



# **LINKS Institute Student Handbook**

**Draft version, June 2021**

## **Educational Philosophy**

LINKS is the first PVI in Manitoba to be approved with a totally online curriculum, which means we have been able to take an innovative and flexible approach to helping people gain new qualifications. At LINKS, our goal is to lower the barriers normally associated with further education such as having to move or spend a number of years taking schooling. We want to see as many Manitobans as possible find new educational opportunities and enter the health & social services sector.

The vision of LINKS Institute is two-fold: to enhance access to further education opportunities in health, social and community services; and to impact workforce development to affect positive change in mental health care.

Have you wondered what LINKS stands for? It's Linking Integrated Networks of Knowledge Systems. Essentially, this means that there are many organizations and services offering important help to Manitobans in the health, social and community services, and we wish to leverage their knowledge to help students grow.

Our programming is developed so students can remain in their home communities and gain skills with which to support their communities when they graduate.

While our instructors are industry experts and hold technical knowledge, we believe that students, regardless of their previous education and experience, are experts and co-creators of their learning opportunities. Our program is developed around the collaboration of students, instructors and the community.

## **Admission**

### **LINKS Institute Admission Requirements**

To be considered for admission into LINKS Institute, prospective students must meet the following requirements:

- Be 18 years of age and a permanent resident or citizen of Canada. Proof required.
- Must have completed a Canadian High School Diploma (HSD) or its equivalent (E.g., GED)/ or an equivalent program in a country which has English as it's first language. Proof required.
- Must be able to read, write, speak, and communicate effectively in English. Please

review the English Language Requirements Policy.

- Student must participate in a brief entrance interview with the Institute to confirm student interest and suitability for the program.
- Students should note that prior to engaging in the practicum portion of the program, each student is responsible for providing all industry required background check documentation (criminal record check/vulnerable sector search [CRC/VSS], child abuse registry check [CARC], and adult abuse registry check [AARC]), to the Institute, that will then be provided to the practicum site.

### **Recommended technology for program participation**

- A newer Windows computer, preferably not more than about 4 years old, including a monitor, mouse and keyboard. Microsoft Windows with MS office
- Backup device or service.
- Security Software. (Anti-virus/firewall)
- Current Web Browser(s), Firefox and/or Internet Explorer typically.
- Internet Connection, preferably high-speed ADSL, Cable or similar.
- Optical Drive.
- Colour Printer.
- Scanner.
- Speakers/Headphones.
- Web Camera and Microphone.
- Administrator rights on your computer

## LINKS Institute English Language Requirements Policy

The language of instruction at LINKS Institute is English and therefore potential students must be able to satisfy that they are proficient in this language.

Prior to the possibility of registration with the Institute, students will meet with a registration advisor who will help determine the suitability of the student's level of English language level in line with the following:

-A successfully completed high school diploma/certificate from a secondary school which uses English as the official language of instruction.

-An appropriate score on an accepted English language proficiency exam, with exam results dated within 2 years of application to LINKS Institute. (See Table).

-Citizenship or former citizenship of a country in which English is the first language, in addition to proof of graduation from a high school institution (See enclosed list).

Tests which will be accepted as demonstration of English Language Proficiency by LINKS Institute

IELTS	6.0 overall in the General or Academic Version
TOEFL	79 IBT, no skill score lower than 18
CanTEST	A minimum score of 4.0 in Listening, Reading and Speaking and a minimum score of 3.0 in Writing
CELPIP	Level 7 in speaking, listening, reading and writing

CLB	<p>level 7 in speaking, listening, reading and writing</p> <p>*Level 7, 7, 7, 7 as it appears on an English as a Second or Additional Language course progress report from a Canadian, federally funded language training program.</p> <p>*Level 6, 6, 6, 6 as it appears on a Language Instruction for Newcomers to Canada (LINC) certificate.</p>
Duolingo	A score of 115 or more

