

JUNE 25, 2017

Welcome to the Project Management Graduate Certificate program! The Program Faculty Team is looking forward to a very successful academic year with you.

Here are answers to some common questions/issues/misconceptions experienced at the start of the term. Including insights from program alumni, we provide these with the intention of helping you benefit from, and succeed in, this program right from the start:

1. Our program is only at the Hazel McCallion Campus in Mississauga, Ontario;
<http://www.sheridancollege.ca/about/campus-locations/hmc.aspx>
2. It is important that you attend this program as soon as it starts. It is unlike any other program, and history has shown us that it is very difficult, at best, to catch-up even after one missed week. If you decide to arrive late, or circumstance causes you to, unfortunately time does not exist for the faculty to help you overcome the deficit you will find yourself in.
3. The program curriculum officially starts with the Graduate Certificate Orientation session taking place the week BEFORE classes start at the Mississauga Campus. An introduction to the campus, student services, and this program will be covered. This is the time for you to ensure that you are prepared for classes the following week. You will be able to obtain your Student Identification, get your laptop setup, and more. An invitation with further details will be sent by Student Services later this summer; please respond to it! This link has the date and other valuable term start-up information; <https://www.sheridancollege.ca/life-at-sheridan/student-services/first-year-experience.aspx>
4. In Term 1 (September-December) there are 18 hours of classroom time randomly scheduled between Monday and Friday, 8:00am and 10:00pm, as three-hour blocks of time, one for each of the six content courses. Additionally, there are two 4-hour blocks of time in your schedule (it may be labelled the same as one of the courses) for group work which you must also be available for. This is a fulltime program.
5. In Term 2 (January start) there are 12 hours of classroom time randomly scheduled between Monday and Friday, 8:00am and 10:00pm, as three-hour blocks of time, one for each of the four content courses. Additionally, there are an additional two 6-hour blocks of time in your schedule for the Capstone client project (Applications of PM course).
6. This particular graduate program does NOT have flexible timetables, and it does NOT permit swap/drop of courses; no exceptions are permitted. You will be provided with your

timetable through Access Sheridan (use your username/password) by mid-August; contact the Registrars Office if you can't see your timetable.

7. The workload in this graduate program is much higher than normally experienced by alumni of 4 year University honours programs; it surprises almost everyone. In this particular program, students must plan for the amount of work outside the classroom to be very high. As such, please adjust commitments outside of the scheduled class times accordingly; to meet the program standards for class attendance, preparation and participation; timely submission of evaluations, academic performance; and especially for meeting/working with your teammates as mutually agreeable. You must schedule all employment/volunteer/family/personal/health appointments outside your classroom/timetable days and hours.
8. This is a fulltime program; no exceptions are permitted. The timetable is fixed. This program is highly integrated across courses, including extensive common group-based evaluations, requiring you to commit a minimum of 40 hours/week with flexibility for team meetings.
9. You will work in numerous different diverse groups throughout the program. Faculty, peers and project clients will assess your abilities to: collaborate with others, help transform your group into a proper team, enable your group to produce the required deliverables. Throughout the program, as both an individual and a team member, you will be personally seeking out and engaging with individuals and organizations/businesses in the local community; you need to be completely willing and fully capable of doing this.
10. All Faculty of Business programs are Mobile, so a laptop is required. Laptop requirements, and other network/computer information can be found here <https://it.sheridancollege.ca/mobile/index.html>
Note: we provide a copy of MSOffice and MSPProject for your use while with us. Apple products must be able to run MSPProject; perhaps via dual-boot; all computer/network issues are to be addressed to the IT Support Centre.
11. For anyone needing to polish their basic Microsoft Office Word and PowerPoint skills, access the Lynda.com website through the library portal; your new Sheridan username/password is required. We use D2L/Brightspace as the Learning Management System in all courses.
12. While it is recommended that you do not buy your textbooks until after you have attended your first classes, textbooks are listed below and in the course outlines. The HMC campus bookstore is ran by the company Follett and the ISBN numbers can be found there as well as their pricing. Textbook costs are not part of the program fees. Some resources may be available as free e-books from the Sheridan Library or other sources.

- a. The courses are found on the program homepage under the courses tab <https://academics.sheridancollege.ca/programs/project-management>
- b. The course outlines can be found at <https://www.sheridancollege.ca/academics/programs-and-courses/course-outline-search.aspx>

Term1

- Larson/Gray, "Project Management: A Managerial Process", 7th edition, McGraw-Hill.
- Brewer/Garrison/Noreen/et al, "Introduction to Managerial Accounting", 5th Canadian edition, McGraw-Hill.
- Rath, "Strengths Finder 2.0". MUST buy this NEW; there's a unique code that each individual must use.
- "Step-By-Step MSPProject" book by Microsoft. Available for free as complete e-book in the Sheridan library.

13. Some important Sheridan dates in your academic year are listed here:

<https://www.sheridancollege.ca/admissions/academic-calendar/2017-2018-academic-calendar.aspx>

14. From January to April (Term 2), for the Applications of Project Management (BUSM58448) course, you will project manage a real project for a real client. It is your responsibility to find the client and project so **we strongly advise that you immediately begin the process for this.** Approval of your client, project scope, etc., and the team of program colleagues you assemble, is required late-October. The client must be an organization located in Ontario and registered with a Government body here (business, charity or hst #). The project work is to last those 4 months of Term 2. More detail will be provided in Week 1 at which point you will then be able to engage in deeper discussion/negotiation with the potential clients you have already identified. Here's what you need to do right now:

- a. Decide what industry you would like to work in once you graduate from this program: if you need help then please talk to a counsellor at the Career Centre <https://www.sheridancollege.ca/life-at-sheridan/student-services/career-centre/plan-your-career.aspx>
- b. Investigate potential employers in that industry. Select numerous ones that you would like to work for. Obtain their contact information.
- c. Approach them in person - mass emails do not work. Start talking with a contact there - on the phone or in person. Discover whether they are interested in having you do a project for them, and if they have a project they already wanted to do but didn't have the right people available (with your skills) to do it.

15. Term 2 includes an unsupervised field trip into downtown Toronto in small groups. The purpose of this trip will be explained later in the program. It must be treated as completely unrelated to the previously mentioned Capstone project course. You must make yourself available from January 13 to January 14 2018 for this trip. It is a day-trip so the cost to you should be minimal (e.g. your return-trip GoTrain fare plus your lunch).

16. The co-op work term is an optional service provided by the Co-op Office; please address all questions/comments to them. There are standards for entry into the co-op work term, and to remain in the program. Once in the program you apply for the posted positions and compete against others for them; employers do the hiring. A Co-op Office representative will host an information session in late October: application process & standards, job market forecast, paid/unpaid opportunities, turning job leads into a co-op placement.
17. Professional credential exams, offered by such entities as the International Project Management Association (IPMA) or the Project Management Institute (PMI), are not part of this program; this includes preparation to write any of the credential exams. If you are interested, you are to arrange directly with the IPMA or PMI to join their organization, have your experience evaluated by them, and gain their approval to write one of their exams.
18. The Student Advisement Centre can help you obtain additional information and answer questions regarding programs, options, procedures, services and additional contacts.

Please note that the web links in this document are all current as of this date.

We're all looking forward to meeting you and we hope you enjoy your summer,

The Program Faculty Team