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# GUELPH-HUMBER CALENDAR

## 2024-2025 Guelph-Humber Undergraduate Calendar

### Land Acknowledgement

The University of Guelph-Humber is located within the traditional and treaty lands of the Mississaugas of the Credit. Known as Adoobiigok, the "Place of the Alders" in Michi Saagiig language, the region is uniquely situated along Humber River Watershed, which historically provided an integral connection for Anishinaab, Haudenosaunee, and Wendat peoples between the Ontario Lakeshore and the Lake Simcoe/Georgian Bay regions. Now home to people of numerous nations, Adoobiigok continues to provide a vital source of interconnection for all.

### Using the Academic Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2024-2025 academic year, including Summer Semester 2024, Fall Semester 2024 and Winter Semester 2025.

For your convenience, you can download the full calendar as a PDF by clicking on the "Calendar PDFs" link in the menu. You can also download each webpage as a separate PDF by clicking on the "Print Options" button in the menu.

The University is a full member of Universities Canada.

### Contact Information

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### Revision Information

Date	Description
March 2024	Initial Publication
~15th of each month	Published with Updates

The University reserves the right to change without notice any information contained in this calendar, including but not limited to that related to tuition and other fees, standards of admission, course delivery or format, continuation of study, and the offering or requirements for the granting of, degrees or diplomas in any or all of its programs. The publication of this calendar does not bind the University to the provision of courses, programs, schedules of study, or facilities as listed herein.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

**Note: Those who may have used the PDFs to download and print off these calendar sections are advised to re-print the revised sections accordingly. Please be aware sectioning, page numbering, table of contents may change.**

## Disclaimer

### University of Guelph-Humber

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2024-2025 academic year, including the Summer Semester 2024, the Fall Semester 2024, and the Winter Semester 2025.

The University reserves the right to change without notice any information contained in this calendar, including but not limited to that related to tuition and other fees, standards of admission, course delivery or format, continuation of study, and the offering or requirements for the granting of, degrees or diplomas in any or all of its programs. The publication of this calendar does not bind the University to the provision of courses, programs, schedules of study, or facilities as listed herein.

The University will not be liable for any failure or delay in performance arising out of any cause or causes beyond its reasonable control. Such causes may include but are not limited to fire, strike, lock-out, inability to procure materials or trades, war, mass-casualty event, flood, local, regional or global outbreak of disease or other public health emergency, social distancing or quarantine restriction, legislative or regulatory requirements, unusually severe weather, failure of public utility or common carrier, or attacks or other malicious act, including but not limited to attacks on or through the internet, or any internet service, telecommunications provider or hosting facility.

In March 2020 the World Health Organization declared a global pandemic of the virus leading to COVID-19. The Governments of Canada, the Province of Ontario, and local Governments responded to the pandemic with legislative amendments, controls, orders, by-laws, requests and requirements (collectively, the "Governmental Response"). It is uncertain how long the pandemic, and the related Governmental Response, will continue, and it is unknown whether there may be a resurgence of the virus leading to COVID-19 or any mutation thereof (collectively, the "Virus") and resulting or supplementary renewed Government Response. Without limiting the foregoing paragraph, the University shall not be liable for costs associated with any failure or delay in performance arising out of:

1. the continued spread of the Virus;
2. the continuation of or renewed Governmental Response to control the spread of the Virus; and
3. a University decision, made on an organization-wide basis and in good faith, to control the spread of the Virus, even if exceeding the then current specific Government Response.

In particular, the COVID-19 pandemic may necessitate a revision of the format of course offerings such that courses are offered in whole or in part on an alternate delivery model to in-person classes. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the academic year.

Dates or times of performance including the Schedule of Dates may be extended as appropriate and the University will notify students promptly of the existence and nature of such delay and shall, so far as practicable, use reasonable efforts to minimize and mitigate any such delay or non-performance.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

## Introduction

### Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <https://www.ontario.ca/laws/statute/90f31/>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <https://www.uoguelph.ca/registrar/index/>.

### Disclosure of Personal Information to the Ontario Ministry of Colleges and Universities

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Training, Colleges and Universities Act, authorizing the collection and use of personal information from colleges and universities by the Minister which were set out in Schedule 5 of the Childcare Modernization Act, 2014, S.O. 2014, Chapter 11, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Colleges and Universities website: <https://www.ontario.ca/page/ministry-colleges-universities/> (English) or <https://www.ontario.ca/fr/page/ministere-des-colleges-et-universites/> (French) or by writing to the: Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 16th Floor, 315 Front St. W., Toronto, ON M7A 0B8.

#### Authority to Disclose Personal Information to Statistics Canada

The Ministry of Colleges and Universities discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives the Ministry authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

### Notification of Disclosure of Personal Information to Statistics Canada

For further information, please see the Statistics Canada's website at <http://www.statcan.ca/> and in the Chapter on General Information.

### Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

#### Email Address

The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See the Chapter on Statement of Students' Academic Responsibilities for more information.

#### Home Address

Students are responsible for maintaining their current home and mailing addresses with the University. Address changes can be made on WebAdvisor (<https://webadvisor.uoguelph.ca>).

### Name Changes

The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, the student's complete, legal name. Any requests to change

a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

## **Student Confidentiality and Release of Student Information Policy Excerpt**

The University undertakes to protect the privacy of each student and the confidentiality of the student's record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at: <https://www.uoguelph.ca/registrar/information-policy/>.

# I. Statement of Students' Academic Responsibilities

Your success as a student depends above all on your own response to the opportunities and responsibilities that the university environment provides. The University of Guelph-Humber is committed to supporting you in your intellectual development and responding to your individual needs. To this end, a broad network of advising, counselling, and support services is provided to assist you in meeting your personal and academic goals. At the same time, we recognize that, as a student here, **you are responsible for**:

- knowing the University's Learning Outcomes and Objectives (p. 7);
- familiarizing yourself with Undergraduate Degree Regulations & Procedures (p. 26) and understanding grading procedures and continuation of study regulations;
- selecting a program of study to meet both degree and diploma requirements and carefully reviewing your academic standing and progress each semester, and consulting with your Academic Advisor regarding the degree requirements you have completed and those still outstanding;
- contacting your Academic Advisor or Program Head for appropriate approvals, for clarification of the University's rules and regulations, or for guidance in forming your educational goals and making academic plans. The name and location of your Academic Advisor is listed at <https://www.guelphhumber.ca/advising/advisors/>;
- attending first class meetings, obtaining course outlines, and meeting the course requirements as specified;
- familiarizing yourself with the Section III - Schedule of Dates (p. 9) with particular attention to deadlines;
- referring to the procedures for Section VII - Academic Consideration (p. 29) and initiating action by consulting your Academic Advisor if extenuating circumstances affect your academic performance;
- understanding what constitutes Section VII - Academic Misconduct (p. 33) and abiding by the University's policy;
- adhering to any rules of conduct including those relating to health and safety provided by an instructor or assistant, either on a course outline or in a class, laboratory or seminar;
- checking your assigned University of Guelph-Humber email account regularly for important communications. This account is the primary conduit by which the University will notify you of events, deadlines, announcements concerning grades, student financial accounts and other official information.

To achieve your full potential within the University environment, you are encouraged to take advantage of the numerous extra-curricular opportunities provided by the University, balancing them with your academic commitments.

## II. The University

### History

Founded in 2002, the University of Guelph-Humber builds on the combined strengths of the University of Guelph and the Humber College Institute of Technology and Advanced Learning (Humber). The University offers a curriculum that provides the advanced theoretical education of a university degree integrated with the professional knowledge of a college diploma.

University of Guelph-Humber programs have been designed to meet the emerging demands of employers for strategic skills including critical thinking, computer expertise and leadership. All programs at the University lead to an honours degree which is awarded by the University of Guelph and a college diploma which is awarded by Humber. Students may pursue studies in undergraduate programs including: Business Administration, Early Childhood Studies, Community Social Services, Justice Studies, Kinesiology, Media and Communication Studies and Psychology.

Enrolment at the University is currently at 4,688 students. Responsible growth has allowed the University to offer small class and lab sizes to students in all programs at all year levels. The University has a number of international students and students who hail from across Canada, but the University of Guelph-Humber is primarily a commuter campus, with the majority of students coming from the Greater Toronto Area (GTA).

### Academic Organization

The University of Guelph-Humber is a joint venture between the University of Guelph and Humber College Institute of Technology and Advanced Learning. The academic structure of the University of Guelph-Humber is based on program offerings, each of which is supported by an academic unit within the two institutions. Listed below are the program offerings at the University of Guelph-Humber and the sponsoring unit (school or college) from both parent institutions.

Program	U of G Academic Support Unit	Humber Academic Support Unit
Business	Gordon S. Lang School of Business and Economics	Faculty of Business
Community Social Services	College of Social and Applied Human Sciences	Faculty of Social and Community Services
Early Childhood Studies	College of Social and Applied Human Sciences	Faculty of Health Sciences and Wellness
Justice Studies	College of Social and Applied Human Sciences	Faculty of Social and Community Services
Kinesiology	College of Biological Science	Faculty of Health Sciences and Wellness
Media and Communication Studies	College of Arts	Faculty of Media and Creative Arts
Psychology	College of Social and Applied Human Sciences	Faculty of Liberal Arts and Sciences and Innovative Learning

### Our Academic Philosophy

Our objective at the University of Guelph-Humber is to deliver a broad-based university education and to provide students with focused career options. Beyond gaining specialized knowledge in their chosen field, students will also develop the ability to learn continuously and independently. Upon graduation, students will be ready to respond confidently to change and seize opportunities. Courses at the University of Guelph-Humber combine academic rigor with real world applications. Faculty and experts in course development from the University of Guelph and Humber, in collaboration with employers and professionals, developed the curriculum for our programs.

### Learning Objectives

They considered three major Learning Objectives:

1. the knowledge that would serve as the foundation of the course,
2. the skills that students would develop and enhance during the course, and
3. the values that relate to programs and chosen careers.

Knowledge is always expanding and new applications evolve every day. Our course designers have incorporated new theories and models into the curriculum. They have also provided sufficient flexibility to embrace new ideas as they evolve.

The University of Guelph and Humber possess a rich heritage that takes skills and values into account. The University of Guelph-Humber has incorporated philosophies from both institutions to ensure that the student's education is complete. In addition, we have identified a range of skills required in the workplace which students will have the opportunity to develop throughout the curriculum.

### Overview of the University of Guelph-Humber's Three Major Learning Objectives

#### Knowledge

- Global Understanding
- Sense of Historical Development
- Understanding of Forms of Enquiry
- Depth & Breadth of Understanding
- Theoretical & Professional

#### Skills

- Leadership & Teamwork
- Mathematics & Computing
- Personal Skills
- Communicating
- Thinking Skills

#### Values

- Independence of Thought
- Moral Maturity
- Love of Learning
- Aesthetic Maturity
- Citizenship

### Our Faculty

Our professors are known for more than their expertise in the subjects they teach – they are also known for valuing student-centred learning and for incorporating both theory and practice in the classroom. Faculty

– including those who have broken frontiers in their research and those who are connected with industry partners and professionals outside the classroom – will enrich your learning experience.

You will be taught by experienced faculty from both the University of Guelph and Humber. You will discover professors who are approachable and ready to help both in and out of the classroom.

## Workplace Experience Before You Graduate

In addition to in-class learning, every program includes an opportunity for you to learn in the workplace, so you can build on what you have learned in the classroom. The type of workplace experience varies across each program.

Students in the Business program are required to participate in an Applied Business Study in their last semester. In this course, students, in either a paid or volunteer position, analyze and apply business theories to the workplace through a reflective paper. Students also have the option of gaining more work experience for credit by participating in either the Business Practicum or Business Workplace Learning course in their third or fourth year.

Students in Early Childhood Studies and Community Social Services participate in practicum and community service placements. A practicum is a part-time volunteer placement that is taken over a semester in conjunction with a course. Students typically carry a full course load while enrolled in practicum placements.

Students in Justice Studies participate in community service placements. A placement is a part-time volunteer or paid opportunity placement that is taken over a semester in conjunction with a course. Students typically carry a full course load while enrolled in placements.

Kinesiology students complete 2 internships in 3<sup>rd</sup> and 4<sup>th</sup> year, participating in weekly seminars to analyze their experiences and help develop the skills needed for professional employment.

Students in the Media and Communication Studies program participate in a 240 hour workplace internship in their final year of study. An internship is a part-time volunteer placement.

Students in Psychology combine academic study with a minimum of 100 hours of workplace experience through the Applied Study in Community Mental Health course.

## Mission/Identity Statement

The University of Guelph-Humber combines the rich academic tradition of the University of Guelph and the professional, job-readiness training excellence of Humber by enabling students to earn an honours degree and a college diploma after four years of study.

Our challenging curriculum, developed in consultation with professionals and employers, combines academic rigor with real world applications and affords educational opportunities both in the classroom and in the workplace. Classrooms and labs in our state of the art facility allow for small-group learning, which encourages exploration and innovation while field placements and workplace exposure provide practical hands-on experiences.

Students who graduate from the University of Guelph-Humber are career driven, practically skilled, professional, and possess critical thinking

skills to adapt to the complex world. Our graduates are positioned for leadership and lifelong learning.

## III. Schedule of Dates

The dates for the 2024-2025 academic year are listed by semester.

### Reading Weeks and Study Break Days

Reading Weeks and Study Break Days are designated periods where normal class schedules and academic requirements are suspended for a specified period of time. These breaks are designed to support student wellness and good mental health. The University of Guelph-Humber is committed to a learning environment that fosters the whole student and, as such, values these Senate-approved breaks as a period free of academic events and evaluations for the student.

The Fall Study Break begins at the end of classes on the Friday before Thanksgiving Monday and ends with the resumption of classes following the break.

The Winter Study Break ("Reading Week") begins at the end of classes on the Friday prior to the third Monday in February and ends with the resumption of classes on the Monday following the break.

Specific dates are published in the Schedule of Dates for each semester and differ by campus.

There are to be no compulsory academic events (e.g., classes, lectures, labs, tutorials, seminars, exams) during scheduled breaks. This includes online and in-class courses.

Instructors are not permitted to schedule academic evaluations or have an evaluative component deadline due during a scheduled reading week or study break day. This includes examinations, tests, quizzes, presentations, essays, assignments, lab reports, qualifying examinations, or any other form of academic evaluation.

Some exceptions may exist such as clinical rotations and placements, field work or experiential learning integral to the course, and graduate oral examinations (qualifying exam, thesis defense) upon approval of the relevant Associate Dean for Undergraduate Programs, the relevant Program Head for the University of Guelph-Humber campus and the Assistant Vice-President, Graduate Studies.

Scheduled breaks apply to all undergraduate, graduate and associate diploma students. They also apply to all degree-credit and associate diploma-credit courses.

### Summer Semester 2024 (12 Week Format)

Date	Description
Monday, May 6	<ul style="list-style-type: none"> <li>Classes commence</li> <li>Deferred Examination Period for Winter 2024 courses commence</li> </ul>
Friday, May 10	<ul style="list-style-type: none"> <li>Deferred Examination Period for Winter 2024 courses conclude</li> </ul>
Tuesday, May 14	<ul style="list-style-type: none"> <li>Last day to add Summer 2024 courses</li> </ul>
Monday, May 20	<ul style="list-style-type: none"> <li>Holiday -- <b>No Classes Scheduled</b> -- Classes rescheduled to Monday, July 29</li> </ul>
Monday, June 17	<ul style="list-style-type: none"> <li>Convocation</li> </ul>

Monday, July 1	<ul style="list-style-type: none"> <li>Holiday -- <b>No Classes Scheduled</b> -- Classes rescheduled to Tuesday, July 30</li> </ul>
Tuesday, July 2	<ul style="list-style-type: none"> <li>40<sup>th</sup> class day</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>
Monday, July 29	<ul style="list-style-type: none"> <li>Classes rescheduled from Monday, May 20 - Monday schedule in effect</li> </ul>
Tuesday, July 30	<ul style="list-style-type: none"> <li>Classes rescheduled from Monday, July 1 - Monday schedule in effect</li> <li>Classes conclude</li> <li>Last day to drop full semester course(s) without academic penalty</li> <li>Last day to apply online for the Credit/No Credit grading option for eligible Summer 2024 (12 week format) elective courses</li> </ul>
Friday, August 2	<ul style="list-style-type: none"> <li>Final Examinations commence</li> </ul>
Saturday, August 3	<ul style="list-style-type: none"> <li><b>No exams Scheduled</b></li> </ul>
Sunday, August 4	<ul style="list-style-type: none"> <li><b>No exams Scheduled</b></li> </ul>
Monday, August 5	<ul style="list-style-type: none"> <li>Holiday -- <b>No exams scheduled</b></li> </ul>
Tuesday, August 6	<ul style="list-style-type: none"> <li>Fall 2024 Convocation Application opens</li> </ul>
Saturday, August 10	<ul style="list-style-type: none"> <li><b>No exams Scheduled</b></li> </ul>
Sunday, August 11	<ul style="list-style-type: none"> <li><b>No exams Scheduled</b></li> </ul>
Wednesday, August 14	<ul style="list-style-type: none"> <li>Final Examinations conclude</li> </ul>
Thursday, August 15	<ul style="list-style-type: none"> <li>Deferred Examinations Day for Summer Session 2024 courses (12 week format)</li> </ul>

### Summer Semester 2024 - Session I (6 Week Format)

Date	Description
Monday, May 6	<ul style="list-style-type: none"> <li>Classes commence</li> </ul>
Friday, May 10	<ul style="list-style-type: none"> <li>Last day to add Summer Session I course(s)</li> </ul>
Monday, May 20	<ul style="list-style-type: none"> <li>Holiday -- <b>No Classes Scheduled</b> -- Classes rescheduled to Monday, June 17</li> </ul>
Monday, June 3	<ul style="list-style-type: none"> <li>20<sup>th</sup> class day</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>

- Monday, June 17**
- Convocation
  - Classes rescheduled from Monday, May 20 -- Monday schedule in effect
  - Classes conclude Summer Session I
  - Last day to drop Summer Session I course(s) without academic penalty
  - Last day to apply online for the Credit/No Credit grading option for eligible Summer 2024 Session I elective courses

**Thursday, June 20** • Final examinations commence - Summer Session I

**Saturday, June 22** • **No exams scheduled**

**Sunday, June 23** • **No exams scheduled**

**Thursday, June 27** • Final examinations conclude - Summer Session I

**Friday, June 28** • Deferred Examinations Day for Summer Session I 2024 courses (6 week format)

## Summer Semester 2024 - Session II (6 Week Format)

Date	Description
<b>Tuesday, July 2</b>	• Classes commence
<b>Friday, July 5</b>	• Last day to add Summer Session II course(s)
<b>Monday, July 29</b>	• 20 <sup>th</sup> class day • Instructors have provided feedback on a minimum of 20% of final course grade
<b>Monday, August 5</b>	• Holiday -- <b>No Classes Scheduled</b> -- Classes rescheduled to Tuesday, August 13
<b>Tuesday, August 6</b>	• Fall 2024 Convocation Application opens
<b>Tuesday, August 13</b>	• Classes rescheduled from Monday, August 5 - Monday schedule in effect • Classes conclude Summer Session II • Last day to drop Summer Session II course(s) without academic penalty • Last day to apply online for the Credit/No Credit grading option for eligible Summer 2024 Session II elective courses
<b>Friday, August 16</b>	• Final Examinations commence - Summer Session II
<b>Saturday, August 17</b>	• <b>No exams scheduled</b>
<b>Sunday, August 18</b>	• <b>No exams scheduled</b>
<b>Thursday, August 22</b>	• Final Examinations conclude - Summer Session II

- Friday, August 23** • Deferred Examinations Day for Summer Session II 2024 courses (6 week format)

## Fall Semester 2024 (12 Week Format)

Date	Description
<b>Monday, September 2</b>	• Holiday -- <b>No Classes Scheduled</b>
<b>Wednesday, September 4</b>	• Classes commence
<b>Monday, September 9</b>	• Deferred examinations Period for Summer 2024 course(s) commence
<b>Thursday, September 12</b>	• Last day to add Fall 2024 course(s) • Deferred Examinations Period for Summer 2024 course(s) conclude
<b>Friday, September 27</b>	• Last day for applications to graduate at Fall 2024 Convocation
<b>Friday, October 11</b>	• Fall Break begins at the end of classes this day
<b>Monday, October 14</b>	• Fall Break (Reading Week) -- <b>No Classes Scheduled This Week</b> • Holiday
<b>Monday, October 21</b>	• Fall Break ends and classes resume
<b>Saturday, October 26</b>	• Fall 2024 Graduation - No Ceremony
<b>Tuesday, November 5</b>	• 40 <sup>th</sup> class day • Instructors have provided feedback on a minimum of 20% of final course grade
<b>Tuesday, December 3</b>	• Classes conclude • Last day to drop Fall 2024 course(s) (12 week format) without academic penalty • Last day to apply online for the Credit/No Credit grading option for eligible Fall 2024 (12 week format) elective courses
<b>Friday, December 6</b>	• Final Examinations commence
<b>Saturday, December 7</b>	• Final Examinations scheduled
<b>Sunday, December 8</b>	• Final Examinations scheduled
<b>Saturday, December 14</b>	• Final Examinations scheduled
<b>Sunday, December 15</b>	• Final Examinations conclude
<b>Tuesday, December 17</b>	• Deferred Examinations Day for Fall 2024 courses (12 week format)

## Fall Semester 2024 - Session I (6 Week Format)

Date	Description
Wednesday, September 4	<ul style="list-style-type: none"> <li>Class commence - Fall Session I</li> </ul>
Thursday, September 12	<ul style="list-style-type: none"> <li>Last day to add Fall Session I course(s)</li> </ul>
Tuesday, October 1	<ul style="list-style-type: none"> <li>20<sup>th</sup> class day - Fall Session I</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>
Friday, October 11	<ul style="list-style-type: none"> <li>Fall Break begins at the end of classes this day</li> </ul>
Monday, October 14	<ul style="list-style-type: none"> <li>Fall Break (Reading Week) - <b>No Classes Scheduled This Week</b></li> <li>Holiday</li> </ul>
Monday, October 21	<ul style="list-style-type: none"> <li>Fall break ends and classes resume</li> </ul>
Tuesday, October 22	<ul style="list-style-type: none"> <li>Classes conclude Fall Session I</li> <li>Last day to drop Fall Session I course(s) without academic penalty</li> <li>Last day to apply online for the Credit/No Credit grading option for eligible Fall 2024 Session I elective courses</li> </ul>
Friday, October 25	<ul style="list-style-type: none"> <li>Final Examinations commence - Fall Session I</li> </ul>
Saturday, October 26	<ul style="list-style-type: none"> <li>Final Examinations scheduled - Fall Session I</li> <li>Fall 2024 Graduation - no ceremony</li> </ul>
Sunday, October 27	<ul style="list-style-type: none"> <li>Final Examinations scheduled - Fall Session I</li> </ul>
Wednesday, October 30	<ul style="list-style-type: none"> <li>Final Examinations conclude - Fall Session I</li> </ul>
Friday, November 1	<ul style="list-style-type: none"> <li>Deferred Examinations Day for Fall Session I 2024 courses (6 week format)</li> </ul>

## Fall Semester 2024 - Session II (6 Week Format)

Date	Description
Thursday, October 31	<ul style="list-style-type: none"> <li>Classes commence Fall Session II</li> </ul>
Wednesday, November 6	<ul style="list-style-type: none"> <li>Last day to add Fall Session II course(s)</li> </ul>
Wednesday, November 27	<ul style="list-style-type: none"> <li>20<sup>th</sup> class day Fall Session II</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>
Wednesday, December 11	<ul style="list-style-type: none"> <li>Classes conclude Fall Session II</li> <li>Last day to drop Fall Session II course(s) without academic penalty</li> <li>Last day to apply online for the Credit/No Credit grading option for eligible Fall 2024 Session II elective courses</li> </ul>

Saturday, December 14	<ul style="list-style-type: none"> <li>Final Examinations commence - Fall Session II</li> </ul>
Sunday, December 15	<ul style="list-style-type: none"> <li>Final Examinations scheduled - Fall Session II</li> </ul>
Thursday, December 19	<ul style="list-style-type: none"> <li>Final Examinations conclude - Fall Session II</li> </ul>
Friday, December 20	<ul style="list-style-type: none"> <li>Deferred Examinations Day for Fall Session II 2024 courses (6 week format)</li> </ul>

## Winter Semester 2025 (12 Week Format)

Date	Description
Monday, January 6	<ul style="list-style-type: none"> <li>Classes commence</li> <li>Summer 2025 Convocation Application opens</li> </ul>
Friday, January 10	<ul style="list-style-type: none"> <li>Last day to add Winter 2025 course(s)</li> </ul>
Monday, January 13	<ul style="list-style-type: none"> <li>Deferred Examinations Period for Fall 2024 (12 Week Format) courses commence</li> </ul>
Friday, January 17	<ul style="list-style-type: none"> <li>Deferred Examinations for Fall 2024 (12 Week Format) courses conclude</li> </ul>
Friday, February 14	<ul style="list-style-type: none"> <li>Winter Break (Reading Week) begins at end of classes this day</li> </ul>
Monday, February 17	<ul style="list-style-type: none"> <li>Winter Break (Reading Week) – <b>No Classes Scheduled This Week</b></li> <li>Holiday</li> </ul>
Monday, February 24	<ul style="list-style-type: none"> <li>Winter Break ends and classes resume</li> </ul>
Friday, February 28	<ul style="list-style-type: none"> <li>Last day to apply to graduate at Summer 2025 Convocation without application late fee</li> </ul>
Friday, March 7	<ul style="list-style-type: none"> <li>40<sup>th</sup> class day</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>
Friday, April 4	<ul style="list-style-type: none"> <li>Classes conclude</li> <li>Last day to drop Winter 2025 course(s) (12 Week Format) without academic penalty</li> <li>Last day to apply online for the Credit/No Credit grading option for eligible Winter 2025 (12 week format) elective courses</li> </ul>
Tuesday, April 8	<ul style="list-style-type: none"> <li>Final Examinations commence</li> </ul>
Saturday, April 12	<ul style="list-style-type: none"> <li>Final Examinations scheduled</li> </ul>
Sunday, April 13	<ul style="list-style-type: none"> <li>Final Examinations scheduled</li> </ul>
Thursday, April 17	<ul style="list-style-type: none"> <li>Final Examinations conclude (12 week format)</li> </ul>
Friday, April 18	<ul style="list-style-type: none"> <li>Holiday – <b>No Exams Scheduled</b></li> </ul>
Monday, April 21	<ul style="list-style-type: none"> <li>Deferred Examinations Day for Winter 2025 courses (12 week format)</li> </ul>

- Friday, April 25** • Last day to apply to graduate at Summer 2025 Convocation

## Winter Semester 2025 - Session I (6 Week Format)

Date	Description
<b>Monday, January 6</b>	<ul style="list-style-type: none"> <li>Classes commence</li> <li>Summer 2025 Convocation application opens</li> </ul>
<b>Friday, January 10</b>	<ul style="list-style-type: none"> <li>Last day to add Winter 2025 - Session I course(s)</li> </ul>
<b>Friday, January 31</b>	<ul style="list-style-type: none"> <li>20<sup>th</sup> class day</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>
<b>Friday, February 14</b>	<ul style="list-style-type: none"> <li>Classes conclude Winter Session I</li> <li>Last day to drop Winter Session I course(s) without academic penalty</li> <li>Last day to apply online for the Credit/No Credit grading option for eligible Winter 2025 Session I elective courses</li> <li>Winter Break (Reading Week) begins at end of classes this day</li> </ul>
<b>Monday, February 17</b>	<ul style="list-style-type: none"> <li>Winter Break (Reading Week) - <b>No Classes Scheduled This Week</b></li> <li>Holiday</li> </ul>
<b>Monday, February 24</b>	<ul style="list-style-type: none"> <li>Winter Break (Reading Week) ends</li> <li>Final Examinations commence - Winter Session I (6 week Format)</li> </ul>
<b>Friday, February 28</b>	<ul style="list-style-type: none"> <li>Final Examinations conclude - Winter Session I (6 week Format)</li> </ul>
<b>Monday, March 3</b>	<ul style="list-style-type: none"> <li>Deferred Examinations Day for Winter Session I 2025 courses (6 week format)</li> </ul>

## Winter Semester 2025 - Session II (6 Week Format)

Date	Description
<b>Friday, February 28</b>	<ul style="list-style-type: none"> <li>Classes commence</li> <li>Last day to apply to graduate at Summer 2025 Convocation without application late fee</li> </ul>
<b>Thursday, March 6</b>	<ul style="list-style-type: none"> <li>Last day to add Winter 2025 Session II course(s)</li> </ul>
<b>Thursday, March 27</b>	<ul style="list-style-type: none"> <li>20<sup>th</sup> class day</li> <li>Instructors have provided feedback on a minimum of 20% of final course grade</li> </ul>

- Thursday, April 10**
- Classes conclude Winter Session II
  - Last day to drop Winter Session II course(s) without academic penalty
  - Last day to apply online for the Credit/No Credit grading option for eligible Winter 2025 Session II elective courses

- Monday, April 14** • Final Examinations commence - Winter Session II (6 week Format)

- Friday, April 18** • Holiday -- **No Exams Scheduled**

- Saturday, April 19** • **No exams scheduled**

- Sunday, April 20** • **No exams scheduled**

- Tuesday, April 22** • Final Examinations conclude - Winter Session II (6 week Format)

- Thursday, April 24** • Deferred Examinations Day for Winter Session II 2025 courses (6 Week Format)

- Friday, April 25** • Last day for applications to graduate at Summer 2025 Convocation

## IV. Admission Information

### Admission Requirements to University Programs

#### Entry Points

Admission is available in the Fall semester, Summer for students with Advanced Standing applying to the Kinesiology program.

#### 1. Applicants from Ontario Secondary Schools

Students seeking admission to a degree program must present the Ontario Secondary School Diploma (OSSD), or equivalent, and a minimum of six Grade 12, 4U and/or 4M courses, including English 4U. All specific subject requirements must be Grade 12, 4U courses. Specific subject requirements for admission to the various degree programs are outlined in this section. Students are also advised to consult Section IX – Programs (p. 63) to note those subjects which are recommended for specific programs.

#### Student Profile Form

All semester one applicants have the opportunity to complete and submit the Student Profile Form <https://www.guelphhumber.ca/futurestudents/student-profile> (<https://www.guelphhumber.ca/futurestudents/student-profile/>) which is considered during the third round of high school offers in May. Leadership and citizenship qualities as well as extenuating circumstances of a medical or compassionate nature are considered for applicants whose admission average falls within a discretionary range below the determined program admission average.

#### Supplementary Information Form for Students with Disabilities

The University of Guelph-Humber strives to provide equal opportunity for academically qualified students with disabilities. All semester one applicants who feel their admission average does not reflect their true academic ability as a result of a disability, are encouraged to complete the Supplementary Information Form for Students with Disabilities. <https://www.guelphhumber.ca/futurestudents/student-profile> (<https://www.guelphhumber.ca/futurestudents/student-profile/>). This form is taken into consideration along with academics for applicants whose admission average falls within a discretionary range below the determined program admission average.

#### Offers of Admission

Offers of Admission will be released starting in December. All offers of admission which are based on interim grades will be conditional upon completion of the OSSD with six 4U/M courses (or equivalent) including specific subject requirements. The minimum final admission average which the applicant will have to achieve will be stipulated in the condition. Conditions are specified in the offer letter. Grades in specific subject requirements are included in the calculation of the admission average. The University reserves the right to revoke the offer of admission should a student fail to meet any condition in the offer.

Students will not be required to respond to the offer until the common response date for all Ontario universities. Those wishing to respond earlier may do so. Applicants who have not received an offer of admission by the end of May, may become eligible for admission consideration to all non-limited enrolment programs by submitting their final grades. Admission consideration will be given on the basis of final grades only when places are still available in the program and/or specialization to which the student has applied at the time that the final grades are received. Applicants may be required to possess an admission average higher than those used prior to the end of May.

#### Submission of Documents

It is the applicant's responsibility to ensure their Guidance Counsellor or School Administrator submits all final grades, and confirmation of OSSD completion to the Ontario Universities Application Centre by the deadline specified in the offer of admission.

All offers based on self-reported information are conditional upon receipt of the official document.

#### Conditions of Offers of Admission

All offers of admission which are based on interim grades will be conditional upon completion of the Ontario Secondary School Diploma (OSSD) with six Grade 12, 4U and/or 4M courses (or equivalent) and including specific subject requirements. The minimum final admission average which the applicant must achieve is 70% as stipulated in the conditions listed in the offer of admission. Grades in specific subject requirements are included in the calculation of the admission average. The University reserves the right to revoke the offer of admission should a student fail to meet any condition in the offer.

#### Responding to the Offer of Admission

Students will not be required to respond to the offer until the common response date for all Ontario universities through the Ontario Universities Application Centre. Those wishing to respond earlier may do so.

#### International Baccalaureate

Students applying for admission on the basis of the IB Diploma should possess a minimum score of 24. Reported bonus points may be taken into consideration. Applicants are advised that some programs will require a higher score for admission consideration. Students currently in their final year of the IB program are encouraged to present "predicted" scores on the seven-point scale, which will be taken into consideration to extend conditional offers of admission. The predicted scores can include grades from the Extended Essay and the Theory of Knowledge. Students must include, among their higher and standard levels, the specific subject requirements for the program to which they are applying. Applicants who have completed higher level courses with a minimum grade of 5 may be eligible for university credit to a maximum of 2.00 credits. Specific transfer credits and exemptions, where applicable, will be assigned upon receipt of official final results. Students may request a change to unspecified credit on an individual basis within the first 30 days of the semester in which they commence their studies.

Ontario high school students registered in an IB program will automatically have their IB courses converted into Ontario U and M level equivalents. IB scores will be converted into grades on a percentage scale out of 100 by the applicant's high school. Admissions and scholarships will be determined using the conversions submitted to the Ontario Universities Application Centre by the applicant's high school.

The English Proficiency Requirement will be waived for applicants who have completed the Diploma where the language of instruction is English.

#### Advanced Placement

Advanced Placement courses may be used to determine admissibility and also granting of credit or exemption. Applicants who have completed Advanced Placement courses with a minimum grade of 4 may be eligible to receive university credit to a maximum of 2.00 credits. The granting of credits and exemptions is at the discretion of the appropriate faculty, and will be based on official final results.

#### 2. Applicants from Outside Ontario

Applicants whose preparation to enter the University has been completed outside the Ontario secondary school system must have achieved, as a

minimum requirement, academic standing equivalent to that required of Ontario students and must satisfy the specific subject requirements for the program desired. Students should refer to the information for Ontario applicants regarding specific subject requirements. The University will take into consideration the availability of specific course requirements in other countries or provinces to ensure that the applicant is not disadvantaged if particular senior secondary courses are not offered. Please refer to the information following this section regarding specific subject requirements and equivalents.

#### Student Profile Form

All semester one applicants have the opportunity to complete and submit the Student Profile Form <https://www.guelphhumber.ca/futurestudents/student-profile> (<https://www.guelphhumber.ca/futurestudents/student-profile/>) which is considered during the third round of high school offers in May. Leadership and citizenship qualities as well as extenuating circumstances of a medical or compassionate nature are considered for applicants whose admission average falls within a discretionary range below the determined program admission average.

#### Supplementary Information Form for Students with Disabilities

The University of Guelph-Humber strives to provide equal opportunity for academically qualified students with disabilities. All semester one applicants who feel their admission average does not reflect their true academic ability as a result of a disability, are encouraged to complete the Supplementary Information for Students with Disabilities <https://www.guelphhumber.ca/futurestudents/student-profile> (<https://www.guelphhumber.ca/futurestudents/student-profile/>). This form is taken into consideration along with academics for applicants whose admission average falls within a discretionary range below the determined program admission average.

1. **Other Provinces and Territories of Canada** Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, Saskatchewan, Yukon: Grade 12. Quebec: Senior High School Leaving Certificate or High School Leaving Certificate plus 12 academic credits from an appropriate CEGEP program.
2. **United States of America** Students must have a minimum grade point average of 2.7 from an accredited high school. In addition, they must present a minimum combined SAT score of 1100 or ACT score of 24. Where class rankings are reported on the transcript, a ranking in the top quarter is preferred. Students should include, among their senior level courses, specific subjects that are required for admission to the degree program of their choice.
3. **British Patterned Education Systems** - Applicants must present either the GCSE (or IGCSE) and the GCE showing one of:
  - a. Minimum of two Advanced level passes and three GCSE or IGCSE (Ordinary level) passes.
  - b. Two Advanced Supplementary (AS) level courses may be substituted for one Advanced level course
  - c. Applicants who have completed GCE Advanced level examinations with a minimum grade of 'B/C' may be eligible to receive a maximum of 3.00 unspecified credits (1.00 credit per course). Specific transfer credits and exemptions, where applicable, will be assigned upon receipt of official final results. Students may request a change to unspecified credit on an individual basis within the first 30 days of the semester in which they commence their studies
4. **Other Countries** The secondary school graduation certificate which admits to an internationally recognized university in another country

is normally acceptable, provided that it is the equivalent of admission requirements for the University of Guelph-Humber.

**Note:** Possession of these minimum requirements does not guarantee admission. Required levels of academic preparation may vary according to the jurisdiction or country in which course work was completed. Applicants are encouraged to contact Admission Services prior to formal application in order to obtain specific information on admission requirements. They are strongly advised to provide detailed information on their particular situation.

### 3. Applicants for Admission as Mature Students Statement of the Regulation

Applicants who do not possess the published minimum requirements for admission consideration may be considered for admission to degree programs as space permits and if, prior to the beginning of the Fall semester, they

1. will have been out of secondary school for at least two years.
2. will have normally not attended another post-secondary institution.
3. have completed their secondary school diploma, or equivalent.

In addition, applicants must meet specific subject requirements or equivalents, with acceptable academic standing, as outlined below for the degree programs to which they have applied. Admission as a Mature Student is available in the Fall semester only

#### B.A.A. - Program - Media and Communication Studies

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U and two additional Grade 12, 4U and/or 4M courses, one of which must contain a writing component (or equivalent).

#### B.B.A. Program - Business

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U and a one Grade 12, 4U Mathematics and one additional Grade 12, 4U or 4M courses (or equivalent).

#### B.A.Sc. Program - Early Childhood Studies, Community Social Services, Justice Studies, Psychology

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U and two additional 4U or 4M courses (or equivalent). A 4U Mathematics is recommended, but is not required.

#### B.A.Sc. Program - Kinesiology

Students who meet the requirements to be considered for admission as mature applicants must have acceptable standing as follows: ENG4U, one 4U level math, any two 4U level Science or Exercise Science (PSE 4U/PSK 4U).

#### General Notes and Recommendations

The minimum average required for admission consideration will normally be that required for regular admission from secondary school. Students applying under the Mature Student Regulation must submit official transcripts from all secondary and post-secondary institutions attended. Applicants are also encouraged to write a letter explaining their activities since their last academic semester. The complete academic record will be considered by the Admission Committee in reaching an admission decision.

## Advanced Standing Admission

### 1. Advanced Standing Applicants from a Recognized University or College in Canada

Applicants for admission to the University of Guelph-Humber transferring from an accredited university or college are normally subject to the following admission policy:

1. Applicants must have completed the Ontario Secondary School Diploma including subject specific entry requirements at the Grade 12, 4U and/or 4M level, or equivalent, for admission to the University of Guelph-Humber, prior to the commencement of the academic session for which application is made.
2. Applicants must be eligible for readmission and registration on a full-time basis at the last university or college attended in the academic session for which application is made. Applicants whose academic records at another university or college have rendered them ineligible to continue study at that university or college will be considered for admission only when the stipulated period of rustication has expired.
3. Students registered in a preliminary year, bridging year or first year at a recognized university or college to which students are admitted without having completed the Ontario Secondary School Diploma or the equivalent are eligible to apply for admission to first year at this University provided that their first or preliminary year program includes subjects equivalent to those Grade 12, 4U or 4M courses required for admission to each program. Credit towards graduation from the University of Guelph-Humber is not normally granted for work taken in the first year of the university program which does not require completion of the Ontario Secondary School Diploma or equivalent for admission.
4. Admission of students transferring from another university or college is not guaranteed. Transfer applicants will be assessed in competition with other new applicants, taking into consideration the academic requirements and enrolment limitations which pertain at the time the application is complete. In addition, an offer of admission will not imply in any way that space will be available in the course(s) in which the applicant wishes to register, though every effort will be made to facilitate the course selection and academic planning process for transfer students.  
Subject to the degree and specialization to which the applicant is admitted, and to grade and program requirements, any course offered for credit by another Ontario university shall be accepted for credit when there is an essential equivalency in course content.
5. The University of Guelph-Humber subscribes to the following General Policy on the Transfer of Course Credits, as adopted by the Council of Ontario Universities: Acceptance of transfer credits among Ontario Universities shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigor. Upon admission, and insofar as possible, acceptance of transfer credit should allow for the maximum recognition of previous learning experience in passed university-level courses.  
Subject to the degree and specialization to which the applicant is admitted, and to grade and program requirements, any course offered for credit by another Ontario university shall be accepted for credit when there is an essential equivalency in course content.
6. In addition, the University of Guelph-Humber supports the intent of the Pan-Canadian Protocol on the Transferability of University Credits to develop consistent, fair and efficient systems to facilitate student mobility and program completion. In consideration of the principles of the Protocol, the University of Guelph-Humber undertakes to ensure

that all course work completed by transfer students in the first two years of university study in Canada (including the final year leading to a diploma of college studies (DCS) in Quebec and the transfer courses offered by community colleges in British Columbia and Alberta) are recognized and, subject to degree, grade and program requirements are credited for the purpose of granting a degree provided that:

- a. the applicant is deemed admissible and has been offered admission
  - b. a passing grade has been achieved in each course to be transferred and the grade is at the level that normally would be required of students at the University of Guelph-Humber, and
  - c. the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives in the program of study.
7. Candidates from non-Ontario recognized universities or students with completed college diploma applying for advanced standing must submit, with the application, detailed course descriptions, or a calendar of the institution at which they studied. The provision of such information will greatly facilitate the evaluation of previous work and the consideration of possible transfer of credits. The amount of transfer credit granted is at the discretion of the Campus Registrar and the Program Head of the program concerned.  
**Note:** Where necessary, the grades from other recognized universities or colleges whose marking schemes differ from those of this University shall be translated into the equivalent grades of the University of Guelph-Humber and admissibility assessed in those terms. Applicants for transfer, for whom English is a second language, must submit with their application, evidence acceptable to this University of Proficiency in English (see English Proficiency in this section).
  8. Applicants who have been required to withdraw from the University of Guelph-Humber or another post-secondary institution and who pass university credit courses during the period of rustication, may be eligible for up to 1.00 credit (one full-year course) provided the criteria for admission or re-admission and transfer of credit are met. If university credit courses are successfully completed after the rustication period, transfer credit may be granted for all courses provided the criteria for admission or re-admission and transfer of credit are met. Applicants who have been debarred for academic misconduct will not receive credit for courses taken during the period of debarment.
  9. Applicants should contact Admission Services regarding specific transfer credit.

The application of these transfer credits will vary depending on the degree. The applicant must satisfy degree graduation requirements and residency requirements as outlined in Section VII – Undergraduate Degree Regulations and Procedures (p. 26).

Specific graduation requirements will be determined in consultation with the Academic Advisor.

Applicants will be informed of the amount of advanced standing credit granted when they receive the offer of admission. Acceptance by the student of the offer of admission shall imply the student's agreement to the advanced standing credit granted.

### 2. Colleges of Applied Arts and Technology

Applicants from appropriate programs may be considered for admission with advanced standing in accordance with the following policy:

1. Transfer credits are determined by the Admissions Committee of the program to which the student is admitted. Acceptance of an offer of admission implies acceptance of credit assessment completed by the Admissions Committee.
2. Transfer credits will be based on courses completed at a CAAT normally with a grade of 'B' or better, where those courses are deemed appropriate to the program to which the student is admitted at this University. A minimum overall average of 'B' is normally required in CAAT diploma programs for consideration of any transfer credit.
3. Up to 10.00 credits (equivalent of two full-time years of study) may be granted to students transferring from a 'recognized' three-year diploma program, and up to 5.00 credits may be granted to students transferring from a 'recognized' two-year diploma program. Recognized diploma programs are defined as those with a close affinity in subject matter to the program applied for at the University of Guelph-Humber (i.e. Business diploma for applicants to our BBA program).
4. Should a student transfer to a different program after admission to the University of Guelph-Humber, credits assigned upon admission will be re-assessed where deemed appropriate by the Admissions Committee of the program.

### 3. CEGEPS - Province of Quebec

1. Applicants who present the Diplôme des Etudes Collegiales may be eligible for advanced standing, to a maximum of 5.00 credits.
2. For more specific information candidates may contact Admission Services - University of Guelph-Humber.

## Advanced Standing Entry Points

All undergraduate programs consider students applying from another post-secondary institutions as advanced standing applicants to the Fall entry point. Select programs have a summer entry point available.

Applicants are considered as 'Advanced Standing' if they have attended another post-secondary institution (college and/or university) and will receive 2.00 or more transfer credits upon admission.

Because enrolment in certain courses is limited by the availability of resources, the University cannot guarantee that all students wishing to take a particular specialization will be accommodated.

## Application Procedures

### Ontario Secondary School Applicants

See information on "Admission Requirements" for specific subject requirements for the various programs. The Ontario Universities Application Centre should be used by all applicants who are currently enrolled in an Ontario Secondary School as a day school student <https://www.ouac.on.ca/>.

Applicants to the University are requested, where possible, to indicate on the application form their subject of primary interest. In many cases, the program code to be inserted on the form will include the subject of primary interest. It should be noted that an offer of admission applies to the degree program specified in the offer. Because enrolment in certain courses is limited by the availability of resources, the University cannot guarantee that all students wishing to take a particular specialization will be accommodated.