#### Countries with English as a first official language

- Anguilla, Antigua, Australia, Austria
- Bahamas, Barbados, Barbuda, Belgium, Bermuda, Belize, Botswana, British Solomon Island, British West Indies
- Canada, Cayman Islands, Channel Islands, Cook Island
- Denmark, Dominica
- Ellice Island, England, Eire
- Faeroe Island, Falkland Island, Fiji Island, Finland
- Gambia, Germany, Ghana, Gibraltar, Gilbert Island, Grenada, Guam, Guyana
- Ireland, Island of Man (Great Britain)
- Jamaica
- Kenya, Kiribati
- Leeward Islands, Lesotho, Luxembourg
- Malta, Malawi, Mauritius
- Namibia, Netherlands, New Caledonia, New Hebrides, New Zealand, Nigeria, Norfolk Island, Northern Ireland, Norway
- Pitcairn Island
- Scotland, Sierra Leone, Singapore, South Africa, St. Kitts, St. Lucia, St. Vincent, Swaziland, Sweden, Switzerland
- Tanzania, Trinidad and Tobago, Turks & Caicos Island
- Uganda, United Kingdom, United States of America
- Virgin Islands (U.K. and U.S.A.)

- Wake-Midway Island, Wales, Windward Islands
- Zimbabwe, Zambia

### **Financial and payment information**

**Registration:** The \$225 registration fee is non-refundable. The fee is required either at the time of signing the enrollment contract or in conjunction with a first payment towards tuition.

#### **Tuition:**

Students must make at least 4 equal payments of the tuition fees with 1 payment in each consecutive month. E.g.:

-The 1<sup>st</sup> payment will be due at registration or no more than 7 business days prior to the beginning of the student's 1<sup>st</sup> class.

-The 3 remaining payments must be made by the 1<sup>st</sup> calendar day of each consecutive month, following the 1<sup>st</sup> payment.

Other arrangements may be made with LINKS Institute, at their sole discretion.

The first payment must include the registration fee, if it has not already been paid separately.

#### **Payment methods:**

-Payments will be accepted by cash, in person only (as arranged with LINKS Institute)

-E-transfer to [info@links-institute.ca](mailto:info@links-institute.ca) with a security question and password set up with the Institute on a case by case basis

-Personal or business cheque. The student is responsible for any NSF or fees associated with paying by cheque

-Bank draft or recognized money order

-Credit cards (Visa, Mastercard, American Express)

Payment is not considered received until the payment has been cleared.  
Students/payors will be issued with receipts.

## **Academic Integrity**

Students of the institute are expected to be familiar with and adhere to the principles of academic integrity when completing their studies. Academic integrity is the honest and respectful pursuit of learning; individual study must be conducted in good faith with respect to the intellectual work that others have done. To violate this principle is to commit an act of academic dishonesty. Academic dishonesty violates the respect and trust of the institution as well as undermines the scholarly work by any perpetrator(s).

An instructor that suspects a student(s) of academic dishonesty must meet with the accused individual(s) to present evidence and discuss the violation. If the instructor concludes that there is sufficient evidence of dishonest intent then the student will meet with the President/CEO to discuss the situation. Consequences of legitimate instances of academic dishonesty could include removal from the program.

Any student(s) that has/have been accused of academic dishonesty may submit an appeal if they disagree with the instructor's conclusion and/or disciplinary actions. This may still apply if the student admits to academic dishonesty but believes the discipline is disproportionate to the severity of the departure. Any appeal submitted must follow the process outlined in the Student Appeal Policy.

Examples of academic dishonesty are situations of, but not limited to, the following:

- Sharing information with others who are/may be in the course (cheating).
- Plagiarism/Intellectual dishonesty
- Distributing test questions and/or answers

Examples of discipline may be, but are not limited to, the following:

- Repeat an assignment with a maximum possible grade of 70%
- Receive a mark of 0 in the assignment
- Receive a mark of 0 in the course
- Recommendation of removal from the program

## **Curriculum & Textbooks**

Textbooks are chosen in accordance with planned learning outcomes. Students are required to purchase the edition of the textbook prescribed by the curriculum. Students may purchase the textbook in any format that is convenient to them: electronic or hardcopy. Students are responsible for the purchase of their own textbooks and LINKS Institute is not, as a rule, involved in the selling of textbooks. In the event that a student requests to purchase the textbooks from LINKS, there will be no refund of money that has been paid for textbooks in the event that a student withdraws from a LINKS

program or is asked to leave a LINKS program. Also, textbooks will not be received back by LINKS Institute.

