




FEBRUARY 1, 2021

BLOCK TRANSFER AGREEMENT- SIR SANFORD
FLEMING COLLEGE OF APPLIED ARTS AND
TECHNOLOGY

STEPHANIE WELLS
CAPILANO UNIVERSITY
2055 Purcell Way, North Vancouver, BC, Canada



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Overview

The Parties to this block transfer agreement are **Capilano University (CapU)** and **The Sir Sanford Fleming College of Applied Arts and Technology (Fleming)**. The Parties wish to enter into this block transfer Agreement to establish the number of transfer credits CapU will grant to students who have successfully completed one of the Articulated Programs at Fleming. This block transfer Agreement outlines the principles, guidelines, and procedures governing admission and assessment qualified students to enter the Bachelor of Tourism Management (BTM) at CapU, after the successful completion of one of the Articulated Programs from Fleming.

For the purposes of this document the following definitions will be used:

- 'Agreement' shall mean this block transfer agreement, and Appendix 1.0.
- 'Articulated Programs' shall mean Fleming's Ontario College Diploma in Tourism – Global Travel and Fleming's Ontario College Diploma Hospitality - Hotel and Restaurants Operations.
- 'BTM' shall mean the CapU's Bachelor of Tourism Management
- 'Completed Credential' shall mean the successful completion of all academic requirements for one of the Articulated Programs.
- 'Parties' shall refer to both Fleming and CapU collectively.
- 'Party' shall refer to either Fleming or CapU.

CapU's School of Tourism Management bases its desire to enter into this Agreement upon:

1. CapU has conducted a review of the Articulated Programs offered at Fleming and has assured itself of the satisfactory quality of the programs.
2. CapU has reviewed the admission requirements at Fleming to determine an admission pathway based on both a complete and incomplete credential.
3. The Articulated Programs meet core requirements of the BC Tourism Learning System and noted where courses need to be made up.
4. The Articulated Programs are part of the Province of Ontario's Qualifications Framework authorized by the Minister of Colleges and Universities.

Both Parties will adhere to their institution's confidentiality and privacy policies surrounding this agreement and student information. Each Party is solely responsible for complying with the confidentiality and privacy laws in their jurisdiction when collecting, storing, retaining, using, and disclosing student information.

If the laws of Ontario and British Columbia conflict regarding the management of this agreement and of the information collected under this agreement, then the laws of British Columbia will prevail.

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Admission:

Completion of the Articulated Programs from Fleming does not imply guaranteed admission into CapU's Bachelor of Tourism Management; however, preferential entry among qualified applicants will be provided where there is a limited number of seats. Eligible students must have a minimum Cumulative Program Grade Point Average (CGPA) of 2.0 on the completed academic credential.

All applications to all programs of study are subject to assessment according to the institution's admissions procedures and criteria, which may be amended from time to time. All CapU's programs of study are subject to enrolment limitations. Admission to any program of study will be at the sole discretion of CapU, even where a candidate has satisfied all applicable admission and related requirements. Neither Fleming nor CapU shall bear any responsibility for late, incomplete, or deficient admission applications.

English Language & Math Requirement

Students transferring with a Completed Credential from one of the Articulated Programs in this Agreement, have met both the English Language and Math requirements of CapU's Bachelor of Tourism Management program.

Students transferring without a completed a credential will be required to demonstrate proficiency in both English language and Math as outlined in the [admissions](#) section of the CapU website. Students transferring without a Completed Credential are not subject to this agreement.

Section 1: Articulation Description:

The following programs were reviewed in 2020 against the Bachelor of Tourism Management program profile which came into effect in January 2019.

This block transfer Agreement, as determined based on a Completed Credential from Fleming, is established and agreed to for each program listed below. Where a student comes to CapU without a Completed Credential, a course-by-course transfer will be completed, and their transfer will not be governed by this agreement.

CapU has included a breakdown of the distribution of credits for each of the Articulated Programs; this breakdown is incorporated into this Agreement as Appendix 1.0.

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I. ***Hospitality - Hotel and Restaurants Operations (HospH&R)***

Students successfully completing this program transfer 60 credits towards the Bachelor of Tourism Management.

- It is recommended that the following is completed by each student within the first year at CapU:
 - ENGL 100 Academic Writing Strategies
- To earn the BTM credential, students are required to complete all outstanding courses as prescribed by the current CapU University Calendar.

II. ***Tourism - Global Travel (TGT)***

Students successfully completing this program transfer 60 credits towards the Bachelor of Tourism Management.

- It is recommended that the following is completed by each student within the first year at CapU:
 - ENGL 100 Academic Writing Strategies
- To earn the BTM credential, students are required to complete all outstanding courses as prescribed by the current CapU University Calendar.