## Amendments to the Application Form

A student who has applied via the Ontario Universities' Application Centre (OUAC) (<https://www.ouac.on.ca/>) will receive a Verification/Amendment as soon as the Application Centre has processed the application. This verification may be used to make biographical and academic status changes to the original application. If any revisions to the application are made, the University of Guelph-Humber will be notified of the applicable changes approximately one week after the OUAC receives the amendment. Although all amendments are important to the processing of each application, changes to academic program choice, entry points, residence status, surname, mailing and home addresses are of significant importance and should be reported via an OUAC amendment as soon as the situation arises. Amendments must be received by the published application deadline dates.

Applications are considered on a space-availability basis will continue to be processed beyond set deadlines. However, in order to ensure full consideration, applicants are strongly encouraged to be aware of and meet all deadlines.

## Applicants from Ontario Not Currently Enrolled in Secondary School

Applicants who are not currently enrolled in an Ontario secondary school as a day school student should use the OUAC application form <https://www.ouac.on.ca/>. This includes the following types of applicants: adult, night school, correspondence, those who previously obtained the Ontario Secondary School Diploma.

## All Other External Applicants

All other students should complete the application form <https://www.ouac.on.ca/> or the University of Guelph-Humber single application form at <https://www.ouac.on.ca/apply/guelphugrad/transfer/>. These applicants would include those applying from:

1. secondary school outside Ontario
2. CEGEP
3. recognized college or university
4. College of Applied Arts and Technology and Institutes of Technology and Advanced Learning
5. home schooled applicants
6. mature students

## Applying from Outside Canada - International Applicant

If you do not have citizenship or landed immigrant status in Canada and the majority of your education has occurred in a country other than Canada. Applications to the University of Guelph-Humber must be made through the Ontario Universities Application Centre at <https://www.ouac.on.ca/> (<https://www.ouac.on.ca/ouac-105/>) or the University of Guelph-Humber single application at [https://www.ouac.on.ca/apply/guelphint/en\\_CA/introduction/index](https://www.ouac.on.ca/apply/guelphint/en_CA/introduction/index) ([https://www.ouac.on.ca/apply/guelphint/en\\_CA/introduction/index/](https://www.ouac.on.ca/apply/guelphint/en_CA/introduction/index/)).

It is the applicant's responsibility to ensure that all official school transcripts (secondary and post-secondary and other official documentations (e.g. TOEFL scores) are sent directly to the University of Guelph-Humber, Admissions Services at the address below.

For full consideration, applicants from International Secondary Schools should send their secondary school grade results (official transcript or school progress report) including courses that may be in-progress by May 1st. This should include final grade data from the first semester of

the senior year or predicted final grades. All grades will be considered in making an admission decision. Further admission information can be found at <https://www.guelphhumber.ca/futurestudents> (<https://www.guelphhumber.ca/futurestudents/>).

If you are currently enrolled in a college or university level program, you are required to send all grade results to date to facilitate a timely admission decision. Official final transcripts will be required if an offer of admission is extended and accepted.

In order to ensure that the admission process is efficiently completed, applicants from outside of Canada are encouraged to make applications for fall entry and arrange for all documents required for an admission decision by or before May 1st.

The Admission Committee, upon receipt of a completed application form and all pertinent documentation, will make specific admission assessments for individual applicants.

University of Guelph-Humber  
Admission Services  
207 Humber College Blvd.  
Toronto, ON  
M9W 5L7

### English Translation of Documents

If you are submitting transcripts or other official documents in a language other than English, you must also submit notarized literal translations of these documents in English.

### English Proficiency

Lectures, seminars and examinations in the University are, for the most part, conducted in English and it is essential that all students have an adequate knowledge of written and spoken English in order for them to be successful in their university studies. Applicants for admission will be required to present evidence of English proficiency if:

1. their primary or first language (meaning the language first learned as a child) is not English; and
2. they have had fewer than four years of full-time secondary or post-secondary study, demonstrating satisfactory academic progress, in an English-language school system.

Francophone Canadian citizens educated in Canada will not be required to meet the English Language Proficiency Requirement. Students who have completed the International Baccalaureate diploma where English was the language of instruction will be considered as having met the English Proficiency Requirement. Students who successfully complete the Advanced Level of the English Language Certificate program at the University of Guelph will be considered as having met the English Proficiency requirement for undergraduate studies; for more information, visit the website at: Guelph ELP - UofG OpenEd (<https://opened.uoguelph.ca/student-resources/elcp/>). The University reserves the right to deny admission to applicants who do not demonstrate satisfactory facility in English, regardless of academic qualifications.

Applicants required to meet the English Proficiency Requirement must do so by submitting the required scores in one of the following tests or battery of tests as outlined in points 1-6. Test results must be submitted to Admission Services prior to admission by the published document deadline.

Applicants for admission will be required to present evidence of English proficiency if their primary or first language is not English and they

have had less than four years of full-time secondary school study in an English-language school system. Applicants required to provide evidence of English proficiency must do so by submitting the required scores in 1 to 6 below:

1. The International English Language Testing System (IELTS) with a minimum overall score of 6.5 with no band less than 6.
2. The Test of English as a Foreign Language (TOEFL) with a score of 600 (paper-based) or 250 (computer-based) or Internet-based with a minimum total score of 89, with no individual scaled score less than 21, and Test of Written English (TWE) with a score of 5.
3. Canadian Academic English Language Assessment (CAEL) is accepted for admission purposes. A minimum overall band score of 70.
4. Pearson Test of English (PTE) – minimum overall score of 60 with no score less than 60 in the individual components.
5. Advanced Level, English Language Certificate Program, University of Guelph
6. Duolingo English Test - Minimum overall score of 110.
7. Cambridge English Test - C1 Advanced and C2 Proficiency.

Successful completion of the Advanced Level of the English Language Certificate Program at the University of Guelph. For more information, visit the University of Guelph English Language Program website at: <https://opened.uoguelph.ca/student-resources/guelph-elp/>.

### Program Transfer

You fall into this category if:

- You are currently attending the University of Guelph or the University of Guelph-Humber and wish to change programs.
- You have previously attended the University of Guelph or the University of Guelph-Humber and wish to change programs.

Applicants in this category may apply directly to the University of Guelph-Humber using the Application for Program Transfer form. Applicants must complete this form and return it directly to the University of Guelph-Humber - Admission Services. These forms are available at [https://www.guelphhumber.ca/sites/default/files/page\\_files/Program%20transfer%202022%20FINAL.pdf](https://www.guelphhumber.ca/sites/default/files/page_files/Program%20transfer%202022%20FINAL.pdf).

Applicants in this category do not need to send transcripts from the University of Guelph or the University of Guelph-Humber. Transcripts of academic work completed at any post-secondary institution other than the University of Guelph-Humber or the University of Guelph must be submitted along with the *Application for Program Transfer*.

## Communication of Admission Decisions

Admission Services will use the mailing address and/or email address supplied by the applicant to communicate decisions. The University will not be held responsible for decisions sent to these addresses but not received. Applicants who are not currently in any secondary or post-secondary program can normally expect to receive an admission decision within a three to four week period following receipt of the application and all official documents by Admission Services, provided they have not applied to a limited enrolment program. Typically applicants for limited enrolment programs will be considered at the same time in competition for the spaces which are available.

Students currently enrolled in a post-secondary program will normally be required to submit all official transcripts at the conclusion of their studies

before a final admission decision is made. An applicant who submits an official post-secondary transcript at the conclusion of the fall semester of their current academic year may receive an early offer of admission. This offer of admission will be conditional upon successful completion of the student's current academic year and conditions specified by the Admission Committee for the degree program to which the student is admitted. Official final transcripts and other official documents specified in the offer of admission, must be received in Admission Services by the published deadline

## Articulation Agreements

An articulation agreement is a contract between institutions of higher learning that allow students who have completed a specific program at one institution to be considered and assigned advanced standing credits in a specific program at another institution post-admission to the second program. Information about all agreements between all institutions in Ontario can be accessed through the Ontario Council on Articulation and Transfer (ONCAT) website.

### Bachelor of Applied Science, Early Childhood Studies (ONCAT Pathway ID # 2658)

The articulation agreement between the University of Guelph-Humber and recognized Ontario Colleges that offer a two-year diploma in Early Childhood Education. Graduates from this diploma with a minimum cumulative average of 75% will be considered for admission into the Honours Bachelor of Applied Science in Early Childhood Studies with 10.00 advance standing credits.

### Bachelor of Applied Science, Community Social Services (ONCAT Pathway ID # 2655, #2679, & #2677)

The articulation agreement between the University of Guelph-Humber and recognized Ontario Colleges that offer a two-year diploma in Social Service Worker (#2655), Developmental Service Worker (#2679), or Child Youth Care (#2677). Graduates from these diplomas with a minimum cumulative average of 75% will be considered for admission into the Honours Bachelor of Applied Science in Community Social Services with 10.00 advance standing credits.

### Bachelor of Applied Science, Justice Studies (ONCAT Pathway ID # 2671)

Admission to the Honours Bachelor of Applied Science, Justice Studies major will be for graduates from a 2-Year Ontario College Diploma program in either:

A Police Foundations (POL) Community and Justice Service (CJS), Law and Security Administration (LASA), Protection, Security and Investigations (PS&I) diploma (or recognized equivalents) with a minimum final cumulative average of 75% (or equivalent) or better.

ENG4U (or equivalent)

Applications will be competitive, with admission being offered to the highest performing applicants. College graduates will receive 10.00 advanced standing credits. Prospective applicants should contact Admission Services for details.

## Deadline Dates - Advanced Standing

### Summer Entry

Program	Application Deadline	Document Deadline
Honours Bachelor of Applied Science in Kinesiology (Bridge)	February 1	February 15

### Fall Entry

Program	Application Deadline	Document Deadline
Honours Bachelor of Applied Arts in Media and Communication Studies	May 1	May 15
Honours Bachelor of Applied Science in Early Childhood Studies	May 1	May 15
Honours Bachelor of Applied Science in Community Social Services	May 1	May 15
Honours Bachelor of Applied Science in Justice Studies	May 1	May 15
Honours Bachelor of Applied Science in Psychology	May 1	May 15
Honours Bachelor of Business Administration	May 1	May 15
Bachelor of Arts in Justice and Public Safety	June 1	June 15

**Admission consideration cannot be guaranteed for applications and documents received after the deadlines due to space limitations which may exist within programs.**

## Visiting Students & Letter of Permission

University graduates, permanent staff, or visiting students who wish to enrol in degree courses to upgrade their degree or to gain credit for admission to a graduate or other academic program should apply as a Visiting/Non-degree student at: <https://www.guelphhumber.ca/futurestudents/visiting-student-apply> (<https://www.guelphhumber.ca/futurestudents/visiting-student-apply/>). Applicants are required to submit official post-secondary transcripts to ensure pre-requisites requirements are met or a Letter of Permission from the home institution.

**Acceptance as a visiting student does not imply that space will be available in the course(s) in which the applicant wishes to register.**

Students who register in the non-degree category and who subsequently want to change to a degree status will be required to meet admission requirements for that program, and credit granted for courses taken in the non-degree category will be subject to the regulations pertaining to that program.

## Second Degrees

Students from the University of Guelph-Humber or from another university may be admitted to and graduate with a second undergraduate

degree from the University of Guelph-Humber, under the following conditions:

1. Students who have graduated with their first degree must apply to the University of Guelph-Humber for admission to the second degree program. A maximum of 10.00 credits may be transferred from the initial degree program.
2. the course content of the second degree program must be substantially different from that of the first. A second degree is judged to be substantially different if:
3. The specializations are in different subject areas as listed in Section XI – Course Descriptions (p. 81); or
4. The schedule of studies requirements are substantially different (no more than 25% overlap).

## Prior Learning Assessment (PLA)

At the University of Guelph-Humber, Prior Learning Assessment (PLA) is an acceptable process for assigning credit at the undergraduate level for learning stemming from experience acquired independently of courses taken at university. PLA provides a mechanism whereby credit may be given for equivalence in a university course to those students who have mastered the content of the course concerned without having taken a formal course in the subject area. Such mastery may have been acquired, for example, through work experience, independent study or from non-degree courses. In the absence of a certificate or other formal acknowledgement of competence by an appropriately accredited institution, the student can challenge the appropriate specific course(s) offered by the University to a maximum of 5.00 credits in a degree program. **Prior Learning Assessment is a post-admission process which is facilitated by the Program Head (or faculty member designated by the Program Head) for the program of study the student applied to.**

Each academic program is responsible for determining which of its courses may be subject to PLA challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessments. These assessments require that the individual demonstrate, to a qualified faculty member, that pre-determined knowledge and skills have been acquired. The Program Head (or designated faculty member) will inform Admissions Services of any successful PLA applications, so that appropriate credit can be assigned and charges can be raised on the students account.

## Readmission

Previously registered University of Guelph-Humber students must apply to Admissions Services - for readmission under any of the conditions outlined below:

1. They were required to withdraw from their program for a period of two or more semesters.
2. They were suspended from the University for academic misconduct.
3. They have graduated from this University and wish to register in order to take additional courses.
4. If they were admitted to the University but withdrew from all courses, registered in a program or courses at another post-secondary institution, and they wish to return to the University of Guelph-Humber.
5. They have not registered at the University of Guelph-Humber for six or more consecutive semesters.

6. They are attending the University of Guelph-Humber on a letter of permission and wish to continue past the term of the letter of permission agreement.

Readmission to a program at the University of Guelph-Humber is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult sub-sections regarding appropriate admission requirements and deadline dates in this section. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Academic Advisor regarding procedures and criteria for readmission to that program.

On December 19, 1995, the University Senate approved the following policy for the granting of credit while on rustication:

1. Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.
2. Students who take university courses after the two-semester rustication period may transfer all these credits provided the student meets the criteria for readmission and the criteria for the transfer of credit.
3. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

**Note:** This policy applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either our university or at another university.

## Right of Selection

It should be carefully noted that possession of the minimum requirements does not in itself guarantee admission to any of the programs or specializations offered at the University of Guelph-Humber. For all programs for which the number of qualified applicants exceeds the capacity, the University reserves the right to select the quota from among the qualified applicants.

For students applying to enter the University for the first time, the decision of the Admissions Committee is final and there shall be no appeal to that decision.

An applicant for readmission may, under specific circumstances, appeal the decision of the Admissions Committee to deny re-admission.

Applicants are reminded that the University is a dynamic institution and that information pertaining to admission may change. It is the responsibility of the applicant to ascertain admission requirements at the time of application.

## Specific Subject Requirements and Recommendations

Requirements stated below reference Ontario Secondary School courses. Applicants from other jurisdictions must present equivalent entry requirements (typically secondary school graduation with academic subjects at the senior secondary level specific to meet the required Grade 12, 4U course requirements. Please reference the course specific entry requirements listed in the Admission Requirements Chart.

## Admission Requirements Chart

Programs	OUAC Code	Required Grade 12/4U Courses	Recommended Grade 12/4U Courses	
<b>Business:</b> Honours Bachelor of Business Administration Diploma in Business Administration	GDB	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>	Advanced Functions and Calculus and Vectors	<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>
		<ul style="list-style-type: none"> <li>• Any 4U Math</li> </ul>		
		<ul style="list-style-type: none"> <li>• Four additional 4U or 4M courses</li> </ul>		
<b>Early Childhood Studies:</b> Honours Bachelor of Applied Science in Early Childhood Studies Diploma in Early Childhood Education	GHE	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>	4U Math and 4U Biology	<ul style="list-style-type: none"> <li>• Any two courses SB14U, SCH4U, SBH4U or PSK4U</li> <li>• Two additional 4U/M courses</li> </ul>
		<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>		
<b>Community Social Services:</b> Honours Bachelor of Applied Science in Community Social Services Social Service Worker Diploma	GHF	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>	4U Mathematics	<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>
		<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>		
<b>Justice Studies:</b> Honours Bachelor of Applied Science in Justice Studies Diploma in Police Foundations or Community & Justice Services	GMP	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>	4U Mathematics	<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>
<b>Kinesiology:</b> Honours Bachelor of Applied Science in Kinesiology Diploma in Fitness and Health Promotion	GHK	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>		<ul style="list-style-type: none"> <li>• Any 4U Math</li> </ul>
<b>Media and Communication Studies:</b> Honours Bachelor of Applied Arts in Media and Communication Studies Diploma in Media Communications	GMT	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>		<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>
<b>Psychology:</b> Honours Bachelor of Applied Science in Psychology General Arts and Science Diploma	GMA	<ul style="list-style-type: none"> <li>• ENG4U</li> </ul>		<ul style="list-style-type: none"> <li>• Five additional 4U or 4M courses</li> </ul>

## Submission of Documents

Each of the following applicable documents must be sent in support of an application. Please note that official transcripts submitted will become the property of the University of Guelph-Humber. Normally, official transcripts must be sent directly to the University by the institution issuing the document. **The applicant is responsible for ensuring that all**

**documents are received in Admission Services by the document deadline.**

No decision will be made until all documents have been received.

Applications with incomplete documentation after the document deadline date will not receive consideration.

1. Ontario Secondary School Diploma or equivalent Senior Matriculation Certificates, (Alberta Grade 12, G.C.E. etc.) Students currently enrolled in their final secondary school year in Ontario are not required to submit documentation as decisions for early admission are based on interim grades reported by the secondary school to the OUAC.
2. Official transcripts of all academic work taken at the post-secondary level (e.g. university, college, private school, etc.).
3. Transcript of marks from the last secondary school attended.
4. Any other documents demonstrating academic results or ability, or explaining the level of academic performance.
5. Any supplementary information required as part of the application.

## Letter of Permission (LOP) & Post Degree

University graduates who wish to enrol in degree courses to upgrade their degree or to gain credit for admission to a graduate or other academic program should apply to a non-degree category (e.g., non-degree Visiting Students). Applicants must hold a degree which is recognized as equivalent to a Canadian university's undergraduate or graduate degree. A student from another university wishing to register at the University of Guelph-Humber to take courses for credit at the home university must present The Visiting Student application and a Letter of Permission from the Registrar, Dean or program supervisor of the home institution authorizing a program selection. The Post-Degree and Visiting Student (LOP) categories are not normally open to applicants who do not meet University of Guelph-Humber general regulations for continuation of study outlined under Continuation of Study, Undergraduate Degree Regulations, Section VII (p. 42) of the Undergraduate Calendar and transfer requirements. An offer of admission to post-degree or on the basis of Letter of Permission does not imply in any way that space will be available in the course(s) in which the applicant wishes to register. Students should contact Admission Services about space in their desired courses availability.

Students who register in the non-degree category and who subsequently want to change to a degree status will be required to meet admission requirements for that program, and credit granted for courses taken in the non-degree category will be subject to the regulations pertaining to that program. Students should visit Admission Services for details.

## Residence Requirements

Canadian citizens or individuals who have Permanent Resident Status of at least one year's duration are eligible to apply as domestic students if they also satisfy the Ontario residency requirement. 'Resident' in this context is interpreted to mean someone who has resided in Ontario for twelve months, exclusive of time spent in post-secondary institutions.

## V. Tuition and Fees

All fees (tuition and compulsory fees) for a semester are due and payable on or before the date scheduled for registration for that semester.

Provisional registration may be granted to students who make arrangements with the Associate Registrar, Student Financial Services (SFS) (<https://www.guelphhumber.ca/sfs/forms> (<https://www.guelphhumber.ca/sfs/forms/>)) to defer payment of their account. Deferred payment normally will be granted only to students who can show proof of financial assistance from the Ontario Student Assistance Program (OSAP) or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Deadline dates that are not included in the official Schedule of Dates will be posted to the University website and registered students will be emailed this information to their University email address.

Students receiving financial assistance through the Ontario Student Assistance Program (OSAP) should apply for OSAP at least two months in advance of the first class day of each semester (or earlier if possible), in order that the application can be processed in time to have funds available by the semester payment deadline.

Students who have not made payment, or suitable arrangements for payment, of their University account by the semester payment deadline will be placed on academic sanction. Academic sanction will prevent one or more of the following:

1. release of semester examination results
2. release of transcripts
3. granting of a degree or diploma
4. registration for a subsequent semester

### Fall Semester Only - Minimum Registration Deposit

All students are required to make the **minimum, compulsory, non-refundable Registration Deposit** of \$200.00 prior to the beginning of the Fall semester (please refer to the Student Financial Services website Tuition & Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>)). Payment of this deposit by the deadline date will ensure that the courses selected for the Fall term will be retained. There are no exemptions from the payment of this deposit irrespective of current account balance or funding to come in the future. Students who fail to submit the \$200 Registration Deposit by the deadline may be removed from their courses.

### Changes in Fee Schedule

The University reserves the right to make changes in the published schedule of fees and payment dates and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation provided at University expense.

## Fees

### Tuition Fees

The under mentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Student Fees, in this section. For information regarding Tuition fees, visit the Financial Information - Tuition and Fees on the University of Guelph-

Humber website at: Tuition and Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

### International (Visa) Undergraduate Tuition and Fee Rates

For information regarding Tuition fees for Visa students visit the Financial Information - Tuition and Fees on the University of Guelph-Humber website at: Tuition and Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

International students attending the University of Guelph-Humber are required to pay the University Health Insurance premiums (UHIP) as well as the compulsory student fees. Current UHIP fees are found at Student Financial Services' website at: Tuition, Fees and Residence Costs | [guelphhumber.ca](https://www.guelphhumber.ca) (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>).

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Student Financial Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester). Categories of students who are exempt from paying the visa student fee are synopsisized as follows:

- Canadian citizens, permanent residents, or their dependents
- applicants for permanent residency who submit the appropriate letter
- diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents
- visitors, or their dependents, who are in Canada on an employment authorization
- refugees (officially recognized)
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents

The descriptions above are brief statements synopsisized from the regulations of the Ministry of Colleges and Universities. Final interpretation rests with the Student Financial Services, Office of Registrarial Services and documentation must be acceptable to the Student Financial Services, Office of Registrarial Services. The regulations are subject to change without notice.

### Exchange Program

Guelph-Humber students attending other institutions are required to pay the University of Guelph-Humber the cost of full-time tuition and compulsory fees. These students are assessed a \$75.00 Administration Fee.

International students attending the University of Guelph-Humber are required to pay the University Health Insurance premiums (UHIP) as well as the IGNITE health and dental insurance premium.

### Semester Abroad Program

Students are required to pay full-time tuition plus the medical insurance premium and dental plan premium. Students can opt out of the health and dental insurance plans if they provide proof of pre-existing coverage.

### Senior Citizens (Canadian Citizens & Permanent Residents only)

Senior citizens, aged 65 years and over as of the first day of the month in which registration for a semester occurs, who are admitted for registration, will be exempt from the payment of domestic tuition, compulsory fees and optional fees, with the exception of material costs

required for Distance Education courses. Exemption from tuition and fees precludes senior citizens from accessing the services associated with those fees, such as Athletics.

## Residence and Meal Plan Fees

Information on Residence is available at: <http://humber.ca/residence/>.

There are two different styles of rooms available, and four sizes of meal plans. All students living in residence are required to purchase a meal plan.

Note: the base meal plan cost is non-refundable. Rates are subject to change. Please see <http://humber.ca/residence/> for current rates and information on refunds and cancellations.

## Semester and Session Credits

For classification purposes, any combination of Semester credits (12 week) and Session credits (six week) that total 2.00 credits or more will constitute full-time enrolment and tuition and other University fees will be charged accordingly.

## Other University Fees; Student Organization Fees; Program-Specific Fees

For information on other compulsory fees, including University fees, student organization fees and program-specific fees, please visit the Student Financial Services website at: Tuition, Fees and Residence Costs | [guelphhumber.ca \(https://www.guelphhumber.ca/sfs/tuition-and-fees/\)](https://www.guelphhumber.ca/sfs/tuition-and-fees/).

## Special University Fees

The following Special University Fees are charged on a user-fee basis as outlined below:

Fee Name and Description	Fee
<b>Account Deferral Fee</b>	\$60.00 per occurrence
<b>Cheque Refusal Fee</b> For each cheque upon which payment is refused by the bank on which it is drawn.	\$60.00 per cheque in the amount of \$452.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$452.00).
<b>Cheque Processing Fee</b> Applied to students receiving short term loans or OSAP advances	\$20.00 per occurrence
<b>Graduation Late Graduation Fee</b> Payable at the time of late registration (fee payment).	\$60.00
<b>Letter of Permission</b> Payable at time of submission of application.	\$50.00
<b>Official Transcript</b>	\$10.00 each copy

## Refunds Withdrawal

A student who withdraws from a semester may be eligible for a refund of tuition fees (see Section VII - Undergraduate Degree Regulations, Withdrawal (p. 59)).

If the withdrawal or credit drop results in a credit balance, your funds will be issued using PayMyTuition and will be paid by Interac e-Transfer. Contact Student Financial Services for details. The University has been directed by the Ministry of Colleges and Universities to return refunds to the National Student Loans Service Centre in instances where assistance

was received through a Government Student Loan. In cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

**Fall Semester** - The compulsory non-refundable Registration Deposit of \$200 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester including the first five class days. The schedule below will only come into effect once the first \$200 penalty has been used up.

**Winter and Summer Semesters** - Refunds of tuition fees will be calculated according to the effective date and schedule found at: Tuition Refunds | [guelphhumber.ca \(https://www.guelphhumber.ca/sfs/refunds/\)](https://www.guelphhumber.ca/sfs/refunds/).

Refunds for compulsory and optional fees (except Residence, Meal Plan Fees, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 10<sup>th</sup> day of class following the semester payment deadline. No refund of fees will be made after the 10<sup>th</sup> day of class following the semester payment deadline. The effective date for the refund of tuition and fees will be the date of full withdrawal recorded in the Student Information System (i.e., the date that all courses are dropped on WebAdvisor).

For information regarding Withdrawal Refunds for Full-time, Part-time and Audit students, visit the Student Financial Services website at: Tuition Refunds | [guelphhumber.ca \(https://www.guelphhumber.ca/sfs/refunds/\)](https://www.guelphhumber.ca/sfs/refunds/).

## Classification Changes

Refunds of tuition fees for students who are changing from full-time to part-time status (dropping to three or fewer courses in a given semester) will be calculated on the difference of tuition values at the same rates as shown for tuition for withdrawals. Refunds of compulsory fees will be made in full up to and including the 15<sup>th</sup> class day of a semester. No refunds of compulsory fees will be made after the 15<sup>th</sup> class day. The effective date for classification change will be the date such change is recorded in the Student Information System. Optional fees are only refundable upon full withdrawal from all courses up to and including the 15<sup>th</sup> class day. The effective date for classification change will be the date such change is recorded in the Student Information System.

## Dental Insurance Premium

The Dental Plan has an opt-out option. Please contact the IGNITE office for the opt-out deadline. The fee is not refundable past the deadline.

## Medical Insurance Premium

The Health Plan has an opt-out option. Please contact the IGNITE Office for the opt-out deadline. The fee is not refundable past the deadline.

## Dropped Courses

Refunds of tuition fees for courses dropped by part-time students will be calculated at the same rates for withdrawals. The effective date for the drop action will be the date recorded in the student Information System (i.e., the date the courses are dropped on WebAdvisor).

## VI. Academic Advising

A university education is a complex and multi-faceted experience, which is best undertaken in a supportive and encouraging environment. As part of its dedication to student success, the University of Guelph-Humber is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. The responsibility for developing educational plans and setting goals rests with the student. Academic advising contributes to this process by identifying alternatives, exploring likely outcomes, and referring students to appropriate resources.

Academic advising at University of Guelph-Humber is delivered by a team which includes Academic Advisors, the Program Heads (academic leaders of each of the University's programs), the Vice-Provost and others. The Academic Advisors are the primary source of advising for students and should be the student's first contact to discuss any issue, question or concern about their academic program. Academic Advisors are available for in-person or online student appointments. Student Services (GH108) provides general walk-in assistance to students and, as appropriate, Academic Advisors may direct students to specialized advising resources available on the campus. Each student has direct access to their Academic Advisor who focuses on program-related issues and advice, and can assist with degree program requirements and expectations.

These components of the academic advising system work together to achieve goals and objectives that include:

- helping students develop an educational plan and choose an appropriate course of study to meet their academic and life objectives;
- ensuring that students are aware of opportunities and resources that can assist students in achieving their educational goals
- assisting students in interpreting University policies and procedures, and applying general rules to their specific cases
- facilitating resolution of academic problems, conflicts and concerns, as appropriate
- referring students as necessary to other resource units
- collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability

Within the system, specific roles and responsibilities are distributed as indicated below:

### Students

#### Responsibilities of the Student

Students admitted to the University are responsible for being aware of, and understanding and meeting certain obligations related to, Undergraduate Degree Regulations and Procedures, degree requirements, course requirements, Schedule of Dates, rules of conduct and accessing their University of Guelph-Humber email account. These responsibilities are described in Section I - Statement of Students' Academic Responsibilities (p. 6).

The responsibilities of students regarding academic advising are:

- to seek advice from their Academic Advisor regarding any aspect of their academic program, schedule of study, or University regulation or procedure for which they require clarification or interpretation;
- to communicate with their Academic Advisor if they are failing to meet academic obligations or feel that they require additional support or assistance.

### Academic Advisor

#### Role of the Academic Advisor

The Academic Advisor has particular expertise in the program requirements and regulations, as well as the various areas of emphasis or specializations and their fit within the program. The Academic Advisor is also familiar with the policies and procedures that govern University practice. The role of the Academic Advisor is:

- to provide information about the academic requirements of the program, including eligibility to declare an area of emphasis or specializations and graduation requirements;
- to refer to other campus services, as necessary
- to communicate information about the program to the Program Head, faculty members, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the program;
- to liaise with the student, in order to provide information about the degree program and the fit of various areas of emphasis or specializations within the degree program.

Students are advised to consult their Academic Advisor if they are experiencing personal problems or situations that require counselling. The Academic Advisors are well informed of the information on the types and locations of non-academic counselling offered by the University.

#### Responsibilities of the Academic Advisor

The responsibilities of the Academic Advisor are:

- to be familiar with the academic requirements of the program(s), including admission requirements, the Schedule of Studies and Continuation of Study requirements, and graduation requirements for the degree program;
- to assist the student to make academic decisions and understand the implications of those decisions;
- to assist with course selection and enrolment management issues as related to the degree program;
- to explain appeal procedures;
- to facilitate graduation checks;
- to sign program approvals, as appropriate;
- to change student type, as appropriate;
- to meet with students as requested, or required;
- to refer students and situations to the Program Head, as appropriate;
- to uphold the academic policies of the University;
- to help interpret the academic policies and procedures to students, staff, and faculty;
- to act as a source of referral to other campus services;
- to be generally aware of career and graduate study opportunities related to the field of study, or refer appropriately;

- to work closely with the faculty and Program Head on any changes to the Schedule of Studies;
- to consult, as necessary, with other campus services.

## **Name & Location of Academic Advisors**

Contact information for Academic Advisors can be found here: <https://www.guelphhumber.ca/advising/advisors/>.

## **Program Head**

### **Role of the Program Head**

The Program Head plays a leadership role for a particular program in facilitating, in collaboration with the supporting deans from each institution, the quality of the students' learning experience. The Program Head ensures the program is current and coherent in its design, planning, delivery and assessment, and that both the professional and academic components of a program are respected and promoted among all those teaching and learning in the program. The Program Head acts as the primary arbitrator for student disputes, instructor issues and parent concerns. In addition, the Program Head represents the program in recruitment, promotional and community activities, contributes to the growth of Guelph-Humber as a learning community and the development and implementation of Guelph-Humber's mission, goals and objectives.

## VII. Undergraduate Degree Regulations and Procedures

The academic regulations outlined in Section VII—Undergraduate Regulations and Procedures are the basic regulations for undergraduate degree and diploma programs of the University as approved by the Senate at the University of Guelph and the Academic Council at Humber. Terminology used to describe academic regulations is defined in the Glossary. In these regulations where the consent of the Program Head is required, the term Program Head is interpreted to mean the person responsible for the academic program.

- Academic Accommodation for Students with Disabilities, Guidelines and Procedures (p. 26)
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## Academic Accommodation for Students with Disabilities, Guidelines and Procedures

### 1. Purpose, Scope and Definitions

The policy, Academic Accommodation of Students with Disabilities (“Policy”) is composed of two documents: the Policy Document and this Procedures Document. This Procedures Document is intended to support the Policy Document and provides specific information on the decision making process and appeals process related to Academic Accommodations. Definitions for capitalized terms are found in the Policy Document. In the event of a discrepancy between the Policy Document and the Procedures Document, the Policy Document will apply.

1. In accordance with the University’s policies and procedures and applicable legislation including the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act, the University of Guelph shall provide reasonable accommodation, short of undue hardship.
2. The University promotes the full participation of students in their academic program. It is recognized that the provision of academic accommodation is a shared accountability and responsibility between the University and the student.
3. The purpose of this Policy Document is to identify the principles and responsibilities in the provision of academic accommodation for students with disabilities. This Policy does not address accommodation related to lifestyle or quality of life.
4. In the event of a discrepancy between this Policy Document and the Procedures Document, the Policy Document will apply.
5. The following definitions shall apply in this Policy:
  - **“Academic Accommodation”** means modification to academic policies, procedures or the educational environment that would result in equal opportunity to attain the same level of performance, or to enjoy the same level of benefits and privileges enjoyed by others, and meets the student’s Disability-related needs. Examples of
    - Advanced provision of reading lists and other course materials to allow for alternate format transcription;
    - Alternate scheduling for the completion of course, project, thesis work, or examinations, including competency examinations;
    - Extensions to program completion time limits;
    - Use of assistive technology in the classroom/laboratory/field (e.g. FM systems worn by Course faculty);
    - Use of oral and visual language interpreters and/or note takers in the classroom;
    - Use of audio and/or visual recording or webcast of lectures;
    - Use of adaptive technology and alternate format text for written materials;
    - Support for examinations including extra time, a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe as needed;
    - Special seating; wheelchair accessible tables;
    - Adjustment to academic loads.

- “**ALS**” means Accessible Learning Services at Humber College.
- “**Course Faculty**” is defined as the individual(s) teaching the course.
- “**Dean**” means the dean of the college that has the responsibility for the course or program.
- “**Disability or Disabilities**” has the same meaning as under the Ontario Human Rights Code in force and as amended from time to time. Disabilities may include those which are permanent or those which fall under the definition of Temporary Disabilities. Disabilities may include but are not limited to:
  - Learning Disabilities
  - Attention deficit/hyperactivity disorder (“ADHD”)
  - Hearing and/or vision impairments
  - Autism Spectrum Disorder
  - Medical disabilities
  - Dexterity or mobility impairments
  - Acquired brain injuries
  - Psychological/emotional disabilities
- “**Diagnostic Information**” means the description of a diagnostic procedure, treatment, or underlying cause of a health condition, including a Diagnosis.
- “**Diagnosis**” means the identification of a specific disease or disorder as the cause of a set of symptoms.
- “**Essential Requirement**” means a task or activity that is core to the specific learning outcomes of a course or program.
- “**Examinations**” include but are not limited to midterms, tests, quizzes, lab examinations or final examinations, competency examinations and defences.
- “**In-course Academic Accommodations**” means Academic Accommodations for courses in which the student is currently registered.
- “**Interim Academic Accommodations**” means appropriate Academic Accommodations offered for up to a maximum of two semesters while a student is in the process of obtaining appropriate supporting documentation. The student may be required to produce evidence that the documentation process is underway.
- “**Learning Disabilities**” has the same meaning as found in either:
  - a. the Diagnostic and Statistical Manual of Mental Disorders, as published by the American Psychological Association;
  - b. the Learning Disabilities Association of Ontario; at the discretion of the diagnosing clinician.
- “**Notification**” means formal written notification from ALS of the appropriate types of Academic Accommodations.
- “**Program Head**” means head of an academic unit and includes a Department Chair or School Director.
- “**Regulated Health Professional**” has the same meaning found in the Regulated Health Professions Act, in force and as amended from time to time.
- “**Temporary Disability**” means a disability that may not be permanent but does not include short-term common ailments or illnesses such as a cold or the flu.
- “**Supplementary Academic Accommodation**” has the meaning found in section 5.3 of the Procedures Document.
- “**Vice-Provost**” means the chief academic officer of the University of Guelph-Humber.

More information can be found at: <https://wellness.uoguelph.ca/accessibility/about-us/policy-procedures/policy-academic-accommodation-students-disabilities>. (<https://wellness.uoguelph.ca/accessibility/about-us/policy-procedures/policy-academic-accommodation-students-disabilities/>)

## 2. Essential Requirements and Academic Accommodation

Decisions concerning specific forms of Academic Accommodation are made with consideration to the Essential Requirements of a specific course or program in order to ensure its integrity. Registration in a course or program does not guarantee the granting of any specific form of Academic Accommodation. Students are expected to contact ALS as early as possible to discuss their accommodation needs if their choices concerning a course or program may be affected by the specific forms of Academic Accommodation granted by the University.

## 3. Accessible Learning Services (ALS)

### Role of ALS

**3.1** ALS facilitates a variety of programs and services to assist students with participating fully in University life and maximizing campus accessibility. These may include:

1. confirming whether a student has met the criteria for establishing that a Disability exists and helping to identify appropriate options for Academic Accommodations;
2. providing to a Course faculty, Notifications as to the appropriate types of Academic Accommodation;
3. granting common forms of In-Course Academic Accommodations as described in section 5.1;
4. supporting and facilitating the provision of Academic Accommodations by academic departments;
5. acting as a resource for members of the University community about disability related matters that have an impact on equitable participation in academic life;
6. assisting the student in developing strategies for managing daily activities relating to academic life in the context of their disability.

### Registration

**3.2** All students who require Academic Accommodation must register with ALS (<https://www.guelphhumber.ca/academic-services/accessible-learning-services/>) in accordance with this Policy including applicants who submitted information regarding a Disability as part of the Admission process. Submission of information as part of the Admission process does not satisfy registration requirements for ALS.

**3.3** In order to provide Academic Accommodations in a timely fashion, students are expected to set an appointment with ALS as soon as possible.

1. Students who are already attending the University and are registering with ALS for the first time must contact ALS as soon as they are aware that a need for accommodation exists.
2. All new students and any returning students who need to meet with an advisor must normally contact ALS by the end of the first week of classes to book an appointment. If there is an immediate need for an accommodation, students are expected to make this known when booking the appointment.

- Students who have registered with ALS in a previous semester must reactivate their status within the first 2 weeks of classes for each semester they are enrolled by following instructions on the ALS website or sent to their University email account.

**3.4** Efforts will be taken to support students who delay registration with ALS. However, some options may not be available on short notice and may be deferred to a subsequent semester.

## ALS Testing Services

**3.5** Students who have been approved to write Examinations in the ALS Exam Centre must fill in the test/examination form which can be found at: Accessible Learning Services: Testing & Examination (<https://www.guelphhumber.ca/academic-services/accessible-learning-services/>) The form must be completed at least two weeks prior to a scheduled examination date.

**3.6** Where Examinations are written in the ALS Exam Centre, ALS is responsible for working with the academic unit to:

- identify students who will be writing in the ALS Exam Centre at least three working days prior to the scheduled date of the Examination;
- arrange for copies of the Examination to be available in the ALS Exam Centre on the day before it is to be administered to the student, and returned to the department/school on the first working day following the Examination;
- arrange for Examinations written in the ALS Exam Centre to be administered normally at the same time as the rest of the class. Exceptions to this policy include, but are not limited to, circumstances when:
  - granting additional time causes the scheduling of two Examinations to come into conflict;
  - a Disability precludes the student from being able to write more than one Examination per day;
  - medication required by the student affects the student's ability to function at particular times of day;
  - Examinations are scheduled outside of regularly scheduled class times and/or the ALS Exam Centre is closed.

## 4. Documentation Requirements

**4.1** Students requesting Academic Accommodation must provide appropriate documentation to ALS. The documentation must be from an appropriate Regulated Health Professional who has the authority to diagnose the particular Disability. In the absence of current documentation, students can request Interim Academic Accommodations. Detailed information on documentation requirements are available at the ALS website (<https://humber.ca/student-life/swac/accessible-learning/information-new-students/disability-documentation-requirements/>).

## 5. Requests for In-Course Academic Accommodation

**5.1** Subject to appropriate documentation (<https://humber.ca/student-life/swac/accessible-learning/information-new-students/disability-documentation-requirements/>), requests for certain common forms of In-Course Academic Accommodation can be granted directly by ALS. These include but are not limited to requests for:

- note taking;
- arrangements for appropriate seating in a classroom;
- supports for Examinations that are administered by the ALS Exam Centre such as extra time, use of a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe.

**5.2** Students requesting In-Course Academic Accommodation are responsible for submitting their requests in accordance with deadlines as provided on the ALS website (<https://humber.ca/student-life/swac/accessible-learning/information-new-students/disability-documentation-requirements/>).

**5.3** Requests for In-Course Academic Accommodations not in subsection 5.1 are considered "Supplementary Academic Accommodations" and are made directly to Course faculty or the appropriate University units with the support of ALS. Examples may include but are not limited to:

- audio recording of lectures;
- use of memory aids or calculators for Examinations;
- additional time for assignments, or alternate scheduling of Examinations;
- advanced access to information about readings and assignments;
- alternative methods of assessing Essential Requirements.

**5.4** ALS provides support to students in learning to negotiate on their own behalf. To that end, ALS encourages students to negotiate directly for Supplementary Academic Accommodations, when appropriate. At the student's request, ALS may provide assistance in requesting Supplementary Academic Accommodations.

**5.5** Course faculty are encouraged to contact ALS to discuss any requested Supplementary Academic Accommodation that is not consistent with the Notification, or if there are questions related to the impact of the Supplementary Academic Accommodation on the Essential Requirements of a course or program.

**5.6** If ALS supports the need to have textbooks produced in alternate format (e.g. audio books, Braille or e-text), students must make the necessary arrangements. Students are encouraged to make these arrangements early since it can take 4 to 6 weeks to acquire alternate format text.

## 6. Supplementary Academic Accommodation Decision Process

**6.1** If consensus on Supplementary Academic Accommodation cannot be reached between the student, the Course faculty and ALS, then the Course faculty shall consult as follows with the Program Head or designate.

**6.2** If, after the consultation described above, consensus still cannot be reached on the Supplementary Academic Accommodation to be provided, a report will be issued within 5 working days ("Report") by the Program Head (or designate) to the Vice-Provost (or designate).

**6.3** The Report will include the Notification from ALS, the type(s) of Supplementary Academic Accommodation being requested, and the rationale for not granting the request including any concerns regarding its impact on the Essential Requirements of the course or program, if applicable. The Report will also include information about any alternative

forms of Supplementary Academic Accommodations that have been considered.

**6.4** Within 5 working days of the receipt of the Report, the Vice-Provost (or designate) shall make a decision on the type(s) of Supplementary Academic Accommodation to be granted and advise the parties in writing.

## 7. Appeal Process

**7.1** Decisions by ALS Advisors regarding the In-Course Academic Accommodations under section 5.1 may be appealed to the Associate Director, ALS.

**7.2** Decisions by ALS regarding Supplementary Academic Accommodations it will support under Section 5.3 may be appealed to the Associate Director, ALS.

**7.3** Decisions by the Vice-Provost (or designate) under 6.4 may be appealed by the student to the Accommodations Appeal Panel.

## Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the community. Accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the faculty in charge of the course within two weeks of the distribution of the course outline. A student requiring accommodation may submit the request to the faculty directly. Academic Advisors can provide additional guidance about the process and support to students making an accommodation request, if needed. The faculty has a responsibility to provide reasonable alternative arrangements that do not put the student at an academic disadvantage. In the case of a conflict with a final examination, the student should consult with their Academic Advisor to arrange to reschedule the examination to another time during the examination period taking care that the new date and time does not put the student at an academic disadvantage.

In the event that a student is not satisfied with the accommodation offered by the faculty and/or Academic Advisor the student may appeal to their Academic Advisor who may grant alternative accommodation. A student who remains dissatisfied with the outcome of their request may seek the assistance from the Office of Diversity and Human Rights (DHR) (<https://www.uoguelph.ca/diversity-human-rights/>) to facilitate a resolution.

For a current list of major holy days, contact the Office of Diversity and Human Rights (DHR) (<https://www.uoguelph.ca/diversity-human-rights/>).

# Academic Consideration, Appeals and Petitions

## General Information for Academic Consideration and Appeals

The University of Guelph-Humber is committed to supporting students in their learning experiences and responding to their individual needs. To this end a broad network of advising, and support services is provided to assist students in meeting their personal and academic goals. The University is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events. Procedures for academic appeals are designed to ensure that every effort is made at these times to provide appropriate accommodation and consideration, thus enabling students to complete course and program requirements as quickly as possible.

Knowledge of the procedures, early action on the student's part, timely consultation with the faculty(s) and/or Academic Advisor, and immediate provision of any required documentation will facilitate a prompt, coordinated institutional response.

## Process for Academic Consideration and Appeals

This chart outlines the categories for academic consideration, grounds, timelines and appeals. For detailed information on the policies and processes, see the following pages. Students are reminded to consult the program head as soon as extenuating circumstances affect academic performance in order to initiate action and provide any required documentation.

All available evidence, including the student's performance during the semester, will be given careful consideration when making a decision. Procedures to follow in each case are outlined below. Questions about procedures and deadlines should be directed to the Academic Advisor.