### **Attendance Policy (Please see Grading Matrix for protocols on late assignments, online postings)**

Students are required to attend online lessons, and participate in online learning activities in order to pass each course. LINKS Institute recognizes there may be times when students are unable to attend a class due to an issue of work life balance. In the event that a student must miss an online lesson, they must give the instructor advanced notice. It is preferred that such notice be the day prior to class.

A student who misses an online lesson, but does not provide notice to the instructor, will be considered to have missed the class and will not be offered the opportunity to make this up. This will be reflected in class time being marked as missed.

In the event that a student must miss an online lesson (and has informed the instructor) they must review the recorded lecture for the class they missed from beginning to end and provide the instructor with a one page written summary by email.

A student cannot be granted a passing grade for a course if they have missed more than 10% of the program content, in the first 2/3rds of the program (this equals the first 4 months of a 6 month program).

In the event that a student must have a prolonged planned absence from class, a doctor/primary care provider's note must be provided.

### **Course Grading**

The grading for each section of the course will be based on the information contained in the course outline. Students must achieve a minimum grade of 70% in each course in order to pass that course. Students will have 2 "re-write" opportunities across the span of the program. These may be used to make up a score of up to 70% on any **essay** or **short answer question assignment** that has previously been failed. A rewrite cannot be used for participation marks or quiz marks. Please see the grading matrix for more information.

### **Grading Matrix**

There are three overall components that make up a grade for an individual course: participation, short answer, and essay. Each overall component is marked according to a grading matrix. Please see the grading matrix in the appendix.



## Grading related issues

### Re-writes

Participation marks that have been missed and marked at zero cannot be made up for. Assignments that have been marked at zero, or failed in general, can be made up for by using one of two re-writes available to students, for assignments, over the course of the entire program. A re-write can only receive a maximum grade of 70%.

### Extensions

An extension on the deadline to submit participation or assignments can be granted by emailing your instructor prior to the deadline. Students are encouraged to seek an extension as early as possible- not to leave it to the last minute. The maximum time allowed for an extension is 48 hours. Assignment extensions will receive a reduced mark in the timeliness portion of the grade, unless a doctor's note is provided. Participation extensions do not receive a reduced mark.

### Participation mark

The online participation grade consists of an initial discussion post, peer post and flipgrid post. If **any one** of these components is not submitted on time, but the other components are, the timeliness portion of your grade is marked at a zero.

### Deadlines

Participation or assignments are considered completely missed and will not be graded at all if they are not submitted by each Sunday at midnight, of the week in which they were due.

### **Withdrawal from the program**

Students may withdraw from the program at any time, subject to the PVI Act in Manitoba. Students are not eligible for any refund if they withdraw after completing 2/3rds of the program. Refunds will be made based on the provisions set out in the PVI act. Refunds are returned to the original payor of the student tuition.

## **Dismissal Policy**

As per section 16 of the Private Vocational Institutional Act, a student may be expelled from LINKS Institute if they miss 10% of certificate content in the first 2/3rds of the program. Additionally, students may be expelled from the the Institute on the basis of behaviour which is demonstrated to contravene the Sexual Violence policy, or other inappropriate behaviour.

## **Informal Grievance Procedure**

Disagreements may arise between course instructors and their student(s), therefore this policy intends to encourage informal conflict-resolution processes. Students and instructors must follow these informal measures in good faith to resolve conflicts before invoking formal complaint procedures. This procedure is intended to address academic disputes, other grievances should follow procedures outlined in the Dispute Resolution Policy.

When a dispute arises the following must take place:

- A meeting between the instructor and student(s);
- Discussion relating to the details and origin of the dispute;
- Attempts to reach a compromise or resolution to the dispute;

Complaints should be escalated to formal procedures only if the student(s) consider the discussion unfruitful and/or the resolution unsatisfactory . Disputes that are academic in nature are governed by the Student Appeal Policy wherein personal disputes are reserved for the Dispute Resolution Policy.

This procedure is for complaints that are academic in nature and is not intended for severe grievances, such as a violation of the Sexual Violence Policy. These complaints have procedures outlined in the relevant Policy outline.

