



Community Integration Through Co-operative Education (C.I.C.E.)

Student Handbook 2024-2025

Table of Contents

Welcome.....	2
Introduction.....	3
Program Overview.....	4
Placement Expectations.....	5
Class & Tutoring Expectations.....	6–9
Professionalism & In-class Behaviour.....	10
Additional Expectations.....	11
Student/Facilitator Roles.....	12
Respect & Responsibility.....	13
Progress.....	14
CICE Lab Space & Technology.....	15
College Logins.....	16
College Resources.....	17
College Policies and Procedures.....	18
Academic Integrity.....	19–21
Contact Information.....	22
Social Media.....	23

Welcome



“On behalf of the CICE Team, we wish to extend a warm and enthusiastic welcome to you! We are excited to support and guide you during your educational journey with the CICE Program at Confederation College. This Student Handbook was created to help you prepare for and transition to college, and to use as a reference guide throughout your time in the CICE Program. It includes important information, such as what your role and responsibilities are as a college student, services you may access at the college, and how to reach CICE staff. The CICE Team looks forward to supporting you as you strengthen your essential skills for learning, life, and work.”

Rose Hankkio

Lead Integration Facilitator

Community Integration through Cooperative Education Program

(807) 475-6697 | rhankkio@confederationcollege.ca

CICE Space Room C229

Office C225

Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the college website
- In the New Student Guidebook
- In the SUCCI Student Handbook

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

Program Team Lead: Rose Hankkio
Email address: rhankkio@confederationcollege.ca
Student Success Advisor: Tony Wood
Contact Information: apwood@confederationcollege.ca

We wish you all the best in your studies!

Program Overview

2-Year Ontario College Certificate Program

Students in this two-year College Certificate program take five (5) courses with a combination of program area choice, CI classes, electives and field placement.

Students are accompanied to class by an Integration Facilitator (IF) and will receive tutoring for each of their classes.

The standard sequence of courses for the CICE Program are as follows:

Semester 1		Semester 2	
CI 108	Personal Skill Building	CI 260	Seminar 2 – Skills for Life & Work
CI 161	Seminar 1 – Transition to College	CI 261	Field Placement 1
CI 162	Enhancing Your Communications Skills	GE	General Elective
CI 170	Navigating Healthy Lifestyles		2 Program Choice Courses
	1 Program Choice Course		
Semester 3		Semester 4	
CI 360	Seminar 3 – Person & Professional Growth	CI 460	Seminar 4 – Transition to Work & Community
CI 361	Field Placement 2	CI 461	Field Placement 3
GE	General Elective	GE	General Elective
	2 Program Choice Courses		2 Program Choice Courses

Placement Expectations

Field Placement is an opportunity for students to practice and develop essential workplace skills and skills within a specific area of study or interest. All students complete the three required unpaid field placements over the two years.

Each placement is completed over the 14 weeks of the semester. The timeline for placements are:

- Field Placement 1: January-April – 4 hours/week
- Field Placement 2: September-December – 7 hours/week
- Field Placement 3: January-April – 7 hours/week

Expectations of Placement:

- Students are responsible for their own transportation to and from placement
- Students are expected to work on professional workplace skills and attitudes
- Students attend field placement independently or with the Field Placement Coordinator or CICE staff
- It is the student's responsibility to notify the placement host and Field Placement Coordinator if the student is away or going to be late
- Missed placement hours must be made up
- If concerns arise at placement, it is up to the Field Placement Coordinator to resolve any issues

Class/Tutoring Guidelines & Expectations

CICE space expectations:

Please be respectful of others while in the space:

- Use respectful language – no profanity
- Lower your voice, as there are offices within the space where staff are working
- Students access the lab to complete homework and study, so please be mindful of social conversations while others are in the space
 - Note: Lab computers are for academic purposes only
- The CICE office spaces are for staff only – **please knock** on the door and a staff will assist you
- **NO NUTS OR FOOD IN THE CICE SPACE!**



Class/Tutoring Guidelines & Expectations

Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website. We expect all students to review and follow these policies.