Category	Grounds for Consideration	Consideration Granted By	Period of Consideration	Subsequent Appeal To
<b>Incomplete Course Work (see below for deferred assessment requests)</b>	Medical Psychological Compassionate	Faculty	Same semester	Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester
<b>Request for Deferred Assessment (Examination or Condition)</b>	Medical Psychological Compassionate	Academic Review Sub-Committee (consult with the Academic Advisor)	Documentation must be submitted to the Academic Advisor within five working days of the missed examination/course work deadline	Formal Appeal 10 working days deadline for appeals of academic review decisions

<b>Supplemental Assessment</b>	Please see the criteria listed under the Supplemental Assessment section of the Undergraduate Calendar	Academic Review Sub-Committee (consult with the Academic Advisor)	Documentation must be submitted within the first five class days of the subsequent semester	Formal Appeal 10 working days deadline for appeals of academic review decisions
<b>Late Drops, Credit Standing, and Withdrawal with Failure (WF)</b>	Medical Psychological Compassionat	Academic Review Sub-Committee (consult with the Academic Advisor)	Documentation must be submitted within the first 20 class days of the subsequent semester	Formal Appeal 10 working days deadline for appeals of academic review decisions
<b>Request for Probationary Status</b>	Medical Psychological Compassionat	Academic Review Sub-Committee (consult with the Academic Advisor)	Contact your Academic Advisor for request submission deadlines	Formal Appeal 10 working days deadline for appeals of academic review decisions
<b>Request for Grade Reassessment</b>	Calculation Error or omission	Faculty	10 class days of the following semester	No appeal; Contact Program Head if request to Instructor is not addressed after 5 working days
<b>Request for Grade Reassessment</b>	Methods and Criteria	Program Head	10 class days of the following semester	Formal Appeal 10 working days after decision of the Program Head
<b>Request for Grade Reassessment</b>	Misapplication of an Academic Regulation	Faculty	Should be initiated as soon as possible	First Level: Program Head; Second Level: Vice-Provost; Third Level: Provost

## Academic Consideration

The University will consider granting consideration for courses if there are sufficient extenuating medical, psychological or compassionate circumstances. Academic consideration may take the form of an extended deadline, a deferred assessment, a late drop of a course(s) with or without failure, withdrawal from a semester with or without academic failure, or permission to continue on probationary status. A deferred assessment could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the semester. Academic consideration is granted when acceptable medical, psychological, or compassionate circumstances affect any

portion of the semester work. Generally, work commitments will not constitute grounds for academic consideration. For students enlisted in the Canadian Military (through regular or reserve service), the University of Guelph-Humber will consider accommodation requests. Depending upon the circumstances and whether the semester work is complete, consideration may be granted by the faculty member, the Academic Advisor, or the Admissions and Academic Review Sub-Committee.

Students will need to assess the extent of the difficulty they face and the possible implications on their course work. For instance, an illness which lasts one or two days and results in a missed deadline can usually be resolved between the faculty member and the student, often without documentation. Circumstances which affect the student's ability to attend classes, write term tests or meet assignment deadlines for an extended period of time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The Academic Advisor should be contacted regarding appropriate procedures and documentation.

The Academic Advisor is the student's advisor in all matters pertaining to academic consideration and can assist in defining an appropriate course of action (advisor names and locations can be found at <https://www.guelphhumber.ca/advising/advisors/>). **It is the student's responsibility to consult the Academic Advisor as soon as extenuating circumstances affect academic performance, in order to initiate action, and provide any required documentation.**

## Grounds for Academic Consideration

Where possible, requests for academic consideration are to be accompanied by supporting documentation. Students unsure of documentation requirements are encouraged to contact their Academic Advisor.

### 1. Medical Grounds

For academic consideration based on medical grounds a student may be asked to provide documentation for the period of the illness. The necessity for documentation will depend in part upon the length of the illness and the amount of work missed during this time. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course and must be submitted to the Academic Advisor within five working days of the missed examination/course work deadline. If the medical situation results in missed semester work, the student should contact the faculty, presenting medical documentation where warranted. If the absence due to illness is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the Academic Advisor for advice and consideration.

When the absence affects final examinations or final assignments the student should go to Student Wellness and Accessibility Centre or a personal physician for documentation. The student must submit their documentation to their Academic Advisor within five working days of the missed examination/course work deadline.

### 2. Psychological Grounds

For academic consideration based on psychological grounds the student may be asked to provide documentation for the period affected. The necessity for documentation will depend in part upon the length of the problem and the amount of work missed during this time. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course and must be submitted to the Academic Advisor within five working days

of the missed examination/course work deadline. The student should submit this documentation to the Academic Advisor who will then advise the faculty of the need for consideration. If the difficulty is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the Academic Advisor for advice and consideration.

### 3. Compassionate Grounds

Unforeseen circumstances beyond the student's control in either personal or family life may affect academic performance. The procedure to follow to request academic consideration based on compassionate grounds depends upon the severity of the circumstance and the amount of work missed. Students may wish to contact the faculty for consideration for missed work resulting from a compassionate circumstance. If the circumstance is more significant, or if the consideration sought will go beyond the grade submission deadline for the course, the student must consult with the Academic Advisor within five working days of the missed examination/course work deadline. Generally, work commitments will not constitute grounds for academic consideration. For students enlisted in the Canadian Military (through regular or reserve service), the University of Guelph-Humber will consider accommodation requests.

### Incomplete Course Work

Faculty are responsible for granting academic consideration, if applicable, for course work up to the grade submission deadline for the course. Types of consideration that may be granted by faculty include the setting of a make-up test, re-weighting the value of course assignments, extending a deadline or allowing the resubmission of an assignment (up to the grade submission deadline for the course). Students should consult with their Academic Advisor for advice on an appropriate course of action if:

- a) the student feels that appropriate consideration has not been granted by the faculty, or
- b) if the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the course grade submission deadline.

### Student's Responsibilities

If due to medical, psychological or compassionate circumstances a student is unable to complete any portion of the semester's work the student should:

1. Inform the faculty-in-charge of the course in writing.
2. If the faculty member requests it, the student must supply documentation. If documentation is unavailable, the student should consult their Academic Advisor.
3. Complete and submit missed work by the new deadline established by the faculty member.
4. Consult with the Academic Advisor if circumstances warrant (see a) and b) above).

If the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the course grade submission deadline, the Academic Advisor should be consulted regarding an appropriate course of action.

### Faculty's Responsibilities

*Faculty members should exercise discretion when requiring documentation, particularly when the assessment in question constitutes a small proportion*

*of the course grade, or when alternative means for carrying out the assessment are available.*

The Board of Undergraduate Studies recommends that faculty make every effort to accommodate students representing the University in extracurricular activities when there is a conflict between those activities and the requirements of the course.

If the student does not submit all of the required work by the course grade submission deadline, the faculty shall refer the situation to the Academic Review Sub-Committee. **The faculty cannot grant extensions beyond the final date for submission of grades for the course.**

### Academic Advisor Responsibilities

If the student and the faculty cannot arrive at a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline, the Academic Advisor may act as a mediator. The Academic Advisor may discuss the issue with the Program Head if appropriate.

In the event that medical, psychological or compassionate circumstances are affecting the student's overall performance, the Academic Advisor will ensure that the student's faculty are advised that academic consideration based on medical, psychological or compassionate grounds is warranted. In such cases the Program Head may be of assistance in co-ordinating faculty's responses to the request for consideration.

### Academic Review

If final examinations, term assignments, projects, work term reports or other course requirements are not completed by the course grade submission deadline, academic consideration is not the responsibility of the faculty member but rather, the responsibility of the Academic Review Sub-Committee of the program in which the student is registered.

A request for academic consideration should be made to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers. A request for a deferred assessment for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the Academic Advisor within five working days of the missed examination/course work deadline.

A request to change an earlier decision of the Academic Review Sub-Committee may be made only on the basis of relevant information not previously submitted. Students wishing to resubmit a "Request for Academic Consideration" form with additional supporting documentation should consult their Academic Advisor. Students who believe that the decision of the Academic Review Sub-Committee is inappropriate may appeal the decision to the Senate Committee on Student Petitions within 10 working days of the academic review decision (see Petitions). The Senate Committee will not normally consider any appeals submitted past this deadline.

### Student's Responsibilities

If due to medical, psychological or compassionate circumstances the student is unable to complete a final requirement of the course by the course grade submission deadline and wishes academic consideration, the student should:

1. Consult with the Academic Advisor for advice on the appropriate consideration that should be requested.
2. Submit a request for consideration to their Academic Advisor. A request for a deferred assessment for a missed final examination or other course requirements not completed must be submitted,

along with supporting documentation, to the Academic Advisor within five working days of the missed examination/course work deadline. Deadlines for other type of consideration can be found in a chart under "Process for Academic Consideration and Appeals". Students should consult with their Academic Advisor for meeting dates.

### Faculty's Responsibilities

In a case where a student has not completed course requirements by the course grade submission deadline, the faculty shall complete the "Incomplete Coursework Form".

If the medical or psychological evidence or compassionate reasons have been verified and accepted the Academic Review Sub-Committees use this form to determine whether a student is eligible to be considered for a deferred assessment for a missed final exam, final assignment or final piece of the graded components of the course. The faculty should include with the Incomplete Coursework Form any documentation provided to the faculty by the student in support of the academic consideration request.

A student who receives credit standing will receive credit in the course without a numerical grade. This course will not be included in the student's overall average or specialization average.

A deferred assessment could be approval to write an examination and/or to submit an assignment(s). Deferred assessments must be completed within the semester immediately following the semester in which the exam/course work was originally missed, refer to Section III – Schedule of Dates (p. 9). Scheduling, from the Office of Registrarial Services, will inform the student of the deadline for the deferred assessment (see Deferred Assessment).

If on the basis of acceptable medical, psychological or compassionate documentation a numerical passing grade or credit standing is granted rather than a deferred assessment, the student may request the deferred assessment. The request must be submitted in writing to Enrolment Services, Office of Registrarial Services, by the end of the add period for the following semester.

### Student Petitions

The Senate Standing Committee on Student Petitions is comprised of students and faculty members and is supported by a representative from the Office of Registrarial Services and the Governance & Judicial Officer.

#### The Committee has the jurisdiction to:

Act as an appeal body for the following decisions:

1. a decision of an Academic Review Sub-committee (undergraduate students) denying a request for academic consideration;
2. a decision of the Admissions & Progress Sub-committee (graduate students) denying a request for academic consideration;
3. a decision denying a specific request for academic accommodation pursuant to the Senate policy on "Academic Accommodation for Students with Disabilities";
4. a decision of academic misconduct, made by the appropriate dean(s)/ designate(s); either the finding of academic misconduct or the penalty may be appealed;
5. a final grade on a course based on the methods and criteria used by the faculty;
6. review and make decisions regarding a student request to expunge a record of academic misconduct no sooner than five years after the date of last registration;
7. review and make recommendations to the President in regard to a student request to expunge a record of expulsion.
8. review a decision of an Admissions Sub-committee, or the Admissions & Progress Sub-committee on readmission to a program, only if the basis of the appeal is procedural unfairness or bias on the part of the Admissions Sub-committee or Admissions & Progress Sub-committee.

Students must file a petition/appeal within 10 working days of the receipt of the original decision.

For more information on the student petitions/appeal process, students may contact student judicial services at the University Secretariat [judicial@uoguelph.ca](mailto:judicial@uoguelph.ca).

## Academic Review Sub-Committee Procedures

A request for academic consideration should be made by the student to the Academic Review Sub-Committee during, or immediately after, the semester to which it refers. A request for a deferred assessment for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the program counsellor within five working days of the missed examination/course work deadline. If a student is appealing a required to withdraw decision, the student should consult with their program counsellor about the deadline before submitting the "Request for Academic Consideration" form.

The Academic Review Sub-Committee will consider requests for academic consideration with regard to:

- Course results (e.g., late drop of a course(s) with or without failure, deferred or supplemental assessment, credit status).
- Meeting the continuation of studies requirements (e.g., probationary status).
- Meeting the graduation requirements.

All requests are to be made in writing, on the Request for Academic Consideration form available from Registrarial Services office, or from the student's Academic Advisor. Request forms must be accompanied by relevant supporting documentation. Requests that are inadequately documented or that lack clarity will not be dealt with but will be returned to the student. The student should meet with their Academic Advisor for advice on the preparation and submission of requests for academic consideration. A request for a deferred assessment for a missed final examination or other course requirements not completed must be submitted, along with supporting documentation, to the program head within five working days of the missed examination/course work deadline.

When the form is complete, the student should retain a copy along with copies of all documentation submitted. The form, with the original documentation attached, should be submitted to the student's Academic Advisor.

The Campus Registrar or designate, shall prepare the agenda for each meeting of the Academic Review Sub-Committee, maintain a record of the sub-committee's decisions and the Academic Advisors should immediately inform each student in writing as to the disposition of the request.

**An appeal of an Academic Review Sub-Committee's decision may be submitted to the Vice-Provost within 10 working days of the decision. Students who are appealing the decision of an Academic Review Sub-Committee for denial of probationary status will not be allowed to attend classes pending the outcome of the petition.**

## Academic Load

### Full-time

Courses taken via Letter of Permission are not used by the University to calculate academic load.

The normal semester load for academic programs is 2.50 credits except where otherwise prescribed by the schedule of studies. Students are considered full-time if they are registered in 2.00 or more credits in a semester.

Under the credit system, credit weight reflects student workload rather than contact hours. Students should note that 10 to 12 hours of academic time and effort per week (including classes) are expected for a 0.50 credit course. Exceeding the normal credit load for the program can place the student at academic risk and should be carefully considered in consultation with the Academic Advisor.

### Part-time

Courses taken via Letter of Permission are not used by the University to calculate academic load.

A student who is registered in fewer than 2.00 credits in a semester is considered to be part-time.

## Academic Misconduct

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with misappropriation of others' work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavors. In addition to this policy, the University has adopted a number of policies that govern such offences, including the Responsible Conduct of Research (<https://www.uoguelph.ca/secretariat/policy-73-responsible-conduct-research-policy/>) and the Policy on Non-academic Misconduct (<https://www.uoguelph.ca/secretariat/policy/1.6/>). These policies will be strictly enforced. See Section I Statement of Students' Academic Responsibilities (p. 6) for additional information.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility

includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

University of Guelph-Humber students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals, faculty, Academic Advisor and follow the available procedures for academic consideration outlined in this calendar.

## Education and Remediation

Education and remediation are key to promoting an environment in which academic integrity will flourish. It should not be possible for a student to claim that they were not warned about the University's academic misconduct regulations, what constitutes academic misconduct and the potential consequences of transgressing. The need to educate students about academic integrity places a particular responsibility on faculty, especially with respect to discipline-specific issues.

The University's Strategic Directions place high value on collaboration and co-operation in the learning process, across disciplines and between institutions. Further, the strategic plan recognizes the importance of students learning to work with others in group projects and situations as key to developing skills as self-reliant learners. This is reflected in the large number of courses at this University which involve group work and encourage co-operation in completing assignments. However, there may be need to limit the amount of collaboration or cooperation. Students need to be aware of, and faculty need to be clear about assignments for which discussing or completing the work with others is not appropriate and where the expectation is that students will work separately. Faculty should be very explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials and other materials posted and distributed to students. Students need to remain aware that faculty have access to and the right to use electronic and other means of detection.

In addition, in the case of examinations, students should be sure that they read and understand the regulations with respect to conduct in examinations printed on the cover of each examination booklet, and should pay particular attention to the instructions provided on the examination attendance sheet and any additional instructions from the examination invigilators.

In support of remediation, students convicted of an academic offence may be required to successfully complete an academic integrity remediation process.

## Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment.

Below are descriptions of academic offences. It is important to note that, while the University has attempted to present as comprehensive a list as possible, this list of potential academic offences should not be considered exhaustive. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity that might be particular to their

discipline. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or Program Head.

It is the responsibility of students working in a group to take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.

Further, as some academic offences may also be viewed as violations of policies on the Responsible Conduct of Research, the Policy on Non-Academic Misconduct, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University's discretion, and to criminal prosecution or civil action.

A graduate of the University may be charged with an academic offence committed while they were a registered student when, in the opinion of the Vice-Provost, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

## 1. Misappropriation of Others' Work

### Plagiarism

Plagiarism is misrepresenting the ideas, expression of ideas or work of others as one's own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. In addition to books, articles, papers and other written works, material may include (but is not limited to): literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

- submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- buying or selling term papers or assignments;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline, and are encouraged to consult with the faculty of the course, or the Program Head for clarification if needed.

Faculty should include in the materials they provide to students about academic integrity, information about any unique, discipline-specific understandings with respect to what must be acknowledged or cited<sup>1</sup>.

<sup>1</sup> In addition to being concerned about appropriate citation, students who wish to use the work of others, from any source, should be

aware of copyright laws and other conventions governing intellectual property. See the Office of Research website, <http://www.uoguelph.ca/research/>, for links to the University's intellectual property policies.

### Copying

Copying is similar to plagiarism in that it involves the appropriation of others' work as one's own. It includes copying in whole or in part another's test or examination answer(s), laboratory report, essay, or other assignment.

Copying also includes submitting the same work, research or assignment for credit on more than one occasion in two or more courses, or in the same course, without the prior written permission of the faculty(s) in all courses involved (including courses taken at other post-secondary institutions).

### Unauthorized Co-operation or Collaboration

It is an offence to cooperate or collaborate in the completion of an academic assignment, in whole or in part, when the faculty has indicated that the assignment is to be completed on an individual basis.

## 2. Misrepresentation and Fraud

This category of offences covers a range of unacceptable activities, including the following:

### Impersonation

Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

### Falsification

It is an offence to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:

- falsified research or lab results and data;
- concocting facts or reference;
- false medical or compassionate certificates;
- false letters of support or other letters of reference;
- falsified academic records, transcripts or other registrarial records;
- fraudulent submission practices (e.g., altering date stamps);
- altering graded work for re-submission.

It is also falsification to misrepresent the amount of work an individual has contributed to a group assignment or activity. Both the individual to whom work is falsely attributed and those who acquiesce in its attribution commit an academic offence.

### Withholding

It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage.

### Unauthorized Aids and Assistance

It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services).

Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the faculty or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

### 3. Improper Access and Obstruction

#### Preventing Access to Materials

It is an offence to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic or other materials intended for general academic use.

#### Obstruction and Interference

It is an offence to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (for example, a report, a photographic assignment, a film), with a chemical used for research, or with any other object of study or research device.

#### Improper Access

It is an offence to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

#### Improper Dissemination

It is an offence to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

### 4. Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

## Penalties

### A. Range of Penalties That May be Assessed

If a student is found guilty of academic misconduct, an Official Warning will be given that an offence is now noted in the student's record and that a subsequent offence will attract a more severe penalty. In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of University-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.
4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from the University for a period of between one and six consecutive semesters. For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
6. A recommendation for expulsion from the University.
7. A recommendation for revocation/rescinding of a degree. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a degree conferred, may have the degree rescinded or revoked when, in the opinion of the Vice-

Provost, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

### B. Notes with Respect to Penalties

The following should be noted with respect to penalties:

1. Senate has approved a set of Guidelines for the Assessment of Penalties for Academic Misconduct. These guidelines are used by Program Heads and the Vice-Provost to assist them in determining appropriate penalties for individual cases.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course, apply the Credit/No Credit Grading Option to the course, receive credit (CRD) standing on the course or to withdraw with failure. A student who has dropped the course prior to the offence(s) being detected will have their enrolment in the course reinstated if found guilty and if the penalty assessed is other than an Official Warning.
3. Students who have been suspended for academic misconduct will not receive credit for any courses taken while under suspension. This policy applies to any credit course taken during the suspension period, be it distance, or on-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirement will normally be required to serve the associated penalties consecutively.
5. A student who has been expelled from the University of Guelph-Humber is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the Vice-Provost to have the expulsion status removed. The Vice-Provost will form a hearing committee to review the case for lifting the admission restriction. If the committee decides to remove the expulsion status, the student who wishes to be considered for readmission must then make an application that will be judged on the basis of eligibility to continue. If the committee decides to leave the expulsion status in place, the student must wait at least another two years before submitting a new petition.
6. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

## Procedures

### A. Notes Re: Procedures and Authority to Act

1. The Vice-Provost may delegate their authority under this policy to an appropriate designate(s). Such delegation may be full (for example, all cases are delegated to a Program Head), or partial (for example, authority with respect to offences related to course work may be delegated to a Program Head). The Vice-Provost must provide the University's Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.
2. For offences related to course work (including examinations):

The relevant Program Head in which the course is offered, and the Program Head in which the student is enrolled (if different) should receive a copy of the decision.

3. For offences not related to courses, or for course offences involving students not enrolled in the course, the Vice-Provost is responsible for administering the policy.
4. In the event that the Vice-Provost has a conflict of interest in dealing with a case, the Vice-Provost will appoint another faculty member to deal with the case. In the event that the Vice-Provost's designate has a conflict of interest in dealing with a case, the Vice-Provost may appoint an alternate designate.
5. Wherever in this policy it states that a student is to be contacted, the normal expectation is that such contact will be made using the student's University of Guelph-Humber email account.

## B. Detection and Documentation Examinations

The responsibility for preventing and detecting academic misconduct in an examination lies with the faculty member responsible for the course and the examination invigilators, although they may make use of reports from others to assist them in detection. In cases of suspected impersonation, the faculty member shall require the student concerned to remain after the examination until the student is satisfactorily identified. In other cases of suspected academic misconduct, the faculty member shall allow the student to complete the examination, but:

- may require that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption of those taking the examination; and
- shall confiscate any suspect material (including those portions of the examination completed to that point), along with the student's other examination booklet(s) (collected at the end of the exam).

The chief invigilator shall give a full report, together with any confiscated material, to the faculty-in-charge of the course if the faculty is not the chief invigilator.

### Term Assignments, Including Research and Thesis Work

The initial responsibility for detecting academic misconduct on term assignments, etc., necessarily lies with the person(s) responsible for evaluation and discussion of the student's work, although that person may make use of reports from others to assist in detection, and may make use of electronic means of detection appropriate to the discipline. Where academic misconduct is suspected, the evaluator/marker shall retain possession of any suspect material and give a full report in writing together with any confiscated material to the faculty-in-charge of the course, or to the student's Program Head, if the faculty/advisor is not the evaluator/marker. At this stage, the student will be informed by the faculty/advisor that a suspicion of academic misconduct is being investigated.

### Cases Outside the Domain of Examinations or Assignments

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process rests with the entire University community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should contact the Program Head, for the program in which the student is enrolled. If the suspected offence appears to be related to a specific course, then the faculty of the course should be contacted.

## C. Investigation and Judgment

### Offences Related to Course Work, Research, Thesis Work or Examinations

- a. When a faculty suspects that an academic offence has been committed, the faculty member is responsible for gathering evidence to support or allay the suspicion and may invite the student to meet with them to discuss the concerns. The faculty should pursue the gathering of evidence in a timely way. The normal expectation for assignments due within the semester is that faculty will complete their evidence gathering within ten working days of the due date for the assignment. For assignments submitted at the end of the semester or during the examination period, the faculty has until the tenth day of the subsequent semester to collect the evidence and determine whether to pursue a case. In a case where a faculty requires substantial additional time to collect and review the evidence, they may seek an extension of time from the Program Head.
- b. If after reviewing the available evidence the faculty believes an offence may have been committed, they shall refer the case to the Program Head responsible for the course. The referral document will include all evidentiary material collected by the faculty along with the transmittal form on which the faculty may include a recommendation with respect to penalty should the allegation be upheld. A copy of the first page of the transmittal form shall be sent to the Office of the Vice-Provost by the Program Head.
- c. If the Program Head believes that there is sufficient evidence to support a charge of academic misconduct, they will forward the transmittal form and all evidentiary material to the Vice-Provost, normally within ten working days of receipt of the allegation from the faculty.
- d. Normally within ten working days of receipt of the case from the Program Head, the Vice-Provost will invite the student to meet with them to discuss the allegation(s). If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the Vice-Provost may proceed with a decision in the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the Vice-Provost may consult with any individuals the Program Head believes pertinent to the case. At the meeting, the student will be presented with the evidence collected by the faculty and Program Head to that point. Based on the student's response to the evidence, the Vice-Provost may engage in further consultation with any individuals deemed pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the Vice-Provost reaching a decision on the case.
- e. If after weighing the available evidence the Vice-Provost finds an offence has been committed, the Vice-Provost will contact Registrarial Services as appropriate to determine whether this is a first offence.
- f. In determining the appropriate penalty, the Vice-Provost will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the faculty and/or Program Head and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g. the amount of work plagiarized), and any mitigating circumstances presented by the student.
- g. Normally within ten working days of the meeting with the student, or ten days from the date of the final communication with the student

with respect to any additional evidence, the Vice-Provost will inform the student in writing of the disposition of the case. In a case where the Vice-Provost requires substantial additional time to review the evidence and come to a judgment, they may announce an extension of time for reaching the decision.

Should the Vice-Provost determine that an academic offence has not been committed the Vice-Provost shall so inform the student, the faculty and the Program Head, in writing. A copy of the letter will be forwarded to Academic Advisor and the Campus Registrar. Thereafter, the complaint shall have no official status as an accusation of academic misconduct and no record of the complaint shall be maintained on the student's record<sup>1</sup>.

Should the Vice-Provost determine that an academic offence has been committed the student shall be informed in writing. The written notification should include the offence for which the student has been found guilty and information with respect to penalty. Copies of the written notification should be sent to the faculty, the Program Head, the Academic Advisor and to the Campus Registrar.

- h. In a case where the Vice-Provost believes suspension or a recommendation for expulsion/revocation is warranted, the Vice-Provost should consult with the Vice-President's Academic (U of G and Humber) before making a final determination with respect to penalty.

<sup>1</sup> A statistical record will be kept by the Office of the Vice-Provost for annual reporting purposes.

## Other Offences

- a. Cases involving offences that are not course-related are dealt with by the Vice-Provost. Examples of such offences include, but are not limited to falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.
- b. When a case is brought to the attention of the Vice-Provost, the Vice-Provost shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The Vice-Provost will also inform the Campus Registrar (as appropriate). If the student does not respond within ten working days to the request for an interview or refuses to attend an interview, the Vice-Provost may proceed with a decision in the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the Vice-Provost may meet with any individuals or collect evidence as deemed pertinent to the case. At the meeting, the student will be presented with the evidence collected by the Vice-Provost to that point. Based on the student's response to the evidence, if necessary the Vice-Provost may consult with any other individuals deemed pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the Vice-Provost reaching a decision on the case.
- c. If after weighing the available evidence the Vice-Provost finds that an offence has been committed, the Vice-Provost will contact Registrarial Services as appropriate to determine whether this is a first offence. The Vice-Provost may impose penalties in accordance with Penalties A. and B., above. In the event that the Vice-Provost believes suspension, expulsion or revocation to be warranted, the Vice-Provost proceed as in Procedure C.(h).
- d. Normally within ten days of meeting with the student, or of the final communication with the student with respect to evidence, the Vice-Provost shall inform the student in writing of the decision in the

case, and copy the letter to the relevant University officials, including Undergraduate Program Services/Graduate Program Services (as appropriate). In a case where the Vice-Provost requires substantial additional time to gather evidence and make a judgment, the Vice-Provost may seek an extension from the Provost and Vice-President Academic.

## The Informal Academic Appeal Process

A student who has concerns regarding an academic decision should first discuss the matter directly with the responsible faculty member or other decision-maker who shall provide the student with the reason(s) for the decision.

If resolution cannot be reached at the faculty/decision-maker level, the student should see the responsible Program Head to mediate the concern. If the Program Head mediation is unsuccessful, the student may resort to a Formal Appeal.

Throughout the informal appeal process, the student shall provide any and all documentation (e.g. medical reports) that may be relevant to the resolution of the concern. The Academic Advisor and the Campus Registrar, shall be advised, in writing (e.g. official grade re-assessment), of any changes relating to the student's record that may occur as the result of an informal appeal process.

An informal appeal must be launched no later than ten (10) working days after the end of the term within which the course was offered, or, in the case of an academic misconduct decision, after the date at which the student is informed of the decision.

The informal appeal process is to be completed within ten (10) working days of its initiation by the student, and it is incumbent upon both parties to make every effort to meet that deadline. The results (and reasons why) of any and all levels of an academic appeal must be documented to the student and kept on file by the Campus Registrar.

If the student considers that the informal appeal process has not satisfactorily resolved the academic concern, the student may move to the formal appeal panel process.

**Note:** A student can request their Academic Advisor to work with them during the informal academic appeal process. The Academic Advisor can provide guidance and advice to the student, in an effort to mediate with the appropriate faculty member unit. and/or academic

## The Formal Appeal

If an academic concern is not satisfactorily resolved during the informal appeal process, the Student may file a formal appeal with the Campus Registrar. All formal appeals must be filed within ten (10) working days of the conclusion of an informal appeal process. Normally, appeals submitted beyond the 10 working-day deadline will not be accepted.

1. Formal appeals must be in writing, stating all grounds for the appeal and the resolution being sought, and must be submitted on the University of Guelph-Humber Application for an Academic Appeal Hearing Form, to the Campus Registrar. At the time the appeal is filed, the student shall submit all supporting documentation to the Campus Registrar, for distribution to the Appeal Panel and the appropriate academic unit(s) along with the name(s) of individual(s) accompanying the student. Upon receipt of all of the above documents, the academic unit (led by the appropriate Program Head) shall have five (5) working days to submit all documentation they will be presenting at the

Formal Appeal Hearing. The Campus Registrar shall distribute these documents to the Student and the Appeal Panel. The Student shall have five (5) working days to review the submissions of the academic unit prior to the Hearing. Extensions to these time frames may be granted by the assigned Chair of the Appeal Panel if extenuating circumstances can be shown. No new documentation from either the Student or the academic unit may be submitted on the day of the Appeal, unless otherwise directed by the assigned Chair of the Appeal Panel.

## 2. Timing and Notice of a Formal Appeal

Once a formal appeal is filed, the Campus Registrar shall schedule the hearing accordingly. In the event of an emergency, a formal hearing may be scheduled at a time not previously published. The student may withdraw a formal appeal prior to the scheduled hearing.

A formal appeal may be dismissed without a hearing of its substance on any of the following grounds:

- The student has previously submitted the same, or substantially the same complaint to the formal appeal process.
- The student has not followed the appropriate appeal-filing procedure.
- The student has commenced civil or other litigation against the University of Guelph and/or Humber College regarding the issue in question.

In order to allow the student an opportunity for rebuttal, the decision to dismiss an appeal on any of the above-noted grounds can only be made by the Appeal Panel at the scheduled hearing.

### 1. Formal Appeal Panel:

Each Appeal Panel shall be drawn from a group of University of Guelph-Humber faculty and student volunteers.

An Appeal Panel consists of three individuals (one of whom acts as Chair) selected from programs other than the program in which the student is registered, and the academic unit in which the academic decision being appealed originated. The membership of each panel shall include two full-time faculty members (one from the University of Guelph and one from Humber College) and one full-time University of Guelph-Humber student.

To ensure consistency of process, each Appeal Panel will be chaired by one of those selected individuals who has received additional training in the role and responsibilities of a Chair.

### 2. Academic Appeal Hearing Protocol:

Prior to the Hearing, the appointed Chair of the Appeal Panel shall confirm the Hearing participants with the Campus Registrar. The Student may bring to the Appeal Hearing witnesses who can provide further information directly related to the Appeal. The Student may have an individual accompany them to the Hearing in a support role. This individual cannot actively participate in the Hearing. Notice of the intent to be so accompanied and the names of any witnesses to be present on the student's behalf should be provided at the time a formal appeal is filed.

Individuals representing the academic unit may include the appropriate Program Head, but will always include any faculty member directly involved in the academic decision being appealed. If two or more formal appeals are submitted which involve the same or similar questions, the Chair may:

- a. combine the appeals or any part of them, with the consent of the parties;
- b. hear the appeals at the same time, with the consent of the parties;

- c. hear the appeals one immediately after the other; or
- d. stay one or more of the appeals until after the determination of one of them.

An Appeal Panel member having any prior knowledge of the student or of the nature and circumstances of the Appeal which, in the view of the Chair, would lead to an apprehension of bias must withdraw from the Panel. In the event that it is the Chair's knowledge which causes a possible apprehension of bias, the decision as to whether the Chair should withdraw shall be made by unanimous vote of the other two members of the Panel.

Academic Appeal hearings shall be conducted in closed session. Recording devices are not permitted to be used in connection with the Academic Appeal Process, including the hearing. Legal representation is not permitted on behalf of any party during the Academic Appeal Process, including the hearing. All information/matters, not otherwise publicly available, presented and/or discussed at an appeal hearing are deemed confidential.

Once the hearing is in session, all participants, other than witnesses, must remain until all information has been presented and the meeting has been formally adjourned and/or concluded. Witnesses called by either the student or the academic unit will be dismissed by the Chair of the Appeal Panel once they have presented their information and have been questioned by the other party to the Appeal, and by the Appeal Panel.

The decision of the Appeal Panel shall be by majority vote and is final and binding on all parties. The Student and/or academic unit(s) are precluded from seeking subsequent review of the appeal decision under any office or in accordance with any policy or procedure within the University of Guelph-Humber, Humber College, or University of Guelph.

One copy of all materials presented at the Academic Appeal Hearing shall be kept on file for a period of 7 years from the date of the hearing.

## Record of Academic Misconduct

Registrarial Services shall place in the student's file a record of all academic misconduct for which the student is penalized.

The record of academic misconduct shall be expunged from the student's file upon graduation. Students who do not graduate from the University of Guelph-Humber (or another university) may submit an application to the Senate Committee on Student Petitions to have the record expunged no sooner than five years after the date of last registration. Students who have graduated at another accredited university may submit verification of graduation to Registrarial Services and request to have their record expunged. The record for expulsion is permanent, unless removed by petition to the President's.

Access to the record of academic misconduct will be limited to those involved in processing appeals and those involved in processing additional complaints against the student.

## Guidelines for Penalties for Academic Misconduct

With the finding of academic misconduct, there is a mandatory penalty of Official Warning which will stay on the student's record until graduation. In addition, one or more other penalties may be assessed. Following are guidelines used by the Vice-Provost in determining the appropriate

additional penalties. Users need to be aware that these are guidelines and that not all cases will fit neatly into the categories.

The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the norm for the offence in the case of a first or second year student. It should be noted that subsequent offence means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the Vice-Provost may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student’s record, or if the Program Head believes a stronger penalty is merited, the case is forwarded to the Vice-Provost for penalty assessment.

In cases where the Vice-Provost is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), they will review the penalty with the Vice-President Academic. The Vice-Provost will also consult in cases where the contemplated penalty is suspension or expulsion.

In a case where the Vice-Provost is of the opinion that the finding of guilt is not supported by the evidence, the Vice-Provost will review the case with the Program Head. If the Program Head and Vice-Provost are unable to reach an agreement on the case, the Vice-Provost will consult with the Vice President’s Academic before making final determinations as to the finding of guilt and any penalty to be applied in the event that Vice-Provost upholds the finding of guilt.

In determining the appropriate penalty the Vice-Provost will take into consideration these guidelines, the recommendation from the faculty, the recommendation from the Program Head, and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

## Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

### A. Misappropriation of Other's Work

In the tables below (N) indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

#### 1. Plagiarism

Misappropriation of Other’s Work - Plagiarism

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work; <b>(N) Loss of grades</b> Zero on the assignment	Loss of grades; <b>(N) Zero on the assignment</b> ; Zero in the course; Loss of scholarship/bursary; Suspension
Major	<b>(N) Zero in the course</b> ; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; <b>(N) Suspension</b> ; Expulsion/Revocation

#### 2. Copying

Misappropriation of Other’s Work - Copying

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work; <b>(N) Loss of grades</b> Zero on the assignment	Loss of grades; <b>(N) Zero on the assignment</b> ; Zero in the course; Loss of scholarship/bursary; Suspension
Major	<b>(N) Zero in the course</b> ; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; <b>(N) Suspension</b> ; Expulsion/Revocation

### 3. Unauthorized Collaboration

Misappropriation of Other’s Work - Unauthorized Collaboration

Offences	First Offence	Subsequent Offences
Minor	Resubmission of work; <b>(N) Loss of grades</b> Zero on the assignment	Loss of grades; <b>(N) Zero on the assignment</b> ; Zero in the course; Loss of scholarship/bursary; Suspension
Major	<b>(N) Zero in the course</b> ; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; <b>(N) Suspension</b> ; Expulsion/Revocation

## B. Misrepresentation and Fraud

### 1. Impersonation

Misrepresentation and Fraud - Impersonation

Offences	First Offence	Subsequent Offences
Minor	<b>(N) Zero on the assignment</b> ; Zero in the course; Loss of scholarship/bursary; Suspension	<b>(N) Zero in the course</b> ; Loss of scholarship/bursary; Suspension
Major	Zero in the course; Loss of scholarship/bursary; <b>(N) Suspension</b>	Zero in the course; Loss of scholarship/bursary; Suspension; <b>(N) Expulsion/Revocation</b>

### 2. Falsification

In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.

If the falsified document is course-related (e.g. medical note) a zero in the course is the normal expectation for penalty for a first offence.

Misrepresentation and Fraud - Falsification

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work; Loss of grades; Zero on the assignment; <b>(N) Zero in the course</b> ; Loss of scholarship/bursary; Suspension/revocation of admission offer	Zero in the course; Loss of scholarship/bursary; <b>(N) Suspension/revocation of admission offer</b> ; Expulsion/Revocation

### 3. Withholding of Documents

If the withheld information would have affected admission to a course then a zero in the course is the normal expectation for penalty for a minor subsequent offence.

Misrepresentation and Fraud - Withholding of documents

Offences	First Offence	Subsequent Offences
Minor	(N) Official warning; Loss of grades; Resubmission of work; Zero on the assignment	(N) Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation of degree or admission offer
Major	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation of degree or admission offer	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation of degree or admission offer

### 4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work; Loss of grades; (N) Zero on the assignment/exam	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation

### C. Improper Access and Obstruction

These offences may also be subject to penalty under the Policy on Non-Academic Misconduct.

#### 1. Preventing Access

Improper Access and Obstruction - Preventing Access

Offences	First Offence	Subsequent Offences
Minor	(N) Official warning; Resubmission of work; Loss of grades; Zero on the assignment	(N) Zero in the course; Loss of scholarship/bursary; Suspension
Major	(N) Zero in the course; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation

#### 2. Obstruction and Interference

Improper Access and Obstruction - Obstruction and Interference

Offences	First Offence	Subsequent Offences
Minor and Major	Loss of grades; Zero on the assignment; Zero in the course; Loss of scholarship/bursary; (N) Suspension	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation

#### 3. Improper Access

Improper Access and Obstruction - Improper Access

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation

### 4. Improper Dissemination

Improper Access and Obstruction - Improper Dissemination

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course (if applicable); (N) Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation

## Academic Standing

A term academic standing is assigned to each completed semester according to the requirements of the Continuation of Study policy. A student whose term academic standing is "Required to Withdraw" according to the requirements of the Continuation of Study policy may have their term academic standing changed to "Probation" as a result of a request for Academic Consideration.

## Eligible to Continue

A student who does satisfy the program requirements for continuation of study will be eligible to continue.

## Probationary

A student who does not satisfy the program requirements for continuation of study will be allowed to continue in their program if granted **probationary** status (see Continuation of Study (p. 42) in this section).

## Required to Withdraw

A student who does not satisfy the program requirements for continuation of study will be required to withdraw from the University for a minimum of two semesters (see Continuation of Study (p. 42) in this section).

Students who do not satisfy the program requirements may appeal to the Academic Review Sub-Committee for probationary status to be granted based on medical, psychological or compassionate grounds using the Request for Academic Consideration form.

*Readmission to a program at the University of Guelph-Humber is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV – Admission Information (p. 13) regarding appropriate admission requirements and deadline dates.*

A student who has been required to withdraw and who has made an appeal for probationary status to the Academic Review Sub-Committee will not be allowed to attend classes until such time that the appeal is granted.

## Adding Courses

A student may not add a course in which pass standing (or higher) has been achieved on a previous course attempt unless so directed by the appropriate Academic Review Sub-committee.

All course additions to a student's program for a particular semester are to be completed by the end of the add period. On the last day of the add period, students will be able to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with a signature from the Program Head, under exceptional circumstances a student will be able to enrol in more than 2.75 credits earlier in the process. The addition of a course after the end of the add period will be considered only in exceptional circumstances and will require the approval of both the faculty for the course and the Program Head of the program in which the student is enrolled. The Program Head's signature should be sought first but does not presume the judgment of the faculty as to the appropriateness of the late addition for the particular course. In practice, the following have been deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first three class days; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; university errors in registration procedures.

**Caution:** Students granted permission to add a course after the end of the add period may encounter difficulty in mastering course content and may be unable to meet all course requirements. The University has no obligation to assist students to pick up material that has been missed because of late enrolment.

## Course Requisite(s)

A student wishing to enrol in a course for which the student does not have credit for the stated course requisite(s) may seek permission from the Program Head to have the requisite(s) waived. The student seeking the waiver must obtain a Course Requisite/Restriction Waiver and have it completed by the Program Head. The student must then present the completed form along with a completed Course Request form to the Academic Advisor for processing. The course (or section) will be added to the student's record if space exists in the class (or section) in question. The Program Head's signature on the Course Requisite/Restriction Waiver, in no way guarantees space exists in the class (or section). Forms are available from the Registrarial Services office.

## Regular Courses

Regular courses may be added without permission of the Academic Advisor as long as the student is eligible to continue. Regular courses are those courses for which the student has all necessary course and credit prerequisites.

## Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

### Email Address

The University-issued email address is considered an official address and will be used for correspondence from the University. Students are

responsible for monitoring their University-issued email account regularly. See Section I - Statement of Students' Academic Responsibilities (p. 6) for more information.

## Home Address

Students are responsible for maintaining their current home and mailing addresses with the University. Address changes can be made on WebAdvisor (<https://webadvisor.uoguelph.ca/>).

## Admissions

University of Guelph-Humber students may, at some point, be required to complete and submit an application form related to admission. The two most common reasons for submitting this internal application form are: to apply to transfer from one program to another or to apply for readmission to a program.

Application forms must be submitted by the deadline date established for each semester. Application deadline dates are published in Section IV - Admission Information (p. 13).

## Associated Program Requirements

Program Committees have the option of identifying, as requirements for graduation, program components that are not academic courses and do not carry an academic credit weight. Associated Program Requirements allow programs to give formal recognition (but not academic credit) to the successful completion of program components that are primarily non-academic but are judged by the program committee as essential to fulfil the objectives of a degree or diploma program. Associated Program Requirements, when valid, are identified in Section IX - Programs (p. 63) in the schedule of studies for each appropriate area of study.

## Attendance at Class

Faculty will inform students of the attendance requirements for individual courses in accordance with the policy and requirements of the specific program.

**Caution:** A student, who for any reason does not attend classes regularly, runs the risk of being unable to complete the work of the semester and is advised to report to their Academic Advisor for academic counselling upon return to classes.

## Auditing Courses

Permission to audit a course must be obtained from the Faculty for the course, the Program Head responsible for the course in question and the Academic Advisor.

The faculty shall provide to persons intending to audit a course a written statement prescribing the extent to which they may participate in the work of the course. No official transcript record of audited courses will be provided. The procedures for registration and course changes are the same as for regular course attempts, except that after the end of the add period, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. A student may change from credit to audit status up to the drop deadline applicable to that course, with approval. A fee is assigned for each audit course except in the case of a student holding full-time classification. Full-time students who have received approval for audit courses are not assessed additional fees.

The student who receives approval to audit should discuss with the faculty the conditions under which that approval is given including, for example, attendance, submission of term work, taking of examinations.

An approved audit course does not constitute a course attempt. No official grade will be reported, and audit courses will not be used in the determination of the eligibility for continuation of study. Also, no official documentation will be provided to verify the auditing of a course.

Audit courses are not considered in calculating full-time or part-time status.

## Class Level Calculation

All programs determine class level on the basis of successfully completed courses plus the number of courses in progress. As courses are dropped and added, or grades are received, the class level must be adjusted accordingly. Class Level is determined as follows:

Successfully Completed Credits and Credits In-Progress	Class Level
0.00 - 2.50	1
2.75 - 5.00	2
5.25 - 7.50	3
7.75 - 10.00	4
10.25 - 12.50	5
12.75 - 15.00	6
15.25 - 17.50	7
17.75 - 20.00	8
20.25 - 22.50	9
22.75 (or more)	10

## Continuation of Study

For continuation of study within a University of Guelph-Humber program, a student must satisfy the conditions as set down under Schedule 1 or Schedule 2. The appropriate schedule will be determined by the criteria outlined below.

### Schedule 1

Students will follow Schedule 1 if:

1. they have registered for the first time at the University of Guelph-Humber with no previous registration in another college or university; or
2. they have been registered in a program at this University, are eligible to continue study in that program and subsequently transfer to another University of Guelph-Humber program; or
3. they have transferred from another university or college and have been admitted to semester 1 at this University; or
4. they have been required for any reason other than academic performance to withdraw from the program, and subsequently are accepted for readmission to that program; or
5. they have registered at the University of Guelph-Humber as an exchange student.

### Schedule 1 Regulations

All degree programs have established conditions which must be met for continuation of study. Continuation of study within a program is permitted provided the standards of academic performance listed below

are met. In some instances, students not meeting the requirements may be allowed to proceed on probation (see Section VII - Academic Standing- Probation (p. 40)). If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that period of time.

The continuation of study regulations at the University of Guelph-Humber are based on the principle that students must maintain a minimum average of 60%. To allow for transition issues, some leniency has been built into the minimum average requirement during the first 5.00 credit attempts. The student's cumulative average will be reviewed first. If the student's cumulative average does not meet the minimum required, the student will either be required to withdraw or placed on probation. When a student is placed on probation the student will be required to obtain a minimum semester average. In subsequent semesters the student will either be required to withdraw, allowed to continue on probation, or be placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.

Conditions for continuation of study are applied using the following tables:

#### Number of Credit Attempts: Between 0.25 and 2.50

Students who have attempted between 0.25 and 2.50 credits will be allowed to continue regardless of the cumulative average. Students will be placed on probation if their cumulative average falls below 50%.