## **Formal Grievance Policy**

This policy is intended to be used when resolving complaints between individuals that are not academic in nature. These grievances may originate from violations which are perceived to be discriminatory, personal, or related to the Sexual Violence Policy.

Upon the receipt of a formal complaint, members of the leadership team, as appropriate, will conduct a review of the behaviour of parties involved in the allegation. The purpose of the interview would be to gather and compare objective information. A decision about the response of the Institute to the complaint will be made at a leadership level and may include a student misconduct protocol if the allegations are

found to be true and involve another student, or a referral as a HR matter in the case the allegation is found to be true and involves a staff person. Regardless of the outcome of the investigation, the complainant will continue to be supported by the Institute through the provision of academic accommodations and being provided with connections to appropriate resources.

### **Student Appeal Policy**

The Student Appeal Policy provides students with a formal process of resolving academic disputes. This policy may only be invoked after informal efforts between the student and instructor have been exhausted with no resolution having been reached. Further, a formal appeal should only be submitted if the student can provide sufficient evidence to substantiate the complaint.

This policy is applicable to disputes involving the following:

- Grading of an assignment and/or course;
- Allegations of academic dishonesty;
- Discipline resulting from academic dishonesty;
- Academic and/or physical accommodations;

An appeal must follow the following procedure:

- The student must submit an email to the President stating that they wish to appeal the decision of an instructor
- The President will convene a committee of three (3) members (including the president) to hear the appeal;
- Decisions made by the hearing committee are final and cannot be appealed.

### **Respectful Academic and Workplace Environment Policies**

The Institute is committed to promoting a safe and respectful environment for all students, faculty, and staff. Harassing, racist, sexist, profane, offensive, or any other behavior that is unprofessional and obstructive to this commitment is considered a violation of this policy. Deviating from respectful conduct as a member of the Institute community is regarded as hostile behavior.

To adhere to a safe and respectful environment, all members of the community must abide by the following guidelines:

- Communicate in a respectful and professional manner

- Do not engage in hostile behavior towards fellows during or outside of course lectures
- Refrain from engaging in forms of public communication via social media that would be considered hostile and damaging to the reputation of the Institute and health of the community as a whole.

Violating this policy may result in disciplinary measures being imposed, the extent of which is at the discretion of the Institute President. Grievances regarding the conduct of an individual should be submitted through a formal complaint to the President's Office.

### **LINKS Institute Sexual Violence Policy**

(Herein, "the Institute")

#### Scope

This policy is applicable to all individuals associated with the Institute, including students, instructors, other staff and administration. The standards also apply to practicum settings. The Institute believes that all individuals of its community should enjoy the opportunity to study and work in an environment free of sexual violence and harassment.

The Institute acknowledges that there are population groups which experience an increased risk of sexual violence in Canada, including but not limited to:

- Young women and girls
- Indigenous women
- Women living with cognitive or physical disabilities
- Individuals within the LGBT2SQ+ community
- Newcomer women and women from ethnocultural and racialized communities

The Institute acknowledges that many students who pursue vocational education may be within such groups and is committed to providing a positive and safe learning environment.

This policy provides definitions for sexual violence and harassment and outlines an inquiry process for complaints under the policy. It further outlines the procedures the institution will undertake to educate its community on avenues to prevent sexual violence and harassment.

## Note about consultation

The institution invites student feedback regarding this policy, which can be submitted in confidence via the Institute website. This feedback will be used in the policy review process after one year of operation, in addition to a formal invitation for students to participate at that time.

## Awareness

The Institute will actively raise awareness of the issues of sexual violence within its community as a risk for people both offline and online. As much of the Institute's activities are offered online, it is recognized that there are increased possibilities for individuals to be subject to acts of sexual harassment such as the sharing of pictures of a sexual nature without consent, unsolicited/unrequited text messages, social media messages, or emails with content of a sexual nature.

During virtual orientation sessions for each new cohort, the Institute will present a session on sexual violence in post secondary education, with a focus on the Institute. Additionally, the Institute will send "e-blasts", or email campaigns focused on issues of sexual violence, to all students enrolled in the Institute on an appropriate time line. A copy of this policy will be included with all new student contracts.