Section 2: Recruitment & Marketing

Both Parties are responsible for promoting the pathway and recruiting students, specifically:

- CapU will arrange with Fleming a date and time for an information session for interested pathway students; and
- CapU academic advisors will work with students to ensure they are on track to successfully complete their program of study.

Parties may request the use of the other's brand materials in promotional materials and will seek written permission prior to use.

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Section 3: Updates

The responsible Dean from each institution or their designate, and their respective department(s) will be responsible for coordinating collaborative meetings to coordinate and update this Agreement.

When a Party makes changes to the curriculum, the program departments will notify their respective articulation designate so that the Agreement can be reviewed and updated, if appropriate. Each Party will notify the other in writing of who will act as the articulation designate and provide their contact information. If the articulation designate changes, the changing Party will notify the other in writing.

Section 4: Transfer Credit

CapU will be responsible assessing the eligible students' transcripts and for ensuring that the eligible students are enrolled into the appropriate academic semester.

Section 5: Administrative Contacts- School or Department

CAPU	FLEMING
Stephanie Wells, MSc. Chair, School of Tourism Management swells@capilanou.ca	Musabbir Chowdhury Dean, School of Business and Information Technology musabbir.chowdhury@flamingcollege.ca

This Agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing. In this case, a notice of three (3) months is required. In the event the Agreement is terminated every effort will be made to ensure that students currently enrolled in the program will not be affected.

Effective as of January 2015 (to capture previous graduates) and will be reassessed in 2025. The Agreement comes into effect and will be implemented starting in March 1, 2021 and will be valid for five years.

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Signatures

Authorized Signatories. Each institution represents that the individuals signing this Agreement have the authority to sign in the capacity indicated.

SIGNED for and on behalf of Capilano University
by:



Lara Duke
Dean, Faculty of Global and Community Studies

February 17, 2021

Date

SIGNED for and on behalf of The Sir Sandford
Fleming College of Applied Arts and
Technology by:



Brett Goodwin, PhD
Vice President, Academic Experience

February 16, 2021

Date

Hospitality- Hotel and Restaurants Operations (HospH&R)
 Reviewed and articulated by Stephanie Wells (2018)
 Active as of January 2019

Capilano University Bachelor of Tourism Management (BTM)			Fleming College Hospitality Hotel & Restaurant Operations		
Credit	Course #	Course Name	Course #	Equivalent	Credit Earned
3.0	REC 152	Environmental Stewardship		<i>Course outcomes met with completed diploma</i>	3.0
3.0	CMNS 154	Communications in OREC and Tourism		<i>Course outcomes met with completed diploma</i>	3.0
3.0	TOUR 111	Introduction to Tourism	HOSP 53	Introduction to Hospitality and Tourism	3.0
3.0	TOUR 112	Tourism Marketing I	MKT 14	Marketing	3.0
3.0	TOUR 114	Organizational Behaviour in Tourism		<i>Course outcomes met with completed diploma</i>	3.0
3.0	TOUR 116	Financial Planning in Tourism I		<i>Course outcomes met with completed diploma</i>	3.0
3.0	TOUR 133	Tourism Career Prep	BUSN 27	Career Search	3.0
6.0	TOUR 140	Tourism Co-op Work Term		<i>Course outcomes met with completed diploma</i>	6.0
3.0	TOUR 225	Entrepreneurship: SMME Tourism		<i>Course outcomes met with completed diploma</i>	3.0
3.0	TOUR 233	Cross Cultural Tourism		<i>Course outcomes met with completed diploma</i>	3.0
3.0	TOUR 250	Tourism Operations		<i>Course outcomes met with completed diploma</i>	3.0
3.0	TOUR 149	Computer Applications in Tourism and Outdoor Recreation	COMP 345	Introductory to Computing	3.0
3.0	TOUR 1XX	Unassigned Tourism Lower Level Elective	TOUR 43	Destinations: North America	3.0
3.0	TOUR 205	Tourism Sales	HOSP 5	Hospitality Sales and Service	3.0
3.0	TOUR 151	Service Management	HOSP 11	Service Systems Management	3.0
3.0	TOUR 1XX	Unassigned Tourism Lower Level Elective	HOSP 52	Hotel Operational Training Simulation	3.0
3.0	ENGL 100	Academic Writing Strategies			0.0
3.0	ECON	ECON at the 100 level or higher			0.0
3.0	Q/A	BADM 102	MATH112	College Math Foundations	3.0
3.0		Course outside of REC, TOUR, WLP or SATO at the 100 level or higher		<i>Course outcomes met with completed diploma</i>	3.0
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3.0		Course outside of REC, TOUR, WLP or SATO at the 100 level or higher			0.0
					60.0