#### Number of Credit Attempts: Between 2.75 and 5.00 If Eligible to Continue

Continuation of Study Assessment for Students in Semester 2 following Schedule 1

Cumulative Average (C)	Status of Student
C < 50%	Required to Withdraw
C ≥ 50% and C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

#### If on Probation

Continuation of Study Assessment for Students in Semester 2 on Probation following Schedule 1

Cumulative Average (C) Semester Average (S)	Status of Student
S < 50% or C < 50%	Required to Withdraw
S ≥ 50% but C < 50%	Required to Withdraw
S ≥ 50% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

#### Number of Credit Attempts: More than 5.00 If Eligible to Continue

Continuation of Study Assessment for Students in Semester 3 and Higher following Schedule 1

Cumulative Average (C) Semester Average (S)	Status of Student
C < 50%	Required to Withdraw
C ≥ 50% and C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

#### If on Probation

Continuation of Study Assessment for Students in Semester 3 and Higher on Probation following Schedule 1

Cumulative Average (C) Semester Average (S)	Status of Student
S < 60%	Required to Withdraw
S ≥ 60% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

## Schedule 2

Normally students who transfer from another university or college will be required to follow Schedule 2. Students who are readmitted to this University but whose prior record renders them ineligible to proceed under Schedule 1 will be required to follow Schedule 2.

### Schedule 2 Regulations

Continuation of study is permitted provided the student meets the conditions outlined below. In some instances, students not meeting the requirements may be allowed to proceed on probation. If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that time.

The continuation of study regulations are based on the principle that students must be maintaining a 60% average. The details of the continuation of study model follow. The student's cumulative average will first be reviewed. If it does not meet the required level, the student will either be required to withdraw or placed on probation. Students who are placed on probation will be required to obtain a given semester average in subsequent semesters. As a result of this review, the student will either be required to withdraw, remain on probation, or placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.

Continuation of Study is assessed each semester. Students whose cumulative average falls below 60% will be placed on probation for one semester, and then assessed based on their semester average.

#### If Eligible to Continue

Continuation of Study Assessment for Students following Schedule 2

Cumulative Average (C)	Status of Student
C < 50%	Required to Withdraw
C ≥ 50% and C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

#### If on Probation

Continuation of Study Assessment for Students on Probation following Schedule 2

Cumulative Average (C) Semester Average (S)	Status of Student
S < 60%	Required to Withdraw
S ≥ 60% but C < 60%	Probationary Status
C ≥ 60%	Eligible to Continue

**Note:** Alternative course evaluations will not be included in the Continuation of Study calculations [Pass (P), Outstanding Pass (OP), Fail (F), Credit Standing (CRD) or Withdrawal with Failure (WF)]. Courses taken on a Letter of Permission will also not be included in the calculations. Students negatively affected by the omission of these courses in the Continuation of Study calculations may appeal a continuation decision to the Academic Review Committee.

Students enrolled in six-week courses will not be evaluated for continuation of study until the end of the 12-week semester.

## Course Outlines

Course outlines provide students with a set of expectations regarding the intended course and learner experience. To support student learning and their academic achievement, course outlines should consistently and effectively communicate instructor and, where applicable, program expectations, content, learning outcomes, delivery and the timing and methods of assessments. Clearly established expectations provide students with the ability to manage their time, identify required accommodations proactively, and plan in conjunction with course requirements.

Because teaching activities and learning environments are informed by and interrelated to the course outline, instructors should consider pedagogical approaches that are attentive to accessibility, equity, diversity, inclusion, and Indigenization and make these efforts evident through specific and deliberate design elements to structure the learning for all students. When trying to create an inclusive classroom, instructors may want to communicate and model their commitments through statements, learning outcomes, course materials, activities, and assignments. Course outlines should communicate instructors' clear and visible commitments to considerations of accessibility, equity, diversity, inclusion, Indigenization and/or decolonization in their discipline and in their learning environments.

As soon as possible, and no later than one week prior to the commencement of classes, the course outline, approved by the Program Head, must be posted on either the University's central repository or an institutionally supported department/school/college/program website. Where there are special topics courses, the department/school/program should consider posting a draft description of the offering at the start of the course selection period. The Program Head is responsible for reviewing and approving the course outlines for all courses offered by their department (see VII. Undergraduate Regulations and Procedures, Grades, Grading Procedures, Resolution 11). The Program Head is responsible for ensuring the course outline adheres to all related University policies and procedures (see VII. Undergraduate Regulations and Procedures: Academic Consideration, Appeals and Petitions; Academic Accommodation of Religious Obligations; Academic Accommodation for Students with Disabilities, Guidelines and Procedures; Grades, Grading Procedures; and Examinations; Schedule of Dates). This may be delegated to an Assistant Program Head.

Instructors must post the approved course outline, electronically via the Learning Management System or course website, by the first day of the semester. Course outlines must be developed in an accessible format in accordance with the Accessibility for Ontarians with Disabilities Act. In support of the University's sustainability commitment, physical copies should be provided to students only in exceptional circumstances or in situations where a student requires a physical copy because of an accommodation.

## Course Outline Components

To allow students to make informed course selection decisions and prepare for the course expectations, each course outline must include the following information:

- Name of Department, School, College, and/or Campus offering the course

- Course name, course code (including section), and credit weight
- Semester of offering
- Calendar description including any pre-requisites, co-requisites, and restrictions
- Detailed course description
- Instructor(s) name, email, and office hours information
- GTA name, email, and office hours information, if applicable
- Class schedule and location
- Final examination date and time, if applicable
- Course learning outcomes
- Statement of purpose, goals and/or objectives, if desired
- Required and recommended texts and course resources
- Delivery method
- The intended weekly schedule/syllabus, if applicable
- Assessment information including methods, breakdown (% of grade), specific due dates, and alignment to course learning outcomes
- Additional detailed information on assignments, midterms, and final exams
- Instructor or department policy on late or missed assignments, in alignment with academic consideration policies and processes
- Institutionally approved standard statements or a link to the statements.

Academic units may require additional information specific to the unit or program to be included on course outlines. Instructors should check with the Program Head in their unit for more information.

## Revisions to Assessment Methods and Due Dates in Approved Course Outlines

Instructors may find it necessary to change the timing and/or method of assessment provided in the approved, circulated course outline after the first class date. This may be due to unforeseen circumstances (not covered by the Academic Disruptions outlined in the policy on academic continuity – see Academic Policy 2.2), or when using an emerging course design approach. In such cases, the instructor must receive approval from the Program Head after consultation with students. The Program Head is responsible for ensuring meaningful consultation with students has occurred. In more complex cases, the Program Head should consult with the Associate Vice-Provost. Where the change is supported by the Program Head and is consistent with University policies and procedures, such change may be enacted. When a change is approved, students must normally be provided a minimum of two weeks' notice before the revised change is to be implemented. Instructors must consider students with identified accommodations. A revised course outline clearly indicating the change will be provided electronically to students. Instructors are encouraged to use multiple methods when communicating the revised course outline: e.g. email message to the class, announcement through the learning management system, message posted on a course website, etc.

## Course Outline Retention and Archival

Starting with the courses offered in Fall 2023, course outlines are to be retained in a central institutional repository or by the department/school/college for at minimum ten years after the offering of a course. Acknowledging that each course offering may be different, students are encouraged to consult these outlines for course selection purposes. The

University of Guelph recommends that students retain copies of their course outlines for future use.

## Course Sections

Course section information indicates the meeting times and room for each course.

Students must attend the course section on their course schedule. In the event that a section change is necessary the student must drop the old section and add the new one following the add/drop process.

## Registrarial Services Responsibilities

To confirm with the students on their individual course schedules through WebAdvisor the course section in which they are enrolled. Scheduling changes may be required that could alter meet times and rooms for courses. In the event of a scheduling change, all effected students will be contacted by email to inform them of the revised scheduling.

## Student's Responsibilities

Students must stay in assigned course sections. In the event that a section change is desired the faculty offering the course must be consulted and the approval for such a change must be granted by the Academic Advisor for the program in which the student is enrolled.

## Course Selection

This is the procedure by which students indicate their course requests and, if appropriate, the desired course section for upcoming semesters. Program approval may be required. Students are cautioned that courses may be subject to listed enrolment restrictions. In such cases, students that have selected courses prior to the start of the semester will be given priority.

## New Students

All students accepting an offer of admission from the University of Guelph-Humber will be sent information to access an online user guide regarding course selection and registration in June each year (New Student Guide). The New Student Guide will detail course selection procedures, fee payment options and student identification card procedures. A schedule of deadline dates will be included to assist students in meeting their registration responsibilities.

## In-Course Students

Course selection material for upcoming semesters will be available during the semester to all registered students. Students who are not currently registered should check WebAdvisor for course selection dates or refer to Section III - Schedule of Dates (p. 9).

## Credit Standing

In rare circumstances, where a student has:

- not completed a course's requirements and would normally be eligible for a deferred assessment but is unable to complete one because they are impacted by extreme medical, psychological or compassionate circumstances beyond their control, or
- where extreme circumstances have impacted the student's level of achievement as reflected in the final course grade,

they may submit a request to the Academic Review Sub-committee for credit standing in the course.

Under a) above, in circumstances where students are able to provide appropriate documentation that there is little reasonable expectation that the outstanding components of evaluation can be completed by the end of the subsequent semester, they may make a request for credit standing.

Under b) above, in circumstances where students are able to provide appropriate documentation that their level of achievement as reflected in the final course grade was impacted by extreme circumstances, they may make a request for credit standing.

“Extreme circumstances” are generally defined as catastrophic circumstances beyond the student’s control that renders the student incapable of accessing the academic consideration process.

A student awarded “credit standing” by the Academic Review Sub-committee will receive credit for the course(s) with the notation of CRD instead of a numerical grade. The effect of this on the student’s program is that the course(s) are not included in the calculation of the student’s overall cumulative or semester average, or specialization average.

The request for credit standing must be made in writing to the Academic Review Subcommittee of the student’s degree program, and it must be accompanied by supporting documentation. For students to be considered for credit standing, they must have:

1. Completed at least 75% of the graded components of the course(s) for which credit standing is being requested; and
2. Received a cumulative passing grade for the components of the course which were evaluated.

Students must submit written requests for credit standing, along with their supporting documentation, to the Academic Review Subcommittee via their Academic Advisor within the first 20 class days of the subsequent semester. Students’ written requests for credit standing must include an explanation of why they are unable to undertake or complete a deferred assessment in order to complete the course’s evaluative components and/or an explanation of the extreme circumstances which affected their final course grade.

Requests for Credit Standing are not normally granted more than once in a student’s program and consideration is limited to a maximum of one semester of courses in the student’s program (a single request may include one, some, or all courses in the semester specified in the request).

## Credit/No Credit Grading Option

The University of Guelph-Humber is committed to developing the whole student, providing a learning environment that encourages exploration. The credit/no credit course option will encourage student learning and participation in academic areas in which they have interest but perhaps not expertise. This policy allows undergraduate students to receive credit for eligible courses without impacting their cumulative average. Non-degree and non-diploma students are not eligible for this grading option.

The intention of this option is to allow students to explore courses outside of their main area of study and is based on the criteria listed below. The application of this option to a course is not subject to consideration through the academic consideration process.

Students complete course work as usual and must achieve a final mark of at least 50%, to receive a Credit (CR) under this option. The course(s) are not included in the calculation of the student’s overall cumulative or semester average, or specialization average.

Undergraduate students may elect to take up to 2.00 credits (typically equal to four, one-semester courses) on the credit/no credit grading option in each associate diploma or degree taken. A total of 2.00 credits is allowed for General or Honours degree plus Honours Equivalent combined. Undergraduate students completing two degrees at the same time may elect to use the credit/no credit grading option for 2.00 credits in one degree and an additional 1.00 credits in the second degree for a maximum of 3.00 credits. The choice is not restricted as to year or level of course.

Students may use the credit/no credit option to satisfy Certificate requirements.

If a student fails the course and receives a No Credit (NCR), the course credit amount will be deducted from the 2.00 credits available to the student on the credit/no credit grading option.

### To qualify for this grading option, students must:

- be currently registered in the course
- submit a request to opt for a credit/no credit status to the Registrar’s Office by the last day of classes in the semester in which they are taking the course
- apply the credit/no credit grading option only to free electives or liberal education electives as defined by their program. Please contact your program counselling office for confirmation of course eligibility

### Students may not use this grading option for the following categories of courses:

- courses which satisfy specialization requirements including majors, minors, areas of concentration, areas of emphasis, and areas of application in a degree program, Associate Diploma program or the Diploma in Applied Statistics
- courses in which they have been found guilty of academic misconduct and received a grade penalty

### Reversing a credit/no credit Request:

- the request to complete a course on a credit/no credit basis can be reversed by submitting a reversal request to the Office of Registrarial Services

## Deferred Assessments

When students do not write a required final examination, complete a final assignment, or complete a work term report by the deadline, they may be eligible for a deferred assessment. A deferred assessment allows a student the opportunity to complete the final course requirements after the end of the semester. The nature of the deferred assessment may take the form of either a deferred condition or a deferred examination. The Admissions and Academic Review Sub-Committee grants deferred assessments on the basis of medical, psychological or compassionate consideration. **Deferred assessments are normally completed early in the semester immediately following the semester in which the course was taken.**

If the Admissions and Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate grounds, a student may request a deferred assessment instead. **The student must make the request for a deferred assessment using the Request for Academic Consideration form within 10 days of the start of the next semester.** The grade resulting from the deferred assessment will become part of the student's official academic record.

Faculty members do not grant deferred assessments. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond the deadline for submission of final grades. The faculty member should note on the Faculty Recommendation form any special circumstances relating either to the student or to the way the course was conducted.

The Campus Registrar (and relevant Academic Advisor) records the results of deferred assessments, and re-evaluates the student's academic record for continuation of study. If Continuation of Study requirements have not been met, the Admissions and Academic Review Sub-Committee will revise the student's academic standing. The University reserves the right to disallow registration until all deferred assessments are complete and the student's final standing is calculated.

## Deferred Condition

The faculty member will determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for the completion of the deferred condition are documented in writing by the faculty member and copy of the documentation is retained by both the faculty member and the student. The faculty member must notify the Campus Registrar and relevant Academic Advisor of the results of a deferred condition, normally within four days of its completion. Students must normally complete a deferred condition within 15 class days of the start of the semester immediately following the completion of the course. The Academic Advisor (copying the Campus Registrar and the faculty member) advises students in writing of the deadline for the completion of a condition. It is the student's responsibility to contact the faculty member and make arrangements for the details of the condition.

The Academic Advisor will advise faculty in writing of the students who have been granted deferred conditions. The memorandum specifies the deadline for completion of the deferred condition, and the deadline for the submission of final grades.

If the condition is not completed by the required date, a grade is assigned based on the term work completed as indicated on the original Faculty Recommendation form. Students may be considered for an extension, or the assignment of a grade based on incomplete work, if medical or compassionate circumstances interfere at the time of the scheduled condition.

## Deferred Examination

The Campus Registrar (in consultation with the Academic Advisors) schedules and supervises deferred examinations that are two hours in length. The Academic Advisors notify faculty members of the deferred examination schedule and advise the students of the date, time and location of their deferred examinations. The Admissions and Academic Review Sub-Committee expects students to write deferred examinations

during the deferred examination period that follows the end of the semester.

Students may request an extension, or the assignment of a grade based on incomplete work, if medical or compassionate reasons prevail at the time of the scheduled examination. When a deferred examination is scheduled, the faculty member must send one paper for each student granted a deferred examination in the course.

## Dropping Courses

All course drops from a student's program for a particular semester are to be completed by the dates specified in Section III - Schedule of Dates (p. 9). Courses that are one semester long must be dropped by the last day of classes. The dropping of a course after the deadline is allowed only in exceptional circumstances and requires a formal Request for Academic Consideration and the approval of the Academic Review Sub-Committee.

The Academic Review Sub-Committee may grant a request to drop a course or courses after the deadline only if there are sufficient extenuating medical, psychological, or compassionate considerations (see Academic Consideration and Appeals). Students must submit written requests for a late drop, along with their supporting documentation, to their Academic Advisor no later than the 20th day of classes of the following semester.

Student who are granted a late course drop will have reference to the course completely removed from their transcript.

## Faculty Notification

In some cases the faculty must be notified when a student is dropping a courses, for example, a practicum or field placement course where agencies will need to be informed or where supplies or books on loan must be returned. If faculty notification is required to drop the course, this will be specified on the course outline and announced in the first class meeting. In such cases, the student must inform the faculty member of their intent in advance of dropping the course.

## Refunds

Refer to Section V - Tuition and Fees (p. 22) for refund schedule. Students who have documented extenuating circumstances and wish to appeal the tuition fee penalties calculated based on the refund schedule should review the Tuition Fee Appeal Process <https://www.guelphhumber.ca/sfs/appeals/>.

## Examinations

During the final examination period, Saturday is considered a regular day. Examinations may be scheduled on public holidays. Students are advised to become familiar with the Schedule of Dates and are expected to be available to write a final examination at any point during the scheduled final examination period. Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation (see Section VII - Academic Accommodation of Religious Obligations (p. 29)) must contact the faculty-in-charge and their Academic Advisor to request that alternate arrangements be made. Any request for Academic Consideration for a deferred condition or deferred examination on the basis of pleasure travel/vacation will be denied. Academic Consideration is not given to students who misread published timetables.

## Mid-Term Examinations

Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Program Head for practical evaluations such as laboratory or studio tests, so long as the scheduling of such tests is indicated in the course outline. Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five class days.

Faculty must schedule term tests and examinations in regularly scheduled class time. If academic misconduct is a concern because of classroom set-up, faculty are urged to present term tests which will allow students to best exhibit their own understanding of the course material (i.e., avoid multiple choice tests). Invigilation support cannot be provided by Registrarial Services for mid-term examinations.

When conflicts arise between deferred final examinations and midterm examinations, the deferred final examination must take precedence. The faculty for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable to the student and faculty, for the student to make up for the missed mid-term exam. If the student and the faculty are not able to come to a mutual agreement, the matter will be referred to the appropriate Program Head.

## Program Head's Responsibilities

Program Heads shall:

- be responsible for the conduct of all term examinations conducted by their faculty.
- provide assistance and advice when requested by an faculty regarding term examinations.

## Faculty's Responsibilities

Faculty:

- are urged to exercise discretion when requiring certification of illness and, in particular, are encouraged not to require certification of illness affecting semester work when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.
- shall take an attendance record at each term examination. The attendance record is for the academic program's use and is not submitted to Registrarial Services.

## Final Examinations / Assignments and Final Week of Classes

Final term assignments or papers may be due in the last five class days prior to the final examination period. Due dates for these evaluations must be stated in the course outline. Final assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes. Take-home examinations may not be due in the last week of classes.

Where regular final examinations are to be given they must be given during the examination period. All regular final examinations shall be two hours in duration. The following guidelines have been approved for conducting final examinations:

Faculty should indicate to the Campus Registrar whether a final examination time slot is required for a course. In the absence of specific direction, the course outline for a course will be referenced in the

development of the final examination schedule. Faculty must indicate whether:

1. the examination will be a regular, sit-down examination for which a room is required; or
2. the examination will be a take-home examination; or
3. the examination will be in some other format (orals; computer exams; juried performance exams, etc.).

## Final Examination Regulations

1. The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.
2. The final examination period consists of nine or ten days, except in the Summer semester, where it may be shortened to eight days.
3. Final Examinations are two hours in duration.
4. Final examinations (regular format) must be scheduled during the final examination period.
5. Final Examinations (take-home format) must be due during the final examination period.
6. The last day of the examination period is the final due date that may be assigned for take home examinations or exams given in other than regular, sit-down format. When using a take-home or other format final examination, the Faculty must allow students at least 72 hours between the date of issue of the exam and the due date. The date of issue of the examination and the due date must be included in the course outline distributed at the first class meeting. If a student's time to complete a take-home examination is significantly lessened because of the number and timing of regularly-scheduled sit-down examinations, the faculty may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. Such a request must be initiated by the student no later than the end of the second week of classes. The length of the extension will be at the faculty's discretion and faculty are advised to give the student the new due date in writing. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting.
7. If the examination (take-home format) is to be handed out after the end of classes, the faculty will be responsible for arranging distribution and for ensuring that students have the appropriate opportunity to ask questions for clarification.
8. The Campus Registrar of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Vice-Provost.
9. The Academic Advisor, in cooperation with the appropriate examiners, establish special examination procedures as and when needed, for students who have temporary or permanent physical disabilities. Medical opinion shall be sought whenever there is doubt about the extent or nature of the disability.

## Student's Responsibilities Regarding Final Examinations

Students must consult the Final Examination Schedule for examination times and locations.

## Examination Regulations

1. Students must be seated on entering the examination hall. Until at least one hour after commencement of the examination, no candidates shall be permitted to leave except under supervision. If a candidate is not present within the first hour of the commencement

of the examination, the candidate shall not be permitted to write the examination.

2. No person shall be allowed in the examination hall during the course of the examination except the candidates concerned and those supervising the examination.
3. No book, paper, or other aids shall be used during the examination except by permission of the faculty-in-charge. Students shall dispose of their bags and knapsacks by placing them on the floor at the front of the examination room, and any books not classified as permissible aids shall be placed at the front of the examination room.
4. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph-Humber identification card at the front of the table. The attendance card will be signed at the time of collection.
5. Students who have completed the examination will be allowed to leave their seats after the first hour has elapsed and after their examination books have been collected. To minimize the disturbance to students who have not yet completed their examinations, no student shall leave the examination hall during the last 15 minutes of the examination. At the conclusion of the examination period, students must remain seated until all papers have been collected and they are dismissed by the faculty-in-charge or the invigilator of the examination.
6. When more than one examination booklet is handed in, students shall number each booklet and indicate on the cover of the first booklet the total number of booklets used.
7. No writing within the answer book is permitted after the instruction to stop writing has been given. The faculty-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
8. No electronic devices are allowed in the examination room unless explicitly approved by the faculty in charge. This includes, but is not limited to cellular phones, hand held/palm communication devices and pagers.
9. No caps or hats are allowed in the examination room. Any student wearing a cap or hat will be asked to remove it before the examination begins.
10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
11. Breach of any of the above rules will be considered as Academic Misconduct and will be investigated accordingly.

Students in Distance Education courses who live more than 200 km from campus may write their final examinations at an off-campus examination site close to where they live. For further information, please contact your Academic Advisor

### Faculty Support Officer Responsibilities

1. Responsible for the security of the examinations printed in the academic program for the faculty.
2. Printing the required number of copies for each examination.
3. Responsible for distributing the copies of the examination to the faculty on the date set for the examination.
4. Distributing a copy of the "final class list" to each faculty concerned.

### Program Head's Responsibilities

The Program Head is responsible for the conduct of all examinations held in their program by their faculty. The faculty-in-charge of the examination shall be the faculty member responsible for the course and the setting

of the examination (or a designate) and to distribute the examination attendance cards provided.

### Faculty's Responsibilities

1. The faculty member responsible for the course and the setting of the examination, or a designate, shall be the faculty-in-charge for that course.
2. To be present at the examination room thirty minutes prior to commencement of the examination and to be responsible for distribution of examination papers, attendance cards, if used, and other authorized materials.
3. To be responsible for the taking of attendance during the first hour of the examination period (attendance cards are used in the large examination settings and class lists in other locations – typically classroom examinations.)
4. To be responsible for arranging the pick-up of examination books and papers and comparing the number of examinations collected to the number of attendance cards or student signatures collected. These records should be retained by the faculty.
5. To ensure all examination books are securely packaged.
6. The faculty-in-charge and the invigilators shall not allow any student to enter the examination room after the first 60 minutes nor allow any student to leave during the first 60 or last 15 minutes of the examination period.
7. Include all instructions regarding the examination on the examination paper, i.e., writing on every other line, writing on the right hand pages of the book. **Verbal instructions made at the examination hall must be very limited.**
8. Where a student does not write the final examination, the faculty shall follow the procedures outlined under Academic Consideration in this section of the calendar.
9. Faculty who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Program Head.

### Campus Registrar's Responsibilities

1. The Final Examination Timetable is computer-prepared and is based on student course selections made during the course selection period.
2. Under normal circumstances, changes to the published examination timetable are not allowed.
3. To provide each faculty-in-charge with an examination attendance record in the form of a print-out of all students registered in the course or attendance cards for those examinations being written in the large settings (GYM etc).
4. All examinations shall be under the direction of the faculty member in charge of the course. The faculty or assigned examination invigilators will start and end the examination.
5. Examination invigilators shall assist the faculty-in-charge to ensure that no student enters the examination room after the first 60 minutes or leaves during the first 60 minutes or the last 15 minutes of the examination period.
6. The Campus Registrar shall prepare a set of guidelines for the faculty-in-charge and invigilators, which will assist them in carrying out their duties in the examination rooms.

## Policy on Student Access to Final Examination Materials

Final examination papers and final assignments are to be retained by faculty members for a period of one semester.

Printed or written materials directly related to examinations conducted in the final examination time period published in the Undergraduate Calendar, or related to final assignments shall be made available to a student, upon submission of a written request to the faculty member and/or Program Head. The request shall be submitted by the fifth class day of the next semester.

Printed or written materials to be made available include the examination question paper, the marking scheme keyed to desired responses to questions, where appropriate; the student's response to the examination questions; and records taken by examiners during oral or any other examination. Faculty members are encouraged to discuss openly with the student any questions raised. If the faculty member is not readily available, the Program Head will make the necessary arrangements for student access to the material. When a large number of requests are received in connection with a specific course or when a faculty member is on leave it may be necessary for the Program Head to delay access and make special arrangements, (i.e., the posting of the marking scheme on a bulletin board, the scheduling of a special meeting at which the faculty member will review the examination, etc.)

## Failed Courses/Supplemental Assessment

In general, a student who is eligible for continuation of study in the program but has failed to gain standing in one or more of the courses attempted will be required to repeat the course(s) or take an alternative credit. Note that a failed course attempt remains on the student record even if the course has been repeated successfully. However, the University recognizes that there may be cases where it is unreasonable for the student to repeat the course to make up for the lost credit.

Therefore, the Academic Review Sub-Committee may, if appropriate and feasible, and only under special circumstances, allow a student the opportunity to gain credit for a failed course by granting a supplemental assessment. It is unlikely that any student with a final grade of less than 40% would meet the requirements of the granting of a supplemental assessment. The decision to grant the assessment will normally be made in consultation with the faculty and a review of the student's course performance during the semester. The student must submit a Request for Academic Consideration form to request a supplemental assessment.

The Academic Review Sub-Committees will consider granting a supplemental assessment in the following special circumstances:

1. the course is failed in the graduating semester (if a supplemental assessment is granted and successfully completed, convocation will most likely be deferred until the following semester);
2. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
3. the course is of such a nature that there is no permissible substitute or alternative available to the student within the following three semesters, or within a time period that includes the graduating semester; or

4. the course is a required two-semester course that cannot be taken and completed within the following three semesters, or within a time period that includes the graduating semester.

The original failing grade will remain on the student's academic record. A notation of "P" or "F" will be shown beside the original failing grade to show that a supplemental assessment was granted and whether the outcome resulted in credit (P) or not (F).

## Grade Reassessment

Grade re-assessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grade(s) for a student in a course or misapplication of an academic regulation. The outcome of a grade re-assessment may be a grade increase, a grade decrease, or no change to the grade. The detection of errors or omissions in the calculation of final grades will result in the assignment of a revised grade. Students normally initiate grade re-assessments, but faculty may initiate this process. However, faculty must **not** use the grade re-assessment process to:

- grant extensions for submission of work beyond course grade submission deadline
- change the student's continuation of study status
- improve the student's program or specialization average
- submit late grades (see Final Grades)

## Calculation Errors or Omissions

Students who believe there have been errors or omissions in the calculation of their final grade for a course may request a grade reassessment.

### Procedure

1. Students who believe there have been errors or omissions in the calculation of their final grade for a course should discuss their concern with the instructor in writing (via email) as soon as possible and no later than the 10th class day of the subsequent semester. The request must pertain to work completed during the semester. Students must also submit relevant assignments or tests that have been returned to them.
2. If the grade reassessment request is not addressed and/or under review within five working days, the student may submit the request in writing to the Program Head responsible for the course. The Program Head shall forward the student's request to the instructor and the instructor shall respond to the Program Head within five working days. The instructor has the responsibility of ensuring that the calculation and calculation of marks is accurate. The instructor must reply to the Program Head, in writing, giving assurance that the review is complete.
3. Where there is a change in the grade, the Program Head signs the "Grade Change" form and forwards it to the Campus Registrar. The Campus Registrar (or the appropriate Academic Advisor) will advise the student in writing (email) of the change of grade. If there is no change to the grade, it is the instructor's responsibility to inform the student in writing (email).

## Methods or Criteria Used in Establishing Final Grades

A student may request a grade reassessment on the basis of the Methods or Criteria used in establishing the final grades in a course.

Methods or Criteria is defined as the application of the assessment expectations, the assessment mechanisms and the grading standards as provided in the course outline, assignment sheets, and any associated grading rubrics used in the course. The assessment of work must always be based on the criteria that are established in those documents. If the student believes that the methods and criteria provided by the faculty do not comply with the grading procedures established by Senate, the grade reassessment request may fall more appropriately under the procedures for Misapplication of an Academic Regulation.

Students unsure of which grade reassessment process to follow, should seek advice from their Academic Advisor.

Students who have evidence the Methods or Criteria, as established by the course outline, assignment sheets, or any associated rubrics for the course, have been applied by the faculty in an unreasonable, biased, or inconsistent fashion, may request the Program Head initiate a grade reassessment. The Program Head shall review the grading of any assignment under question. Options in the course of the review include:

1. leaving the grade unchanged,
2. increase the grade, or
3. lower the grade.

### Procedures for Conduct of the Grade Reassessment

1. Students who have evidence the methods or criteria have been applied by the faculty in an unreasonable, biased or inconsistent fashion should discuss their concern with the faculty in writing (via email) as soon as possible and no later than the 10th class day of the subsequent semester.
2. If the concern is not addressed and/or under review within five working days, the student may submit the request in writing to the Program Head. The request should be submitted as soon as possible. The request must state the reasons for the request, demonstrate clear bias, unreasonableness, or inconsistency and include supplemental documentation (copy of the assignment(s) in question, email correspondence if relevant, etc.)
3. The Program Head reviews the course outline, assignment sheets and associated rubrics and requests the faculty to document the methods and criteria employed in grading the assignment in question and respond to the student's concerns in writing to the Program Head.
4. The Program Head reviews the matter with the faculty and the student independently and determines whether there is sufficient evidence to reasonably support a finding that the methods or criteria have been applied by the faculty in an unreasonable, biased or inconsistent fashion and, if so, whether a mutually agreeable solution can be achieved. If the request from the student does not meet this standard, the Program Head informs the student that the request is denied. The student has the right to appeal the decision of the Program Head to the Vice-Provost.
5. If resolved in Step 4, the Program Head informs the student and faculty member of the grade change in writing via email and submits an Undergraduate Grade Change form to Registrarial Services.
6. If a resolution cannot be obtained through Step 4 and the Program Head agrees the student request meets the standard set out in section 4 above, the Program Head initiates an independent assessment of the assignment by choosing a neutral assessor from their program or another program with sufficient expertise to assess the assignment under review.

7. The Program Head provides the neutral assessor with a clean/ ungraded copy of the assignment, the course outline, assignment sheets and associated grading rubrics.
8. Based on the material provided by the student, the faculty member, and any independent assessor, the Program Head shall determine whether or not the methods and criteria employed were appropriate and will also determine whether or not the student's grade will change.
9. The Program Head communicates the decision to both the student and the Faculty member in writing via email and if there is a change to the final grade, the Program Head submits an Undergraduate Grade Change form to the Office of Registrarial Services.
10. The student has a right to appeal the decision of the Program Head to the Formal Appeal.

## Misapplication of an Academic Regulation or Procedure

A student may make a request for a grade reassessment of their final grade in a course if they believe that there has been a misapplication of an academic regulation or procedure in the course. "Misapplication" refers to situations where a faculty has not followed the established by Senate. Academic regulations and procedures pertaining to grades can be found in the subsection of the "Grades" section entitled "Grading Procedures".

### Procedures

1. Students who believe that the misapplication of an academic regulation or procedure has affected or will affect the final grade in the course should discuss their concern with the faculty in writing (via email) as soon as possible and no later than the 10th class day of the subsequent semester.
2. If the concern is not resolved within 5 working days, the student may submit a complaint in writing to the appropriate Program Head. The complaint should state the reasons for the request and include available supplemental documentation (copy of the assignment(s) in question, copy of information posted to the course website, email correspondence if relevant, etc.)
3. If the Program Head has reason to believe that the faculty has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the Program Head should consult with the faculty member.
4. The Program Head determines the remedy. This type of grade reassessment may require additional consultation with the Vice-Provost.
5. The Program Head notifies the student bringing the request, and any other affected students, in writing (via email). If the remedy affects the entire class, the information is also posted to the course website and a communication plan may be required.
6. Ultimately, the Vice-Provost in consultation with the Provost and Vice President (Academic), University of Guelph, may have to take the necessary action to ensure compliance with the academic regulations of Senate.
7. The remedy established by the Program Head and in consultation with the Vice-Provost and Vice President (Academic), University of Guelph, is not subject to appeal.

# Grades

## Grading System

The grading system at the University of Guelph-Humber is as follows:

Letter Grade	Percentage
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	0-49

In addition, selected University of Guelph-Humber courses will use this alternate grading system.

### Alternate Grading System

Grade	Definition
OP	Outstanding (Pass)
P	Pass
F	Fail

## Other Grade Notations

Grade	Description
AUD	Audit
CRD	Credit
CR/NCR	Credit/No Credit
DEF	Deferred Assessment
INC	Incomplete
INP	In Progress
MNR	Mark Not Received
WF	Withdrawn with Failure
XXF	Supplemental Assessment Failed (XX denotes the original failing grade)
XXP	Supplemental Assessment Passed (XX denotes the original failing grade)

## Grading Procedures

Feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress on learning objectives. Feedback often goes beyond grading—an indication of the standard achieved—to include comments on the particular strengths and weaknesses of a student's performance. While the nature and frequency of such feedback will vary with the course, the University of Guelph-

Humber is committed to providing students with appropriate and timely feedback on their work. Instructors must provide meaningful and constructive feedback, at minimum 20% of the final course grade, prior to the 40th class day. For courses which are of shorter duration, 20% of the final grade must be provided two-thirds of the way through the course. This may include but is not exclusive to returning papers, assignments, in-class or laboratory quizzes, laboratory reports, or mid-term examinations prior to the 40th class day. In research and independent study courses, instructors may provide students with a realistic idea of their performance through assessment of a research plan, literature review, annotated bibliography, oral presentation, or other portions of the final product. Any exceptions to the grading procedure resolutions which are not specifically outlined in the resolutions themselves require the approval of the Chair of the Department.

### Resolution 1

That the assignment of grades at the University of Guelph-Humber will be based on clearly defined standards, which are to be published in the Undergraduate Calendar for the benefit of faculty and students and that the definitions for each of the numerical grade range (letter grades) be as follows:

- **80 - 100 (A) Excellent.** An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.
- **70 - 79 (B) Good.** A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.
- **60 - 69 (C) Acceptable.** An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.
- **50 - 59 (D) Minimally Acceptable.** A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.
- **0 - 49 (F) Fail.** An inadequate performance.

### Resolution 2

That faculty must use evaluation criteria which measure quality of performance and not merely activity. Unannounced evaluations or surprise assessments may not be used for course assessment purposes or to determine course grades.

### Resolution 3

That faculty are not to use predetermined, arbitrary distributions in the assignment of grades in individual courses.

## Resolution 4

The deletion of Resolution 4 was approved by Senate on June 5, 2023.

## Resolution 5

That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except when they meet the conditions outlined in the course outline regulation (see VII. Undergraduate Degree Regulations and Procedures: Course Outlines).

## Resolution 6

That all term tests, assignments, laboratory reports, etc., should be returned to, or discussed with students, without undue delay and in any case before the last day of the examination period. If the material is necessary for the preparation of the final examination, it must be returned or discussed as soon as possible and in any case no later than three days before the examination.

## Resolution 7

That Program Heads must coordinate multiple section courses in terms of course content, evaluation procedures and final grades.

## Resolution 8

That program must keep under continual review its grading procedures and matters that relate to academic standards to make sure the University's policies are being applied.

## Resolution 9

The Board of Undergraduate Studies has by formal resolution undertaken to do as follows:

- to specify clearly the administrative responsibility of Program Heads with respect to the methods of evaluation, the setting of examinations and the determining of grades in courses in their program.
- to review the effects of the pass by course system on the academic standards of the University.
- to request each program to review its overall academic standards and, in particular, its requirements for graduation.
- to examine whether the prerequisites at the secondary school level required for admission to the University of Guelph-Humber are adequate.
- from time to time, to review and monitor the academic standards across the University to ensure that there is consistency and that the regulations of the University are being adhered to.

## Resolution 10

In determining grades for written assignments the faculty should take into consideration the student's ability to use correctly and effectively the language appropriate to the assignment.

## Resolution 11

Prior to one-week before the commencement of classes, the Program Head will review the course outline indicating the manner in which the instructor intends to conduct a course and to determine final grades. If the Program Head disagrees with the instructor's intention or subsequently with the implementation of the stated intentions, the Program Head will discuss their concerns with the instructor. If agreement cannot be reached, the matter will be referred to the Vice-Provost, who will advise the Program Head of the Vice-Provost's decision. The advice may include a recommendation on examination procedures.

# Submission of Final Grades

## General Information

Registrarial Services, distributes the "Grades Due Report" forms to faculty one week prior to the examinations period for the semester. The "Grades Due Report" specifies the deadline date for submission of grades to Registrarial Services.

## Faculty's Responsibilities

The faculty is to retain all final examination papers and term assessments not returned to students for a period of one semester. The "Grades Due Report" form distributed by Registrarial Services, will carry the due date for grades for each course section. The due dates are established in accordance with the regulations of University of Guelph-Humber Senate.

Grades must be submitted to Registrarial Services by the deadline stated on the "Grades Due Report". The early submission of grades will assist in their processing. Grades that are not received prior to the release of student grades are reported as "MNR" (mark not received).

Class lists are updated regularly on the Class List Web-site for download through the Faculty Support Officer. Lists downloaded from the Class List Web-site list all officially registered students in a class. The program must explain any changes to the list, e.g., in the case of:

1. A student whose name is not on the list, but who has been attending class.
2. A student whose name appears on the list, but for whom the faculty has no record.

**Faculty must not grant an extension of time to any student beyond the final date for submission of grades for that course. Faculty must report students who do not satisfy course requirements by assigning a grade of "INC" and noting incomplete work on an "Instructor Recommendation Form."**

## Instructor Recommendation Form

Faculty should only submit grades for students who have completed their final work for a course. **If a student does not complete a final examination or final assignment, the faculty must enter "INC" (incomplete) on the "Grade Report" form and complete an "Instructor Recommendation Form" for the student.** The "Instructor Recommendation Form" is available from the Academic Advisor. Faculty members must submit the "Instructor Recommendation Form" along with the "Grade Report" form to the Office of Registrarial Services. The Academic Review Sub-Committee will contact the faculty and/or Program Heads at the time of meetings if this procedure is not followed. The faculty's recommendations assist the members of the Academic Review Sub-Committee in making their decision. The faculty must complete all sections of the form for each student reported.

## Student's Responsibilities

Students must have all final assignments completed and submitted to faculty by the deadline dates indicated in the course outline. Faculty members cannot grant extensions beyond the deadline for submission of grades. Students who are unable to satisfy the submission deadlines established by the faculty and who wish special consideration for medical, psychological or compassionate reasons should request academic consideration (refer to Academic Consideration, Appeals and Petitions).

## Program Head's Responsibilities

The Program Head receives final grade submissions from faculty teaching within their designated program. The Program Head signs student grades in the approval area on the "Grade Report" form. The Program Head's signature indicates that they believe the grades submitted for that course adhere to the Senate's established academic regulations.

If the Program Head has reason to believe that the academic regulations have not been adhered to, the Program Head will consult with the faculty member in question to seek clarification and resolution to any error or omission. Should a satisfactory resolution not be obtained in discussion with the faculty member responsible for the course in question, the Program Head will refer the matter to the Vice-Provost. The Vice-Provost will act to ensure that the academic regulations of Senate are adhered to. The Program Head should be available for consultation with the Vice-Provost on such matters.

Program Heads, at their discretion, are strongly encouraged to conduct periodic reviews of the methods of assessment, class averages, distribution of grades and failure rates in courses offered by that program to ensure that grade abuse does not occur.

## Academic Advisor's Responsibilities

The Academic advisor reviews the list of "INC" (incomplete) courses, matching medical documentation, requests for academic consideration, and counselling files (refer to Deferred Assessments). The Academic Advisor in conjunction with the Academic Review Sub-Committee assigns deferred assessments where appropriate and forwards decisions to Registrarial Services.

## Campus Registrar's Responsibilities

Registrarial Services ensures examination results are recorded; notifies the student of their grades via WebAdvisor; and records deferred assessment decisions (refer to Deferred Assessments).

## Release of Final Grades

Grades are official on the day that they are issued to students. It is the responsibility of Registrarial Services to release the grades to the student and to record the grades on the student's official University of Guelph-Humber transcript.

All grades are available through WebAdvisor. Students who require an official copy of their grade report can request an official transcript.

Grades for students who have been advised by Student Financial Services, that they are on academic sanction will not be released until notification/authorization is received indicating that the account has been cleared to the satisfaction of Student Financial Services. To receive grades, students must clear their sanction by the last day of classes.

Students who are required to withdraw will be notified at their mailing address.

Summer Session grades are released approximately two weeks after the conclusion of examinations. The grades and the continuation of study status are considered to be unofficial until the end of the Summer Semester.

## Graduation

### Program and Calendar Requirements

The conditions for graduation are regulated by the programs, and program-specific conditions for graduation are outlined in the Schedule of Study for each program listed in this calendar. Students must satisfy the schedule of studies requirements for the calendar in effect at the time of their admission to the program or at the time of any subsequent change in program or area of emphasis. Where students select an "area of emphasis", the calendar used to determine the schedule of studies is the same as the calendar used for the area of emphasis. Changes in areas of emphasis do not necessarily affect the calendar used to determine the schedule of studies. Students may declare a schedule of studies from an alternate calendar if program approval is obtained. Any such request must be made in writing to the relevant Academic Advisor.

Students who are on suspension for academic misconduct will not be permitted to graduate during the period of the suspension.

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Sub-Committee.

### Academic Residence Requirements

1. At least 5.00 of the credits required for graduation by the student's program must be taken at the University of Guelph-Humber.
2. At least 60% of the 3000 and 4000 level courses required for graduation must be taken at the University of Guelph-Humber.

## Second Degrees

Students from the University of Guelph-Humber (or from another university) may graduate with a second undergraduate degree from the University of Guelph-Humber. If they have graduated with their first degree, they must apply for admission to the program for their second degree. However, only 10.00 credits may be transferred from the initial degree program. The course content of the second degree program must be substantially different (defined below) from that of the first. If University of Guelph-Humber students apply to graduate with two different degrees at the same convocation, only 10.00 credits may be transferred from the registered program to the undeclared program.

Note: A second degree is judged to be substantially different if the schedule of studies requirements have no more than 25% course overlap.

## Graduation Procedures

### Student's Responsibilities

A student must submit a formal application in order to be considered as a candidate for a degree and/or diploma at a specific convocation. There are two convocation periods each year, one in November and another in late June. A formal convocation ceremony(s) is held in June but not in November. An application for graduation must be submitted by the student no later than the deadline specified in correspondence to students. Late applications will be accepted with the submission of a late fee (refer to Section V – Tuition and Fees (p. 22)).

Following submission of the application to graduate, the student will receive confirmation of the application, along with information on subsequent procedures. An additional late fee will be assessed in those cases where the student requests changes after the deadline, as this will affect the printing of the degree/diploma parchment.

Although the Office of Registrarial Services will attempt to send an email to every potential graduate inviting them to apply to graduate via WebAdvisor, it is the student's responsibility to ensure that they submit their application for graduation by the deadlines circulated by Registrarial Services in the Fall and Winter Semesters. Specific application details are as follow:

### Application for Graduation

An email inviting students to apply to graduate via Web-Advisor for Students (My Application for Graduation) will be sent to each student registered in an honours degree program when their completed plus in-progress credits equal 20.00 credits or more. All other students with an active academic program who wish to apply to graduate may access 'My Application for Graduation' on WebAdvisor for Students.

Students who are not currently active students must submit a hard-copy Application for Graduation form. This application form and instructions for the completion of the application are available in GH112 Student Financial Services, University of Guelph-Humber.

It is the responsibility of the student to submit the completed form prior to the published deadline date.

### Responsibilities of Academic Advisors, Program Heads and the Campus Registrar regarding Graduation

The Academic Advisor receives both the Academic Evaluations for all students who have applied to graduate and a listing of those students for each program. The Academic Advisor must review these records to determine if each student has satisfied:

1. general University requirements,
2. overall program requirements and
3. area of emphasis requirements (if applicable).

Each check is to be reported on the form supplied, and the form is to be forwarded to the Program Head by the date specified on the accompanying memorandum. If an applicant satisfies the requirements for the degree and/or diploma sought, the Campus Registrar will report the name of the student to the Vice-Provost. If an applicant fails to satisfy any requirement(s), the Campus Registrar will inform the student of that decision.

### Standing on Graduation

Standing on graduation is noted for graduates as follows:

- Degree with Distinction - Cumulative average of 80% or higher.
- Degree with Honours - Cumulative average of 70-79%.
- Degree with Standing - Cumulative average of less than 70%.

Standing is only based on the internal University of Guelph-Humber academic record. Graduation standing is noted on the student's official transcript after graduation has taken place. The standing is not printed on the student's parchment.

## Notation on Transcript

Official transcripts from the University of Guelph-Humber will not show that a degree or diploma has been conferred until after the date of the convocation ceremony.

## Honours List

The Honours List will include:

1. Students taking full-time studies who have obtained a minimum semester average of 80.0%.
2. Students who in part-time semesters (which do not need to be consecutive) attain a minimum cumulative average of 80.0% in a sequence of at least 2.00 credits. All credits will be counted and the designation will appear under the last of the semesters making up the average, and in the graduating semester of students who have maintained a cumulative average of 80.0% since their last Honours List Designation.
3. A student with a deferred condition, or a mark not received, will not be evaluated for placement on the Honours List until the academic record for the given semester is completed.

