



# Second Career Research Document

George Brown College  
General Information



Community  
Partnerships Office

## TRAINING INSTITUTION

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### Main Mailing Address

George Brown College  
P.O. Box 1015, Station B  
Toronto, Ontario  
Canada  
M5T 2T9

### Main Phone Number

Tel: 416-415-2000  
Toll-free: 1-800-265-2002  
(in Canada and the United States)  
TTY: 1-877-515-5559

### Website

[ask.georgebrown.ca](http://ask.georgebrown.ca)

### Email

[askgeorge@georgebrown.ca](mailto:askgeorge@georgebrown.ca)

## SECOND CAREER ADVISING

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### Prospective Students

#### Entry Advising

416.415.5000, ext. 3372  
[secondcareer@georgebrown.ca](mailto:secondcareer@georgebrown.ca)  
[www.georgebrown.ca/secondcareer](http://www.georgebrown.ca/secondcareer)

#### Casa Loma Campus

160 Kendal Ave.  
Building C  
Rooms 407, 408, 409, 415

#### St. James Campus

200 King St E.  
Building SJA  
Room 267D

### Current Students

#### Community Partnerships Office

St. James Campus  
264B Adelaide St. East  
Toronto, ON  
M5T 2T9  
416 415 5000 x 6995  
[cpoffice@georgebrown.ca](mailto:cpoffice@georgebrown.ca)

### Maps and Directions

George Brown College locations, campus maps and travel information can be accessed at the following URL:

[http://www.georgebrown.ca/maps\\_and\\_directions.aspx](http://www.georgebrown.ca/maps_and_directions.aspx)



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## ACADEMIC CENTRES PHONE NUMBERS (416) 415-5000

### Centre for Business

School of Accounting and Finance	ext. 2160
School of Human Resources	ext. 2160
School of Management	ext. 2160
School of Marketing	ext. 2160

### Centre for Arts & Design

School of Design	ext. 2137
School of Fashion Studies	ext. 4840
School of Performing Arts (Theatre)	ext. 2167
School of Performing Arts (Dance)	ext. 2196

### Centre for Community Services & Early Childhood

School of Social and Community Services	ext. 2185
School of Early Childhood	ext. 2310

### Centre for Health Sciences (ext. 4543)

School of Dental Health	ext. 4549
School of Health and Wellness	ext. 4542
School of Health Services Management	ext. 4542
Sally Horsfall Eaton School of Nursing at Ryerson	ext. 3965

### Centre for Hospitality & Culinary Arts (ext. 2225)

The Chef School	ext. 2240
The School of Hospitality and Tourism Management	ext. 2225

### Centre for Construction & Engineering Technologies (ext. 4400)

Angelo Del Zotto School of Construction Management	ext. 4398
School of Apprenticeship and Skilled Trades	ext. 4028
School of Architectural Studies	ext. 4398
School of Mechanical Engineering Technologies	ext. 4287

### Centre for Preparatory & Liberal Studies

School of Liberal Arts and Sciences	ext. 3688
School of Immigrant Immigrant Education	ext. 6755
School of Transitional Education	ext. 2315
School of English as a Second Language	ext. 4826
School of Work and College Preparation	ext. 3560

### Centre for Continuous Learning

ext. 2756



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## TRAINING PROGRAM

### 2.1 How does the school decide what to teach? (How is curriculum developed?)

Ongoing research in the respective fields of practice, reviews of best practices and policy developments, and consultations with employers and industry, community, and government partners all inform the creation and evolution of program curriculum.

In order to support faculty and staff in these critical tasks, George Brown's Board of Governors ensures the establishment of an active, voluntary program advisory committee for each program of instruction or cluster of programs of instruction offered at the College. The mandate of program advisory committees is to offer advice to the Board and College administration pertaining to existing programs of instruction and the introduction of new programs of instruction on such matters as curriculum, academic program review, technology, employment prospects, cooperative training and field placements, relations with professional and local communities, and student awards. Each committee comprises 12 to 16 members, who may be drawn from College administration, faculty, and staff, students, alumni, employers, community agencies, professional and trade associations, regulatory bodies, etc.