This colour = elective

3.0	TOUR 312	Tourism Marketing II
3.0	TOUR 316	Financial Management for Tourism
3.0	TOUR 327	Research Methods and Applications in Tourism
3.0	TOUR 335	Strategic Management in Tourism
3.0	TOUR 360	Contemporary Topics in Tourism- a Global Perspective
3.0	TOUR 423	Tourism Planning & Policy
3.0	TOUR 435	Applied Project Management in Tourism
3.0	TOUR 440	Applied Research in Tourism
3.0	TOUR 471	Human Capital Development in Tourism & Hosp.Mgmt.
3.0	TOUR 307	Tourism and Climate Change
3.0	TOUR 342	Environmental Stewardship: Advanced Principles and Applications
3.0	TOUR 450	Tourism Operations II
3.0	TOUR 451	Hotel Operations II
3.0	TOUR 456	Land Use and Tourism Operations
3.0	Elective	300-400 Upper Level Elective of Choice
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3.0	Elective	300-400 Upper Level Elective of Choice
3.0	CMNS 354	Advanced Communication Skills in Tourism Management

120.0

Block Transfer: Fleming students with a completed credential in Hospitality- Hotel and Restaurant Diploma will transfer 60 credits towards the Bachelor of Tourism Management.

Students must meet a minimum CGPA of 2.0 and consult an academic advisor to plan remaining required courses to fulfill the BTM credential.

Students transferring to Capilano's School of Tourism Management without a completed credential will be assessed on a course by course basis and required to pick up all courses relevant to earn the BTM

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 Reviewed and articulated by Stephanie Wells (2018)
 Active as of January 2019

Capilano University Bachelor of Tourism Management (BTM)			Fleming College Tourism- Global Travel		
Credit	Course #	Course Name	Course #	Equivalent	Credit Earned
3.0	REC 152	Environmental Stewardship		<i>Course outcomes met in completed credential</i>	3.0
3.0	CMNS 154	Communications in OREC and Tourism	COMM 202	Communications II	3.0
3.0	TOUR 111	Introduction to Tourism	HOSP 53	Introduction to Hospitality and Tourism	3.0
3.0	TOUR 112	Tourism Marketing I	MKTG 14	Marketing	3.0
3.0	TOUR 114	Organizational Behaviour in Tourism		<i>Course outcomes met in completed credential</i>	3.0
3.0	TOUR 116	Financial Planning in Tourism I		<i>Course outcomes met in completed credential</i>	3.0
3.0	TOUR 133	Tourism Career Prep		<i>Course outcomes met in completed credential</i>	3.0
6.0	TOUR 140	Tourism Co-op Work Term		<i>Course outcomes met in completed credential</i>	6.0
3.0	TOUR 225	Entrepreneurship: SMME Tourism		<i>Course outcomes met in completed credential</i>	3.0
3.0	TOUR 233	Cross Cultural Tourism		<i>Course outcomes met in completed credential</i>	3.0
3.0	TOUR 250	Tourism Operations		<i>Course outcomes met in completed credential</i>	3.0
3.0	TOUR 149	Computer Applications in Tourism & Outdoor Recreation	COMP 345	Introductory to Computing	3.0
3.0	TOUR 1XX	Unassigned Tourism Management Lower Level Elective	TOUR 43	Destinations: North America	3.0
3.0	TOUR 1XX	Unassigned Tourism Management Lower Level Elective	TOUR 44	Destinations: Latin America, Caribbean, and Africa	3.0
3.0	TOUR 1XX	Unassigned Tourism Management Lower Level Elective	TOUR 45	Destinations: Europe	3.0
3.0	TOUR 1XX	Unassigned Tourism Management Lower Level Elective	TOUR 46	Destinations: Asia and The Pacific	3.0
3.0	ENGL 100	Academic Writing Strategies			0.0
3.0	ECON	ECON at the 100 level or higher			0.0
3.0	Q/A	BADM 102	MATH112	College Math Foundations	3.0
3.0		Course outside of REC, TOUR, WLP or SATO at the 100 level or higher		<i>Course outcomes met in completed credential</i>	3.0
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3.0	TOUR 440	Applied Research in Tourism
3.0	TOUR 471	Human Capital Development in Tourism & Hosp.Mgmt.
3.0	TOUR 307	Tourism and Climate Change
3.0	TOUR 342	Environmental Stewardship: Advanced Principles and Applications
3.0	TOUR 450	Tourism Operations II
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3.0	Elective	300-400 Upper Level Elective of Choice
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3.0	Elective	300-400 Upper Level Elective of Choice
3.0	CMNS 354	Advanced Communication Skills in Tourism Management
120.0		

Block Transfer: Fleming students with a completed credential in Tourism- Global Travel will transfer 60 credits towards the Bachelor of Tourism Management

Students must meet a minimum CGPA of 2.0 and consult an academic advisor to plan remaining required courses to fulfill the BTM credential.

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