Students who have consistently maintained a high average, but for whom a change in program, to part-time status in the graduating semester, or other anomalies have prevented placement on the Honours List, should consult the Campus Registrar about eligibility for the Honours List. Courses taken via Letter of Permission do not contribute the calculation of full-time or part-time status.

## Letters of Confirmation of Enrolment

A student who requires a letter confirming attendance at the University in a given semester should make this request to Registrarial Services or online at <https://www.guelphhumber.ca/advising/forms/>.

## Letters of Confirmation of Graduation

A student who requires a letter confirming graduation from the University should make this request to Registrarial Services – GH108 or online at <https://www.guelphhumber.ca/advising/forms/>.

## Letters of Permission

A student at the University of Guelph-Humber who wishes to enrol in a course for credit at another institution and have that course considered as a credit toward a University of Guelph-Humber degree must complete a "Request for Letter of Permission" form and obtain the appropriate approvals as indicated on the request form, prior to applying for admission to the other institution. The form is available from your Academic Advisor (GH108) or online at <https://www.guelphhumber.ca/advising/lop/>.

Credit for successful completion of such courses will be granted at the University of Guelph-Humber if an appropriately-completed and signed Request for Letter of Permission form has been presented to the Registrar's Office prior to the student's enrolment at the other institution. A student taking a course on a Letter of Permission is responsible for ensuring that the other institution forwards the official transcripts directly to Student Services, Registrar's Office (GH108). If the transcript for the course taken on a Letter of Permission is not received by the 20th class

day of the semester following completion of the course, a grade of "F" will be entered on the student's internal academic record.

Students are required to complete the courses specified on the Request for Letter of Permission form during the semester(s) specified on the form. If the student registers in additional semesters or courses that were not previously approved by the University of Guelph-Humber, the student may request a transfer credit assessment through Admission Services. The student should speak with their Academic Advisor should they find themselves in this situation.

Withdrawals or non-registration in courses taken on a Letter of Permission must be verified by official documentation from the other institution. Any changes in the courses taken must have the appropriate Academic Advisor approval from the University of Guelph-Humber.

All courses for which Letters of Permission have been granted will be included in all the student's internal academic records. The specific courses will not be listed on the official transcript of the University of Guelph-Humber but the name of the host institution and the total number of credits taken will be listed. Note that courses taken on Letter of Permission for which a grade of "F" has been either assigned or achieved will be listed as 0.00 credit. Courses taken on a Letter of Permission will not count in the student's semester average or the student's cumulative average.

**Students do not normally qualify for a Letter of Permission in the final semester of their degree/diploma program.**

*Caution: when selecting courses to take on Letter of Permission you should be aware that you may not be able to get into the courses selected. For instance, courses may be full, may have been removed from the schedule, or may conflict with other courses. For this reason, you are encouraged to select more courses than needed but indicate clearly on the Request for Letter of Permission form the number of courses that will be taken. If you need to take a course not listed on the form, you should make every effort to contact your Academic Advisor in advance of registering in another course in order to obtain approval for the equivalent credit. Programs (Program Heads) reserve the right to deny credit equivalency to a course taken without prior approval.*

**Special note regarding University of Guelph-Humber students requesting to take courses at the University of Guelph:**

University of Guelph-Humber students wishing to take a course (or courses) at the University of Guelph, should consult with their Academic Advisor to determine the appropriateness of the course(s) in question. The course (or courses) completed at the University of Guelph will be recorded with course code, name and grade on the student's official transcript. The course grade(s) will be used in the calculation of the semester average and the overall cumulative average and will be used in the continuation of study evaluation.

University of Guelph-Humber students wishing to take a course (or courses) at the University of Guelph during the regular school year (September – April), may only do so under exceptional circumstances and must seek the approval of the Academic Advisor, Program Head and the Campus Registrar. In no case, will a student be able/allowed to register in courses on both the University of Guelph and the University of Guelph-Humber campuses during the same semester unless a student registers through the Office of Open Learning on a Letter of Permission

## Priority Access Courses

In cases where enrolment demand habitually exceeds course capacity and there is demonstrated need to restrict access to a particular cohort of students on a priority basis, programs may request the implementation of course restriction rules to ensure priority access to the appropriate student group(s) during the course selection process. The system will provide a message at the time of course selection for students who do not meet the enrolment criteria. In special cases the Academic Advisor may override the restriction by authorizing entry to the course with a signature on a Course Waiver Request form using the Course Restriction Waiver box.

Program requests for course restriction rules must be directed to the Campus Registrar who will determine if the request is acceptable and will then work with the program to develop the appropriate enrolment criteria and confirm that the restriction can be monitored. In general, course restrictions should be clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

New restrictions or changes to existing restrictions must be approved prior to the course selection period in which they are to be implemented.

## Readmission

Previously registered students must apply to Admission Services, for readmission under any of the following conditions:

1. If they were required to withdraw from their program for a period of two or more semesters.
2. If they were suspended from the University for academic misconduct.
3. If they have graduated from this University and wish to register in order to take additional courses.
4. They were admitted to the University but withdrew from all courses, registered in a program or courses at another post-secondary institution, and they wish to return to the University of Guelph-Humber.
5. If they have not registered at the University of Guelph-Humber for six or more consecutive semesters.
6. If they are attending the University of Guelph-Humber on a Letter of Permission and wish to continue past the term of the Letter of Permission agreement.

*Readmission to a program at the University of Guelph-Humber is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV - Admission Information (p. 13) regarding appropriate admission requirements and deadline dates. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Academic Advisor regarding procedures and criteria for readmission to that program.*

Students requiring readmission must apply using the Application for Program Transfer and/or Readmission available on-line at: Academic Forms | [guelphhumber.ca](https://www.guelphhumber.ca) (<https://www.guelphhumber.ca/advising/>)

forms/) by the deadline date established for each semester as noted on the application form.

Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.

Students who take university courses after the two-semester rustication period may transfer all these credits provided the student meets the criteria for readmission and the criteria for the transfer of credit.

Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

**Note:** This policy applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either our university or at another university.

## Registration

A student is considered registered for a particular semester only when courses to be attempted for that semester have been reported to the Campus Registrar, no later than the fifth class day and when fees have been paid or financial arrangements satisfactory to the Registration and Financial Services Coordinator have been made for the associated tuition and other fees.

University of Guelph-Humber students cannot be registered in courses offered by the University of Guelph during the same semester that they are registered in courses offered by the University of Guelph-Humber, unless they are taking courses offered through the Office of Open Learning via Letter of Permission.

## New and In-Course Students

All new and in-course students must complete the registration process by the deadline date set for each semester. Registration includes the selection of courses and the payment of fees. It is the student's responsibility to ensure that fees are paid or satisfactory arrangements are made with Student Financial Services for the payment of fees prior to the registration deadline. Students will have access to their account balance (Registration Billing) through the on-line (WebAdvisor) registration system on the University homepage using a secure (password protected) system. Payment method is **via internet banking**. Students registering after the deadline date will be assessed an additional late registration fee.

Students who are readmitted will be advised of registration procedures. Questions should be directed to the student's Academic Advisor.

**Note:** In-course students who complete the registration procedures are advised that such registration is conditional on their eligibility for continuation of study in the upcoming semester. A student who is required to withdraw may not attend classes. The student's registration will be cancelled and the appropriate adjustment will be automatically applied to the student's account.

The University reserves the right to disallow registration until all deferred assessments are complete and the student's final standing is calculated.

## General System In-course Students (Fees)

The registration procedure is conducted through WebAdvisor. The registration procedure will allow all in course students to complete

their financial arrangements with Student Financial Services before the upcoming semester. The billing form will reflect the course selection data, also your accommodation and meal plan status if available, and is to be returned with suitable arrangement to Student Financial Services. The deadline for payment is indicated in Tuition and Fees (<https://www.guelphhumber.ca/sfs/tuition-and-fees/>), of this calendar. Failure to meet the deadlines will result in an additional fee adjustment. Mailings by the University will be made to the University email account, and/or the mailing/home address per the University's student address policy.

## Research Projects

The University of Guelph is committed to providing undergraduate/associate diploma students with opportunities to engage in original research projects, including the opportunity to engage in independent study options, conducted under the supervision of a faculty member and involving the student pursuing original research. These projects might take a range of forms, as appropriate to the student's course of study. A student wishing to pursue an independent research project should consult with the academic advisor for the program or the coordinator of the course in which the project will be undertaken. The advisor/coordinator can provide guidance about undertaking these projects including regulations concerning independent research projects specific to the program and/or department/college.

Members of faculty who undertake the supervision of independent research projects assume the responsibility of ensuring that the project complies with regulations, policies and procedures. The successful completion of an independent research project often depends on significant preparation in advance, involving collaboration and agreement between the student and their supervisor. This includes establishing a description of the project, and a scheme of grading, as well as deadlines for the submission of work. A student should plan their project a least a semester before the formal undertaking of the project.

Further, the faculty and student should ensure that if the project involves the human participants, or the use of live animals, the project has appropriate approval from the (<http://www.uoguelph.ca/research/services-divisions/animal-care-services/>), or the Animal Care Committee (<http://www.uoguelph.ca/research/acs/>), as appropriate. The preparation of the documentation required for approval by the Research Ethics Board or the Animal Care Committee takes several weeks. In accordance with the Canadian Council on Animal Care, anyone who is handling animals for purposes of teaching or research must have appropriate training which is provided by the University of Guelph.

When a project involves risk—including handling dangerous materials—the supervisor (and student, as appropriate) should consult with Occupational Health and Safety to ensure compliance with standards of health and safety.

A student whose independent research project involves international travel must consult with the staff in the Centre for International Programs (<http://www.uoguelph.ca/CIP/>) to ensure that they have completed the University's mandatory pre-departure orientation in order to be prepared appropriately to travel outside Canada.

## Schedule of Studies

The University monitors the student's progress toward graduation using both program requirements and the schedule of studies requirements. Students must satisfy the requirements in effect at the time of admission. When program requirements or schedules of studies are

altered by the University, a student may elect to satisfy the requirements in effect when the student entered the program.

## Scheduling

### Undergraduate Course Timetable

The scheduling of all undergraduate courses is the responsibility of the Campus Registrar.

The final timetable for each semester is published on WebAdvisor (and on the Guelph-Humber website (<http://www.guelphhumber.ca/>)) at least two weeks prior to the commencement of the initial Course Selection period for that semester.

#### Program Head's Responsibility

The Program Head is responsible for the following:

- Submitting to the Campus Registrar, no later than the established deadline, complete requests for courses to be scheduled in the subsequent academic year.
- Acting as liaison between faculty and the Campus Registrar on all aspects of scheduling, including collecting information relevant to course scheduling from faculty, submitting it appropriately.
- Approving the program's course schedule before publication. This involves checking that no conflicts exist in faculty or student schedules.

#### Campus Registrar's Responsibilities

Ensuring that:

- No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
- The number of elective courses available to students is optimized.
- Classroom space is allocated to courses on the basis of projected enrolments.
- No faculty conflicts exist according to program information (provided by the Program Head).
- Program requirements, requested by the Program Head, are met where possible.

### Changes to the Published Undergraduate Course Timetable

#### Additional Hours/Chapters

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request is to be initiated by the Program Head and made to the Campus Registrar.

#### Cancellations and Time Changes

If course cancellation or class meeting time changes are required once the course timetable has been published on WebAdvisor (and on the University website), the Program Head is responsible for obtaining the approval of the Vice-Provost for making any such change. If the Vice-Provost agrees that a change is required, the Vice-Provost will instruct the Campus Registrar of the required change. After the commencement of Course Selection, the Program Head is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict free for all registered students, and

communicating via email to all students, the details of any change affecting their schedules.

- **Time changes after the publication of the timetable, prior to the commencement of classes.** Changes in scheduled meeting times are approved only in emergency circumstances following the procedure above.
- **Time changes after the commencement of classes.** Changes in scheduled meeting times are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students, as determined by a secret ballot. New times must comply with University scheduling regulations. The program should keep a record of student approval on file, and a request for the time change and new room assignment should be submitted by the Program Head to the Campus Registrar. The faculty is responsible for ensuring that all registered students can attend during the new meeting time(s) and for informing the students of the new time(s) and room assignment(s).

#### Classroom Assignment Changes/Bookings

- **Classroom changes prior to the commencement of classes.** The Campus Registrar may reassign classroom space based on course enrolments. The Campus Registrar will make notification of changes affecting classroom assignments to the Program Head and the faculty involved.
- **Classroom Changes and Bookings after the commencement of classes.** Faculty requiring classroom changes after the commencement of classes should forward their request to the Campus Registrar and their Program Head via email. If classroom space assigned to a course is no longer required, faculty should also notify. If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Central Scheduling and Records Coordinator in Registrarial Services (GH108).

## Student Type

Each full-time or part-time student is registered as one of the following:

### Regular

A student with student type "Regular" is registered in the regular course requirement for a program.

### Special

A student with student type "Special" is admitted to a program and is required to complete course or program deficiencies necessary to proceed under the "Regular" student category.

**Note:** It is the Academic Advisor's responsibility to change a student from "Special" to "Regular" student type.

### Supplemental Assessment Procedures (also see Failed Courses)

A student must apply to the Academic Review Sub-Committee for a supplemental assessment no later than the fifth day of classes of the

semester following the failure (see Failed Courses in this section). In considering the request, the Academic Review Sub-Committee will consult with the course faculty to obtain information on the student's performance during the course, the faculty's recommendation concerning the appropriateness and feasibility of a supplemental assessment, and the nature of the supplemental assessment. If the Academic Review Sub-Committee approves the request, the faculty (or Program Head in the absence of the faculty) responsible for the course will determine the nature of the assessment, which could be a written exam, an oral exam, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.

## Student's Responsibilities

The student must request a supplemental assessment by submitting the request for academic consideration to the Academic Review Sub-Committee no later than the fifth class day of the subsequent semester. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the add period. The granting of the request is normally limited to the described special circumstances having due regard for the student's performance in the course. Course requirements and the student's previous performance may play a significant role in determining whether a supplemental assessment is appropriate and/or feasible.

In the case of an examination supervised by the Office of Registrarial Services, it is the student's responsibility to appear on the correct date and time as designated by the Office of Registrarial Services.

If the requirement is beyond an examination supervised by the Office of Registrarial Services, the student must contact the faculty within five days of notification in order to clarify the details of the condition. Students are advised to have the faculty complete a form indicating the exact nature and due dates of the supplemental requirements, which may also include the satisfactory completion of an examination supervised by the Office of Registrarial Services (refer to Section III - Schedule of Dates (<https://calendar.uoguelph.ca/guelph-humber-calendar/schedule-dates/>)). If the student is unable to make contact with the faculty, the Program Head responsible for offering the course must be contacted. If the required contact is not made the University will assume that the student does not intend to complete the requirements, and the supplemental assessment will be cancelled.

## Academic Review Sub-Committee's Responsibilities

The Academic Review Sub-Committee, upon receiving a request from the student, and after consulting with the faculty and reviewing the student's course performance, will determine whether a supplemental assessment should be granted. When a supplemental assessment has been requested, but not granted, the Campus Registrar, will inform both the student and the faculty. Similarly, when a supplemental assessment has been requested and granted, the Campus Registrar will advise the student and the faculty of the decision.

## Faculty's Responsibilities

Faculty should not proceed with any supplemental assessment for a student until official notification of the granting of the assessment has been received from the Academic Review Sub-Committee or the Campus Registrar. Upon request from the Academic Review Sub-Committee, the faculty will provide the performance record of the student for the course, make a recommendation as to the appropriateness and feasibility of a

supplemental assessment, and indicate clearly the conditions that would be necessary to ensure that the requirements for the course are fulfilled.

If the Academic Review Sub-Committee grants consideration, and upon request from the student, the faculty will complete a form advising the student of the exact nature and due dates of the requirements for the supplemental assessment. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination, the faculty will have indicated this on the recommendation to the Academic Review Sub-Committee.

If the exam is significantly different from another two hour exam already completed by the student, the faculty must make this clear on the form provided to the student. For example, if the student had originally been assessed on a final exam covering only the last four weeks of the semester, and is now to be assessed on a comprehensive two hour exam, the nature of the new examination needs to be communicated directly to the student at the time the supplemental assessment is granted.

Within seven days of completion of the supplemental assessment requirements, the faculty will forward to the Campus Registrar an indication as to whether the student has passed or failed the supplemental assessment. The supplemental assessment should be completed by at least the thirtieth class day of the semester following the failure.

## Program Head's Responsibilities

In the case where the Academic Review Sub-Committee or student is unable to make contact with the faculty to determine the details of the supplemental assessment, the Program Head should take the necessary steps to assist in determining the requirements for completing the supplemental assessment.

The Program Head will initial all decisions submitted by faculty upon the completion of a supplemental assessment by individual students (i.e., pass or fail). These decisions will be forwarded to the Campus Registrar, by the thirty-sixth class day of the semester following the failure.

## Campus Registrar's Responsibilities

To prepare an examination timetable for those students granted a supplemental assessment that includes, or takes the form of, a two-hour sit-down examination and to inform the student and faculty of the date, time, and location of any examination to be supervised by them. Examinations scheduled as part of the supplemental assessment process are normally scheduled during the deferred examination period (refer to Section III - Schedule of Dates (<https://calendar.uoguelph.ca/guelph-humber-calendar/schedule-dates/>)). The Campus Registrar is also responsible for invigilating these examinations (or arranging for appropriate invigilation) and forwarding the examinations to the faculty for evaluation.

Results of the completion of the supplemental assessment will be posted on WebAdvisor and updated on the student's record where appropriate.

## Transcripts

An official transcript can be ordered online by submitting the "Official Transcript Request Form" on the Academic Forms webpage (<https://www.guelphhumber.ca/advising/forms/>).

Transcripts are normally prepared within five to seven working days, however, during busy periods (e.g., common application deadlines) preparation time may be as long as seven to 10 days.

Official transcripts from the University of Guelph-Humber will show that a degree and a diploma has been conferred - **only after** - the date of convocation.

## Transfer of Program

University of Guelph-Humber students wishing to transfer from one program to another are required to submit the Application for Program Transfer or Readmission to the Office of Registrarial Services. These applications are available on the University of Guelph-Humber website <https://www.guelphhumber.ca/advising/forms/>.

To clarify possible conditions or requirements for transfer, students are encouraged to consult with the Academic Advisor for the program to which they wish to transfer before submitting their application. In cases where the student's performance has been inconsistent, the applicant must also submit a comprehensive support letter outlining the reasons for transfer as well as any factors contributing to the previous academic performance.

## Withdrawal

This section provides a summary of rules and regulations with respect to various types of withdrawal from the University. In some instances other sections of the calendar are referenced and these also should be consulted to ensure that a full understanding of the regulations is obtained. There are two types of withdrawals: voluntary or required.

### Voluntary Withdrawal

There are two methods for voluntary withdrawal: cancelling a semester registration or withdrawing from a semester registration. Prior to the start of the semester, a student may cancel a semester registration by dropping all courses. As of the first day of classes and once the semester has started, a student may withdraw completely from all courses. Cancelling a semester registration or voluntarily withdrawing from a semester does not impact a student's eligibility to continue in their program or to select courses for a future semester unless:

- the student is a newly admitted or readmitted student,
- the student's fall term standing has been assessed as required to withdraw, or
- the student has not registered for six consecutive semesters.

### Cancelling a Semester Registration

Prior to the first day of classes a student who subsequently decides not to attend that semester may cancel their registration, by dropping all their courses for that term using WebAdvisor. For the Fall semester the required minimum registration deposit will automatically be forfeited. Please refer to Section V --Tuition and Fees (p. 22) for specific details.

Please note that if the student has been newly admitted or re-admitted as of the semester to which the cancellation applies the cancellation of the courses cancels the offer of admission to that semester and the student must apply for readmission should they wish to attend the University of Guelph-Humber at another time.

## Withdrawing From a Semester Registration

Commencing with the first day of classes and until the last day to drop classes, students may withdraw from the semester using WebAdvisor.

A student who wishes to withdraw from a semester after the last day of classes will not be able to drop courses using WebAdvisor and must speak with their Academic Advisor to discuss their academic options, including requests for Academic Consideration.

A student receiving financial assistance through the Ontario Student Assistance Program or any other award/scholarship program is strongly advised also to contact Student Financial Services regarding the status of that award upon withdrawal.

The timing of the semester withdrawal and the reasons for it may have academic and financial implications. Up to the last day of classes, a student may withdraw without academic penalty. Students will be liable for fees payable in accordance with the refund schedule (see Section V – Tuition and Fees (p. 22) regarding Refunds).

A student who withdraws from the semester must return all outstanding loans from the Library immediately upon withdrawal regardless of the original due date. Any items not returned will be declared "lost" and charged to the student's account.

Students who do not register in a program of study for six or more consecutive semesters are required to apply for readmission if they wish to continue at the University of Guelph-Humber. In assessing whether a student is registered in a program of study, a cancelled semester registration does not count as a registered semester whereas a voluntary withdrawal from the semester does. Students who are studying on exchange programs, on a University semester abroad, or on coop work terms are considered to be registered at the University (see Voluntary Withdrawal in this section). Students registered solely at another institution on a Letter of Permission are not considered to be registered at the University of Guelph-Humber.

## Required to Withdraw

Students may be required to withdraw for reasons of academic performance or academic misconduct.

### a. Academic Performance (please refer also to the section on Continuation of Study for detailed requirements)

Students who do not meet the continuation of study requirements for at least probationary status at the end of the semester will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

Students who are granted a deferred assessment (examination or condition) will have their Continuation of Study Status assessed once the deferred assessment is complete. At that time an assessment of required to withdraw could have an impact on the student's current registration.

### b. Academic Misconduct (refer also to the full Academic Misconduct Policy in this section)

One of the penalties that may be assessed against a student found guilty of academic misconduct is suspension from the University for a period of between two and six consecutive semesters. The effective date of such a suspension is determined by the Vice-Provost.

### **c. Appeals (refer also to the sections on Academic Consideration and Academic Misconduct for full details of appeals processes)**

Students who do not satisfy the program requirements for continuation of study and are required to withdraw may appeal for probationary status to the Academic Review Sub-Committee, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time that the appeal is granted.

Students who are suspended from the university as a result of academic misconduct, may appeal to the Appeal Panel with respect to either the appropriateness of the penalty or the finding of guilt.

## **Readmission**

(Refer to Section IV - Admission Information (p. 13))

Students who meet one of the following three criteria must apply to Admission Services for readmission:

1. were required to withdraw from their program for a period of two or more semesters;
2. were suspended from the University for academic misconduct; or
3. have not registered at the University of Guelph-Humber for six or more consecutive semesters

Readmission to a program at the University of Guelph-Humber is not automatic. Students should consult Section IV - Admission Information (p. 13) regarding appropriate admission requirements and deadline dates. Applicants for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Academic Advisor regarding procedures and criteria for readmission to that program.

Students who withdraw on more than two occasions may be required to meet with the Program Head in order to clear their re-entry into a subsequent semester.

A student who wishes to be considered for readmission following a suspension for academic misconduct must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements will normally be required to serve the associated penalties consecutively.

A student who has been expelled from the University for academic misconduct is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the Vice-Provost to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

## **Granting of Credit while on Rustication**

The policy below applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either this university or another university.

1. Students who have been required to withdraw for reasons of academic performance and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.

2. Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.
3. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

## VIII. General Statements on Awards

The Senate of the University of Guelph is charged with the responsibility "to deal with all matters arising in connection with the awarding of fellowships, scholarships, bursaries, medals, prizes and other awards" (University of Guelph Act) and the administration and oversight of these functions has been delegated to Student Financial Services. In carrying out these responsibilities, Senate has established various policies regarding awards and scholarships, and approves the terms and conditions attached to such awards. Each College has a College Awards Committee, which is responsible for the awarding of scholarships and prizes in the programs under its authority. In addition, Student Financial Services is responsible for evaluating the financial need component for awards requiring the demonstration of financial need, the selection of bursary recipients, the selections for awards that are not college-specific, and the selections for entrance awards.

Some scholarships and bursaries are open to all students regardless of degree or diploma program and others are restricted to students in particular programs. Also refer to Section VII – Undergraduate Degree Regulations and Procedures, Academic Misconduct, Penalties (<https://calendar.guelphhumber.ca/guelph-humber-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>), for additional regulations regarding scholarships and bursaries.

A full listing of available awards can be found on the Student Financial Services website: <https://www.guelphhumber.ca/sfs/scholarships-and-bursaries/>.

### Eligibility

#### Eligibility for Entrance Scholarships and Bursaries:

To be eligible for entrance scholarships and bursaries, you must be entering the 1st semester of post-secondary studies for the first time.

#### Eligibility for In-course Scholarships and Bursaries:

To be eligible for in-course scholarships and bursaries, you must be registered in an academic term and meet the criterion stipulated in the award terms and conditions. A minimum of 70% cumulative average is required to be eligible for and to receive a 'scholarship'; whereas, there is no minimum average requirement to apply for or to receive a 'bursary'. Bursaries are awarded strictly on the basis of financial need as determined by Student Financial Services. Where applications are required, it is the student's responsibility to follow the method of application listed in the award description. Non-Canadian citizens or non-permanent residents are not eligible to apply for in-course bursaries; however, after the completion of one full year of studies, are eligible to apply for an International student bursary.

#### Eligibility for Travel Grants:

To be eligible for travel grants, students must be participating in a curriculum-embedded travel opportunity and meet the additional criterion stipulated in the award terms and conditions.

#### Eligibility for Prizes and Medals:

To be eligible for prizes and medals, you must demonstrate completed achievement as stipulated in the award terms and conditions with no requirement to further engage in study.

#### Eligibility for ACCESS Awards:

The University established an endowment fund through generous donor contributions and has been matched by the provincial government's

Ontario Student Opportunity Trust Fund (OSOTF) program and the Ontario Trust for Student Support (OTSS). The income generated from these endowments will be used to support financial aid programs. The awards created will be used to assist Canadian citizens or permanent residents who meet the Ontario residency requirements as mandated by the OSOTF/OTSS program. Students must complete a Financial Need Assessment Form in order to be considered and meet the following Ontario Government Mandated Terms for an OSOTF/OTSS Award:

- i. be a Canadian citizen or permanent resident;
- ii. be a Ontario resident as defined by a) have lived in Ontario for a period of at least 12 consecutive months up to the beginning of full-time post-secondary study; or b) the student's spouse has lived in Ontario for at least 12 consecutive months up to the beginning of the current year full-time post-secondary study period; or c) the student's parent(s)/stepparent(s)/legal guardian/official sponsor has lived in Ontario for at least 12 consecutive months up to the beginning of the current year full-time post-secondary study period;
- iii. financial need as determined by the University of Guelph-Humber's Financial Need Assessment procedures.

Full-time registration is required for eligibility for all scholarships and awards unless otherwise stated in the eligibility clause of the award.

## Definitions

### Awards

Generic term used to refer to a type of award that is not a scholarship. This category includes bursaries.

### Bursary

An award provided to a student on the basis of financial need. Financial need is determined by the University of Guelph-Humber (Student Financial Services) after an evaluation of the Financial Need Assessment Form has been submitted by the student. Academic merit is not a consideration in awarding a bursary. You must be a Canadian citizen or permanent resident of Canada to be considered for bursaries. International students are eligible to apply for the International Student Bursary only.

### Scholarship

Awarded on the basis of academic performance and given for further study. Given that the merit component is normally academic, it may include such non-academic aspects as leadership, extracurricular activity, volunteerism, and community involvement. Scholarships can be monetary, prizes, or medals. Financial need is not a consideration of scholarships.

### Scholarships with Financial Need

These are awarded based on the same criteria as scholarships, but financial need is a consideration.

### Prize or Medal

An award based on completed academic achievement that does not require the recipient to engage in further study. Most often awarded at graduation.

## Travel Grants

These grants are provided to students who wish to travel as part of their program of study. Travel grant applications are accepted in advance of the travel opportunity and not as a reimbursement after the fact.

## Procedures

**Award Payments:** Awards will be applied directly to the student's financial account and can be viewed on WebAdvisor.

**Award recipients who withdraw or drop courses:** Students who receive an award and who withdraw from the semester in which the award is received, or change the number of credits in which they are registered, may have their award cancelled or value adjusted. This adjustment will be calculated up to the twentieth class day according to the refund schedule in effect for that semester, as well as the published terms and conditions for the award. Bursary recipients will be reassessed to determine their eligible bursary value.

**OSAP Students:** Do not report University of Guelph-Humber awards on your OSAP application. The University will report awards to OSAP on your behalf. If you believe there is a discrepancy, contact Student Financial Services. It is the responsibility of each OSAP applicant to ensure their OSAP application is correct.

**Notice of Disclosure:** It is understood that merit award winners' names will be released to donors and may be published as a condition of the award.

**The University reserves the right to amend awards subject to the availability of funds.**

## IX. Programs

- Bachelor of Applied Arts (General) (BAA) (p. 64)
- Bachelor of Applied Arts in Media and Communications Studies (BMCS) - Diploma in Media Communications (p. 65)
- Bachelor of Applied Science (BAsc.) - Major Community Social Services - Social Service Worker Diploma (p. 67)
- Bachelor of Applied Science (BAsc.) - Major Early Childhood Studies - Diploma in Early Childhood Education (p. 69)
- Bachelor of Applied Science (BAsc.) - Major Justice Studies - Diploma in Police Foundations or Diploma in Community and Justice Services (p. 71)
- Bachelor of Applied Science (BAsc.) - Major Kinesiology - Diploma in Fitness and Health Promotion (p. 73)
- Bachelor of Applied Science (BAsc.) - Major Psychology - Diploma in General Arts and Science, Specialization in Intercultural Relations, Research Skills and Analysis, or Organizational Behaviour (p. 75)
- Bachelor of Business Administration (BBA) - Diploma in Business Administration (p. 77)

# Bachelor of Applied Arts (General) (BAA)

## Specialization in Justice and Public Safety

### Schedule of Study

This program leads to a Bachelor of Applied Arts (General) in Justice and Public Safety. Prospective students are encouraged to contact Registrarial Services to discuss program suitability before making a formal application for admission.

The Justice and Public Safety specialization is offered in an online format. The study format allows students to complete 1.00 credits (equivalent to two half credit courses) in a 12-week semester and as many as 3.00 credits per year.

### Condition for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

Code	Title	Credits
<b>Semester 1</b>		
AHSS*1110	Introductory Psychology: Dynamics	0.50
AHSS*1130	Principles of Sociology	0.50
AHSS*1150	Introduction to Law	0.50
AHSS*1160	Crime and Criminal Justice	0.50
0.50 electives		0.50
<b>Semester 2</b>		
AHSS*1030	Introduction to Organizational Behaviour	0.50
AHSS*1210	English I: Reading and Writing Effectively	0.50
AHSS*2310	Leadership and Motivation	0.50
JUST*1010	Criminal Offences	0.50
JUST*1050	Introduction to Industrial Relations	0.50
<b>Semester 3</b>		
JUST*2000	Community Policing: Introduction	0.50
JUST*2020	Federal Legislation	0.50
JUST*2090	Justice and Public Safety Human Resources Management	0.50
JUST*2100	Introduction to Justice and Public Safety Accounting	0.50
SCMA*2040	Research Methods for Social Science	0.50
<b>Semester 4</b>		
AHSS*2110	Criminological Theory I	0.50
JUST*2040	Police Governance and Accountability	0.50
JUST*3010	Conflict Resolution	0.50
JUST*3030	Investigative Techniques	0.50
0.50 electives		0.50
<b>Semester 5</b>		
AHSS*3050	Canadian Social Problems	0.50

AHSS*3060	Criminological Theory II	0.50
AHSS*3230	Trends in Gender Issues	0.50
JUST*3040	Police and Society	0.50
SCMA*3040	Quantitative Methods for Social Science	0.50
<b>Semester 6</b>		
AHSS*4070	Issues in Ethnicity and Class	0.50
AHSS*4090	Ethics and the Justice System	0.50
AHSS*4100	Public Policy: Challenges and Prospects	0.50
JUST*4000	Advanced Issues in Community Policing	0.50
0.50 electives		0.50

# Bachelor of Applied Arts in Media and Communication Studies (BMCS) - Diploma in Media Communications

The methods and technologies we use to create and transmit information, persuade others and build communities are evolving rapidly and continuously. While established media brands adapt new ways of storytelling, creators and consumers alike in a range of media disciplines use new tools to inform, share and influence.

At the University of Guelph-Humber, the Media and Communication Studies program allows students to explore emerging trends and technologies and to study the historical, social, cultural and ethical dimensions of the field through courses that challenge them to think critically. Other courses teach students how to work, both individually and in team environments, to produce content using industry-standard methods, software, tools and practices.

Students are required to complete 20.00 credits in order to be eligible for graduation: 12.50 core MCS credits, 6.00 credits in an Area of Emphasis or restricted electives, and 1.50 General Elective credits. All students are also required to complete an internship (200+ hours), and have the option to research and write a major thesis in their final year. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by the Humber Institute of Technology and Advanced Learning). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

## Conditions for Graduation

In addition to meeting all program-specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

## Areas of Emphasis

Students may choose to specialize through completion of an area of emphasis, which are offered in Digital Marketing and Social Media, Media Business and Management, and Visual Communication. In order to obtain recognition for an optional area of emphasis, students are required to complete 6.00 credits of restricted electives from the listing in that area. Students who choose not to declare an area of emphasis must choose from the restricted electives indicated in the Program Plan.

Students who wish to complete an area of emphasis must declare so by the end of the third (3rd) semester of full-time study. Only one area of emphasis may be declared.

## Digital Marketing and Social Media (DMSM)

The Digital Marketing and Social Media Area of Emphasis combines the fundamental principles of marketing with the evolving study of social media and its relationship to consumer behavior. Students in this stream learn how to market a product, service, or concept to an audience using social media platforms in addition to other methods. Courses include those that focus on search engine optimization techniques and social media analytics.

## Media Business and Management (MBM)

Students in the Media Business and Management Area of Emphasis focus on the development of various media enterprises and organizations. Students learn about business in key areas such as organizational behaviour, consumer behaviour and leadership, but with a focus on the media industry, studying the skills required to manage a media enterprise, such as data management and analytics, advertising and team-building.

## Visual Communication (VC)

Students in the Visual Communication Area of Emphasis are exposed to all aspects of photography, including studio lighting, location photography and image capture and manipulation; digital graphic design that incorporates design theory in the creation of still and motion graphics, photography manipulation, marketing and editorial layouts, art direction and production design; and videography, including storyboarding, video storytelling, shooting and editing video and sound.

## Media and Communication Studies Program – Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

Code	Title	Credits
<b>Semester 1</b>		
MDST*1020	Introduction to Communication Theory and Mass Media	0.50
MDST*1040	Writing and Research for Media And Communication Studies I	0.50
MDST*1090	Organizational Behaviour and Teamwork	0.50
MDST*1100	Introduction to Journalism and Digital Storytelling	0.50
0.50 electives		0.50
<b>Semester 2</b>		
AHSS*1080	Ethical Issues in Media	0.50
MDST*1030	Visual Communication and Design	0.50
MDST*1200	Introduction to Marketing and Public Relations	0.50
MDST*2020	Freedom, Rights and the Media	0.50
0.50 electives		0.50
<b>Semester 3</b>		
MDST*1300	Media Production Toolkit	0.50
MDST*2080	Writing and Research for Media And Communication Studies II	0.50
MDST*2090	Social Media Issues and Perspectives	0.50
MDST*2150	Data and the Information Society	0.50
0.50 electives		0.50
<b>Semester 4</b>		
AHSS*2020	Presentations and Persuasion	0.50
MDST*2110	Transmedia Storytelling	0.50
1.50 credits from Area of Emphasis or restricted electives		1.50
<b>Semester 5</b>		
AHSS*3220	Law and the Media	0.50
2.00 credits from Area of Emphasis or restricted electives		2.00
<b>Semester 6</b>		
MDST*3390	Public Practice	0.50

MDST*3040 or AHSS*2130	Power, Culture and the Individual Subcultures in Mainstream Media	0.50
MDST*3190 or MDST*3500	Advanced Research Methods for Media and Communications Studies Project Management for Media and Communications	0.50
1.00 credits from Area of Emphasis or restricted electives		1.00
<b>Semester 7</b>		
MDST*4010	Media and Communication Studies Internship	1.50
MDST*4000 or MDST*4410	Media Practices I Media Studies Thesis I	0.50
0.50 credits from Area of Emphasis or restricted electives		0.50
<b>Semester 8</b>		
MDST*4080 or MDST*4400	Media in the Global Context Special Topics in Media and Communication Studies	0.50
MDST*4210 or MDST*4520	Media Practices II Media Studies Thesis II	1.00
1.00 credits from Area of Emphasis or restricted electives		1.00

## Areas of Emphasis

In order to obtain recognition for an optional area of emphasis, students are required to complete 6.00 credits in restricted electives from the listing in that area. Students are encouraged to consult the Program Plan for the suggested sequence of courses.

Students who choose not to declare an area of emphasis must choose from the restricted electives indicated in the Program Plan. In this case, students will take a sampling of courses (4.50 credits) across the various sub-disciplines and 1.50 credits of any additional MDST courses.

## Digital Marketing and Social Media (DMSM)

Code	Title	Credits
MDST*1040	Writing and Research for Media And Communication Studies I	0.50
MDST*2070	Digital Graphic Design I	0.50
MDST*2180	Web Design	0.50
MDST*3080	Writing for Public Relations	0.50
MDST*3330	Content Strategy	0.50
MDST*3340	Analytics for Marketing and Communications	0.50
MDST*3400	SEO Perspectives	0.50
MDST*3410	Social Media Strategies	0.50
MDST*3460	Advanced Analytics for Marketing and Communications	0.50
MDST*3490	Freelancing and Small Business Development for Media Professionals	0.50
MDST*3360 or MDST*3430	New Worlds: Exploring XR Client Relations	0.50
MDST*3180 or MDST*3240	Audio Storytelling Crisis Communications and Reputation Management	0.50

## Media Business and Management (MBM)

Code	Title	Credits
BADM*2020	Consumer Behaviour	0.50
BADM*2030	Advertising in Business	0.50
BADM*4390	Relationship Marketing	0.50
MDST*1000	Introduction to Media Management	0.50
MDST*3030	Event Management	0.50
MDST*3240	Crisis Communications and Reputation Management	0.50
MDST*3330	Content Strategy	0.50
MDST*3340	Analytics for Marketing and Communications	0.50
MDST*3430	Client Relations	0.50
MDST*3460	Advanced Analytics for Marketing and Communications	0.50
BADM*1020 or BADM*2000	Business Information Systems Human Resources Management	0.50
MDST*3400 or MDST*3410	SEO Perspectives Social Media Strategies	0.50

## Visual Communication (VC)

Code	Title	Credits
MDST*1070	Photography	0.50
MDST*2070	Digital Graphic Design I	0.50
MDST*2180	Web Design	0.50
MDST*2210	Image Processing: Capture and Manipulation	0.50
MDST*2510	Studio Lighting Fundamentals	0.50
MDST*2110	Transmedia Storytelling	0.50
MDST*3110	Location Photography	0.50
MDST*3120	Digital Graphic Design II	0.50
MDST*3210	Video Production I	0.50
MDST*3490	Freelancing and Small Business Development for Media Professionals	0.50
MDST*4170	Video Production II	0.50
MDST*3260 or MDST*4240	Art Direction and Production Design Broadcast Studio Production	0.50
MDST*3360 or MDST*3440	New Worlds: Exploring XR Digital Graphic Design III	0.50

## Bachelor of Applied Science (BAsc.) - Major Community Social Services - Social Service Worker Diploma

The Community Social Services program is designed for students who want to help individuals, families and communities to overcome the issues and concerns in their lives. The students who have chosen this program indicate a desire for careers (and graduate level study) in the areas of social work, family therapy, community development, counselling, family law, mediation and agency administration. Our program offers an ideal combination of theory and experiential learning to provide students the necessary background to enter the workforce in the social services sector or for admission to graduate and professional programs of study.

All graduates will be prepared to apply for membership as a Registered Social Service Worker in the Ontario College of Social Workers & Social Service Workers.

Students are required to complete a total of 20.00 course credits consisting of 16.50 core Community Social Service credits, and 3.50 additional credits consisting of 2.00 restricted electives credits and 1.50 general elective credits, in order to be eligible for graduation. In order to obtain recognition for an optional area of emphasis, students are required to complete a minimum of 1.50 restricted electives from the listing in that area. If opting to complete an area of emphasis, students must declare an area of emphasis by the start of the seventh (7th) semester of full-time study. Only one area of emphasis may be declared. Transfer students admitted under an articulation agreement (block credit) are not eligible for an area of emphasis. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

### Practicum Placement

#### Foundation Practicum - 45 hours

Seminar and supervised field placement where students will have the opportunity to take part in the day-to-day operations of a social services agency. Students will participate in a job-shadowing experience under the direct supervision of a social services professional, and have the opportunity to observe social services procedures and practices.

#### Intermediate Practicum I & Intermediate Practicum II - 375 hours (187.5 hours per course)

Seminar and supervised field placement in a community of social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students will develop work habits such as serving clients effectively, and how to

navigate moral, ethical, clinical, and political issues as they emerge in placements.

#### Advanced Practicum I & Advanced Practicum II - 375 hours (187.5 hours per course)

Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front line work in a human services agency under direct supervision. Agency field supervisors and course instructors may raise professional, ethical, attitudinal, and practical issues which are important for students to address. Where possible, the advanced practicums will be related to the student's chosen area of emphasis. The advanced practicum includes the writing of a research paper on a critical aspect of the students' practicum.

Total Practicum Hours – 795 hours

### Areas of Emphasis

Students may choose between two optional areas of emphasis. In order to obtain recognition for an area of emphasis, students are required to complete a minimum of 1.50 restricted elective credits from the listing in that area. Only one area of emphasis may be declared.

#### Mental Health and Addictions [MHA]

This area of emphasis focuses on increasing knowledge and skill in a range of issues related to working in the field of mental health and addictions. Students with interests in learning about theory, research, assessment, best practices and interventions, and current issues related to mental health and addictions will benefit from this area of emphasis.

#### Youth and Families [YF]

This area of emphasis focuses on increasing knowledge and skill in a range of issues related to working with youth and families. Students with interests in learning about theory, research, assessment, best practices and interventions, and current issues related to youth and families will benefit from this area of emphasis.

## Community Social Services - Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

Code	Title	Credits
<b>Semester 1</b>		
AHSS*1130	Principles of Sociology	0.50
CSS*1000	Social Work in Canada	0.50
CSS*1190	The Political Process & Social Work	0.50
CSS*1210	CSS Writing & Communication Skills	0.50
PSYC*1110	Introduction to Psychology	0.50
<b>Semester 2</b>		
CSS*1010	Social Issues and Social Environments	0.50
CSS*1020	Interpersonal Communication Skills	0.50
CSS*1030	Issues in Advocacy and Social Justice	0.50
CSS*1120	Couple and Family Dynamics	0.50
0.50 electives or restricted electives		0.50
<b>Semester 3</b>		
CSS*2010	Understanding Mental Health Issues	0.50
CSS*2030	Anti-oppressive Social Work Practice	0.50
CSS*2070	Counselling Foundations	0.50

SCMA*2040	Research Methods for Social Science	0.50
0.50 electives or restricted electives		0.50

**Semester 4**

CSS*2040	Foundation Practicum I	0.50
CSS*2050	Ethical and Professional Issues in Human Services	0.50
CSS*2060	Group Work: Theory and Practice	0.50

Select 1.00 credits from the following:

1.00 restricted electives	1.00
0.50 electives & 0.50 restricted electives	1.00

**Semester 5**

CSS*3030	Spirituality in Social Work Practice	0.50
CSS*3100	Social Work Practice with Older Adults	0.50
CSS*3120	Intermediate Practicum I	1.00
SCMA*3040	Quantitative Methods for Social Science	0.50

**Semester 6**

CSS*3020	Diversity in Social Work Practice	0.50
CSS*3040	Counselling: Advanced Practice	0.50
CSS*3060	Crisis Intervention: Theory and Practice	0.50
CSS*3130	Intermediate Practicum II	1.00

**Semester 7**

CSS*4010	Agency Administration and Community Relations	0.50
CSS*4030	Social Work and the Law	0.50
CSS*4120	Advanced Practicum I	1.00

Select 0.50 credits from the following:

CSS*4200	Honours Thesis Preparation	0.50
0.50 electives or restricted electives		

**Semester 8**

CSS*4040	Empowerment Oriented Case Management	0.50
CSS*4130	Advanced Practicum II	1.00

Select 1.00 credits from the following:

CSS*4210	Honours Thesis <sup>1</sup>	1.00
1.00 restricted electives		
0.50 electives & 0.50 restricted electives		

<sup>1</sup> CSS\*4210 Honours Thesis may be eligible as a restricted elective under a declared Area of Emphasis dependent on the topic chosen.

**Restricted Electives**

Code	Title	Credits
CSS*4050	Leadership and Advocacy for Global Issues	0.50
CSS*4200	Honours Thesis Preparation	0.50
CSS*4210	Honours Thesis <sup>2</sup>	1.00
CSS*4900	Independent Study in Community Social Services	0.50

<sup>2</sup> CSS\*4210 Honours Thesis may be eligible as a restricted elective under a declared Area of Emphasis dependent on the topic chosen.