### 2.2 Does the school evaluate course content and instructors?

George Brown College places a strong emphasis on providing students with a learning environment of the highest calibre, and therefore assures that students' concerns about their educational experience are taken seriously and dealt with effectively and in a timely manner.

Students who do have concerns about the quality of their education are encouraged to approach the appropriate faculty member. If they are unable to talk to him or her or the issue remains unaddressed, students may directly contact the Chair of their department. If they disagree with the Chair's decision, they may appeal to the Dean of their education centre.

More generally, academic department Chairs review and approve course outlines each semester. Students have the opportunity at the end of each semester to evaluate, through a student satisfaction survey, their courses and course instructors. Regular program reviews take into account student satisfaction along with such factors as graduation rate, graduate satisfaction, employment rate after six months, and employer satisfaction.

### 2.3 What qualifications or certifications do instructors have?

George Brown faculty are fully certified in their respective professions and trades and bring a wealth of field experience to the classroom and, generally, two or more years of practice in curriculum development, teaching, and adult learning. Many instructors also possess at least a Master's-level degree in their discipline.

### 2.4 What instructional methods are used in the program?

Instructional methods include: lectures, demonstrations, labs, seminars, computer-based instruction (WebCT) and learning activities, problem-based learning, self-directed learning, and independent and small group work.

### 2.5 Are there assignments other than regular class work?

Yes, frequent assignments challenge students and supplement classroom and laboratory learning.

**2.6 Does the program involve guest speakers from the relevant industry/sector or field trips to industry/sector sites?**

Yes. Occasional tours to employers are arranged to introduce students to current industry technologies. Guest speakers are regularly invited to discuss current and forthcoming technologies.

**2.7 If a student has some prior knowledge of course materials, are exemptions from courses possible?**

If students meet the admission requirements of a program, they can apply for an assessment of their work-related experience to see if it is eligible for credit recognition. This process is called Prior Learning Assessment and Recognition (PLAR). To receive credit for work experience, students write an examination or essay for a particular course and/or prepare a portfolio of achievements that document their skills for assessment by faculty. PLAR costs \$96.00 per course.

To discuss PLAR options, contact the academic program office to meet with a program coordinator. For general information, call the PLAR office at 416.415.5000, ext. 7527.

**2.8 What is the average class size or student:teacher ratio in the program?**

Class sizes at George Brown average 30–40 students.

**2.9 How are grades/marks calculated?**

Evaluation schemes vary by course and are based on classroom participation, projects and assignments, labs, presentations, tests, exams, etc.

**2.10 What grades/marks are required to graduate from the program?**

George Brown records grades using letter values, as shown in the table on the following page. In order to graduate from diploma and certificate programs, students must normally have a grade point average (GPA) of 1.7/4.0 and a passing grade in required courses.

%	Letter	Grade Points	Designation
90-100	A+	4.0	Honours
86-89	A	4.0	Diploma and Certificate Programs: 3.5 or
80-85	A-	3.7	Higher GPA/ Degree programs 3.7 or higher
77-79	B+	3.3	In good standing
73-76	B	3.0	Diploma and certificate programs: 1.7 or
70-72	B-	2.7	Higher GPA and a passing grade in required
67-69	C+	2.3	Courses/Degree programs: 2.3 or higher GPA
63-66	C	2.0	On condition
60-62	C-	1.7	Diploma and certificate programs: less than
57-59	D+	1.3	1.7 GPA or one or more failed courses/
50-56	D	1.0	Degree programs: less than 2.3 GPA
0-49	F	0.0	

**2.11 Is there an appeal process for students who disagree with their marks?**

Yes. All students are entitled to:

- feedback on their academic standing during and at the end of every course they take;
- a review of any grade within a course;
- a review of final grades in a course, or a review of any decision by
- a Promotion Committee with respect to their academic standing, continuation, or status in a program, faculty, or the College; and
- an appeal of any final grade in a course or any decision of a Promotion Committee with respect to their academic standing, continuation, or status in a program, faculty, or the College.