All Institute staff members will participate in an orientation upon their hiring (including contract staff), with an additional focus on student safety. Professional development opportunities raised at increasing awareness may also be presented to the staff.

This policy will be posted on the Institute website.

A copy of this policy will be included with all practicum placement contracts.

## Definitions

**Consent:** Consent is central to sexual assault. The Criminal Code of Canada defines consent as it relates to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.

Consenting to one kind, or instance, of sexual activity does not mean that consent is given to any other sexual activity or instance. No one consents to be sexually assaulted.

Where consent does not exist (lack of agreement), a person can express a lack of agreement verbally or through conduct (such as physically resisting advances). The Criminal Code makes it clear that a person can, after initially giving consent to engage

in sex, revoke consent at any time by expressing a lack of agreement to continue engaging in sexual activity.

In other words, consent:

Is never assumed or implied

Is not silence or the absence of “no”

Cannot be given if the victim is impaired by alcohol or drugs, or is unconscious

Can never be obtained through threats or coercion

Can be revoked at any time

Cannot be obtained if the perpetrator abuses a position of trust, power or authority

It is not for the institution to weigh or determine whether or not consent has been given. The purpose of the policy is to inform all members of the Institute community of their responsibility to eliminate harassment and inform victims of their rights.

Cyber Harassment/Cyber Stalking: Often used interchangeably, cyber harassment and cyberstalking are defined as repeated, unsolicited, threatening behavior by a person or group using a cell phone or Internet technology with the intent to bully, harass, and intimidate a victim. The harassment can take place in any electronic environment where communication with others is possible, such as on social networking sites, message boards, chat rooms, through text messages, or through email.

Date Rape: The term “Date Rape” is interchangeable with “acquaintance sexual assault”. It is sexual contact that is forced, manipulated, or coerced by a partner, friend, or acquaintance.

Disclosure: For the purposes of this document, a disclosure is made to any individual other than the police or other judicial official.

LGBT2SQ+: The LGBT2SQ+ community includes people who identify as lesbian, gay, bisexual, transgender, Two-Spirit, queer, questioning, intersex, asexual, pansexual, and/or gender fluid.

Rape: a term used to describe vaginal, oral, or anal intercourse without consent. Although the term is no longer used in a legal sense in Canada, it is still commonly used and widely understood.

**Sexual Assault:** Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviours that involve the use of force threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to sexual assault is a crime.

**Sexual Violence:** means any sexual act or act targeting a person's sexuality, gender identity or gender expression – whether the act is physical or psychological in nature – that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

Sexual violence without limiting the generality of the foregoing includes:

Sexual assault which is any type of an unwanted sex act done by one person to another, without that person's consent, that violates the sexual integrity of an individual ranging from unwanted conversations, touching to penetration;

Any violence, physical or psychological, carried out through sexual means or by targeting sexuality, including sexual abuse; and

Criminal harassment (including stalking and cyberbullying)

Sexual Harassment: without limiting the generality of the foregoing, includes:

Any course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to have been known to be unwelcome, including;

Offensive jokes or comments of a sexual nature;

Displaying of pornographic or sexist pictures or materials, including online;

Suggestive or offensive remarks;

Unwelcome language related to gender;

Remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation;

Leering or inappropriate staring;

Bragging about sexual prowess;

Physical contact such as touching, patting, or pinching, with an underlying sexual connotation; and

Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

Stalking: is a crime called criminal harassment. Stalking consists of repeated behaviour that is carried out over a period of time, and which causes a person to reasonably fear for their safety.

Victim Blaming: occurs when the victim of a crime or an accident is held responsible – in whole or in part – for the crimes that have been committed against them.

Sexual Misconduct: this Policy prohibits sexual misconduct, which includes sexual violence and sexual harassment.

The goal of the institution is to provide information to all stakeholders within its community on matters of sexual violence. Sexual assault allegations, and issues of whether or not consent has been given, should be pursued through local law enforcement in the stakeholder's community.

Further information on consent can be found at:

<http://www.gov.mb.ca/youarenotalone/consent.html>

## Prevention

The Institute is committed to the implementation of actions meant to end the occurrence of sexual violence within its community. Examples of these actions include the steps taken in awareness. Additionally, within one year of operation the Institute will establish a sexual violence prevention committee, and review this policy after the reality of 12 months of operation.