**Mental Health and Addictions [MHA]**

Code	Title	Credits
CSS*2080	Mental Health and Addictions	0.50
CSS*3010	Drug and Chemical Use and Abuse	0.50
CSS*4100	Community Services in Mental Health and Addictions	0.50
CSS*4910	Independent Study in Mental Health and Addictions	0.50
PSYC*1020	Indigenous Mental Health: A Global Perspective	0.50

**Youth and Families [YF]**

Code	Title	Credits
CSS*1040	Child and Adolescent Development	0.50
CSS*2090	Supporting Families: Research and Applications	0.50
CSS*4000	Family Theory and Therapy	0.50
CSS*4060	Family Mediation and Conflict Resolution	0.50
CSS*4920	Independent Study in Youth and Families	0.50

# Bachelor of Applied Science (BASc.) - Major Early Childhood Studies - Diploma in Early Childhood Education

Our innovative program focuses on the physical, social, emotional and cognitive development of young children within the context of the family and community. The program curriculum has been designed to ensure that students are provided the breadth and depth of knowledge necessary to be able to work confidently with and create programs for children and families and to be eligible to pursue further studies, such as teacher's college, graduate programs or specific therapeutic approaches. The program offers students the opportunity to develop a strong skill-set through participation in a variety of field placements and the knowledge required for a professional career in a leadership position in any area working with children and families in the private or public sector.

Students are required to complete 20.00 credits in order to be eligible for graduation. This includes 17.00 core credits, and 3.00 additional credits consisting of 1.50 restricted elective credits and 1.50 general elective credits. If opting to complete an area of emphasis, students are encouraged to declare an area of emphasis by the start of the sixth (6th) semester of full-time study; transfer students must declare an area of emphasis prior to applying to graduate. Only one area of emphasis may be declared. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

## Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

## Practicums

### Practicum 1

Student's first field practicum is a 6 day job shadow experience that explores the role of a professional early childhood educator in early learning settings.

### Practicum 2

Student's second field practicum experience focuses on infant and toddler early learning settings. The student will follow the ministry and college of ECE requirements while gaining practical skills and implementing their theoretical knowledge during this 15 day practicum.

### Practicum 3

Student's third field practicum experience focuses on special needs. The student will follow the ministry and college of ECE requirements while engaging and interacting with children with a variety of needs, with a focus on diversity and inclusion. The student will gain practical skills and implement their theoretical knowledge during this 15 day practicum.

### Practicum 4

Student's fourth field practicum experience focuses on the role of the professional in the community. The student will follow the ministry and college of ECE requirements while engaging and interacting with children and families in community settings. The student will gain practical skills and implement their theoretical knowledge during this 15 day practicum.

### Practicum 5 and 6

Student's fifth and sixth practicum experiences focus on the role of the professional in an environment which impacts children and families. These field practicum experiences are designed to support the individual student's career or professional goals. The student will gain practical skills and implement their theoretical knowledge during this full academic year 52 day practicum.

## Areas of Emphasis

Students may choose an optional area of emphasis. In order to obtain recognition for an area of emphasis, students are required to complete a minimum of 1.50 restricted elective credits from the listing in that area. Only one area of emphasis may be declared.

### Children's Futures [CF]

This area of emphasis provides students with the opportunity to consider the impact of technology and innovation in children's lives. Students will grapple with global technology and privacy laws and policies, ethical issues, exploring topics such as AI and bias in our society and developing forecasting and design thinking skills to think and work in this profession.

### Infant & Child Mental Health [MH]

This area of emphasis provides students with additional knowledge and skills to enhance their career in making a positive contribution to the positive mental health of infants, children, and families. This AOE will support students in developing the following skills: practical application of current research; recognizing risk and preventive factors; and application of early intervention.

### Pathway to Child Life [CL]

This area of emphasis provides students an opportunity to gain all of the course work required to become a certified child life specialist. The Certified Child Life Specialist credential is issued by the Child Life Certification Commission, a subsidiary of the Association of Child Life Professionals. The child life profession promotes optimal development of infants, children, youth and family members to minimize psychosocial trauma in children facing challenging experiences related to health care and hospitalization.

## Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

Code	Title	Credits
<b>Semester 1</b>		
AHSS*1130	Principles of Sociology	0.50
ECS*1000	Foundational Theories & Practice	0.50
ECS*1010	Infant and Toddler Development	0.50
PSYC*1110	Introduction to Psychology	0.50
0.50 electives		0.50
<b>Semester 2</b>		
ECS*1030	Field Practicum I	0.50

ECS*1050	Early and Middle Childhood Development	0.50
ECS*1060	Health and Safety in Early Childhood Settings	0.50
ECS*1070	The Science of Play	0.50
0.50 electives		0.50
<b>Semester 3</b>		
ECS*2010	Observational Pedagogies: Reflection and Documentation	0.50
ECS*2050	Pedagogical Practices & Planning I: Early Childhood	0.50
ECS*2080	Social Justice in the Field of Early Childhood Studies	0.50
SCMA*2020	Basic Concepts of Anatomy and Physiology	0.50
SCMA*2040	Research Methods for Social Science	0.50
<b>Semester 4</b>		
ECS*2040	Field Practicum II	0.50
ECS*2060	Pedagogical Practices & Planning II: School-Age	0.50
ECS*2070	Children with Exceptionalities	0.50
ECS*2100	Infant and Child Mental Health	0.50
0.50 electives		0.50
<b>Semester 5</b>		
ECS*3030	Field Practicum III	0.50
ECS*3090	Family Perspectives	0.50
ECS*3100	Implementing Interventions for Children	0.50
ECS*3110	Mental Health and Trauma	0.50
SCMA*3040	Quantitative Methods for Social Science	0.50
<b>Semester 6</b>		
ECS*3060	Field Practicum IV	0.50
ECS*3080	Assessment and Intervention with Children and Families	0.50
ECS*3200	Supporting Children's Voices: Strategies for Professionals	0.50
ECS*3210	Children's Rights, Law & Policy	0.50
0.50 restricted electives		0.50
<b>Semester 7</b>		
ECS*4010	Inter-Professional Collaboration	0.50
ECS*4070	Field Practicum V	1.00
ECS*4100	Advocacy and Leadership	0.50
0.50 restricted electives		0.50
<b>Semester 8</b>		
ECS*4030	Professional Issues in Early Childhood Studies	0.50
ECS*4040	Program Development, Administration, and Evaluation	0.50
ECS*4080	Field Practicum VI	1.00
or ECS*4800	Honours Research Seminar in Early Childhood Studies	
0.50 restricted electives		0.50

## Restricted Electives

### Children's Futures [CF]

Code	Title	Credits
ECS*3150	Ethics and Privacy with Children	0.50
ECS*3160	Technology and Innovation	0.50
ECS*3170	Designing for the Future	0.50

### Infant & Child Mental Health [MH]

Code	Title	Credits
ECS*3190	Developmental Neuroscience	0.50
ECS*3230	Social Epigenetics	0.50
ECS*3300	Grief and Loss	0.50

### Pathway to Child Life [CL]

Code	Title	Credits
ECS*2030	Development in Adolescence	0.50
ECS*3120	Introduction to Child Life	0.50
ECS*3300	Grief and Loss	0.50

# Bachelor of Applied Science (BASc.) - Major Justice Studies - Diploma in Police Foundations or Diploma in Community and Justice Services

Our comprehensive program offers a variety of courses including: Criminology, Forensic Techniques, Law, Criminal Offences and Community Service. Following a common first year curriculum, students in Justice Studies will choose to specialize in either Police Foundations or Community and Justice Services depending on their career and educational goals. Students in both specializations will gain practical experience in a variety of segments within the Ontario justice system through community service placements. The combination of academic rigor, strong links to the field and our location in Toronto, provide our students with a competitive advantage in the quickly growing field of Justice Studies.

Students are required to complete 20.00 credits including 18.00 core justice studies credits, and 2.00 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

## Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

## Police Foundations

In Police Foundations, students take courses that prepare you for employment in the various levels of Canadian policing including municipal (e.g. Toronto Police Service), provincial (e.g. Ontario Provincial Police), and federal (e.g. Royal Canadian Mounted Police) police services. Courses include Community Policing, Police Governance and Accountability, Investigative Techniques, and Physical Fitness.

## Community and Justice Services

This area of study focuses on both the community and the institutional sectors of the criminal justice system. The curriculum combines both theory and applied skills, providing students with the breadth of knowledge and experience for working with offenders and other high-risk client groups. The development of community programs, restorative justice initiatives and preventative measures will be covered. In addition, there is a strong emphasis on the practice of interpersonal, problem-solving and assessment skills.

## Justice Studies Program – Schedule of Studies

Students are required to complete 20.00 credits, including 18.00 core credits and 2.00 general electives.

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

Courses marked with POL are required in the Police Foundations stream.

Courses marked with CJS are required in the Community and Justice Services stream.

Code	Title	Credits
<b>Semester 1</b>		
AHSS*1130	Principles of Sociology	0.50
AHSS*1150	Introduction to Law	0.50
AHSS*1160	Crime and Criminal Justice	0.50
JUST*1000	Health and Wellness I	0.50
PSYC*1110	Introduction to Psychology	0.50
<b>Semester 2</b>		
AHSS*1140	Public Sector Management	0.50
JUST*1010	Criminal Offences	0.50
JUST*1020	Introduction to Police Powers	0.50
JUST*1210	Justice Studies Writing & Communication Skills	0.50
JUST*2030	Provincial Legislation	0.50
<b>Semester 3</b>		
JUST*1030	Introduction to Community Service	0.50
JUST*2010	Forensic Techniques	0.50
JUST*2020	Federal Legislation	0.50
SCMA*2040	Research Methods for Social Science	0.50
Select 0.50 credits from the following:		
JUST*2000	Community Policing: Introduction (POL)	0.50
JUST*2200	Counselling I: Theory and Practice (CJS)	0.50
<b>Semester 4</b>		
AHSS*2110	Criminological Theory I	0.50
JUST*2050	Community Service I	0.50
JUST*2110	Addictions and Mental Health for Justice Services	0.50
0.50 electives		0.50
Select 0.50 credits from the following:		
JUST*2040	Police Governance and Accountability (POL)	0.50
JUST*2080	Correctional Institutions (CJS)	0.50
<b>Semester 5</b>		
AHSS*3050	Canadian Social Problems	0.50
JUST*3010	Conflict Resolution	0.50
SCMA*3040	Quantitative Methods for Social Science	0.50
0.50 electives		0.50
Select 0.50 credits from the following:		
JUST*3060 & JUST*1040	Traffic Investigation and Analysis and Physical Fitness Practicum I (POL)	0.50
JUST*3120	Community Building Practices (CJS)	0.50
<b>Semester 6</b>		
AHSS*4050	Youth and the Law	0.50
JUST*3030	Investigative Techniques	0.50
JUST*3050	Community Service II	0.50
0.50 electives		0.50
Select 0.50 credits from the following:		

AHSS*4060 & JUST*2060	Law and Society and Physical Fitness Practicum II (POL)	0.50
JUST*4100	Restorative Justice (CJS)	0.50

**Semester 7**

AHSS*3060	Criminological Theory II	0.50
AHSS*4070	Issues in Ethnicity and Class	0.50
AHSS*4080	Transition to Work	0.50
AHSS*4090	Ethics and the Justice System	0.50

Select 0.50 credits from the following:

JUST*4000 & JUST*2070	Advanced Issues in Community Policing and Physical Fitness Practicum III (POL)	0.50
JUST*4120	Inclusive Community Practices (CJS)	0.50

**Semester 8**

JUST*3040	Police and Society	0.50
JUST*4010	Justice Senior Seminar	0.50
JUST*4020	Justice Management	0.50
0.50 electives		0.50

Select 0.50 credits from the following:

AHSS*4100	Public Policy: Challenges and Prospects (POL)	0.50
JUST*4060	Community Corrections: Theory and Practice (CJS)	0.50

# Bachelor of Applied Science (BASc.) - Major Kinesiology - Diploma in Fitness and Health Promotion

Kinesiology is an academic discipline focused on understanding the science of human movement and health. A thorough examination of human movement entails both the study of how individuals move, as well as the factors which limit and enhance ability and performance. The sub-disciplines of kinesiology include: functional anatomy, cellular biology, physiology, biomechanics, motor learning and neural control, biochemistry, nutrition, and fitness and lifestyle assessment. The application of this knowledge base permits improvements in movement mechanics and the development and implementation of strategies aimed at encouraging individuals to be physically active and to adopt healthier lifestyles. Course offerings in exercise prescription, health promotion and health counselling address this application of knowledge. Professionally focused physical and clinical activity practicum courses are also offered in the program curriculum.

This Kinesiology program offers a combination of theory and applied learning in which students acquire foundational knowledge while obtaining experiential learning opportunities. This dual approach provides a platform for students to continue studies at a graduate or professional level, or competitively enter the workforce upon graduation. Graduates will be eligible to pursue (in accordance with any additional requirements of the certifying body) registration with the College of Kinesiologists of Ontario and various certifications in the performance, fitness or health areas.

Two workplace field placements in the third and fourth years are a highlight of the program and foster the development of transferable skills and familiarity with the structure and function of various work environments. These placements are valuable experiences and networking opportunities. Throughout their placements, students participate in weekly seminars, which focus on professional development and allow them to critically reflect on their experiences and prepare for future success.

Students are required to complete 20.00 credits in order to be eligible for graduation: 18.50 core credits, 1.50 general elective options and four 0.00 credit activity practicum courses. Students must complete all requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber College Institute of Technology & Advanced Learning).

## Transfer and Bridge Semester

Holders of the CAAT Fitness and Health Promotion or Lifestyle and Fitness Management diplomas who successfully complete the requirements of the BASc Kinesiology Bridge Semester; 3.00 kinesiology-specific science, math, and research credits, will be eligible to transfer into semester five of the kinesiology program. A maximum of 5.00 credits may be transferred from the CAAT Fitness and Health Promotion diploma or Lifestyle and Fitness Management diplomas to the BASc degree program. For more information on application to the Bridge Semester, contact Admission Services. For information regarding specific courses in the Bridge Semester, please see [www.guelphhumber.ca](http://www.guelphhumber.ca) (<https://www.guelphhumber.ca/>)

## Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

## Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

Code	Title	Credits
<b>Semester 1</b>		
KIN*1010	Introduction to Health and Wellness	0.50
KIN*1030	Human Anatomy I	0.50
SCMA*1120	Cell Biology	0.50
SCMA*1500	Introductory Mathematics for Kinesiology	0.50
<b>Note:</b> Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.		
<b>Semester 2</b>		
AHSS*1310	Health Counselling and Behaviour Change	0.50
KIN*1060	Human Physiology I	0.50
KIN*1070	Biochemistry and Metabolism I	0.50
KIN*1040	Human Anatomy II	0.50
<b>Note:</b> Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.		
<b>Semester 3</b>		
KIN*2060	Human Physiology II	0.50
KIN*2070	Biochemistry and Metabolism II	0.50
KIN*2100	Fundamentals of Fitness Testing	0.50
KIN*2200	Exercise Techniques and Prescription	0.50
<b>Note:</b> Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.		
<b>Semester 4</b>		
KIN*2010	Health Promotion	0.50
KIN*2020	Fundamentals of Nutrition: Pharmacology and Toxicology	0.50
KIN*2210	Advanced Exercise Prescription	0.50
SCMA*2110	Research Methods for Kinesiology	0.50
0.50 electives		0.50
<b>Note:</b> Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.		
<b>Semester 5</b>		
KIN*3010	Exercise Physiology	0.50
KIN*3020	Injuries and Exercise Contraindications	0.50
KIN*3100	Fitness and Lifestyle Assessment	0.50
SCMA*2080	Mathematics and Biophysics	0.50
SCMA*3080	Statistics for Kinesiology	0.50

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.

#### Semester 6

KIN*3030	Nutrition: Exercise and Metabolism	0.50
KIN*3090	Field Placement I	1.00
KIN*3200	Performance-Related Exercise	0.50
SCMA*3100	Biomechanics	0.50
0.50 electives		0.50

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.

#### Semester 7

KIN*3060	Human Development and Aging	0.50
KIN*3110	Advanced Fitness Assessment	0.50
KIN*3250	Natural Health Products and Physical Activity	0.50
KIN*4030	Motor Learning and Neural Control	0.50
KIN*3190 or KIN*4300	Field Placement II Kinesiology Thesis I	1.00

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.

#### Semester 8

KIN*4050	Special Populations: Understanding Disease	0.50
KIN*4200	Exercise Prescription for Clinical Populations	0.50
KIN*4310 or KIN*4400	Kinesiology Thesis II Independent Research Study in Kinesiology	1.00
0.50 electives		0.50

Select 0.50 credits from the following:

KIN*4040	Functional Anatomy	0.50
KIN*4070	Sports Nutrition	0.50
KIN*4150	Professional Skills for Kinesiologists	0.50

**Note:** Option to enrol in 0.00 credit activity practicum courses. Students are required to complete a minimum of four activity practicum courses to meet graduation requirements.

KIN*1320	Step, Stability Ball and BOSU Ball Training	0.00
KIN*1330	Traditional Group Exercise and Group Cycle Training	0.00
KIN*1340	Flexibility, Yoga and Pilates Training	0.00
KIN*1350	Athletic Bandaging and Taping Techniques	0.00
KIN*1410	Therapeutic Exercise of Musculoskeletal Disorders	0.00
KIN*1430	Functional Ability Evaluation	0.00
KIN*1440	Ergonomic Assessment and Physical Demands Analysis	0.00
KIN*1470	Diversity in Health, Fitness and Sport	0.00
KIN*1480	Orthopedic Assessment and Return to Play	0.00
KIN*1490	Leadership and Entrepreneurship	0.00
KIN*1500	Digitizing Health and Society	0.00
KIN*1510	Considerations for Healthy Aging	0.00

## Activity Practicum Courses

Activity practicum courses have 0.00 credit weight and are not included in the total of 20.00 academic credits required for the Honours Degree and Diploma. Kinesiology students are required to complete a minimum of four activity practicum courses to meet the graduation requirements of the program.

Students must choose a minimum of four courses from the following:

Code	Title	Credits
KIN*1210	Athletic Coaching Techniques	0.00
KIN*1220	Forensic Kinesiology	0.00
KIN*1230	Health and Wellness Coaching	0.00
KIN*1240	Martial Arts for Group Fitness Training	0.00
KIN*1250	Stress Management, Meditation and Relaxation	0.00
KIN*1310	Group Strength and Athletic Training	0.00

# Bachelor of Applied Science (BASc.) - Major Psychology - Diploma in General Arts and Science, Specialization in Intercultural Relations, Research Skills and Analysis, or Organizational Behaviour

In the Psychology program, students examine foundational and current theory, research, and practice, to explore the diverse domains that shape our understanding of human thought, feeling and behaviour.

This Psychology program offers a combination of theory and applied learning in which students acquire foundational knowledge while obtaining experiential learning opportunities. This dual approach provides students a platform from which they may further their studies in psychology at the graduate level, or immediately and competitively enter the workforce upon graduation.

Students complete 20.00 credits which include 16.00 required core psychology credits, 1.50 additional credits toward one specialization and 2.50 credits in general electives. Students declare a specialization in the upper three years of study. Only one specialization can be declared. Students must complete these requirements to be eligible to graduate with both a university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

## Specializations

In order to obtain recognition for a specialization, students must take 3.00 credits in the specialization. 1.50 of these are part of the Psychology core and 1.50 additional credits are required from the listing in that specialization. Only one specialization may be declared.

### Intercultural Relations [IR]

This specialization focuses on increasing knowledge and skill in the area of intercultural relations and communication. Students with interests in community psychology, clinical psychology, international and cross-cultural psychology, as well as many other fields in which it is preferable to enhance cultural competence, will benefit from this specialization.

Code	Title	Credits
AHSS*1350	Intercultural Communication	0.50
AHSS*2350	Immigration & Identity in Canada	0.50
AHSS*2360	Judaism, Christianity & Islam	0.50
<b>Total Credits</b>		<b>1.5</b>

### Research Skills and Analysis [RS]

This specialization focuses on increasing knowledge and skill in the areas of both quantitative and qualitative research methods and practice in psychology. Those looking toward conducting future research at the graduate or postgraduate levels, as well as those considering careers involving methodical investigation and analysis will benefit from this specialization.

Code	Title	Credits
PSYC*3120	Quantification in Psychology II <sup>1</sup>	0.50
PSYC*3190	Case Studies and Qualitative Methods	0.50
PSYC*3230	Research Communication and Proposal Writing	0.50
<b>Total Credits</b>		<b>1.5</b>

<sup>1</sup> Students pursuing one of the other certificate options (IR or OB) while also pursuing thesis and the RS certificate may take PSYC\*3120 Quantification in Psychology II as an elective course.

### Organizational Behaviour [OB]

This specialization focuses on increasing knowledge and skill related to working within groups and organizations. Those interested in the relationship between psychology and industry, organizations, or corporations, as well as those interested in pursuing graduate education in Industrial/Organizational Psychology will benefit from this specialization.

Code	Title	Credits
AHSS*2310	Leadership and Motivation	0.50
PSYC*3200	Psychology of Group Dynamics	0.50
PSYC*3610	Organizational Psychology	0.50
<b>Total Credits</b>		<b>1.5</b>

## Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

## Schedule of Studies

Students may choose between three optional specializations and may also be eligible to complete an optional thesis.

IR = Intercultural Relations

RS = Research Skills and Analysis

OB = Organizational Behaviour

Code	Title	Credits
<b>Semester 1</b>		
AHSS*1130	Principles of Sociology	0.50
PSYC*1020	Indigenous Mental Health: A Global Perspective	0.50
PSYC*1110	Introduction to Psychology	0.50
PSYC*1210	Writing for Psychology	0.50
PSYC*1250	Critical Thinking in Psychology	0.50
<b>Semester 2</b>		
AHSS*1260	Modern and Contemporary Philosophy	0.50
AHSS*1330	Principles of Anthropology	0.50
PSYC*1120	Foundational Skills for Psychology	0.50
PSYC*1130	Developmental Psychology I: Childhood Development	0.50

0.50 electives 0.50

**Semester 3**

PSYC*2030	Research Methods in Psychology	0.50
PSYC*2130	Social Psychology	0.50
PSYC*2190	Developmental Psychology II: Adult Development & Aging	0.50
PSYC*2200	Cognitive Psychology	0.50

0.50 electives 0.50

**Semester 4**

PSYC*2090	Cognitive Neuroscience	0.50
PSYC*2120	Quantification in Psychology I	0.50
PSYC*2150	Personality	0.50
PSYC*2220	Applied Memory and Learning	0.50

0.50 electives 0.50

**Semester 5**

PSYC*3130	Psychological Measurement	0.50
PSYC*3140	Clinical Psychology and Mental Health	0.50
PSYC*3540	Ethics in Psychology	0.50

0.50 electives 0.50

Select 0.50 credits from the following:

AHSS*2310	Leadership and Motivation (OB)	0.50
AHSS*2360	Judaism, Christianity & Islam (IR)	0.50
PSYC*3120	Quantification in Psychology II (RS) <sup>1,2</sup>	0.50

**Semester 6**

PSYC*3150	Drugs and Behaviour	0.50
PSYC*3160	Learning Difficulties and Disabilities	0.50
PSYC*3180	Applied Study in Psychology	0.50
PSYC*3590	Psychology and Gender	0.50

Select 0.50 credits from the following:

AHSS*1350	Intercultural Communication (IR)	0.50
PSYC*3190	Case Studies and Qualitative Methods (RS)	0.50
PSYC*3200	Psychology of Group Dynamics (OB)	0.50

**Semester 7**

PSYC*4110	History of Psychology	0.50
PSYC*4120	Culture and Diversity	0.50
PSYC*4130	Applications of Psychology	0.50
PSYC*4170	Theories of Psychotherapy I	0.50

Select 0.50 credits from the following:

PSYC*4210	Thesis I <sup>1,2</sup>	0.50
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0.50 electives 0.50

**Semester 8**

PSYC*4160	Mediation and Conflict Resolution	0.50
PSYC*4180	Theories of Psychotherapy II	0.50
PSYC*4200	Honours Seminar in Psychology	1.00
or PSYC*4220	Thesis II	

Select 0.50 credits from the following:

AHSS*2350	Immigration & Identity in Canada (IR)	0.50
PSYC*3230	Research Communication and Proposal Writing (RS)	0.50
PSYC*3610	Organizational Psychology (OB)	0.50

Quantification in Psychology II in Semester 5 prior to enrolling in PSYC\*4210 Thesis I.

<sup>2</sup> Students pursuing one of the other certificate options (IR or OB) while also pursuing thesis and the RS certificate may take PSYC\*3120 Quantification in Psychology II as their elective course.

## Electives

Code	Title	Credits
PSYC*2180	Psychology of Exercise	0.50
PSYC*3120	Quantification in Psychology II	0.50
PSYC*3170	Persuasion and Facilitation	0.50
PSYC*3190	Case Studies and Qualitative Methods	0.50
PSYC*3200	Psychology of Group Dynamics	0.50
PSYC*3230	Research Communication and Proposal Writing	0.50
PSYC*3530	Health Psychology	0.50
PSYC*3580	Forensic Psychology	0.50
PSYC*3610	Organizational Psychology	0.50
PSYC*3630	Psychology and Education	0.50

<sup>1</sup> **Graduate Studies Advisory Note:** Students planning to enter a graduate program in Psychology are advised to complete PSYC\*3120

# Bachelor of Business Administration (BBA) - Diploma in Business Administration

The Business Administration program is of an interdisciplinary nature drawing, on appropriate courses in the humanities and social sciences. The program is designed to give students a broad exposure to the basic business disciplines (e.g., economics, accounting, finance, marketing etc.) and a sound professional management education while allowing students to focus on specific industry sectors by selecting an “area of emphasis” in the upper two years of study. The early semesters are devoted to instruction in the basic disciplines while the later semesters are devoted to more professional studies.

Students are required to complete 13.00 core business credits, 5.00 restricted elective credits and 2.00 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

## Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

## Areas of Emphasis

In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared.

### International Business

Studies in this area focus on conducting business within the global economy and include courses in International Trade, International Law, and the business practices of the Asia Pacific, Europe, and Latin America regions.

### Finance

This area of emphasis provides students with an understanding of money-management and financial management practices. Courses include Investment Finance, Personal Financial Planning, and Real Estate Finance.

### Accounting

The courses in accounting will allow students to gain a deeper understanding of accounting practices and the various practical skills required in the field. Accounting courses include Managerial Accounting, Taxation, and Auditing. Chartered Professional Accountants (CPA) Ontario recognizes the University of Guelph-Humber’s accounting courses as meeting the requirements of the prerequisite education for CPA candidacy. Students wishing to obtain a CPA designation should consult with that designating body as well as their Business Academic Advisor, regarding the courses that are required.

### Marketing

Students will apply knowledge of the business world to explore how product, price, promotion, and distribution frameworks are used to satisfy consumer needs and achieve organizational objectives. Courses include Professional Selling, E-Commerce, and Social Media Marketing.

### Management

The management area of emphasis is designed to equip students with a theoretical and practical understanding of the challenges involved in running enterprises of various kinds. Students learn about the management of large and small businesses, for-profit and not-for-profit organizations, as well as the concepts and techniques relevant to the execution of special events and the provision of management consulting services. Within this area, students also have the opportunity of putting the practice of management into historical context and acquiring insight into the interactions between business and government.

### Small Business Management and Entrepreneurship

Students will explore crucial strategies for initiating and maintaining a successful small business in today’s marketplace. The range of courses include Business Consulting, Event Management, Planning a Small Business and Entrepreneurial Finance.

### Human Resources

In the Human Resources (HR) area of emphasis students explore the division of business that is responsible for managing the life cycle of employees including talent acquisition, employee compensation, benefits, training, and termination. Through theoretical and practical studies students learn how human resources (HR) helps organizations achieve their goals by building and keeping a productive workforce, while ensuring the organization complies with labour laws and standards.

## Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

Code	Title	Credits
<b>Semester 1</b>		
AHSS*1000	Microeconomics	0.50
BADM*1100	Business Communications	0.50
BADM*1010	Business Law	0.50
BADM*1040	Marketing	0.50
BADM*1050	Introduction to Financial Accounting	0.50
<b>Semester 2</b>		
AHSS*1010	Macroeconomics	0.50
AHSS*1030	Introduction to Organizational Behaviour	0.50
BADM*1020	Business Information Systems	0.50
BADM*1070	Introduction to International Business	0.50
SCMA*1000	Business Statistics	0.50
<b>Semester 3</b>		
BADM*2000	Human Resources Management	0.50
BADM*2010	Managerial Accounting	0.50
BADM*2020	Consumer Behaviour	0.50
SCMA*2060	Applied Decision Making Techniques	0.50
0.50 electives		0.50
<b>Semester 4</b>		
BADM*2030	Advertising in Business	0.50
BADM*2050	Ethics and Values in Business	0.50

BADM*2060	Operations Management	0.50
BADM*3000	Finance	0.50
Select 0.50 credits from the following:		
0.50 electives		0.50
0.50 restricted electives if in Accounting		0.50
<b>Semester 5</b>		
BADM*3110	Entrepreneurial Studies	0.50
BADM*3160	Corporate Finance	0.50
SCMA*3010	Research Methods in Business	0.50
0.50 electives		0.50
0.50 restricted electives		0.50
<b>Semester 6</b>		
BADM*4360	Negotiation in Business	0.50
0.50 electives		0.50
1.50 restricted electives		1.50
<b>Semester 7</b>		
BADM*4000	Business Strategy	0.50
BADM*4200	Project Management	0.50
1.50 restricted electives		1.50
<b>Semester 8</b>		
BADM*4340	Leadership in Business	0.50
BADM*4400	Applied Business Study	0.50
Select 1.50 credits from the following:		
1.50 restricted electives		1.50
1.00 restricted electives and 0.50 general electives, if in Accounting		1.50

## Restricted Electives

Code	Title	Credits
BADM*3300	Business Workplace Learning	1.00
BADM*3410	Programming for Analytics	0.50
BADM*3500	Business Practicum	0.50
<b>International Business</b>		
AHSS*1350	Intercultural Communication	0.50
BADM*3040	International Finance	0.50
BADM*3060	International Law	0.50
BADM*3140	International Trade	0.50
BADM*3200	Business and Government	0.50
BADM*3400	Introduction to Business Analytics	0.50
BADM*4120	Business Consulting	0.50
BADM*4170	Asia Pacific - Regional	0.50
BADM*4180	Latin America - Regional	0.50
BADM*4190	Europe - Regional	0.50
BADM*4370	History of Business	0.50
<b>Marketing</b>		
BADM*2040	Customer Service	0.50
BADM*3030	Direct Marketing	0.50
BADM*3080	Professional Selling	0.50
BADM*3200	Business and Government	0.50
BADM*3240	Social Media Marketing	0.50
BADM*3400	Introduction to Business Analytics	0.50
BADM*4040	E-Commerce	0.50
BADM*4050	Marketing Research Project	0.50

BADM*4140	Event Management I	0.50
BADM*4160	Event Management II	0.50
BADM*4370	History of Business	0.50
BADM*4390	Relationship Marketing	0.50
<b>Finance</b>		
BADM*3040	International Finance	0.50
BADM*3090	Money, Banking & Finance	0.50
BADM*3200	Business and Government	0.50
BADM*3270	Real Estate Finance	0.50
BADM*3400	Introduction to Business Analytics	0.50
BADM*4060	Investment Finance	0.50
BADM*4070	Personal Financial Planning	0.50
BADM*4080	Insurance & Risk Management	0.50
BADM*4090	Portfolio Management	0.50
BADM*4310	Entrepreneurial Finance	0.50
BADM*4370	History of Business	0.50
<b>Small Business Management &amp; Entrepreneurship</b>		
BADM*3080	Professional Selling	0.50
BADM*3200	Business and Government	0.50
BADM*3240	Social Media Marketing	0.50
BADM*3400	Introduction to Business Analytics	0.50
BADM*4100	Small Business Management	0.50
BADM*4110	Planning a Small Business	0.50
BADM*4120	Business Consulting	0.50
BADM*4140	Event Management I	0.50
BADM*4160	Event Management II	0.50
BADM*4310	Entrepreneurial Finance	0.50
BADM*4370	History of Business	0.50
BADM*4390	Relationship Marketing	0.50
<b>Management</b>		
BADM*3200	Business and Government	0.50
BADM*3210	Case Studies in Business Management	0.50
BADM*3400	Introduction to Business Analytics	0.50
BADM*4100	Small Business Management	0.50
BADM*4120	Business Consulting	0.50
BADM*4140	Event Management I	0.50
BADM*4160	Event Management II	0.50
BADM*4370	History of Business	0.50
BADM*4410	Managing the Not-for-Profit Enterprise	0.50
BADM*4420	Business Management Simulation	0.50
<b>Accounting</b>		
BADM*3120	Intermediate Accounting I	0.50
BADM*3130	Intermediate Accounting II	0.50
BADM*3150	Managerial Accounting II	0.50
BADM*3400	Introduction to Business Analytics	0.50
BADM*4210	Advanced Financial Accounting	0.50
BADM*4220	Taxation I	0.50
BADM*4230	Taxation II	0.50
BADM*4240	Auditing I	0.50
BADM*4260	Auditing II	0.50
BADM*4280	Advanced Managerial Accounting	0.50
<b>Human Resources</b>		

BADM*3310	Compensation	0.50
BADM*3320	Human Resources Planning	0.50
BADM*3330	Labour Relations	0.50
BADM*3340	Occupational Health and Safety	0.50
BADM*3350	Recruitment and Selection	0.50
BADM*3360	Training and Development	0.50

## **X. Special Study Opportunities**

### **Field Placement and Field Practicum Regulations**

Students must successfully complete all required course work and maintain a GPA of 60% in order to register in field placement/practicum courses. See course pre-requisite for details.

### **Summer Studies (Summer Semester)**

Because the university operates on a three-semester system, a small number of course offerings are available in the summer semester (May to August). During the summer months, degree credit courses are offered in a variety of formats to meet the needs of full-time and part-time students both on-campus and off-campus. In addition to regular 12-week semester courses running from May to August, there may be summer sessions (May to June) (July to August) offered with degree courses that are offered in a 6-week format.

## XI. Course Descriptions

### General Information

#### Course Labelling and Levels

Each course is identified by a two-part code. The first part of the code refers to the subject area, the second to the level of the course. Thus, the course BADM\*3000 is a course in the subject area of Business Administration (BADM\*XXXX), and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first year students, those in the 2000 series are mainly for second year students, and those in the 3000 series are for third year students. Similarly, courses in the 4000 series are intended to be taken by students in the fourth year of honours programs. It is important that students planning their courses have clearly in mind the significance of these numbers so that they may guard against undertaking course work at levels for which they are insufficiently prepared.

#### Course Information

Following the title of the course, the University's intention to offer the course in specific semesters during the academic year is displayed. For example, "Fall and Winter" or "Fall Only." Although courses normally will be offered in the semester indicated, students preparing their course programs are advised to consult the Undergraduate Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated. The letter U indicates that an intended offering has not been assigned to the course. Students should consult the Undergraduate Course Timetable posted on WebAdvisor or contact the departments offering those courses to determine the semester offerings.

Following the semester designation, a general guide to the lecture and laboratory contact hours per week are indicated in parentheses. For example, (LEC: 3, LAB: 2) indicates 3 hours of lecture per week and 2 hours of lab per week. If only one of LEC or LAB is displayed, this indicates there is only lecture or lab. For example, (LAB: 3) indicates there is a 3 hour lab and no other scheduled contact hours. If no LEC or LAB is displayed, this indicates there are no scheduled contact hours. Lecture may also refer to a tutorial or seminar component.

The credit weight for each course appears in brackets []. A credit weight of [0.50] indicates 10-12 student effort hours, including class time, on academic tasks associated with the course. Offering(s) indicates where a course is either offered through distance education format only or has an additional offering in distance education format. Department indicates the academic department or school responsible for the course delivery. Location refers to the campus where the course is delivered.

Detailed course descriptions are maintained at the office of the program offering the course. Some courses, designated "Experiential Learning" courses in the Calendar description, are deliberately designed to accommodate the need to grant academic credit for experiential learning external to regular courses, in such contexts as co-operative education, field observation/job shadowing, internship/externships, practical, service learning, or work study (and other approved experience). Prior approval for admission to these courses must be obtained from the program and instructor concerned.

#### Course Prerequisites

A number of courses have stated prerequisites which are prior requirements for entry to the course. Students who do not satisfy course prerequisites, or who in the opinion of the instructor do not possess an equivalent background to that of the stated prerequisites, are not eligible to enrol in the course. When some specific background is desirable but not required, the course description will include a statement of recommended background. It is understood that the instructor may accept equivalent courses from other institutions in place of the stated prerequisites. Students who wish to enrol in courses for which they do not have the stated prerequisite(s) must obtain Program Head approval as outlined in Section VII, Undergraduate Degree Regulations and Procedures (p. 26).

#### Course Equates and Restrictions

##### Equates

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. Students will not be permitted to register in equated courses.

##### Restrictions

A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic program so that particular students may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes (see Priority Access).

## A

- Arts, Humanities, Social Science (AHSS) (p. 82)

## B

- Business Administration (BADM) (p. 92)

## C

- Community Social Services (CSS) (p. 100)

## E

- Early Childhood Studies (ECS) (p. 105)

## J

- Justice Studies (JUST) (p. 111)

## K

- Kinesiology (KIN) (p. 115)

## M

- Media and Communication Studies (MDST) (p. 120)

## P

- Psychology (PSYC) (p. 130)

## S

- Science and Math (SCMA) (p. 135)

## Arts, Humanities, Social Science (AHSS)

### AHSS\*1000 Microeconomics Fall Only (LEC: 3) [0.50]

Microeconomics introduces students to the ideas of how society and individuals use limited resources to meet their needs. It focuses on the individual and the firm within the Canadian economy to develop competencies in understanding current events through the application of microeconomic theories including supply, demand, prices, wages, unemployment, markets, competition and monopoly. It examines the concept of market failure and the need for government intervention to achieve social and political goals. This course provides the foundation for further study of the accumulative effects of these elements in macroeconomics.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

### AHSS\*1010 Macroeconomics Winter Only (LEC: 3) [0.50]

Macroeconomics is the study of the operation of the economy as a whole. This course, building beyond the concepts and theories of microeconomics provides the theoretical constructs that are essential to understanding the total Canadian production and spending. It develops competencies in understanding current economic events through assignments and case studies, which examine how governments may manipulate fiscal and monetary policy to control the economy and achieve economic goals and the concerns of interest rates, unemployment, inflation and the exchange rate of the Canadian dollar.

**Prerequisite(s):** AHSS\*1000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

### AHSS\*1020 Human Security and World Disorder Winter Only (LEC: 3) [0.50]

This course examines an interdisciplinary approach to the study of human security. Drawing on resources from psychology, philosophy, history and political science, students examine the policies and procedures used to address security issues in the 20th century and evaluate their applicability in facing future challenges. In this process, students study key concepts in the works of such thinkers as Freud, Nietzsche, Hobbes, Marx, Arendt, Rawls and Bourdieu.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

### AHSS\*1030 Introduction to Organizational Behaviour Fall and Winter (LEC: 3) [0.50]

This course in Organization Behaviour examines and analyzes organizations as open systems and focuses on key variables including organizational culture, the external environment, organizational structure, motivation, group dynamics, leadership, change management and communication. The student will demonstrate increased competency by applying their knowledge and skills to contemporary business situations through case studies and other activities.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Business Administration, Justice Studies

**Location(s):** Guelph-Humber Campus

### AHSS\*1040 Currents in Twentieth Century Global History Fall and Winter (LEC: 3) [0.50]

This course introduces students to the main currents of twentieth century global history with a particular emphasis on Asia, Africa and Latin America. It focuses on themes of hegemony and resistance; great power imperialism and nationalist resistance; post-colonial struggles against foreign domination; challenges to global economic and political structures; race and gender hierarchies; and technological and environmental movements.

**Offering(s):** Offered through Distance Education format only.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

### AHSS\*1050 Sociology of Consumption Fall Only (LEC: 3) [0.50]

This course analyses the consumption of goods and services that is both the driver of our economy and a daily personal activity. Patterns of consumption vary according. Patterns of consumption vary according to class, ethnicity, and gender, and this course examines these differences in detail. The possibility of resistance to prevailing trends and the question of ecological constraints on consumption are probed as alternatives to the dominant mythology of the market. The growth of consumer culture is examined from a variety of classical and contemporary perspectives, including thinkers such as Marx, Weber, Veblen, Simmel, Adorno, Galbraith, and Bourdieu.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

### AHSS\*1070 Film Study Winter Only (LEC: 3) [0.50]

This is an introductory survey of the cinema as a form of 20th Century art. It analyzes the basic elements of movies - shots, angles, camera movements, editing and composition - and explores the language of film through viewing and analysis of notable examples from various decades and genres. Propaganda and documentaries are also studied, along with the ways popular cinema can deal with ideologically oppressed groups.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

### AHSS\*1080 Ethical Issues in Media Winter Only (LEC: 3) [0.50]

This course introduces students to prevailing philosophical approaches to understanding ethics and moral reasoning, and asks them to consider these relative to their roles as media professionals. Students consider and analyze a variety of ethical issues in media including propaganda versus persuasion; objectivity versus salesmanship and advocacy; truthfulness versus sensitivity to public mores; the public's right to know versus individual privacy and conflicts of interest. They also examine behavioural and business guidelines published and promoted by professional media associations and organizations and analyze how these have addressed ethical issues in various sectors of the industry.

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

### AHSS\*1100 The Examined Life Winter Only (LEC: 3) [0.50]

Students are introduced to the art of philosophical reasoning and reflection through a diverse selection of writing drawn from philosophy, religion, art, science and meditation. Students explore their intellectual legacy to find their own unique perspectives. The course encourages students to appreciate the connections between philosophy and other modes of intellectual inquiry.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1110 Introductory Psychology: Dynamics Summer, Fall, and Winter (LEC: 3) [0.50]**

Students are introduced to the discipline of psychology's basic concepts, theories, research methods, and practices in four sub-areas –Developmental, Personality, Abnormal, and Social Psychology. Psychology developed as a social and behavioural science, as well as a profession. Its research findings are applicable in such contexts as education, early childhood settings, social work, the justice system, and the work place.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1120 Introductory Psychology: Principles Fall and Winter (LEC: 3) [0.50]**

This course provides an introduction to the experimental study of the evolving nature of human and animal behaviour. Particular emphasis is placed on linking the biological, behavioural and cognitive scientific findings that describe the life long processes involved in learning, perception, memory, thinking, consciousness, motivation and emotion.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1130 Principles of Sociology Summer and Fall (LEC: 3) [0.50]**

Sociology is the systematic study of the groups, cultures and societies, which constitute collective human life. It examines patterns of social organization, and the resulting influences and constraints within which we all operate. This course introduces students to the major theories, perspectives and topics in sociology. Major sociological theories are explored and applied to the analysis of economic power, cultural values, family, religion, gender, ethnicity, class, age, and race.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1140 Public Sector Management Winter Only (LEC: 3) [0.50]**

The changing nature of public sector management in Canada is the key focus of this course. By the end of World War Two, governments were playing a far more important role in society than ever before. However, in the 1970s and 1980s, the traditional public service came under attack for its size, its lack of innovation, and widespread inefficiencies. The rhetoric of public management grew. Students become acquainted with a number of the ideas associated with public management including alternative service delivery (ASD), privatization, contracting out, and the infusion of other management techniques from the private sector into the public service.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1150 Introduction to Law Fall Only (LEC: 3) [0.50]**

Students analyze the elements of offences, classify offences, and identify possible defenses in criminal cases. They also examine the rights and obligations of citizens involving areas of civil law. Students learn to recognize the responsibilities and limitations of citizens and police officers in light of the Charter of Rights and Freedoms. They develop legal research and analysis skills to locate, interpret and apply statute and case law.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1160 Crime and Criminal Justice Fall Only (LEC: 3) [0.50]**

Students examine the literature on crime and criminal justice from a sociological perspective. Particular attention is given to cross-national and cross-cultural issues by way of comparison, in order to allow students to gain a broader sense of criminological theory, research and practice. Topics include an examination of social criminological theories, data sources, research methods, types of criminal behaviour, and the criminal justice system.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1170 Lifespan Development Fall Only (LEC: 3) [0.50]**

This is an interdisciplinary course drawing on psychology, sociology and human biology in providing an overview of how human development unfolds across the life cycle. It will provide students with repeated opportunities to explore implication and applications for both work and family settings, and for enhancing their own self-understanding. This course will be conducted exclusively over the web and will bring students into close interactive contact with their instructor and with the other students in the class.

**Offering(s):** Offered through Distance Education format only.

**Restriction(s):** AHSS\*2040, AHSS\*3040, CSS\*1040, CSS\*3100, ECS\*1050, FCSS\*2030, FCSS\*3100, PSYC\*1130. Not available to students registered in (BASC.CSS or BASC.FCSS) and BASC.ECS and BASC.PSYC program

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1200 Issues in Social Welfare Winter Only (LEC: 3) [0.50]**

Students develop knowledge, understanding and analytical skills of the current status and future choices concerning Canada's social welfare system. They study the current social and economic trends and their impact on social welfare programs, clients, agencies and social service workers. Students examine the different value systems underlying current government proposals for social welfare reform at both the provincial and federal levels as well as the underlying values of other stakeholders such as consumer groups and social welfare agencies. They develop the skills to analyze the implications of the reforms for clients, communities and social service workers.

**Prerequisite(s):** 6.00 credits

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1210 English I: Reading and Writing Effectively Fall Only (LEC: 3) [0.50]**

Good communication skills are essential for good citizenship and for successful participation in the complex world of the 21st century. This course offers foundational training in written communication, using models of effective writing from many areas of contemporary life and representing various important social and cultural issues. Students practice their own writing through a number of assignments, while developing a critical awareness of their society through classroom discussion, oral presentations, and the course readings. Assignments are tailored to the needs of various applied disciplines, including business writing.

