

PROFESSIONAL SUITABILITY POLICY

2016/2017 Academic Year

Updated July 2016

1. PURPOSE AND SCOPE:

The Professional Suitability Policy is intended to address student behaviour issues as they may relate to demonstrated professional suitability. These behaviours may become evident in the classroom, during school activities, on field trips, during study abroad opportunities, industry events/activities, and/or practice settings including, but not limited to: field placements, clinical placements, work placements and internships.

Students enrolled in all programs or courses within the School of Hospitality, Recreation and Tourism, are required to demonstrate professional suitability consistent with the standards of practical and ethical behaviour for the career in which the students are being educated. Failure to do so may result in an academic penalty up to and including withdrawal from the program.

This document is supplementary to the School of Hospitality, Recreation and Tourism's Policy Handbook and the Humber College Academic Regulations. It is the responsibility of both students and faculty members to understand and adhere to the professional suitability policy.

Concerns raised under the Professional Suitability Policy will normally involve behaviour relating to (but not limited to) one or more of the following:

- a) Unethical behavior as specified by Humber College's Student Code of Conduct, Academic Integrity Policy or the respective profession's Code of Ethics/ Code of Business Conduct, Confidentiality and Harassment & Discrimination policies, and any other relevant policies.
- b) Participating in the classroom, school activity, industry event/ activity, or practice setting while under the influence of alcohol or drugs;
- c) A health condition that impairs essential performance required for the classroom, school activity, study abroad program, industry activity or practice setting, in accordance with the Ontario Human Rights Code and Humber's duty to reasonably accommodate special needs of students;
- d) Inappropriate professional judgment demonstrating self-interest ahead of the professional duty to Humber faculty and staff, industry partners, customers or clients;
- e) Internship/field placement performance (knowledge, skills, attitudes, judgment) that is assessed to compromise customer/client/colleague safety or that is considered inappropriate in the industry environment (as per School and/or Industry policies);
- f) A criminal charge, acquired by a student during the course of the academic program, which would render the student unable to acquire a work placement or field placement/ intemship or unable to participate in a classroom, school activity, study abroad program, industry event/ activity;

2. ROLES AND RESPONSIBILITIES:

All Programs within the School of Hospitality, Recreation and Tourism are subject to the Professional Suitability Policy.

It is the responsibility of the faculty, staff and students associated with the program to report conduct which may indicate that a student lacks competence, professional fitness or suitability for the profession in which the student is being educated.

3. PROCESS:

If a student, staff member or faculty member becomes aware of conduct which is in contradiction of professional suitability, it is expected that they will bring their concerns forward to the relevant Faculty Member or Program Coordinator to investigate further. Upon determining a breach of the policy has been committed, the Faculty Member and/or Program Coordinator will determine the appropriate penalty under the Professional Suitability Policy. The Faculty member and/or Program Coordinator may consult the Associate Dean or Dean, and/or the department of Student Success and Engagement, depending on the severity of the incident. In cases where the incident has occurred outside of the Province of Ontario, the International Centre should be informed and consulted.

When a concern is brought forward the Faculty Member/Program Coordinator shall:

- a) Advise the student of the allegation that has been made against them;
- b) Meet with the student to review the details or evidence of the allegation and discuss the circumstances under which the alleged incident occurred;
- c) Meet with the individual who submitted the allegation as well the faculty member and/or the practice setting supervisor associated with the allegation to review the relevant facts;
- d) Review the requirements pertaining to professional suitability within the environment in which the incident took place;
- e) Determine if the evidence is sufficient to warrant a penalty under the Professional Suitability Policy or if the evidence is insufficient and that no further action will be taken on the part of the School;
- f) In situations where a reprimand or penalty is considered warranted, determine the penalty based on the penalties section of this policy, the nature of the incident, precedent and student history of previous incidents;
- g) Provide a written decision to the student stating the outcome of the review including the subsequent penalty if applicable and the student's right to appeal;
- h) In situations where the alleged behaviour has, in the opinion of the Faculty member and/or Program Coordinator, confirmed a concern about professional suitability, advise the Office of the Registrar to note the incident on the student's file.

Timeliness is of the essence in all matters related to the allegation and investigation and it is expected that all parties will cooperate.

Please note: Depending on the nature and severity of the incident, the case may be referred to the Student Code of Conduct, the Department of Public Safety or Toronto Police Services.

4. PENALTIES:

In cases where the Faculty member and/ or Program Coordinator determine that the student's conduct is improper according to the professional suitability, the Program Coordinator or Associate Dean may authorize one or more of the following penalties:

- a) a written reprimand with specific conditions prescribing professionally suitable conduct;
- b) withdrawal from the course, placement, activity or study abroad trip in which the student has breached the professional suitability policy. In situations where the activity is taking place off-campus or abroad, the student will be responsible for all incurred travel costs.
- c) suspension from the program for a specified period of time up to 2 (two) years;
- d) withdrawal from the program for a period of up to 5 (five) years with specific and relevant conditions which must be fulfilled before an application for re-admission to the Program will be considered;
- e) withdrawal from the program for a period of up to 5 (five) years with the stipulation that the student will be considered for re-admission to the program based on the student's ability to identify how he or she has addressed the issue that led to the withdrawal and how the student intends to demonstrate professional suitability in the future.

5. RECORDING OF AN INFRINGEMENT OF THE POLICY

A record of any finding of professional unsuitability and/or the disposition of such findings shall be recorded on the student's file and removed upon graduation.

6. RIGHT TO APPEAL

The student has the right to appeal the Faculty member or Program Coordinator's decision through a School level appeal as outlined in Admission Requirements and Academic Regulations of Humber College Institute of Technology and Advanced Learning.