## Complaint/Disclosure Procedures, and Response Protocols

Any member of the Institute community may file a report of an incident or a complaint to a member of the leadership team. The Institute believes that the student making the disclosure should feel in control of the process and know that they are neither compelled or restricted from managing the situation in a way consistent with their desires. The following steps outline the manner in which this should occur:

The student should make their complaint in writing. In response,



(a) The student will be informed of their options which include:

1. For the victim/survivor to make a police statement by going to their local police station.
2. That the victim/survivor can seek medical attention in situations where the sexual violence has been physical.
3. Have a formal complaint (within the institution) instigated. In the event that an investigation reveals misconduct, a student misconduct protocol will be triggered if the alleged perpetrator is a student or a relevant HR investigation if the accused is an employee.
4. Using the disclosure as a way of seeking emotional support from the Institute without a formal report.

If a member of the Institute community believes she/he has been sexually harassed by a member of the Institute community, she/he may confront the harasser personally or in writing pointing out the unwelcome behavior and requesting that it stop.

#### Formal complaint process

Members of the leadership team, as appropriate, will conduct a review of the behaviour of parties involved in the allegation. The purpose of the interview would be to gather and compare objective information. A decision about the response of the Institute to the complaint will be made at a leadership level and may include a student misconduct protocol if the allegations are found to be true and involve another student, or a referral as a HR matter in the case the allegation is found to be true and involves a staff person. Regardless of the outcome of the investigation, the complainant will continue to be supported by the Institute through the provision of academic accommodations and being provided with connections to appropriate resources.

#### Student misconduct protocol

If it is determined that a student member of the Institute community has been involved in sexual violence or sexual harassment of a member of the Institute community, immediate disciplinary or corrective action will be taken up to and including termination of employment or expulsion of a student.

#### Staff misconduct protocol

If it is determined by the Institute that a staff person has been involved in sexual violence or sexual harassment, the staff person will be subject to appropriate human

resource ramifications as per relevant standards and legislation, up to and including termination.

#### Policy accessibility

This document is available in alternative formats. Students or other individuals who require this policy in alternative formats for reasons of accessibility should contact the Institute

#### Public Reporting

The Institute will make the student body and public aware of its compliance with this policy by stating on its website and in printed matter the following:

List of those responsible for conducting an inquiry into any complaints of sexual misconduct or harassment, including contact information;

Listing the dates of training sessions for staff and faculty of the Institute including reporting on the number of participants that attended the training sessions; and

Listing the dates of student group meeting sessions where this policy is discussed and include the number of participants at each session.

#### Policy Review

In addition to the initial review to be conducted 12 months into operation of the Institute, a comprehensive review of this policy will be conducted once every 4 years and will include substantive consultation with students.

#### Making false statements

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or sexual harassment or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and / or corrective action, up to and including termination of employment or expulsion.

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#### **Electronic communication, social media and networking policy**

The only method of communication from students to instructors should be to an instructor's LINKS Institute email address- additionally, instructors may also only correspond to students using the instructors LINKS Institute email address. The Institute does not allow instructors and students to form connections on social media. Students

and instructors are prohibited from communicating by text or telephone, communication that is necessary for purposes such as supporting students, and so on, should be conducted with a scheduled zoom or other approved virtual communication platform.

Members of the LINKS Community (Students, Instructors) are reminded of the nature of online learning and encouraged to consider things such as whether your microphone or camera is on, or off. Students are encouraged to keep their camera on during class. Members of the LINKS Community are encouraged to use a screen background to protect their privacy.

### **Graduation Policy**

In order to graduate from LINKS Institute with a certificate, students must achieve a minimum of 70% grade in each course, with a PASS for the practicum experience. A student will be provided with a transcript upon completion of all courses in a certificate program.

### **Student supports**

LINKS Institute will provide students with initial resume and job search support during their tenure as students. For emotional and psychological counselling, students will be referred to appropriate supports in their community.

### **Dress code**

While LINKS Institute is an online learning environment, all members of the community are asked to wear attire that is appropriate for a professional learning environment.

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