**Offering(s):** Also offered through Distance Education format.

**Restriction(s):** AHSS\*1290, CSS\*1210, FCSS\*1210, JUST\*1210, MDST\*1040, PSYC\*1210.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1220 Teaching Drama to Children Winter Only (LEC: 2, LAB: 3) [0.50]**

Beginning with a discussion of what constitutes "drama", the course explores drama as a site of learning for young children. Students evaluate the role of the teacher in working with children at various stages of development, and the materials and organization that are necessary for establishing a successful drama program in the classroom.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1230 Introduction to Classical Culture Summer, Fall, and Winter (LEC: 3) [0.50]**

This course offers a wide-ranging look at essential features of Greek and of Roman culture and society. Considerable emphasis will be given to the classical views of the human condition.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1240 Introduction to Indigenous Studies Winter Only (LEC: 3) [0.50]**

This course will provide an introduction of human settlement in Canada with an emphasis on the factors (past and current) that affect children, their families and communities. Students will gain an understanding of the traditional perspectives of child development, family structure and parenting roles. Students will gain an insight into the role of children in Indigenous communities and explore current Indigenous community initiatives that maintain and promote cultures and identities.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1250 Critical Thinking Fall Only (LEC: 3) [0.50]**

In this course, students will be challenged to think about thinking and to recognize faulty reasoning and to support reliable conclusions in their own arguments.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1260 Modern and Contemporary Philosophy Winter Only (LEC: 3) [0.50]**

Philosophy can be defined as the "love of wisdom." More specifically, philosophy is the rational and critical inquiry into the fundamental questions of human existence: Does life have a meaning or is it simply absurd? Does God exist or is belief in God merely a myth? In this course, we will take a historical approach to the central issues of philosophy by examining such questions as: What is the nature of reality (metaphysics)? What can we know (epistemology)? Do good and evil exist (ethics)? What is beauty (aesthetics)? Through the investigation of these timeless questions, we will participate in "the great conversation" that has shaped the world in which we live. This course continues the historical approach to the central problems of philosophy. Students will study the modern and more contemporary philosophers who have influenced our understanding of modernity. Beginning with Descartes, the Utilitarians will be studied. The course will also examine Nietzsche's critique of conventional morality and rationalistic philosophy.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1270 Everyday Economics Winter Only (LEC: 3) [0.50]**

This course offers an introduction to economics designed for a wide audience of students. Core economics concepts such as prices, supply and demand, opportunity costs, and incentives will be addressed. But these will be covered in such a way as to probe everyday aspects of our lives, such as relationships, culture, politics, religion, and education. Students will learn how economics informs the choices we make and how it illuminates the way societies function.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1280 History of Art & Architecture Fall Only (LEC: 3) [0.50]**

This course introduces students to the history of art and architecture from the earliest human communities to the present as well as classic and contemporary works from Eastern and Western civilizations, including works which draw on religious, mythological, and political themes. The course offers an introduction to interpreting art and architecture within particular contexts as well as introduction to why selected works are considered to be of universal importance.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1290 University Writing Skills for Early Childhood Studies Fall Only (LEC: 3) [0.50]**

This course introduces Early Childhood Studies students to the process of writing at a university level through in-class exercises, research practice, essay writing, and a review of grammar, mechanics, and compositions. Students will learn strategies for developing a topic related to the field of early childhood studies, researching the topic, organizing their thoughts into writing, and using different sources of research. Students will practice documenting anecdotal observations and reflective writing, which are specific to the profession and requirements for registration with the College of Early Childhood Educators.

**Offering(s):** Also offered through Distance Education format.

**Restriction(s):** AHSS\*1210, CSS\*1210, FCSS\*1210, JUST\*1210, MDST\*1040, PSYC\*1210. Registration in BASC.ECS program

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1300 Sociology of the Everyday Unspecified (LEC: 3) [0.50]**

This course investigates the social practices through which common-sense understandings are woven into the fabric of daily life. Drawing on sociological theories of everyday life as well as social and philosophical inquiries into the character of the body, time, space, work, death and intimacy, students reflect upon how they as social actors constitute the world and establish its order and sensibility through routine and ongoing practices that are otherwise taken for granted.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1310 Health Counselling and Behaviour Change Winter Only (LEC: 3) [0.50]**

This course integrates social and health science concepts for the purpose of investigating the prevention of chronic disease through individual behaviour change. Topics covered will include social cognitive theories of exercise behaviour, principles of behaviour change, behaviour change strategies, application of the transtheoretical model of behaviour change, adherence and motivation to exercise, counselling skills, the development of interpersonal skills in dealing with clients, and the process of health and fitness goal setting.

**Restriction(s):** This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See Guelph-Humber Registrarial Services website for more information.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**AHSS\*1320 Aging Studies Summer, Fall, and Winter (LEC: 3) [0.50]**

This interdisciplinary course examines the economic, cultural and social stresses resulting from a dramatic increase in average life expectancy and an aging population in Canada. Drawing on scholarship from areas such as biology, public health economics, gender studies, anthropology, and sociology, students will look at cross-cultural attitudes towards aging and elderly persons, and the search for meaning in late life.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1330 Principles of Anthropology Winter Only (LEC: 3) [0.50]**

This course is an introduction to the study of cultural anthropology. Exploring different cultural traditions and worldviews, this course will examine divergent peoples across nations and cultures, their socialization and the impact of overarching forces, such as globalization, war and nationalism. The course will investigate how gender, social class, race and age shape people's lives and the decisions they make. This course exposes students to relevant research methodologies that seek to address these topics and provides a focus on analyzing various forms of "development" and how they intersect with global economic, political and cultural order.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1340 American Sign Language Summer, Fall, and Winter (LEC: 3) [0.50]**

This course introduces students to the foundations of American Sign Language, its grammatical structure, and vocabulary. Students practice the body movements, and hand and facial gestures that comprise the language, with emphasis on everyday communication. Students will learn about the history of signing generally and American Sign Language in particular. The course will also cover Deaf culture and history.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1350 Intercultural Communication Summer, Fall, and Winter (LEC: 3) [0.50]**

This course introduces the foundational theoretical frameworks of intercultural communication studies. Students will discover, explore, and analyze cultural values and their function in order to develop essential tools to communicate and behave effectively and appropriately in intercultural situations and to see themselves as cultural beings. Theoretical models and case studies will be used to assist students in the development of their understanding and appreciation of the multifaceted nature of intercultural situations.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*1360 Chinese Language and Culture Summer, Fall, and Winter (LEC: 3) [0.50]**

This course introduces students to the language and culture of China. Students learn basic Chinese grammar and vocabulary. The specific dialect studied will be Standard Mandarin Chinese. Since language and culture are inextricably linked, students will also gain cultural literacy, including historical, social, and economic developments in China.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1370 Food Studies Summer, Fall, and Winter (LEC: 3) [0.50]**

This interdisciplinary course examines the culture of food in human society through fields that include anthropology, gender studies, religion, and economics. The course begins with foraging societies and moves through to today with the Green Revolution and industrial agriculture. Students will learn how trade and immigration have transferred cuisines around the world, creating fusions of foods from different cultures. As food is key to identity, both communal and personal, students will also have an opportunity to reflect on the role of food in their own lives as it moves from farm to table.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1380 Happiness and the Good Life Summer, Fall, and Winter (LEC: 3) [0.50]**

-This course will look at happiness in our lives in both the short-term and the long-term, with a special concentration on finding purpose and meaning in the human condition. The last two decades have seen an explosion of happiness research, and we will look at the science behind the habits that make happiness possible and see how to put those habits into practice. Students will reflect on those elements that typically nurture a good life: family and friendship, accomplishment and creativity, etc. This interdisciplinary course draws on psychology, economics, literature, and philosophy, among other subjects.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1390 The Cinema of Horror Summer, Fall, and Winter (LEC: 3) [0.50]**

This course travels through the history of horror films, from classics to contemporary. Students will explore the cultural aspects of horror movies and why specific films have resonated at specific historical moments. From the psychological to the supernatural, different horror genres are surveyed. Parts of movies will be screened in class and we will study filmmaking as a craft.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1400 Women in Contemporary Canada Summer, Fall, and Winter (LEC: 3) [0.50]**

Through a historical lens, this course introduces some of the central issues for women in Canada today. We will look at the history of women's movements and changes in public policy, at triumphs and continuing challenges, from the end of World War II to now. The course examines the shifts in gender roles and expectations, and how these shifts have affected the economy and culture. We will also consider topics such as sexuality, family, gendered violence, and activism. As Canada has become home to landed immigrants, but is founded on Indigenous territories that predate European arrival, there will be a special focus on diverse populations: immigrant and Indigenous.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1410 Spanish Language and Culture Winter Only (LEC: 3) [0.50]**

This course introduces students to the language and culture of Hispanic societies. Students will learn basic Spanish grammar and vocabulary. Since culture and language are inextricably linked, students will also gain cultural literacy which will include historical, social and economic developments in the Spanish-speaking world.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1420 French Language and Culture Fall Only (LEC: 3) [0.50]**

This course introduces students to the language and culture of Francophone societies. Students will learn basic French grammar and vocabulary. Since culture and language are inextricably linked, students will also gain cultural literacy which will include historical, social and economic developments in the French-speaking world.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1430 Human Impact on the Environment Summer, Fall, and Winter (LEC: 3) [0.50]**

This course provides foundational understanding in the social dimensions of environmental issues and how some of the world's most pressing environmental issues - climate change, biodiversity loss, water pollution, and so on - have their roots in social structures and human decisions. This course takes an interdisciplinary approach by integrating environmental science and the study of biophysical processes with social science and the study of social institutions, human behaviour, and technological change.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1440 Introduction to Linguistics Summer, Fall, and Winter (LEC: 3) [0.50]**

Students will learn the basic concepts and methods used by linguists in the scientific study of human language. While many key aspects will be illustrated using evidence derived primarily from English, we will discuss evidence from a variety of languages in order to better demonstrate the richness of linguistic diversity. Students will become familiar with how linguists approach and analyze language in primary fields of linguistic analysis such as morphology (word structure), syntax (phrases and sentences), semantics (meaning), phonetics (types of sound), and phonology (rules of phonetic processes), and language in society, and writing.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1450 Emerging Technologies Summer, Fall, and Winter (LEC: 3) [0.50]**

This course explores emerging technologies and the influence future developments will have on the relationship between people and technology. Moreover, it will examine the implications on organizations, industry sectors and societies. Students will be introduced to trending, high-potential technologies such as artificial intelligence, blockchain, smart cities, quantum computing, and the internet of things. In addition to understanding the way these technologies can be applied to their field of study, students will examine challenges related to security, privacy, law and ethics.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1460 Indigenous Peoples of the Americas Summer, Fall, and Winter (LEC: 3) [0.50]**

This course covers selected events and issues in Indigenous history in the Americas, including such topics as origin narratives, self-governance, intertribal contact, transatlantic trade, treaty-making, stages of colonization, Indigenous rights and Indigenous protest movements. Themes may focus on specific regions of the Americas and may be examined through notable Indigenous figures, law and policy, technology, food, material culture, or moments of conflict.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1470 Innovation & Design Thinking Summer, Fall, and Winter (LEC: 3) [0.50]**

This course offers foundational skills needed to develop an innovative mindset in order to keep pace with and stay relevant in the rapidly changing global workforce. This course offers foundational skills needed to develop an innovative mindset. Through practice, students will develop the skills needed to effectively ideate in team settings. Design thinking principles will be utilized as students find creative solutions to case studies that deal with personal, organizational, and societal challenges. Students will be introduced to leading innovation frameworks and theories while exploring common organizational barriers to innovation.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1480 Mental Health Fall and Winter (LEC: 3) [0.50]**

This course introduces students to the biological and socio-cultural determinants of mental health, how mental health and illness are represented in popular culture, and legal and policy issues around the subject. Through a practical component, students will receive training in mental health first aid, and will be awarded a certificate upon successful completion.

**Restriction(s):** Not available to students registered in BASC.PSYC and BASC.CSS or BASC.FCSS

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*1490 History of India Summer, Fall, and Winter (LEC: 3) [0.50]**

This course explores the history of India and South Asia from the earliest human settlements on the Indian subcontinent to the present day. The course addresses the development of Indian society from tribe to state to civil society and analyzes the political organization and the significant socio-religious movements that emerged in ancient and medieval Indian civilization. In particular, the course stresses the nature of cultural contacts and exchanges, and the development of a composite culture and civilization in the region. The course will also examine European and British imperialism in India; Indian reactions to imperialism; socio-religious movements; the birth of nationalism and the nation-state in India, Pakistan, Bangladesh and Sri Lanka; civil society and social issues in a developing nation; regionalism; foreign policy; and India's place in the 21st century.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2000 Creative Writing Summer, Fall, and Winter (LEC: 3) [0.50]**

In this course, students will have the opportunity to explore and develop their skills in the fundamentals of writing fiction and expand their understanding of writing from a writer's perspective. Through lectures, readings and in-class exercises, students will learn about aspects of the art of narrative and incorporate crucial elements of storytelling into their own work in order to create original, compelling narrative. Through group workshoping and peer feedback, they will gain insight into the effectiveness of their own writing.

**Prerequisite(s):** 2.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2010 Documentary Film and Television Fall Only (LEC: 2, LAB: 2) [0.50]**

This course examines topics in the history and rhetoric of documentary and non-fiction film and television, through critical analyses and comparison of classic and contemporary examples of the form. Students also study the central modes of documentary production and distribution, including public and commercial television, theatrical distribution and film festivals, within various cultural contexts including Canada.

**Prerequisite(s):** AHSS\*1070

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2020 Presentations and Persuasion Winter Only (LEC: 2, LAB: 2) [0.50]**

In this study of public presentation and the psychology of persuasion, rhetoric and argumentative techniques, students examine how these concepts are used differently across various media platforms. Students will evaluate the effectiveness of different persuasive techniques and strategies, and apply these to the creation and delivery of several oral presentations in class.

**Prerequisite(s):** MDST\*1020

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2030 Contemporary Narrative Fall Only (LEC: 3) [0.50]**

Starting with the premise that storytelling - from stories told around a campfire to sprawling epics on the big screen - is an integral aspect of the human communication, this course explores different variations of narrative as it exists across multiple media platforms. Students examine how writers, theorists, artists, and media practitioners articulate the narrative, and how those expressions are influenced by the social, cultural, political, and economic circumstances associated with their authorship.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2100 Propaganda Summer, Fall, and Winter (LEC: 3) [0.50]**

In this course, students will explore the theme of media as a weapon in war and peace. Through assigned readings, films and group discussions, students will be expected to acquire an understanding of the ethics of media use and manipulation. We will consider the development of media propaganda and how it was used during war and peace from antiquity to the present. Special attention will be paid to World War II. Students will examine and reflect on the historical use of propaganda and the modern application of the same techniques.

**Prerequisite(s):** 2.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2110 Criminological Theory I Winter Only (LEC: 3) [0.50]**

This course will examine the development of criminological theory from the late 1700's to contemporary times. In particular biological, psychological and sociological modes of inquiry in criminological theory are studied, analyzed and applied.

**Prerequisite(s):** AHSS\*1160

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2130 Subcultures in Mainstream Media Fall and Winter (LEC: 3) [0.50]**

Subcultures, as social groups organized around shared interests and practices, can take on many forms. The term implies that these groups differentiate themselves in opposition to mainstream culture. This course examines the many levels of resistance and appropriation that occur within the mainstream media pertaining to subcultures as outsiders and as audience. Readings, screenings and written assignments assist the student to develop a critical understanding of subcultures and the media.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2150 City Life Winter Only (LEC: 3) [0.50]**

This course examines how it feels to live in cities as well as how different cities afford different experiences among their citizens. Students are expected to do a comparative analysis of different cities and to reflect on their own experience of the city.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2180 Greek and Roman History Summer, Fall, and Winter (LEC: 3) [0.50]**

The course examines the history of Ancient Greece and Rome from the Bronze Age to the collapse of the Roman Empire.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2190 History of Communication Fall Only (LEC: 3) [0.50]**

In this course students explore the historical, cultural and social evolution of human language and communication. Students study communication in oral and literate societies before examining the impact of technological change, from the introduction of the printing press to the digital communications revolution.

**Prerequisite(s):** 2.00 credits

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2210 Classical Mythology Summer, Fall, and Winter (LEC: 3) [0.50]**

An examination of the nature and function of myth in Classical Antiquity, this course shows how the narrative and symbolic structure of myths orders individual and communal experience. The myths that have influenced Western civilization receive special emphasis.

**Offering(s):** Offered through Distance Education format only.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2220 Canada: A Regional Synthesis Summer, Fall, and Winter (LEC: 3) [0.50]**

This course is designed to provide a better understanding of the nature and basis of Canadian regionalism. The first section of the course stresses the biophysical base and the inequality of the natural resource endowment. The historical geographic approach and the systematic overviews of contemporary Canada stress respectively the development and nature of the Canadian space-economy. The final section on regions, regionalism and nationalism provides an overview of the heartland-hinterland dichotomy and centrifugal and centripetal forces operative in the nation.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2240 Contemporary Canadian Issues Summer, Fall, and Winter (LEC: 3) [0.50]**

This course is a study of selected issues in modern Canadian history. The subjects investigated such as Indigenous peoples, the environment, the state and the family will vary with the expertise of the instructor.

**Offering(s):** Offered through Distance Education format only.

**Prerequisite(s):** 5.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2250 Politics: An Introduction Summer, Fall, and Winter (LEC: 3) [0.50]**

This course is an introductory exploration of the forces determining the conduct of governments. After outlining the essence of government and the sources of its authority, the course examines the different forms of government. Also analyzed are the factors shaping public policy, such as interest groups, political parties, media, elections, and the courts. In this course, students will also consider the military, political, and economic facets of international relations.

**Prerequisite(s):** 2.50 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2260 War and Society Summer, Fall, and Winter (LEC: 3) [0.50]**

Concentrating on developments following the introduction of gunpowder, the course will consider the evolution of military strategy and tactics, the impact of technology on warfare, and the relationship between war and civilian populations.

**Offering(s):** Offered through Distance Education format only.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2270 Global Citizenship Fall Only (LEC: 3) [0.50]**

This course examines both the practical and theoretical understandings of global citizenship. Students will explore topics relevant to gaining an understanding of global citizenship. This includes contested meanings of citizenship, as well as the consequences of globalization and engaged citizenship. Assigned readings and classroom discussion/debate will provide opportunities to think critically about global issues, such as human migration, climate change, poverty, and educational inequality. Students will also have the opportunity to reflect on the meaning of justice in a global society.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 2.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2280 Popular Music Fall and Winter (LEC: 3) [0.50]**

Popular music is an important mode of cultural expression world wide. This course is primarily concerned with popular music in the United States and Britain. Issues such as the relation of popular music to race, class and gender will be addressed, in addition to considerations of the impact of technological change on the transmission of popular music. Students need not have formal training in music to take the course.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2300 Travel and Tourism Winter Only (LEC: 3) [0.50]**

This course surveys the history and character of modern tourism. It critically explores how tourists have encountered people, places, and institutions. These include hotels and motels, tour guides and guidebooks, airports and roads. The course also explores the environmental, cultural, and economic imprints of tourism, and encourages critical reflection on the relationship between travel and globalisation from an historical perspective.

**Prerequisite(s):** 2.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2310 Leadership and Motivation Summer, Fall, and Winter (LEC: 3) [0.50]**

This course presents leadership theories and research findings, teaches students to apply leadership theories and concepts, emphasizes the development of leadership skills, and examines the importance of communication and the communication process. In addition, the major theories of human motivation are studied in order to provide the student insight into the processes that activate human behaviour.

**Offering(s):** Also offered through Distance Education format.

**Restriction(s):** Not available to students registered in BASC.ECS or BBA

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*2320 Religion and Society Summer, Fall, and Winter (LEC: 3) [0.50]**

This course surveys the major trends in religious beliefs and practices and their social impact since the Reformation. The focus of the course is on the British Isles and North America with some discussion of developments in Continental Europe.

**Offering(s):** Offered through Distance Education format only.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2330 Hockey and Canadian Nation Fall and Winter (LEC: 3) [0.50]**

Hockey has had a significant social, economic, political and cultural impact on the Canadian nation. This course will enable students see how the national game has reflected prevailing Canadian attitudes toward many issues including national identity, societal norms and values, war and militarism, masculinity and femininity, professionalism and amateurism, class, race, memory and mythmaking.

**Offering(s):** Offered through Distance Education format only.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2340 Modern & Contemporary Literature Winter Only (LEC: 3) [0.50]**

This course introduces students to the diversity of modern and contemporary literature, from the 19th century to today. After reading and discussing selected texts, students will be able to parse out the author's intentions and motivations, as well as understand the historical, social, and cultural conditions that provide the framework for the text. The course will also consider how literature expresses persistent universal human concerns such as love, death, and the search for meaning. Texts may include novels, short stories, drama, or poetry. All readings will be in English or English translation.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2350 Immigration & Identity in Canada Fall and Winter (LEC: 3) [0.50]**

This course examines the historical movement of peoples into Canada since the late eighteenth century. Attempting to explore modern Canadian identity and notions of hybrid and hyphenated identity, the course will focus on the arrival and settlement of a range of different nationalities and ethnic groups into Canada.

**Department(s):** Liberal Studies, Psychology

**Location(s):** Guelph-Humber Campus

**AHSS\*2360 Judaism, Christianity & Islam Fall and Winter (LEC: 3) [0.50]**

This course introduces students to the comparative study of religion in history and the interaction of religion with general social and cultural traits over time. A focus on the cultural roots of these three specific traditions will account for their spread across social and national boundaries. This course will provide students with a deep understanding of the social impact of religion in general and of these religions in particular. The course will also analyze the relations among the three through an examination of the historical roots of areas of co-operation and of conflict.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2370 The Science of Career Success Summer, Fall, and Winter (LEC: 3) [0.50]**

Combining social-science research and practical competencies, this course aims to enhance lifelong student accomplishment by focusing on skills necessary to flourish in a fast-changing, globalized world and economy. Students will cultivate essential employability skills such as teamwork, emotional intelligence, interpersonal communication, and self-marketing, to set short and long-term career and professional goals and develop strategies to achieve them.

**Prerequisite(s):** 4.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2380 Introduction to Education Summer, Fall, and Winter (LEC: 3) [0.50]**

This course introduces students to the philosophical, historical, scientific, and cultural foundations of education and learning. We will focus on questions around the very idea of education, its historical trajectories, scientific theories of learning, and the diverse manifestations of education and educational theory around the world. This course may include topics such as motivation, pedagogy and access. Students will also have an opportunity to reflect upon their own past, current, and future education.

**Prerequisite(s):** 4.00 credits

**Restriction(s):** Not available to students registered in BASC.ECS program.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2390 Shakespeare Summer, Fall, and Winter (LEC: 3) [0.50]**

This course examines the major tragedies, histories, and comedies of William Shakespeare. While the Shakespeare's plays emerge from Elizabethan England, they speak to universal matters, the big questions, and the recurring patterns and habits of human nature. Students will learn about the historical and social trends of Shakespeare's time, with a focus on why his words endure in language and culture. The class will also consider how his plays have been staged and performed around the globe, adapted to new locales and new contexts, and in new media such as television and film.

**Prerequisite(s):** 4.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2400 Human Rights Summer, Fall, and Winter (LEC: 3) [0.50]**

This introductory and interdisciplinary course presents an overview of contemporary and perennial issues of human rights in a pluralistic and interconnected world. While we will discuss ongoing human rights issues, the course asks what we can discern from history to inform our understanding today. Among topics, students will learn about and reflect on the history of human rights; how rights are positioned in Indigenous, Canadian, and international law; the histories of racism and genocide; and representations of human rights in culture.

**Prerequisite(s):** 2.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2410 Religious Traditions of Asia Fall Only (LEC: 3) [0.50]**

This course introduces students to some of the major religions (Hinduism, Buddhism, Confucianism, Daoism, and Shinto) that originated in Asia. Students will study the history, sacred texts, practices, and beliefs of these traditions within the political and cultural contexts of India, Tibet, China, and Japan. The course also considers the cultural influence and philosophical salience of these religions in contemporary North America. Students will also learn the methodology of the academic approach to religion.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*2450 Europe from the Renaissance to the Present Winter Only (LEC: 3) [0.50]**

This course presents a broad survey of European history from the 15th century to today, beginning with the Renaissance through the creation of the modern nation-state to the present. It focuses on seminal events such as the Industrial and French Revolutions, World Wars I and II, and the creation of the European Union. Additionally, the course introduces students to some of the key modern political ideologies that originated in Europe but have had lasting consequences for the entire world. Students will also study influential European cultural and intellectual traditions.

**Prerequisite(s):** 2.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3050 Canadian Social Problems Fall and Winter (LEC: 3) [0.50]**

Students critically examine Canadian social problems using a variety of sociological theories including Symbolic Interactionism, Conflict Theory, Feminism and Structural Functionalism. Topics studied include; poverty and inequality, crime and deviance, drugs and addictions, ethnocentrism and racism, mental and physical illness, work and unemployment and gender issues. Particular emphasis is placed on a theoretical critique of social responses to these topics.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 5.00 credits including: AHSS\*1130

**Restriction(s):** Registration in the BASC.JS or BAAG.JPS programs.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3060 Criminological Theory II Fall and Winter (LEC: 3) [0.50]**

This course builds on AHSS\*2110 provides a sophisticated appreciation of contemporary criminological theory. Also examined are recent trends in criminological theory and how criminologists constitute the subject matter of their discipline. Theories are discussed in relation to recent developments in crime, social policy trends and their ideological underpinnings.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 5.00 credits including: AHSS\*2110

**Restriction(s):** Registration in the BASC.JS or BAAG.JPS programs.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3080 Introduction to Web Design Fall Only (LEC: 3, LAB: 2) [0.50]**

This course examines the principles of successful website design and communication. Students learn basic wireframing techniques, develop functional sitemaps, and explore the fundamentals of information architecture while developing their skills in HTML, CSS, and JavaScript. Lectures and supervised lab sessions enable students to create compelling digital portfolios that communicate a fluency in UX design.

**Prerequisite(s):** 9.00 credits including MDST\*1020, MDST\*1030

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3200 Desire and Discontent Fall Only (LEC: 3) [0.50]**

This interdisciplinary course examines the insights of philosophy, psychoanalysis, and psychology in the attempt to understand the human cycle of desire and discontent. Focusing on experiences of passion, acquisitiveness, success, and their attendant emotions of happiness, despair, guilt, hope, shame, regret and anger, this course examines the role which desire and discontent play in motivating human behaviour and shaping personality.

**Prerequisite(s):** 5.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3220 Law and the Media Fall Only (LEC: 3) [0.50]**

This course provides a thorough introduction to the relationship between media and the laws of Canada, beginning with the origin and development of Media Law. An understanding of media/communications law and its forms and applications is necessary to ensure the success of any endeavour in media/communications, especially with the ongoing and rapid development of electronic technology. Identification of legal issues is emphasized. This knowledge, in turn, assists the student to communicate ethically and responsibly to recognizing legal issues and consequences and handling effectively and professionally.

**Prerequisite(s):** 7.50 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3230 Trends in Gender Issues Winter and Summer (LEC: 3) [0.50]**

This interdisciplinary course explores contemporary issues and theoretical approaches concerning women and gender. Through an examination of popular cultural, literary and academic sources, this course will acquaint students with the main current trends in women's studies. The philosophical tensions concerning gender equality and difference, "Third World" feminism, "Black" feminism, rights-based feminism, and post-modernism provide context for consideration of specific issues such as violence against women, prostitution, and reproductive rights.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 5.00 credits

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3500 International Field Study Summer Only (LEC: 3) [0.50]**

In this course, students will explore a topic or theme by participating in an international study tour. Themes and topics will vary with the instructor's expertise, the location of the study tour, and the nature of the visit. Through assigned readings and group discussions, students will be expected to acquire an understanding of the subject-matter associated with the study tour. At the end of the course, students are expected to complete a substantial research paper or project on a topic related to the tour. Detailed information regarding course requirements, the associated costs in addition to tuition and fees, and applications deadlines is available on the Study Abroad website:

**Prerequisite(s):** 9.50 credits

**Restriction(s):** Program Head Consent required

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3510 International Field Study Summer Only (LEC: 3) [0.50]**

In this course, students will explore a topic or theme by participating in an international study tour. Themes and topics will vary with the instructor's expertise, the location of the study tour, and the nature of the visit. Through assigned readings and group discussions, students will be expected to acquire an understanding of the subject-matter associated with the study tour. At the end of the course, students are expected to complete a substantial research paper or project on a topic related to the tour. Detailed information regarding course requirements, the associated costs in addition to tuition and fees, and applications deadlines is available on the Study Abroad website:

**Prerequisite(s):** 9.50 credits

**Restriction(s):** Program Head Consent required

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3520 International Field Study Summer Only (LEC: 3) [0.50]**

In this course, students will explore a topic or theme by participating in an international study tour. Themes and topics will vary with the instructor's expertise, the location of the study tour, and the nature of the visit. Through assigned readings and group discussions, students will be expected to acquire an understanding of the subject-matter associated with the study tour. At the end of the course, students are expected to complete a substantial research paper or project on a topic related to the tour. Detailed information regarding course requirements, the associated costs in addition to tuition and fees, and applications deadlines is available on the Study Abroad website:

**Prerequisite(s):** 9.50 credits

**Restriction(s):** Program Head Consent required

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*3530 International Field Study Summer Only (LEC: 3) [0.50]**

In this course, students will explore a topic or theme by participating in an international study tour. Themes and topics will vary with the instructor's expertise, the location of the study tour, and the nature of the visit. Through assigned readings and group discussions, students will be expected to acquire an understanding of the subject-matter associated with the study tour. At the end of the course, students are expected to complete a substantial research paper or project on a topic related to the tour. Detailed information regarding course requirements, the associated costs in addition to tuition and fees, and applications deadlines is available on the Study Abroad website:

**Prerequisite(s):** 9.50 credits

**Restriction(s):** Program Head Consent required

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*4050 Youth and the Law Fall and Winter (LEC: 3) [0.50]**

This course examines selected topics on young offenders in Canada and elsewhere. Topics studied include: public perceptions about youth crime and its control; the history of youth crime and legislation; the measurement of youth crime; theories of delinquency; crime among marginal youth; female offenders; the long term consequences of youthful offending; and the policing, sentencing and punishing of youth.

**Prerequisite(s):** 10.00 credits including: AHSS\*2110, SCMA\*3040

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*4060 Law and Society Winter Only (LEC: 3) [0.50]**

This course examines the social basis of law. Specific topics include the law as an instrument of stability or change, and the role of lawmakers, law enforcers and interpreters, including the legal profession, the police, judges and courts. Although the primary focus of this course is Canadian, there will be a comparative component particularly as it relates to theoretical perspectives. This course specifically focus on: types of law, theories of law, origins of law, social control and punishment, the legal profession, assessing the impact of the law, existing biases in the law particularly as it relates to women, and law and social change. In the Canadian context, particular attention is given to the Charter of Rights and Freedoms and its effect on law, society and policy.

**Prerequisite(s):** 10.00 credits including: AHSS\*1150, AHSS\*1160, AHSS\*2110

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*4070 Issues in Ethnicity and Class Summer and Fall (LEC: 3) [0.50]**

This course provides students with an advanced theoretical and empirical understanding of social class and ethnicity in the context of Canadian society. In addition, the course encourages students to apply their knowledge to contemporary institutions.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** AHSS\*3050

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*4080 Transition to Work Fall and Winter (LEC: 3) [0.50]**

This course examines various aspects of the transition from school to work. Changes taking place in organizations and work, and the advanced level, general skills needed by university graduates in the workplace and explored. In addition, transition issues, such as the change from the role 'student' to 'employee' or 'entrepreneur', are examined.

**Prerequisite(s):** 12.75 credits

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*4090 Ethics and the Justice System Fall and Winter (LEC: 3) [0.50]**

Students study primary sources that set out the major schools of ethical thought and moral reasoning. Various models are used to critically analyze Canadian criminal cases and social issues such as euthanasia, abortion, capital punishment and animal rights. In addition, students have the opportunity to reflect upon their own ethical reasoning and consider alternative approaches.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**AHSS\*4100 Public Policy: Challenges and Prospects Winter Only (LEC: 3) [0.50]**

This course covers dominant theories of policy making in Canada. Including governmental and non-governmental actors. Fiscal and monetary policy, aboriginal policy, and criminal justice policy are examined. The course offers a balance between gaining an awareness of the "real world" of public policy and the policy-making process and acquiring theoretical and analytical tools to understand public policy and the policy process.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in the BASC.JS or BAAG.JPS programs.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

## Business Administration (BADM)

**BADM\*1010 Business Law Fall Only (LEC: 3) [0.50]**

This course introduces students to the complex legal system in which businesses and consumers of goods and services operate. It encompasses the Canadian Constitution, statutory and common law concerning business and consumer transactions. It includes an overview of the laws of contracts and torts that form the basis of business relationships. Topics examined include sale of goods and consumer protection legislation; debtor-creditor relations; competition law; employment law; manufacturers' product liability and intellectual property rights. The emphasis in this course will be on learning the elements of the legal framework for the opportunity to develop competency in application as it applies in further courses.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*1020 Business Information Systems Winter Only (LEC: 2, LAB: 1) [0.50]**

This course focuses on managing information as a valuable business resource through examination of the role of information technology in managing operations, practising the uses of information technology to achieve competitive advantage and recognizing the effects of information technology on organization structure and workers.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*1040 Marketing Fall Only (LEC: 3) [0.50]**

This course provides an overview as well as a foundation for further studies of all aspects of marketing as practiced in Canada today both domestically and internationally. Product, price, promotion and distribution frameworks are examined both as separate and integrated subsets of the marketing mix within strategies oriented toward satisfying consumer wants and needs to achieve organizational objectives.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*1050 Introduction to Financial Accounting Fall Only (LEC: 3) [0.50]**

This course explores the core concepts and practices of Financial Accounting. Students will acquire an understanding of accounting systems and learn how to record transactions in the accounting cycle. Students are introduced to the interpretation and analysis of financial statements. Students also learn about the role of financial reporting and how it informs business decisions.

**Restriction(s):** BADM\*1030, BADM\*1060. Registration in the BBA program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*1070 Introduction to International Business Winter Only (LEC: 3) [0.50]**

This course surveys the international dimensions of business in the context of globalization. Students will learn about the nature of globalization and its implications for management, marketing, production, and strategy. Students will explore the cultural, political, and economic differences among countries and regions as well as the ethical challenges that companies face while engaging in international business activities. Additional topics will include theories of international trade, the political economy of international trade and investment along with the foreign exchange market.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*1100 Business Communications Fall Only (LEC: 3) [0.50]**

In this course, students develop the writing skills necessary to effectively express their ideas in a commercial setting. The course also aims to prepare students to communicate in the academic context. Different theories and types of communications and persuasion are explored through the planning and preparation of memos, letters, emails, résumés, interviews, reports, cases, essays, and presentations.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2000 Human Resources Management Fall Only (LEC: 3) [0.50]**

The Human Resources Management course provides an overall understanding of the human resources function and its effects on the achievement of organizational goals and strategic objectives. Drawing on organization behaviour theories such as planned change, performance enhancement, goal setting, group dynamics and motivation the course examines essential human resources activities of planning, staffing, employee development, legal compliance, performance management, compensation and employee maintenance in a variety of organizational settings.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registration in the BBA or BMCS program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2010 Managerial Accounting Fall Only (LEC: 3) [0.50]**

This course builds on the concepts and techniques taught in the introductory financial accounting course. It focuses on the uses of financial information for profit planning, budgeting and decision-making. It examines how volume, price, product mix, product costs and organizational activities relate to one another, the inter-dependence of the financial and capital structures and the setting of corporate objectives and priorities. The student will learn how to project financial results and use feedback mechanisms comparing actual results to predetermined standards.

**Prerequisite(s):** BADM\*1050 or BADM\*1060

**Restriction(s):** Registration in the BBA program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2020 Consumer Behaviour Fall Only (LEC: 3) [0.50]**

Consumer Behaviour provides an overall examination of the economic, social, cultural and psychological factors that affect consumers in the marketplace. The course examines the consumer from two perspectives - first, the effects of internal forces on an individual including perceptions, motivations, lifestyles and attitudes, then second, the effects of external factors as a group member considering family and group influences, including age, gender, social class, social, religious, regional, household and other sub-cultural and cultural influences.

**Prerequisite(s):** BADM\*1040 or MDST\*1200

**Restriction(s):** Registration in the BBA or BMCS program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2030 Advertising in Business Winter Only (LEC: 3) [0.50]**

This course provides an overall introduction to the function of advertising in business. The course examines the advertising process, its role, use, methods, purposes and limitations in addressing the strategic objectives of organizations domestically and internationally. The role and responsibilities of client management and agencies are discussed with focus on the development of ethical and socially responsible advertising programs. A major assignment requires the student to demonstrate competency in the use of the Integrated Management Communications model through analysis and evaluation of an actual advertising program.

**Prerequisite(s):** 5.00 credits, BADM\*1040 or MDST\*1200

**Restriction(s):** Registration in the BBA or BMCS program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2040 Customer Service Winter Only (LEC: 3) [0.50]**

This course examines customer service as a key factor in the success of organizations and identifies the essential knowledge, skills and systems required to support effective customer service. Theoretical models will be contrasted with applications and students will complete a major project designed to evaluate customer service potential and issues in a specific organizational context.

**Prerequisite(s):** 5.00 credits, BADM\*1040

**Restriction(s):** Registration in the BBA program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2050 Ethics and Values in Business Winter Only (LEC: 3) [0.50]**

This course examines the ethical and evaluative issues in business and professional activities and practices through case studies and assignments. It explores the nature of values and ethical systems, duties and rights, private and public goods, the consumer movement, social marketing, corporate social accounting, private rights and professional ethics and responsibilities.

**Prerequisite(s):** 5.00 credits, including BADM\*1100

**Restriction(s):** Registration in the BBA program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*2060 Operations Management Winter Only (LEC: 3) [0.50]**

This course focuses on the decision-making role of the operations manager in transforming organizational inputs into desired outputs. The major issues and problems of designing, scheduling, operating and controlling the production system are examined. Field trips to examine logistics and supply chain systems are an integral part of this course.

**Prerequisite(s):** 5.00 credits, SCMA\*1000

**Restriction(s):** Registration in the BBA program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3000 Finance Winter Only (LEC: 3) [0.50]**

This course provides students with a framework to aid with financial decision-making. The major focus of this course is short-term financial management. Using problems and case studies, students analyze financial statements and assess cash flow. Other topics addressed include financial forecasting and planning, working capital management, and the time value of money.

**Prerequisite(s):** 5.00 credits, [BADM\*1050 or (BADM\*1030, BADM\*1060)]

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3030 Direct Marketing Winter Only (LEC: 3) [0.50]**

Students examine the increasingly important interactive marketing communication, a method that includes techniques such as direct mail and telemarketing. Students will study about the power of direct marketing and its role, advantages and limitations in a marketing program. The concepts of database management and customer relationship management (CRM) will be stressed since direct marketing is increasingly tied to recognizing the value and benefits of knowing individual customers and building long-term relationships with them.

**Prerequisite(s):** BADM\*1040, BADM\*2020

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3040 International Finance Winter Only (LEC: 3) [0.50]**

This course examines the activities and financial needs of businesses working in international markets. Topics include global investments, international acquisitions, risk management, currency fluctuations and investments, the development of emerging stock markets, and the role of international financial markets in financing international corporations.

**Prerequisite(s):** 10.00 credits including: AHSS\*1000, AHSS\*1010, BADM\*3160

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3060 International Law Fall Only (LEC: 3) [0.50]**

This course examines international business agreements and conduct, dispute resolution, the international sale of goods, and insurance issues. Emphasis is placed on legal issues pertinent to U.S. and Canadian Law.

**Prerequisite(s):** 7.50 credits including: BADM\*1010

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3080 Professional Selling Fall Only (LEC: 3) [0.50]**

This course details strategic selling principles and models. Students develop skills required for planning and making sales calls, and providing follow-up to clients. The course covers prospecting, conducting sales meetings, making sales presentations and negotiating. Emphasis is on developing confidence and professionalism in the selling interaction and enhancing communications, listening, team participation and problem solving skills.

**Prerequisite(s):** BADM\*1010, BADM\*1040

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3090 Money, Banking & Finance Winter Only (LEC: 3) [0.50]**

This course provides students with an understanding of the nature, operation and regulation of the Canadian financial system and its major components: the payments system, financial markets, key financial institutions, especially banks, and the Bank of Canada. Students examine about the development role and influence of Canadian banking institutions on the Canadian economy. This course also covers the supply of money and credit, domestic and international flows of funds, interest rates, foreign exchange rates, the rate of inflation, employment, and the production of goods and services.

**Prerequisite(s):** BADM\*1010, BADM\*3000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3100 Applied Case Studies in Business Management Winter Only (LEC: 3, LAB: 2) [0.50]**

The objective of this course is to provide the student with a thorough understanding of how to analyze business cases, and how to effectively present their analysis. Emphasis will be placed on oral presentation of case analysis and recommendations within a competitive context. Students will be required to participate in a business case competition.

**Prerequisite(s):** 10.00 credits BADM\*1100

**Restriction(s):** BADM\*3210. Program Head Consent

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3110 Entrepreneurial Studies Fall Only (LEC: 3) [0.50]**

This course examines the role and effect of small business in Canada, and serves as an introduction to self-employment, new venture creation and small business management. It focuses on an analysis of entrepreneurial skills and the development of the business plan. This course helps students appreciate the challenges involved in deciding to create a new venture and the steps involved in starting a new firm.

**Prerequisite(s):** 7.50 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3120 Intermediate Accounting I Winter Only (LEC: 3, LAB: 2) [0.50]**

This course provides a greater awareness of the accounting environment and conceptual framework for financial reporting that underlies generally accepted accounting principles, as well as an appreciation of the characteristics and limitations of accounting. Special emphasis is placed on accounting policy choices and the criteria by which such choices are made, as well as on analyzing financial statements that are prepared using different accounting policies. Students examine in-depth the effects of accounting concepts on income determination and on asset, liability and shareholders' equity valuation. Through problem solving and case analysis, students use technical knowledge to evaluate accounting policy choices, select appropriate policies, apply correct procedures, and perform financial analysis.

**Prerequisite(s):** BADM\*2010, (BADM\*1050 or BADM\*1060)

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3130 Intermediate Accounting II Fall Only (LEC: 3) [0.50]**

This course continues and builds upon the study of financial accounting. Using cases and problems, students critically evaluate accounting concepts, principles and practices, extending their knowledge, understanding and analytical skills through an in-depth examination of complex measurement issues and financial statement reporting in Canada.

**Prerequisite(s):** BADM\*3120

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3140 International Trade Winter Only (LEC: 3) [0.50]**

The ways in which a business enters new markets across borders, and the paradigms under which they operate and make decisions are critical to the potential success of the venture. This course surveys and assesses international trade theories and compares and contrasts these with actual practices of global business operations. Discussion of ethical issues is inherent within this course.

**Prerequisite(s):** 10.00 credits including: AHSS\*1000, AHSS\*1010, BADM\*3000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3150 Managerial Accounting II Fall Only (LEC: 3) [0.50]**

This course emphasizes the use of accounting information in effective management. Students study the reports, statements and analytical tools used by management, and the manner in which they are applied in planning, controlling, decision-making and performance evaluation from the perspective of the ethical management accountant. Topics include capital investment analysis, an examination of uses and limitations of quantitative techniques, and the behavioural implications of internal financial systems. Costing systems and accumulation methods are emphasized.

**Prerequisite(s):** BADM\*2010, SCMA\*1000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3160 Corporate Finance Fall Only (LEC: 3) [0.50]**

This course focuses on long-term corporate decisions. Topics include asset pricing, risk and return, capital asset pricing under uncertainty, the concept of efficient markets, an introduction to investing, and portfolio management. The course covers corporate decisions, including dividend policies, capital budgeting, and long-term financing and investing. Business valuation by firms and individuals is covered in the context of the investment decision.

**Prerequisite(s):** SCMA\*1000, BADM\*3000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3200 Business and Government Fall Only (LEC: 3) [0.50]**

This course examines the leading economic and political theories regarding the appropriate role of government in business. Students will focus on public policy issues impinging the world of business, including economic fairness, macroeconomic stabilization, international trade, competition policy, public goods, industry regulation, labour market policies, and the environment.

**Prerequisite(s):** 7.50 credits including: AHSS\*1010

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3210 Case Studies in Business Management Fall Only (LEC: 3) [0.50]**

The objective of this course is to provide the student with a thorough understanding of how to analyze business cases, and how to effectively present their analysis. Emphasis will be placed on oral presentation of case analysis and recommendations. Students will be required to write a business case based on comprehensive research from a company of their choice.

**Prerequisite(s):** 10.00 credits, including BADM\*1100

**Restriction(s):** BADM\*3100.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3240 Social Media Marketing Winter Only (LEC: 3) [0.50]**

This course provides a foundation for understanding how social media can aid businesses in meeting strategic marketing objectives. Students will survey the landscape of social media tools with an objective of critically analyzing their role as a means of conveying marketing communications. The course will transition from a theoretical understanding of social media to case studies with a view to equipping students with the tools to develop concrete social media marketing strategies.

**Prerequisite(s):** BADM\*2020, BADM\*2030

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3270 Real Estate Finance Winter Only (LEC: 3) [0.50]**

This course explores the fundamental principles and techniques of financing real estate assets, both residential and commercial. After putting the real estate market into the larger context of the economy and society, students will examine the factors affecting borrowing, lending, and refinancing decisions. Various financing instruments, including traditional mortgages and mortgage backed securities, are discussed. The course also considers the financing of real estate developments along with the role of government in housing finance.

**Prerequisite(s):** BADM\*3000

**Co-requisite(s):** BADM\*3160

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3300 Business Workplace Learning Summer Only (LEC: 3) [1.00]**

This course offers students the opportunity to engage in experiential learning by completing a work term over an entire semester. Students are required to complete a minimum of 420 hours within an approved organization. Prior to starting their work term, students will prepare a series of learning outcomes that they expect to be realized in their job. Upon the completion of their work term, students are expected to submit a report about the learning they achieved and how it relates to the Business courses they have taken. Students will also undergo an employer evaluation, for which a minimum of a pass grade will be required in order to pass the course.