An Appeals Committee comprising two faculty members, two students, and a chair from outside the student's faculty provides the final, neutral forum in which students can present an appeal. The Committee can uphold the student appeal and amend the disputed grade or amend or reverse the disputed Promotions Committee decision.

Grounds for an appeal may include: merit of work, medical and compassionate considerations, departures from course management, personal bias or unfair treatment, and misapplication of academic regulations or procedural error.

**2.12 Are make-up exams allowed if necessary?**

Yes. George Brown's goal is to promote academic success of students and to ensure that their academic records reflect their academic abilities and accomplishments. It is expected that faculty will make academic judgments that are objective, consistent, and fair. In situations where students experience personal difficulties or unforeseen events that disrupt or impact their academic performance, it is expected that faculty will provide alternate arrangements to enable the students to meet course/program requirements.

**2.13 Are equipment and books current?**

George Brown aims to use and make available to students the latest teaching and learning technology, and has a reputation as one of the best-equipped colleges in the province. Across our three campuses, we have more than 130 SMART classrooms, which many of our instructors innovatively employ in their teaching.

Required or recommended texts and other learning materials are reviewed annually and updated as necessary.

**2.14 Are special accommodations available?**

George Brown is committed to providing equal access to education for students with disabilities. Disabilities may include, but are not limited to, the following:

- acquired brain injury
- learning disabilities
- medical conditions, e.g. epilepsy, HIV, diabetes, kidney disease
- attention-deficit/ hyperactivity disorder (ADD/ADHD)
- low vision/blindness
- deafness or being deafened or hard-of-hearing
- mobility/functional limitations whether physical or neurological mental illness, e.g., depression, anxiety disorders, schizophrenia, mood disorders, post-traumatic stress syndrome.

We Provide assistance and consultation through a wide array of services, including:

- adaptive technology
- tutors
- learning strategies
- peer notetakers
- reduced course loads
- sign language interpreters
- recording devices
- large-print, taped or Braille materials
- financial assistance (bursaries)
- accommodations for pre-admission and placement testing



**2.15 If students utilize computers, are they required to share?**

Yes and yes. George Brown's Campus Libraries/Learning Commons (LLCs) afford students access to open access computing and a wide variety of electronic and print resources for purposes of research, course assignments and projects, and independent study.

**If extra time is required on computers for class work, are there computers available for use?**

At Casa Loma, students have access to 188 PCs in the LLC and another 24 PCs in the ESL Library. At St. James, there are 120 PCs and 64 Macs in the LLC and another 99 PCs and 31 research computers in the Learning Commons Annex. At Ryerson, there are 28 PCs in the Academic Resources Centre. All computers are loaded with the major software applications used in classes, computer-based tutorials, CD-ROMs, and of course word processing, email, and browsing capabilities. Printers and scanners are also available.

**2.16 Is job search assistance provided?**

Career Services has a variety of services available to students and alumni to assist with job search.

<http://www.georgebrown.ca/careerservices/>

Students and alumni also have access to GBCareers. This user-friendly job-posting service displays full-time, part-time, summer, and contract jobs from industry-related employers.

<https://gbcareers.georgebrown.ca/home.htm>

**2.17 When is the deadline to pay for programs?**

Fees are due prior to registration. Please refer to your invoice for details and payment options.

For programs starting in September, the first installment of fees is normally due in early July (of the same year).

For programs starting in January, the first installment of fees is normally due in early November (of the previous year).

**2.18 What is the school's refund policy?**

Potential refunds and academic penalties are based on the date you submit a completed and signed program withdrawal form to the Registrar's Office. Some programs do not refund material fees. A minimum of four weeks is required to process a refund.

Before withdrawing from your program, please get advice from a counsellor or faculty member to explore your options. George Brown is committed to your success, and we really, really don't want to see you leave

**2.19 Is the school approved to issue income tax receipts (T2202A forms)?**

Yes.