Policies below are specific to the CICE Program.

General Class Structure

- On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system, and provide a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.
- Professors will use your college email address and/or Blackboard as a means of communication.
- It is your responsibility to check your college email regularly.

Class/Tutoring Guidelines & Expectations CONT'D

Program Expectations

Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate and documentable reasons do occur BUT **your professors and facilitators need to be made aware – either prior to, or immediately following the absence.** Waiting to contact a Professor for multiple weeks or months is not acceptable.
- If you are absent from class, you must find out what you missed from your facilitator(s) or professor. Your professor will not come to you or re-teach the material.
- Legitimate and documentable reasons for missing class need to be discussed in advance with your Professor. Examples include the following:
 - Illness or Medical Emergency:
If you are sick or experience a medical emergency, you should inform your professor and facilitator as soon as possible, preferably before the class.
 - Court summons, jury duty:
A court summons or jury duty notice serves as documentation.
 - Death of family member:
Documented through discussion with your Professor
 - Unacceptable reasons for missing class include the following:
 - Procrastination or poor time management
 - Sleeping in
 - Trips
 - Work
- If you miss a test/exam/quiz without a legitimate reason, you may receive a grade of zero (0).
- Some courses allow a comprehensive test to replace one missed test grade of zero (0). Some courses do NOT allow this. Consult your professor to determine if this is an option.
- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Assignments, projects, essays, etc. (given as “homework” with a due date) are due on the assigned date. For most courses, late submissions will be penalized in the following manner:
 - Deduction of 10% of the grade per day.

Class/Tutoring Guidelines & Expectations

CONT'D

- You CANNOT submit a semester's worth of work at the end of the semester. Assessments are continuous throughout the semester.
- The last day of the semester is the final day to submit work. Beyond that date, work will not be accepted [unless otherwise approved by Professor].
- Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments. Follow the submission instructions provided by your Professor. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.

Teamwork

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

Grading

Grade mode - 50 to pass.

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

<https://www.confederationcollege.ca/department/policies/academic>

Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.
- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.
- **Focus on what's happening in class.** Talking to classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes when possible, and participate in classroom.
- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

Additional Expectations

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

Student/Facilitator Roles

CICE STUDENTS ARE RESPONSIBLE FOR:	CICE INTEGRATION FACILITATORS ARE RESPONSIBLE FOR:
Being honest about how they learn and what they need.	Discussing learning styles, strengths, and needs with assigned students.
Attending and participating in classes & tutoring sessions each week. Showing up on time & being prepared!	Helping students prepare each semester by sharing tips and resources on how to stay organized and manage time.
Doing homework. Asking for and arranging additional help from an IF when needed.	Staying on top of courses they support by meeting with faculty and checking Blackboard courses.
Submitting assignments on the due date and writing tests on scheduled dates.	Attending classes with CICE students; providing in-class support (e.g., note-taking, assisting with activities).
Checking student e-mail and Blackboard courses <u>every day</u> .	Preparing and providing weekly tutoring sessions for CICE students to review class work, prepare for upcoming assignments and go over test material.
Calling or e-mailing staff when unable to attend class and/or tutoring.	Providing accommodations to the CICE students ensuring they receive the learning supports they need.
Respecting the privacy of other students in the CICE program.	Modifying integrated course learning outcomes, tests, assignments, and activities to meet the learning needs of CICE students.
Making sure you are following Confederation College's Code of Conduct; always behaving appropriately and respectfully.	Assisting all CICE students in the CICE core courses.
Making sure you follow the CICE/College rules and student etiquette when accessing any space within the college.	Responding to emails and voicemails to ensure frequent communication with students, faculty, and the CICE team.
Transportation to and from school, residence life, buying meals, purchasing textbooks, school supplies, social life etc.	Assisting students in building/developing self-advocacy skills and referring students to additional college supports.

