two years.**

- Select the courses or seminars that best meet your needs
- Take one or multiple courses or seminars
- Available in instructor-led format in a classroom

The diploma program is intended for entry level and intermediate-level practitioners who require a technical competence in supply management. The training will also be of interest to others seeking knowledge of supply management at the introductory level. You will learn how the different parts of the supply chain fits together and the role they play within an organization.

#### **Training consists of:**

Technical Courses:

- Transportation (39 hours)

*Accurate as of April 24, 2017. For the most up-to-date information, view [yukoncollege.yk.ca](http://yukoncollege.yk.ca)*



- Logistics (39 hours)
- Procurement (39 hours)
- Operations (39 hours)

Management Soft Skill Seminars:

- Communication and Relational Skills (3 days)
- Negotiation Skills (4 days)
- Competitive Bidding, Contract Preparation and Contract Management (2 days)

Business Management Seminars:

- Business Planning (2 days)
- Marketing (2 days)
- Accounting and Finance (2 days)

## ADMISSION REQUIREMENTS

- No prerequisites
- Open to everyone

## EMPLOYMENT

**Potential employment opportunities include:**

- Procurement Specialist
- Purchaser
- Logistics Analyst
- Warehouse Manager
- Material Handler/Management
- Global Sourcing Analyst
- Inventory Coordinators

## DURATION

**Take courses individually at your own pace, or take all 10 to complete the diploma over two years.** Courses take place during the evenings, weekdays and weekends to allow you to maintain your job while learning the skills to succeed in this new area.

## GENERAL OUTCOMES

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

- Prepare competitive bids
- Be familiar with contract administration/management
- Perform cost and value analyses
- Perform strategic supply chain planning
- Negotiate complex contracts
- Redesign, improve, innovate supply chain mapping
- Manage projects and risk
- Coordinate and motivate cross-functional teams

## ANCILLARY FEES

*\*Standard Yukon College tuition fees do not apply to Continuing Education courses. Please see course fees below.*



## 2016 Course Fees:

Technical Courses: \$995 + GST

Two-day Seminars and Workshops: \$600 + GST

Three-day Seminars and Workshops: \$775 + GST

Four-day Seminars and Workshops: \$945 + GST

## YUKON FIRST NATIONS CORE COMPETENCY

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## COURSES

See program coordinator for more information

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## YUKON FISHERIES FIELD ASSISTANT

### PROGRAM DESCRIPTION

The Yukon Fisheries Field Assistant program (Fish Tech) is an intensive 12-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 10 weeks of online learning, followed by a 10-day field camp (May 29 - June 7, 2017) where the "hands-on" portion of the course will be taught.

Need to apply for the Yukon Fisheries Field Program.

### 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

### EMPLOYMENT

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, as well as 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.

### 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.

## ANCILLARY FEES

Tuition \$2400 (Tuition includes all course materials, all field camp transportation costs from Whitehorse and all meals during the field camp.)

## YUKON FIRST NATIONS CORE COMPETENCY

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## 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

## COURSE SCHEDULE SPRING 2017

Applications and registrations accepted until March 10, 2017.  
March 13 – May 19: Online component of course requiring 20 hours per week.  
May 29 – June 7: Field camp

First Aid/CPR-C certification is required for participation in the electro-fishing module.

## COURSES

### Core

FT 040 Fisheries Field Technician





***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 1<sup>st</sup> day of January, 2017.



\_\_\_\_\_  
Dr. Karen Barnes, President, Yukon College



\_\_\_\_\_  
Date



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## **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](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](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:

<b>Grade</b>	<b>Name</b>	<b>Description</b>
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:

$$\begin{array}{r}
 3 \text{ (credits)} \times 3.5 \text{ (grade point value)} \qquad 10.5 \\
 2 \text{ (credits)} \times 2.0 \text{ (grade point value)} \qquad \quad + 4.0 \\
 \hline
 \text{Total Grade Points} \qquad \qquad \qquad = 14.5 \\
 \text{GPA (Grade Point Average)} \qquad \qquad 14.5 \div 5 = 2.90
 \end{array}$$

**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**

<b>Type of Record</b>	<b>Official Responsible</b>
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:

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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			