



Professional Land Management Certification Program

Expectations of Students

In the interest of promoting an optimal learning environment, it is important that all parties involved remain committed to fostering a strong academic culture.

Investing in learning benefits everyone and should be a shared responsibility by both the selected student and the First Nation.

The following provides students an outline of the expectations and parameters for a successful educational experience while participating in the RLEMP Professional Land Management Certification Program.

Learning Considerations

- Able to use a computer, e-mail and internet with some skill
 - Search the internet
 - Receive/send/forward e-mail with attachments
 - Download/save/manage files, cut/copy/paste material
- Time Management Skills
 - To be able to balance course homework with work, family and community responsibilities
 - The ability to meet deadlines and keep track of assignments
 - Attendance during class hours is mandatory
- A willingness to dedicate time and effort to learning
 - Distance learning portion of the University courses will require as much if not more effort and study time than traditional classes (approximately 8-12 hours per week)
- Ability to work independently
 - Must be self-motivated and self-disciplined (schedule regular study times)
- To be comfortable and proficient at written communication
 - Ability to use correct grammar and well-constructed sentences
 - Ability to organize and format your communication to allow others to understand your ideas.
- A willingness to interact with instructors/classmates
 - Be willing to share your work experience as part of the learning process.

Commitment

Students must accept and abide by the timelines set out under the Professional Land Management Certification Program (Post secondary certificate program and Technical Training) including deadlines for submission of assignments, and/or test and exam schedules. It is understood that these timelines will take priority over personal plans or the work schedules of each student.

Attendance

Students are expected to arrive promptly and attend all courses, classes and other activities and to commit to the scheduled time frame of each session of the Professional Land Management Certification Program. Attendance in class will take priority over work requirements. It is understood that attendance reports will be provided to INAC and the NALMA Professional Development Unit. Students who are unable to attend classes will be required to provide appropriate documentation (i.e. doctor's certificate etc.). Reasons for non attendance may include but are not limited to: injury and/or other medical reasons, family related responsibilities such as illness in the family and/or funeral etc. Students not attending classes and without valid reasons (including documentation) will not receive reimbursement (meals, and/or accommodations) for those dates.

Travel Arrangements and Reimbursements

For Level Two Technical Training, NALMA Professional Development will secure a block of guest rooms at a reduced rate for the students. Students are required to confirm their individual reservations at the designated location to receive reimbursement for accommodations. Students are responsible for arranging their own individual travel arrangements and ground transportation to and from the airport, train stations, bus depots, etc.

Students are responsible to submit their travel reimbursement claims with the required receipts for pre-approved expenses to NALMA Professional Development in a timely manner.

Student Learning Resources and Equipment

Students will be provided with the appropriate learning resources (textbooks, material and other resources) and equipment (computer, etc.) required to deliver the curriculum. Students are responsible for all the learning resources and equipment they are provided. The First Nation and/or student (based on agreements held between the parties) will be financially responsible for lost, stolen or damaged learning resources.

Professionalism

Students should show the same commitment and responsibilities to their studies as they would to their employment.

Conduct in the Classroom

Students can expect to be encouraged to participate actively in classes, to enter into intellectual debate, and to have their contributions treated respectfully by instructors and fellow students. The knowledge that a student brings to the classroom is respected and welcome for the education of the group.

Cell phones are prohibited during courses, classes, sessions and activities.

Students are expected to conduct themselves within the scope of the institute's and/or association's rules, regulations and by-laws. Students can expect their instructors to prohibit verbal or physical behaviour in the classroom that is not respectful of others. Instructors can expect students to cooperate in the maintenance of a climate that is free from personal intimidation, insult and harassment.

Contact Information

Administration Inquiries (Level Two: hotel, travel, reimbursements, meals, etc.)

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