Respect & Responsibility

Respect	
<p>What is it? What does it look like...</p>	<ul style="list-style-type: none"> • Showing respect to other people, yourself, the college and the environment • Being polite and courteous • Treating others with fairness and dignity despite differences • Valuing others for their unique contributions • Listening without interrupting • Caring for the college and the environment • Advocating for the rights of self and others
<p>Sounds like...</p>	<p>“My opinion is different than yours, but I still respect your right to tell me what you think” “Please and Thank you” “Wow, you did a great job!”</p>
Responsibility	
<p>What is it? What does it look like...</p>	<ul style="list-style-type: none"> • Taking responsibility for words and actions and being accountable for choices • Following up on commitments • Completing tasks and assignments
<p>Sounds like...</p>	<p>“I need to focus to get work done” “I made a mistake and I want to fix it” “I’m working hard”</p>



Progress

What if I'm falling behind?

- Program staff will talk to you about your attendance and/or progress, problem solve with you, and come up with a plan for success
- If attendance continues to be a problem, or program/college policies are not upheld, then a success plan will be put into place
- Failure to meet the goals in your success plan may put you in jeopardy of being unsuccessful in your courses
- We strongly encourage you to reach out if you are struggling and we will work together to develop a solution

CICE Lab Space & Technology

- CICE lab computers are equipped with:
 - Educational apps/Software
 - Office 365
 - Immersive Reader and Speak
 - Dictate
- Equipment available for sign out:
 - C-Pens
 - iPads
 - Headphones
 - Adapted keyboards
- Printer and office supplies
- Wellness Area



College Logins



College website: www.confederationcollege.ca

WiFi: Confed-Secure

Password: Confederation College username and passphrase

My Campus Portal: <http://portal.confederationcollege.ca>

Confederation College username/passphrase



Blackboard: <https://confederation.blackboard.com/>

Confederation College username/passphrase



Office 365 – Outlook email

To setup email on your smart device:

<https://www.confederationcollege.ca/student-it/office-365/office-365-ios-and-android-mail-student-it>

F = First letter of first name **CAPITALIZED**

n = First letter of last name **lowercase**

= Your 14-digit **student number** (All student numbers will always start with '22663' and then have your individual student number after that i.e., 100123123)

Example: A student named David Smith with Student ID: 22663100123123, will have a password of: Ds22663100123123 and an e-mail address of:

dsmith@confederationcollege.ca

Username: *dsmith*

Please note: Passphrases are Case Sensitive

Under the “**LAUNCHPAD**”

Click on “**O365 – Outlook**” icon

Log into the Office 365 website using your full Confederation College email account and password.

Did you know?

The college offers a variety of services for students:

Wellness Centre: free access with student card – (807) 475-6398

City Transit: (U-Pass) Unlimited bus transportation included with your student card if you are a full-time student

Health/Dental Clinic: (located on the main floor of the Reach building) – (807) 475-6169 (health plan included with tuition, with a choice to opt out – ask for more information)

Student Success Centre:

- Counselling Services – (807) 475-6618
- Additional tutoring

SUCCI (Student Union)/OASA:

(located in the student lounge of the Shuniah building) –

www.succi.com

- Emergency Student Food Bank
- Student jobs and more!

Gender Inclusive Facilities

- Safe spaces where anyone, regardless of gender identity or presentation, can use the toilet, wash their hands, change, and check the mirror
- Signage indicated

APIWIN lounge ("A place to sit"): located across from the student lounge in the Shuniah building – a quiet, safe learning space where students can gather to rest, study and complete coursework. Stop in any time and grab a coffee, eat your lunch, meet with a study group, or access laptops and workstations.

Paterson Library Services – (807) 475-6219 | infodesk@confederationcollege.ca

- Borrow cell phone chargers/use in-library charging stations
- Borrow laptops, iPads, and more!

Campus Security: For immediate and urgent assistance in all other emergencies, call Security:

- **922** (from internal college phones), or **(807) 623-0465** (from a cell phone or external phone)
- from a corridor Help! Phone (located in the Shuniah Building, Dorion Building, McIntyre Building, the Aviation Centre of Excellence and Sibley Hall Residence)
- from Classroom Help! Phones located in classrooms and labs

Computer Services Help Desk (SHU 346) www.confederationcollege.ca/computer-services

- (807) 475-6488 (ext. 6488), Email: helpdesk@confederationcollege.ca

Sodexo – pop into their office across from the cafeteria to inquire about meal plans!

College Policies and Procedures

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

A complete list of Confederation College Policies and Procedures can be found on the the college website

Academic Integrity

Purpose: Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

Scope: Applies to all students and staff to guide behaviour and support learning.

Academic Integrity: Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

Definition of Academic Dishonesty: A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Academic Integrity CONT'D

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

- **Plagiarism:** representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- **Unauthorized use of artificial intelligence:** utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- **Cheating:** using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- **Fabrication:** inventing or falsifying data, citations, or information.
- **Facilitating academic dishonesty:** intentionally helping or trying to help someone else commit an act of academic dishonesty.

Consequences: Violations may result in failing grades, suspension, or expulsion.

Violation may also entail being recorded in the online tracking tool.

Academic Integrity CONT'D

Procedure for Students:

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

Academic Integrity Sign-off (*this will be done during orientation*)

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, (Student Name), have read and understand the Academic Integrity information and policy contained in the CICE Program handbook.

Signature: _____ Date: _____

Print Name: _____

CICE STAFF CONTACTS

Jade Scott – Field Placement Coordinator

Phone: (807) 475-6567
Email: jscott40@confederationcollege.ca

Rose Hankkio – Lead IF

Phone: (807) 475-6697
Email: rhankkio@confederationcollege.ca

Stefanie Pedersen – IF

Phone: (807) 475-6538
Email: spederse@confederationcollege.ca

Tammy Sawyer – IF

Phone: (807) 475-6315
Email: sawyer@confederationcollege.ca

Sophie Pynn – IF

Phone: (807) 475-6129
Email: spynn1@confederationcollege.ca

Lisa Krause – IF

Phone: (807) 475-6490
Email: lkrause@confederationcollege.ca

Kelly Shandruk – IF

Phone: (807) 475-6495
Email: kshandru@confederationcollege.ca

Kerri-Lee Turcotte – IF

Phone: (807) 473-3752
Email: keturcot@confederationcollege.ca

Rose Bortolon – IF

Phone: (807) 475-6566
Email: rbortoll@confederationcollege.ca

Shannon DeGiacomo-Brown – IF

Phone: (807) 475-6459
Email: sdeggiaco@confederationcollege.ca

Sandra McDougall – IF

Phone: (807) 475-6568
Email: smcdoug5@confederationcollege.ca

Nicole Stein – IF

Phone: (807) 475-6354
Email: nirobins@confederationcollege.ca

Shelly Doyle – IF

Phone: (807) 475-6695
Email: sdoyle6@confederationcollege.ca

Ryan Cannon – IF

Phone: (807) 475-6554
Email: rcannon@confederationcollege.ca

Shane Strickland – Dean

Phone: (807) 473-3825
Email: dstrickl@confederationcollege.ca

Tania Pynn – Associate Dean

Phone: (807) 475-6456
Email: tpynn@confederationcollege.ca

Tony Wood – Student Success Advisor

Phone: (807) 475-6216
Email: apwood@confederationcollege.ca

Check us out on social media!

Follow us on Facebook and Instagram for Program updates!



@confederationcollegeCICE



@cice_confederation_college



**COMMUNITY INTEGRATION
THROUGH CO-OPERATIVE
EDUCATION**

(C.I.C.E.)