**Prerequisite(s):** 12.00 credits

**Restriction(s):** BADM\*3500. Program Head consent required.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3310 Compensation Fall Only (LEC: 3) [0.50]**

Students will explore the functions and purposes of compensation as well as the behavioural dimensions of rewarding employees. The characteristics, formulation, and implementation of alternative compensation mechanisms are also covered. Students learn about methods of determining levels of compensation that take market conditions, individual characteristics, and the nature of the job into account.

**Prerequisite(s):** BADM\*2000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3320 Human Resources Planning Fall Only (LEC: 3) [0.50]**

This course examines how organizations can best plan their human resource needs in accordance with their strategic objectives. The course begins by laying out the elements of strategy and the ways of aligning human resource management to an organization's strategy. Students learn about the environmental influences on human resource management as well as techniques of forecasting the demand and supply of workers. Additional topics explored include succession planning, the management of different types of organizational change, along with the international strategic aspects of human resource management. Students also learn about assessment and analytic techniques to measure the efficacy of human resource activities.

**Prerequisite(s):** BADM\*2000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3330 Labour Relations Winter Only (LEC: 3) [0.50]**

This course addresses the relationship between employers and employees with a focus on the Canadian context. Students explore the history of the labour movement along with the political, economic, cultural, social, and legal factors that impact how organizations interact with workers. Both the perspectives of management and unions are considered as students learn about the negotiation and administration of collective bargaining agreements. This course also covers third-party conflict resolution mechanisms and labour relation issues unique to the public sector.

**Prerequisite(s):** BADM\*2000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3340 Occupational Health and Safety Winter Only (LEC: 3) [0.50]**

This course focuses on the health and safety issues that arise from the work environments and operational activities of organizations. Students gain an understanding of the legislative framework governing occupational health and safety as well as the system of worker's compensation. The different hazards associated with the workplace are examined in all their physical, biological, chemical, psychosocial, and behavioural manifestations. Students learn about health and safety training programs in addition to emergency preparedness, incident investigations, disability management, and return to work. The course ends by exploring the topic of workplace wellness.

**Prerequisite(s):** BADM\*2000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3350 Recruitment and Selection Winter Only (LEC: 3) [0.50]**

This course focuses on the challenges that organizations face in recruiting and selecting the most appropriate individuals to advance their operational and strategic goals. Students will acquire an understanding of evidence-based methods of recruitment and selection as well as the legal issues surrounding the hiring of employees. Students also learn about the preparation of job descriptions and requirements as well as the methods used to assess job performance. This course covers all steps of the hiring process, including recruitment, screening of applicants, interviewing, and decision-making methods for selection.

**Prerequisite(s):** BADM\*2000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3360 Training and Development Winter Only (LEC: 3) [0.50]**

This course examines how organizations can engage in training and development practices that both enhance their chances of success and assist their employees in actualizing their potential. Students investigate the nature of the learning process and consider the various methods by which training can be designed and delivered. Technology based modes of training are explored, in addition to the costs and benefits of different training programs. The course culminates with a discussion of how organizations can develop managers and leaders.

**Prerequisite(s):** BADM\*2000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3400 Introduction to Business Analytics Fall Only (LEC: 1, LAB: 2) [0.50]**

This course explores how data can be used to forecast what customers will buy, where stock prices might go, and which borrowers will repay their loans. Working in a lab with computer software, students learn the core techniques of data analysis, including data mining, pattern detection, graphic visualization, and modelling. The focus of the course will be on the practice of prediction, with students building and testing their own models to inform decision making in areas such as marketing, accounting, finance, and strategy. Students also learn how to communicate their analysis and thus will be expected to present their models.

**Prerequisite(s):** SCMA\*2000 or SCMA\*2060

**Restriction(s):** BADM\*4300

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3410 Programming for Analytics Winter Only (LEC: 1, LAB: 2) [0.50]**

This course is designed for students who have basic experience in business analytics and want to develop their understanding of the Python programming language for data science. It captures the full analytics spectrum, including data management, data analytics and decision analytics. Students will develop the ability to script and code for basic tasks in data analytics, using common algorithms in the Python programming language.

**Prerequisite(s):** BADM\*3400 or BADM\*4300;

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*3500 Business Practicum Winter Only (LEC: 2, LAB: 16) [0.50]**

This course gives students the option of increasing their work experience beyond the placement hours required in Applied Business Study (BADM\*4400). Students are required to complete a minimum of 200 hours within an approved organization. They also take part in regular moderated discussions with their classmates about the issues and challenges they are facing at their placement. Analogous to the Applied Business Study course, students apply the business theories they have learned to the analysis of their placement.

**Prerequisite(s):** 11.00 credits

**Restriction(s):** BADM\*3300. Registration in the BBA program.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4000 Business Strategy Fall Only (LEC: 3) [0.50]**

In this course, students develop the ability to understand and apply strategic management concepts and tools to multiple organizations, in a variety of domestic and international contexts. The course uses a combination of lectures, electronic teaching technologies, case discussions and a group project to ensure that students develop both verbal and written abilities in strategic management.

**Prerequisite(s):** 13.00 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4040 E-Commerce Fall Only (LEC: 3) [0.50]**

Students in this course analyze current business models developed for the Internet, and the characteristics of business to business and retail e-commerce sites. A variety of design and technology issues are explored, including servers and credit security. Students design the storefront for a proposed b2b or retail site, as well as implement site traffic analysis and community building strategies. Also offered through distance education format.

**Prerequisite(s):** 10.00 credits including: BADM\*1020, BADM\*1040

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4050 Marketing Research Project Winter Only (LEC: 3) [0.50]**

In this project-based course, students work in groups and identify, develop and complete an applied marketing research activity. Topics include marketing research process, research ethics, sampling design and design of survey instruments, execution of interrelated qualitative and quantitative research projects, and report writing.

**Prerequisite(s):** 10.00 credits including: BADM\*1040, SCMA\*3010

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4060 Investment Finance Fall Only (LEC: 3) [0.50]**

This course focuses on the operation of the stock market and the determination of security prices. Using current literature, problems, and real world examples, students examine the art and science needed to manage equity portfolios and critically evaluate their resulting performance. Topics studied include recent developments in portfolio theory, the principles needed for analyzing common stock prices, portfolio management, evaluation of portfolio performance, and international investing.

**Prerequisite(s):** BADM\*3160, SCMA\*1000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4070 Personal Financial Planning Fall Only (LEC: 3) [0.50]**

This course develops the knowledge and skills necessary to provide sound financial planning advice. This course also develops financial judgement, decision making and communication skills. The emphasis in this course is on personal investing. Simulations and case analysis are used extensively in this course.

**Offering(s):** Offered through Distance Education format only.

**Prerequisite(s):** BADM\*3000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4080 Insurance & Risk Management Winter Only (LEC: 3) [0.50]**

This course examines the fundamentals of risk management and the insurance industry in Canada. It includes a detailed examination of the variety of insurance products available to both businesses and individual consumers. Factors affecting pricing and distribution of products are studied.

**Prerequisite(s):** 10.00 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4090 Portfolio Management Winter Only (LEC: 3) [0.50]**

This course builds on BADM\*3160 Corporate Finance and BADM\*4060 Investment Finance. Topics include the formation of capital market expectations, the concept of efficient markets, and the concept of portfolio diversification. Also, the concept of portfolio rebalancing, and portfolio performance evaluation are studied. The course includes the examination of bonds, mutual funds, and derivatives.

**Prerequisite(s):** BADM\*3160, BADM\*4060

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4100 Small Business Management Fall Only (LEC: 3) [0.50]**

In this course, students study concepts specific to small business management and their application through analysis of an independent small business. In addition, case studies are discussed and evaluated. The goal of the course is to provide students with a realistic view of owning and operating a business as well as the experience of applying theory to practical applications.

**Prerequisite(s):** BADM\*3110

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4110 Planning a Small Business Winter Only (LEC: 3) [0.50]**

This course builds on the BADM\*3110 Entrepreneurial Studies course. Students are required to research and prepare a business plan for a new small business of the students' choice (subject to approval). The goal of the course is to give students a practical understanding of the process of creating a feasible business plan. The application of creative thinking skills is an integral component of this course.

**Prerequisite(s):** BADM\*3110

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4120 Business Consulting Winter Only (LEC: 3) [0.50]**

This course helps students develop the skills needed to build and maintain a consulting business. Topics covered include presenting and promoting a consulting business to prospective clients, the bid process and pricing proposals, managing time and billing, the role of consultants as change agents and managing consulting staff.

**Prerequisite(s):** 10.00 credits including BADM\*1100

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4140 Event Management I Fall and Winter (LEC: 2, LAB: 2) [0.50]**

Working in groups, students develop, implement, manage and evaluate a major special event activity based on the application of creative themes and content from texts. Examples of potential event activities include: workshop presentations, games, dramatic skits, contests, food and beverage accommodation, decor strategies, wardrobe and prop curation and other creative and interactive elements. This course includes experiential learning as well as a comprehensive study of academic and applied literature specific to event management.

**Prerequisite(s):** BADM\*1010, BADM\*2030

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4160 Event Management II Fall and Winter (LEC: 2, LAB: 2) [0.50]**

Working in groups, students develop, implement, manage and evaluate a major special event activity utilizing the University's cultural art gallery venue. Examples of potential activities include a conference, a cultural program such as an art show or poetry event, a musical series, a photographic exhibition, or a fair. This course includes experiential learning, as well as a comprehensive study of academic and applied literature specific to event management.

**Prerequisite(s):** BADM\*4140

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4170 Asia Pacific - Regional Fall Only (LEC: 3) [0.50]**

This course is designed to provide knowledge of the Asia Pacific region as it relates to business. A wide variety of issues ranging from general (consumer and business environment) to specific business and marketing strategies are covered. Students are provided with conceptual and practical knowledge related to conducting business in and with Asia.

**Prerequisite(s):** 10.00 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4180 Latin America - Regional Fall Only (LEC: 3) [0.50]**

This course focuses on the important elements related to the recent economic evolution of Latin America at the macro-economic level, and also in terms of specific marketing issues such as consumer behaviour, competitive landscape, technology trends and infrastructure. Students develop a marketing plan from Canada to a specific country in the region, taking into consideration market trends, cultural and economic factors. Students are provided with practical knowledge related to conducting business in Latin America.

**Prerequisite(s):** 10.00 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4190 Europe - Regional Winter Only (LEC: 3) [0.50]**

This course examines the cultural environment of Europe with a focus on the socio-political implications of the European integration and emerging markets for business opportunities in the region. The course includes case study analysis, market research and guest speakers. Students are provided with practical knowledge related to conducting business in Europe.

**Prerequisite(s):** 10.00 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4200 Project Management Fall Only (LEC: 2, LAB: 1) [0.50]**

This course combines theory and practice to teach the skills and knowledge required to plan, implement and document projects. Topics include planning the project, describing the project charter, identifying goals, phases and milestones, determining work breakdown structures, and documenting procedures. This course will employ project management software.

**Prerequisite(s):** 13.00 credits including: BADM\*2060

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4210 Advanced Financial Accounting Winter Only (LEC: 3) [0.50]**

Students expand their knowledge of specialized accounting topics by studying accounting theory, principles and practice for corporations, business combinations, international activities, and other advanced topics. Integration of prerequisite accounting knowledge is emphasized, therefore cases and problems used include multiple topics and issues.

**Prerequisite(s):** BADM\*3130

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4220 Taxation I Fall Only (LEC: 3, LAB: 1) [0.50]**

Upon completion of this course, students have a basic understanding of the purpose and structure of the Canadian tax system, and its administration, along with related international application. Using problems, cases and tax preparation software, students apply basic knowledge and understanding of the principles and practices of income and commodity taxation for individuals and corporations. One of the major aims of this course is to ensure that the student achieves an understanding of the principles and concepts of the Canadian Income Tax Act, as commonly encountered by most professional accountants.

**Prerequisite(s):** BADM\*3120

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4230 Taxation II Winter Only (LEC: 3, LAB: 1) [0.50]**

This course builds on the knowledge of Canadian taxation that students acquired in Taxation I. In this course, students develop skills in tax planning involving individuals, corporations, trusts, estates and partnerships. This course also covers the planning of corporate reorganizations and the integration of tax concepts between corporations and their shareholders. Using problems, cases and tax planning software, students apply knowledge and understanding of taxation principles and practices.

**Prerequisite(s):** BADM\*4220

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4240 Auditing I Winter Only (LEC: 3, LAB: 1) [0.50]**

Students study the basic principles, theories and techniques of external and internal auditing and management control systems. Upon completion of this course, students understand the auditor's professional responsibilities, the rules of conduct and ethics, the objectives of assurance and other professional engagements, and management control systems. Using cases, problems and computer software, students develop and execute audit strategies, including identifying risks, gathering audit evidence, and documenting and reporting findings.

**Prerequisite(s):** BADM\*3130, SCMA\*1000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4260 Auditing II Fall Only (LEC: 3) [0.50]**

Students continue to develop the knowledge, understanding and analytical skills with respect to auditing and control systems, such that they are able to identify risks, as well as evaluate and verify controls that address the risks identified. Students apply generally accepted auditing standards by developing strategies and performing procedures in the development of an audit file, using audit and file preparation software. The course also addresses other professional services provided by the accounting profession.

**Prerequisite(s):** BADM\*4240

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4280 Advanced Managerial Accounting Winter Only (LEC: 3) [0.50]**

This course focuses on the theory and practice of the design and administration of management planning and control systems. System design and control in large organizations is emphasized. Theory and research literature are reviewed and cases of actual company systems are used to emphasize management and organization theory and their use in performance management systems in for profit, not-for-profit and government environments.

**Prerequisite(s):** BADM\*3150

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4310 Entrepreneurial Finance Winter Only (LEC: 3) [0.50]**

This course focuses on the unique challenges that entrepreneurs confront in financing their new and growing business ventures. Students will learn about the different sources of financing available to entrepreneurs and their relevance to different stages of the new venture cycle. The course will also cover financial planning and monitoring, the valuation of new ventures, strategies to cope with financial distress, as well as investor exit strategies. Case studies will form part of the course.

**Prerequisite(s):** BADM\*3110, BADM\*3160

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4340 Leadership in Business Winter Only (LEC: 3) [0.50]**

In this course, students will examine a number of theories pertaining to leadership as well as describe and evaluate specific leadership styles. Through guest lecturers and case studies, students will appreciate and analyze different perspectives on how leadership is evolving in a variety of large, small, private, not-for-profit and public organizations within Canada and internationally.

**Prerequisite(s):** 15.00 credits, AHSS\*1030, BADM\*2050

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4360 Negotiation in Business Winter Only (LEC: 2, LAB: 1) [0.50]**

This course provides students with a critical appreciation for various negotiation styles and tactics, an understanding of their own approaches to negotiation, and an opportunity to try a variety of techniques and methods in order to develop and hone negotiation styles. This course combines a theoretical framework with practical applications. An analysis of ethics as applied to negotiations is ongoing throughout the course.

**Prerequisite(s):** 10.00 credits, BADM\*1100

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4370 History of Business Fall Only (LEC: 3) [0.50]**

This course provides an historical overview of business practices, events, and trends from the medieval period, through the Industrial Revolution, to the present. Students will focus on the experiences of individual business persons, entrepreneurs, and companies, including those relating to Canada's business history.

**Prerequisite(s):** 7.50 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4390 Relationship Marketing Fall and Winter (LEC: 3) [0.50]**

In this course students will explore the concept of relationship marketing as it relates to a philosophy adopted by organizations, focusing on satisfying customers' needs in order to gain their long-term trust and loyalty. Students will examine the strategic considerations including profit potential and customer retention, which are associated with the philosophy and why it is appropriate for many, although not necessarily all, organizations. In addition, ideas around management and commitment to cultural change in business will also be discussed from a relationship marketing perspective.

**Prerequisite(s):** (BADM\*1040, BADM\*2020) or (BADM\*2020, MDST\*1200)

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4400 Applied Business Study Summer, Fall, and Winter (LEC: 1, LAB: 8) [0.50]**

In this course, students relate the knowledge and skills acquired through their coursework in earlier semesters by participating in the workplace for a minimum of 100 hours. Students are required to evaluate both the employment element of their role and the application of business theories to the workplace through a series of assignments. An essential part of the course, too, is for students to engage in the career development process.

**Prerequisite(s):** 15.00 credits

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4410 Managing the Not-for-Profit Enterprise Fall Only (LEC: 3) [0.50]**

This course focuses on the not-for-profit sector. Topics include spheres of activity, organizational structures, funding, membership, participation, and goals. Given its vital role in the successful operation of a not-for-profit enterprise, the course will devote significant attention to fund-raising. Students will be expected to analyze a not-for-profit enterprise and develop a fund-raising plan for it.

**Prerequisite(s):** 15.00 credits, including BADM\*1040 and BADM\*2050

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4420 Business Management Simulation Winter Only (LEC: 3) [0.50]**

Working in groups, students will develop their management knowledge and skills by running a company in a simulated environment. This will involve planning the company's mission, addressing a series of challenges over the semester, and providing oral and written rationales of the decisions taken. Students will be expected to make presentations of their company's activities as well as provide a final and comprehensive performance report.

**Prerequisite(s):** 15.00 credits, including BADM\*4000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4900 Independent Study in Business Administration Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4950 Independent Study in Business Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4960 Independent Study in Business Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**BADM\*4970 Independent Study in Business Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

## Community Social Services (CSS)

**CSS\*1000 Social Work in Canada Fall Only (LEC: 3) [0.50]**

This interdisciplinary course examines the social welfare institutions in the context of professional values and ethics of the social service professions. This course introduces first year students to the purpose, value base, principles, settings, and methods of social work practice. Students have the opportunity to explore their own personal values in the context of social work and the broader society.

**Offering(s):** Also offered through Distance Education format.

**Equate(s):** FCSS\*1000

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1010 Social Issues and Social Environments Winter Only (LEC: 3) [0.50]**

This course provides students with the contexts necessary to see the presenting problems of clients within the larger social issues facing society and offers an overview of methodologies utilized by social service professionals in addressing both individual and social issues. It provides students with a basic framework in which to view and understand social problems, their causes, their relationship to particular groups and sub-populations, and potential solutions.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1020 Interpersonal Communication Skills Winter Only (LEC: 3) [0.50]**

This course is designed to introduce students to the communication process that characterizes the human-services field: effective written, spoken, and non-verbal communications linked to efficiency and effectiveness in the context of social service work. This course analyzes the factors that influence the ways in which clients and workers send and receive verbal and non-verbal messages and the causes of ineffective communication. It also considers issues of power in language, including sexism, racism, homophobia, etc.

**Equate(s):** FCSS\*1020

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1030 Issues in Advocacy and Social Justice Winter and Summer (LEC: 3) [0.50]**

Advocacy and social justice are foundational elements of social work. Social work practice often involves advocating for individuals, groups, and communities in myriad issues related to social justice that aim to promote positive change. This course introduces students to theory and practice related to advocacy and social justice with diverse client populations at an individual, community, and global level.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** AHSS\*1190 or CSS\*1190

**Equate(s):** FCSS\*1030

**Restriction(s):** AHSS\*1200

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1040 Child and Adolescent Development Winter Only (LEC: 3) [0.50]**

This course examines psychosocial development in middle childhood and adolescence, emphasizing biological, cognitive, social, and emotional changes. Emphasis is placed on integrating theories and concepts for practical application within family, school, peer, and community contexts.

**Restriction(s):** AHSS\*2040, ECS\*1050, ECS\*2030, FCSS\*2030, PSYC\*1130. Registration in the BASC.FCSS or BASC.CSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1120 Couple and Family Dynamics Winter Only (LEC: 3) [0.50]**

Couple and family experience is expressed in different forms of relationships including traditional heterosexual marriages, same sex partnerships, cohabitation, separated, divorced, and remarried families and parenting throughout the life cycle. Students examine both the internal dynamics in families as they change throughout the life course, and the impact of broader social, economic and cultural forces such as race, class, and ethnicity on couple and family relationship processes.

**Offering(s):** Also offered through Distance Education format.

**Restriction(s):** AHSS\*2120

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1190 The Political Process & Social Work Fall Only (LEC: 3) [0.50]**

This course is designed to provide a basic introduction to the issues of power and wealth in Canadian society, and the formal political system of government. The course examines the various political influences, both inside and outside government, that affect people's lives and shape communities. The course also examines the relationship between political processes and their impact on the human services and the clients they serve.

**Equate(s):** AHSS\*1190

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*1210 CSS Writing & Communication Skills Fall Only (LEC: 3) [0.50]**

This course will help Community Social Service students to develop basic university writing and case documentation skills for successful application in their CSS curriculum coursework as well as after graduation. The course introduces students to different voices of writing, along with a solid foundation in grammar. Specific to the social services field, the course provides a unique focus on discipline-relevant competencies, including proper APA usage, case note and grant proposal writing, working within groups, and making effective oral presentations. Students will find the skills they develop in this course to be useful in many other relevant CSS courses that require various aptitudes in conducting research, essay writing, collaborative assignments, and/or making presentations.

**Offering(s):** Also offered through Distance Education format.

**Equate(s):** FCSS\*1210

**Restriction(s):** AHSS\*1210, AHSS\*1290, JUST\*1210, MDST\*1040, PSYC\*1210. Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2010 Understanding Mental Health Issues Fall Only (LEC: 3) [0.50]**

People with mental health challenges often face personal and structural issues that place them at high risk of harm, hospitalization, or death. Using an empowerment approach which emphasizes the perspective of clients, learners develop effective means of working with people with psychiatric labels, developmental disabilities, older adults, survivors of domestic violence and child abuse and early trauma, those struggling with addictions and eating disorders, and individuals labelled as having cognitive disabilities.

**Prerequisite(s):** 3.00 credits including (CSS\*1010 or FCSS\*1010)

**Equate(s):** FCSS\*2010

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2020 Introduction to Field Practicum Fall Only (LEC: 3) [0.50]**

This course prepares students for the expectations associated with field practica, including those of the program, the agencies and the professional college. Students will become familiar with the organization of the field practicum sequence and the documentation, policies and procedures connected to the evaluation and monitoring of field practice. This is a pre-requisite for Field Practicum.

**Prerequisite(s):** 3.00 credits including: (CSS\*1020 or FCSS\*1020)

**Equate(s):** FCSS\*2020

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2030 Anti-oppressive Social Work Practice Fall Only (LEC: 3) [0.50]**

This course examines historical and current anti-oppressive practice as a critical social justice-oriented approach in the social services sector. Within the anti-oppressive framework, students explore such issues as critical thinking, various isms and intersectionality, decolonization, anti-oppressive practice with service users, communities, and organizations, and the challenges and limitations of anti-oppressive practice.

**Prerequisite(s):** 3.00 credits, CSS\*1000 or FCSS\*1000

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2040 Foundation Practicum I Winter Only (LEC: 2, LAB: 7) [0.50]**

This course involves labs, seminars, and a field placement component. Students will have the opportunity to take part in the day-to-day operations of a social services agency. Students will participate in a job-shadowing experience under the direct supervision of a social services professional, and have the opportunity to observe social services procedures and practices. An outstanding pass/pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 1 of CSS\*2000, CSS\*2020, CSS\*2070, FCSS\*2000, FCSS\*2020, FCSS\*2070

**Equate(s):** FCSS\*2040

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 60% is required to register.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2050 Ethical and Professional Issues in Human Services Winter Only (LEC: 3) [0.50]**

The Code of Ethics and Standards of Practice of the Ontario College of Social Workers and Social Services Workers are examined in detail in this course, along with case study material emphasizing implications for practice, including a framework for analysing and resolving a range of ethical and legal issues. Some issues include: professional and personal boundaries, self-determination and personal autonomy of clients versus paternalistic beneficence, and the use of coercion or undue influence, dual relationships, confidentiality and privacy issues, determinations of competence, requirements concerning the maintenance of professional expertise, including cultural competence, self-awareness and self-care.

**Prerequisite(s):** 1 of CSS\*2020, CSS\*2070, FCSS\*2020, FCSS\*2070

**Equate(s):** AHSS\*2080

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2060 Group Work: Theory and Practice Winter Only (LEC: 2, LAB: 1) [0.50]**

This course will provide the student with the opportunity to develop the self-awareness, knowledge and skills necessary to work effectively with small groups. The course will focus on the dynamics of group development and behaviours, and the facilitating role of workers in various therapeutic and support groups. Students will study a variety of theoretical approaches to group counselling, and will practice group facilitation skills through experiential exercises in the lab.

**Prerequisite(s):** 1 of CSS\*2000, CSS\*2070, FCSS\*2000, FCSS\*2070

**Equate(s):** FCSS\*2060

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2070 Counselling Foundations Fall Only (LEC: 2, LAB: 1) [0.50]**

This course introduces students to the core philosophies and practices that inform counselling. Based on the tenets of experiential learning, students will be immersed in the cyclical learning process of acting, observing, and reflecting. Under the consistent supervision of the course instructor, students will explore the roles of counsellor, and client, and use deep individual and group reflection on these experiences to create authentic learning outcomes.

**Prerequisite(s):** 3.00 credits including (CSS\*1020 or FCSS\*1020)

**Equate(s):** FCSS\*2070

**Restriction(s):** CSS\*2000, FCSS\*2000. Registration in the BASC.CSS or BASC.FCSS program

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2080 Mental Health and Addictions Fall and Winter (LEC: 3) [0.50]**

This course introduces theoretical and practical perspectives on the co-occurrence of mental health challenges and substance addiction. Students will explore mental health and drug/alcohol usage policy and law, learn about mental health and substance abuse assessment, diagnosis, and treatment approaches, develop an awareness of relevant pharmacological issues and the effects of misusing certain stimulants and drugs, and gain an understanding of the nature of concurrent disorders with various populations.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 3.00 credits

**Equate(s):** FCSS\*2080

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*2090 Supporting Families: Research and Applications Winter and Summer (LEC: 3) [0.50]**

This course builds on students' introductory courses in family relationships and child development by focusing on parent-child interactions that promote healthy outcomes for children in order to assess dynamics that are problematic and require intervention. It broadens understanding of the interdependence in parent-child relationships by analysing how they are influenced by factors internal and external to the family. Research and personal beliefs related to contemporary family issues are examined to formulate helpful interventions and supports for parents.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 5.00 credits

**Co-requisite(s):** AHSS\*2120 or CSS\*1120

**Equate(s):** AHSS\*2090

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3000 Working With Communities Fall Only (LEC: 3) [0.50]**

This course assists students to develop the skills needed to achieve constructive social change through the community development and community organization processes. The course includes a critical examination of community development and community organizing theories as well as the practical applications and processes. Case studies from both the developing and developed world will be used to critically analyze how development activities can both empower or disempower communities.

**Prerequisite(s):** 7.50 credits

**Equate(s):** AHSS\*3020

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3010 Drug and Chemical Use and Abuse Winter Only (LEC: 3) [0.50]**

This course provides an overview of the effects of substances used by individuals, and the etiology of problematic use and dependency. Students will study the effects of use and abuse of various drugs and chemicals on the body including: alcohol, nicotine, prescription drugs, hallucinogens, cocaine, narcotics and marijuana, inhalants and steroids. Students will study the history, pharmacology, epidemiology, and determinants of substance abuse, and gain an understanding of the application of these concepts to clinical practice and program design.

**Prerequisite(s):** 5.00 credits

**Restriction(s):** PSYC\*3150

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3020 Diversity in Social Work Practice Fall and Winter (LEC: 3) [0.50]**

This course explores the full spectrum of issues related to diversity in the provision of social services. It offers students the opportunity to develop the knowledge, attitudes, and skills necessary to function in social service settings characterized by diversity.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 7.50 credits

**Equate(s):** FCSS\*3020

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3030 Spirituality in Social Work Practice Fall Only (LEC: 3) [0.50]**

This course explores the importance of considering service users' spirituality in the provision of social work practice. The course prepares students to respond to the spiritual needs of their clients by understanding various familiar and unfamiliar spiritual and faith traditions, and relevant topics for social work practice, such as moral/spiritual values in social work, spirituality in current and emerging areas of practice, and using critical reflection to engage with spirituality and religion in social work practice.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** AHSS\*2080 or CSS\*2050

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3040 Counselling: Advanced Practice Fall and Winter (LEC: 2, LAB: 1) [0.50]**

This course builds on the students' essential counselling experiences and knowledge, demonstrating how these foundational learnings inform and enhance the utilization of approach-specific counselling practices. Students' theoretical learning will be integrated with intensive experiential counselling opportunities presented in a lab format and supervised by the course instructor.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** (CSS\*2060 or FCSS\*2060), (1 of CSS\*2000, CSS\*2070, FCSS\*2000 or FCSS\*2070)

**Equate(s):** FCSS\*3040

**Restriction(s):** PSYC\*4180. Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3060 Crisis Intervention:theory and Practice Winter Only (LEC: 3) [0.50]**

This course provides the student with the theory and practical skills that will be needed to effectively intervene with clients who are experiencing crisis. The course will focus on crisis theory and crisis intervention methods, with particular emphasis on crisis intervention in the context of families. A developmental-ecological perspective is employed in the discussion of course content.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 7.50 credits

**Equate(s):** FCSS\*3060

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3100 Social Work Practice with Older Adults Fall and Winter (LEC: 3) [0.50]**

This course examines social work practice concerning the needs of older adults. Social service workers and social workers are being increasingly called upon to meet the biopsychosocial needs of older adults. This responsibility includes assessing the elderly client's functional capacity and often connecting them with appropriate community resources. In this course, students will learn the basics of assessment and strategic interventions with the elderly. This course prepares students with the knowledge, skills, and sensitivity to work with, and on behalf of this growing population, and the related social service systems.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 7.50 credits

**Equate(s):** FCSS\*3100

**Restriction(s):** AHSS\*3040

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3120 Intermediate Practicum I Summer and Fall (LEC: 2, LAB: 15) [1.00]**

This is a seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students develop work habits such as serving clients effectively, which make them an asset to the agency, and how to navigate moral, ethical, clinical, and political issues as they emerge in their placements. Students work as part of a team, and learn how to effectively use supervision.

**Prerequisite(s):** (AHSS\*2080 or CSS\*2050), (CSS\*2040 or FCSS\*2040)

**Equate(s):** FCSS\*3120

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 60%.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*3130 Intermediate Practicum II Winter and Summer (LEC: 2, LAB: 15) [1.00]**

This course is a seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students develop work habits such as serving clients effectively, which make them an asset to the agency, and how to navigate moral, ethical, clinical, and political issues as they emerge in their placements. Students work as part of a team, and learn how to effectively use supervision.

Agency field supervisors and faculty advisors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address.

**Prerequisite(s):** (CSS\*3120 or FCSS\*3120)

**Equate(s):** FCSS\*3130

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 60% required to register.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4000 Family Theory and Therapy Summer and Fall (LEC: 3) [0.50]**

This course examines the major theoretical frameworks and family therapy models guiding research and practice relating to families today. It prepares students to use theory as a tool for better understanding and explaining family process and develops the critical thinking skills necessary to critique, evaluate, and integrate these theoretical frameworks and therapy models. This course also places a heavy emphasis on integrating theory with practice and requires that students routinely apply and integrate major theoretical frameworks and family therapy models to specific and contemporary family issues.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.50 credits including: (AHSS\*2090 or CSS\*2090)

**Equate(s):** FCSS\*4000

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4010 Agency Administration and Community Relations Fall Only (LEC: 2, LAB: 1) [0.50]**

This course presents students with the information and skills to critically examine community development/organizing theories, practical applications, and processes, as well as the various roles and responsibilities for not-for-profit community agency operations. The course surveys the current not-for-profit funding structure in Canada, emphasizing access to corporate, government and foundation funders, and requires the development of a major funding/fundraising proposal.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.50 credits

**Equate(s):** FCSS\*4010

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4030 Social Work and the Law Fall and Winter (LEC: 3) [0.50]**

Using a case study approach this course provides students with an understanding of the role of the law in social work practice, and is designed to equip them with sufficient knowledge of the law to assist them in their roles as advocates or case managers. The course will also cover specific legislation including the Mental Health Act, Youth Criminal Justice Act and Income Assistance Legislation. The course will outline the rights and obligations as defined by the Ontario College of Social Workers and Social Workers.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.50 credits

**Equate(s):** FCSS\*4030

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4040 Empowerment Oriented Case Management Winter and Summer (LEC: 3) [0.50]**

This course provides students with the skills required to promote the effective integration of disadvantaged people into the mainstream of community life using an empowerment approach. Students learn about empowerment-oriented case management practice, risks of not practicing according to the empowerment model, key empowerment philosophies, and their applications to practice, and legal and ethical issues that have a direct impact on how case management is practiced.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.50 credits

**Equate(s):** FCSS\*4040

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4050 Leadership and Advocacy for Global Issues Winter Only (LEC: 1, LAB: 2) [0.50]**

The aim of this course is to provide the student with the opportunity to strengthen their research, analytical, communication, critical thinking, and collaborative problem-solving skills through the investigation of historical and contemporary international issues related to social justice. Students will be required to participate in an international conference.

**Prerequisite(s):** 15.00 credits including CSS\*1020, CSS\*1030, CSS\*2060

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 80%. Program Head consent required.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4060 Family Mediation and Conflict Resolution Fall and Winter (LEC: 3) [0.50]**

This course focuses on the theories, skills and techniques used to reach resolution in a variety of family conflict situations. Overviews of contemporary developments in the theory and practice of mediation are discussed. Students also examine different perspectives on conflict and strategies for resolving conflict, specifically within the family context. Through lectures, group work and role plays, students study the fundamental principles of negotiation, mediation and conflict resolution. Students have the opportunity to reflect on their own style of conflict resolution and the relevance of course material to their own lives.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.50 credits including: (CSS\*3040 or FCSS\*3040), (CSS\*4000 or FCSS\*4000)

**Equate(s):** FCSS\*4060

**Restriction(s):** PSYC\*4160. Registration in the BASC.CSS or BASC.FCSS program.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4100 Community Services in Mental Health and Addictions Winter Only (LEC: 3) [0.50]**

Access to mental health and addictions services can be challenging due to the complexity of the system of service, funding sources and issues relating to stigma and barriers. In this course, students learn about the current issues, trends and developments in the integration of services in order to promote coordinated, efficient access to services while focusing on early intervention, treatment and community supports. Students explore a range of services for children, youth, adults, older adults and individuals with special needs.

**Prerequisite(s):** 7.50 credits

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4120 Advanced Practicum I Summer and Fall (LEC: 2, LAB: 15) [1.00]**

This course is a seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students develop work habits such as serving clients effectively, which make them an asset to the agency, and how to navigate moral, ethical, clinical, and political issues as they emerge in their placements. Students work as part of a team, and learn how to effectively use supervision.

Agency field supervisors and faculty advisors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address.

**Prerequisite(s):** 12.50 credits including: (CSS\*3020 or FCSS\*3020), (CSS\*3060 or FCSS\*3060), (CSS\*3130 or FCSS\*3130)

**Equate(s):** FCSS\*4120

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 60%.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4130 Advanced Practicum II Winter and Summer (LEC: 2, LAB: 15) [1.00]**

This course is a seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students develop work habits such as serving clients effectively, which make them an asset to the agency, and how to navigate moral, ethical, clinical, and political issues as they emerge in their placements. Students work as part of a team, and learn how to effectively use supervision. Agency field supervisors and faculty advisors may raise professional, ethical, attitudinal, and practical issues which they consider to be important for students to address.

**Prerequisite(s):** 15.00 credits including: (CSS\*4120 or FCSS\*4120)  
**Equate(s):** FCSS\*4130

**Restriction(s):** Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 60%.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4200 Honours Thesis Preparation Fall Only (LEC: 3) [0.50]**

This is the first of two courses intended to facilitate completion of an undergraduate thesis project and the development of research-related skills. In this course, under the supervision of a faculty member, the student will plan, develop, and write a research proposal in a specific area within the social services field, and make a formal presentation describing their proposal to the class.

**Prerequisite(s):** 15.00 credits including SCMA\*2040, SCMA\*3040

**Restriction(s):** CSS\*4900, CSS\*4910, CSS\*4920. Minimum grade of 80% in SCMA\*2040. Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 80%. Program Head consent required.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4210 Honours Thesis Winter Only (LEC: 3) [1.00]**

This is the second of two courses intended to facilitate completion of an undergraduate thesis project and the development of research-related skills. In this course, under the supervision of a faculty member, the student will increase their knowledge and applied research skills in a specific area of research within the social services field, and enhance their research writing and presentation skills in the form of an undergraduate thesis.

**Prerequisite(s):** CSS\*4200

**Restriction(s):** CSS\*4900, CSS\*4910, CSS\*4920. Registration in the BASC.CSS or BASC.FCSS program with a minimum cumulative average of 80%. Program Head consent required.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4900 Independent Study in Community Social Services Summer, Fall, and Winter (LEC: 3) [0.50]**

This course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the Program Head.

**Prerequisite(s):** 12.50 credits

**Equate(s):** FCSS\*4900

**Restriction(s):** CSS\*4200, CSS\*4210. Program Head consent required.

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4910 Independent Study in Mental Health and Addictions Summer, Fall, and Winter (LEC: 3) [0.50]**

This independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision in the area of mental health and addictions and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the Program Head.

**Prerequisite(s):** 12.50 credits

**Restriction(s):** CSS\*4200, CSS\*4210. Program Head Consent required

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

**CSS\*4920 Independent Study in Youth and Families Summer, Fall, and Winter (LEC: 3) [0.50]**

This independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision in the area of youth and families and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the Program Head.

**Prerequisite(s):** 12.50 credits

**Restriction(s):** CSS\*4200, CSS\*4210. Program Head Consent required

**Department(s):** Community Social Services

**Location(s):** Guelph-Humber Campus

## Early Childhood Studies (ECS)

**ECS\*1000 Foundational Theories & Practice Fall Only (LEC: 3) [0.50]**

This course introduces the student to the significance of child professions and environments including early learning and care. Students will examine the history, philosophical tenets, curriculum models, professional standards, and legal requirements. Students will explore the changing context to the ECE field provincially, nationally, and globally.

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*1010 Infant and Toddler Development Fall Only (LEC: 3) [0.50]**

Infant and Toddler Development explores child development from prenatal to toddlerhood (ages 0-3), examining their physical, neurological, motor, cognitive, language, social, and emotional development. Emphasis is placed on integrating developmental theories relevant to infancy and toddlerhood with contemporary research findings for practical application purposes. Students achieve a strong foundation in prenatal and infant development, supporting a knowledge base from which they can thoughtfully bring forth into future courses to support their learning in the field of early childhood.

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*1030 Field Practicum I Winter Only (LEC: 2, LAB: 7) [0.50]**

This course introduces students to pedagogical frameworks and policies for working with children and families in early learning settings. Students will practice using these pedagogical frameworks, policies, and observations made during a 6-day job shadow to develop mock program plans. Through seminar discussions and job shadowing in an early learning setting, students will be provided an opportunity to understand the professional regulations and mandates of the College of Early Childhood Educators. Students will also familiarize themselves with the field practicum expectations that will be required of them throughout their four years of practice. A pass/fail grade will be assigned upon completion of the course

**Prerequisite(s):** ECS\*1000

**Restriction(s):** Registration in the BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*1050 Early and Middle Childhood Development Winter Only (LEC: 3) [0.50]**

Early and Middle Childhood Development explores child development from early to middle childhood (3-12 years), examining their physical, neurological, motor, cognitive, language, social, and emotional development. Emphasis is placed on integrating developmental theories relevant to childhood with contemporary research findings for practical application purposes. Students achieve a strong foundation in early and middle childhood development.

**Restriction(s):** AHSS\*2040. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*1060 Health and Safety in Early Childhood Settings Winter Only (LEC: 3) [0.50]**

This course is designed to provide an introduction to strategies for ensuring the health, safety, and well-being of children in early learning settings. The course provides students with a framework for understanding the roles and responsibilities of early childhood professionals in maintaining children's health and well-being. Current legislation issues will be explored including: health and safety information; the types, levels, and response to child abuse, and human rights and child protection.

**Restriction(s):** ECS\*1020. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*1070 The Science of Play Winter Only (LEC: 3) [0.50]**

This course will focus on the value of play and its roles in the life of a young child. Play is the occupation of childhood and central for the development of young children. It is through play that children consolidate their knowledge, learn social skills, express their emotions, process experiences/information, and most of all have fun. Play allows for creativity, fantasy and innovation. Students will study the value of play and the need to advocate for inquiry-based programs for young children.

**Prerequisite(s):** ECS\*1010

**Restriction(s):** ECS\*2020. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2000 Parent-Child Relations Winter Only (LEC: 3) [0.50]**

This interdisciplinary course is designed to examine parent-child relationships in the context of several theoretical and applied social science perspectives onto the multitude of socio-cultural circumstances and factors in today's North-American/Canadian families. Introducing students to the possibilities of viewing parent-child relationships from multiple standpoints in a critical manner. Beyond this, students have the opportunity to examine and explore their own values, opinions and experiences in the context of parent-child relationships.

**Prerequisite(s):** ECS\*1010, (AHSS\*2040 or ECS\*1050)

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2010 Observational Pedagogies: Reflection and Documentation Fall Only (LEC: 3) [0.50]**

This course examines the philosophy behind the systematic use of observational methods and identifies the reasons for observing children and recording that information for future use. A variety of basic observational techniques used in the field of early childhood will be discussed, explored and evaluated.

**Prerequisite(s):** ECS\*1010, ECS\*1030, (AHSS\*2040 or ECS\*1050)

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2030 Development in Adolescence Fall Only (LEC: 3) [0.50]**

This course examines the biological, psychological and social changes associated with the adolescent stage of human development. Current research findings are presented to illustrate key developmental issues and to locate adolescent development historically as well as socially. Physical, cognitive, emotional and sexual development is explored within the context of family, peer and school relationships. Particular attention is paid to the application of theories and concepts to the lived experiences of adolescents.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** AHSS\*2040 or ECS\*1050

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2040 Field Practicum II Winter Only (LEC: 2, LAB: 7) [0.50]**

This course continues the exploration and understanding of pedagogical frameworks and policies for working with children and families in early learning settings. It introduces students to childcare settings where students will participate in developing and implementing curriculum that is based on daily observations and pedagogical frameworks. Through discussion seminars, reflective journals and the creation of an e-Portfolio, students will have an opportunity to gain insight into various dimensions of teaching and learning for self-improvement and growth. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** ECS\*1030, ECS\*2050, (AHSS\*2040 or ECS\*1050)

**Restriction(s):** Registration in BASC.ECS program with a minimum cumulative average of 60%.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2050 Pedagogical Practices & Planning I: Early Childhood Fall Only (LEC: 3) [0.50]**

This course provides students with a conceptual framework for designing appropriate play-based curriculum. The importance of fostering creativity in young children is emphasized. Students apply theory as they design, implement and evaluate developmentally appropriate play-based learning experiences for children 0 to 4 years of age in an early childhood setting. A variety of curriculum resources and creative materials are explored.

**Prerequisite(s):** ECS\*1010, ECS\*1070, (AHSS\*2040 or ECS\*1050)

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2060 Pedagogical Practices & Planning II: School-Age Winter Only (LEC: 3) [0.50]**

This course is designed to help students identify the essential factors required in implementing a program that enhances and supports school-age development and learning. Helping students to understand the unique differences and challenges facing school-aged children will help educators as they design developmentally responsive inclusive curricula. In addition, the role of the educator, use of guidance, and effective teaching and learning experiences will be examined. A practical approach will provide opportunities for students to plan, implement, and evaluate responsive inclusive curriculum for children six to nine years of age.

**Prerequisite(s):** ECS\*2050

**Restriction(s):** ECS\*3000. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2070 Children with Exceptionalities Winter Only (LEC: 3) [0.50]**

Children with Exceptionalities provides an overview of the diversity of special needs of children and the effects on children's development. This course prepares early childhood professionals to work with all children in a diverse range of settings. Different causes and common characteristics of exceptionalities, intervention approaches, and programming guidelines for creating an anti-bias and inclusive learning environment will be explored.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** ECS\*1070 or ECS\*2020

**Restriction(s):** ECS\*3010. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2080 Social Justice in the Field of Early Childhood Studies Fall Only (LEC: 3) [0.50]**

This course will expose students to issues surrounding social justice through the examination of one's values, beliefs, and attitudes, specifically as it relates to working with marginalized children and families. Students will explore a wide range of topics related to social justice, enabling them to understand the causes of injustices and how they can become professionals who are responsible agents of change.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2100 Infant and Child Mental Health Winter Only (LEC: 3) [0.50]**

This course provides an introduction to the field of infant and child mental health with a focus on understanding the factors which contribute to mental health and wellbeing in infants and children. Through an exploration of key biological, environments and social influences, students will gain a foundational understanding of the developmental trajectory of mental health during the early years. Students will develop a comprehensive understanding of the complexities of infant and child mental health and understand how to identify and support mental health in the early years.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** ECS\*1010, (AHSS\*2040 or ECS\*1050)

**Restriction(s):** ECS\*2000. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*2110 Children and Technology Winter Only (LEC: 3) [0.50]**

Students will explore the effects of the digital world on brain development, child development, social and parental relationships. They will examine the impact of technology in early learning and educational environments with an emphasis on the use of technologies to support the diverse needs of children's mental health; wellness; assistive technologies; medical interventions and academic skills.

**Prerequisite(s):** 4.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3020 Counselling and Communication Skills In Family Consultation Winter and Summer (LEC: 2, LAB: 1) [0.50]**

This course focuses on the development of interviewing and counselling skills that will enable effective communication with children and their families in a variety of professional settings in the fields of early childhood services. An examination and analysis of major theoretical approaches to working with children and their families will also be provided. This course will involve a skill lab component which requires students to practice skills demonstrated in the lectures.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** ECS\*2040

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3030 Field Practicum III Fall Only (LEC: 2, LAB: 7) [0.50]**

This course introduces students to children with special needs, and inclusive and individualized curriculum. In their assigned field practicum setting, students will be expected to design and implement activities that meet the needs of individual and groups of children. Students are expected to modify and adapt curriculum to meet the needs of all children. Through discussion seminars, reflection reflective journals and the creation of an e-Portfolio, students gain insight into various dimensions of child development and inclusive curriculum and practices, which will support their professional growth.

**Prerequisite(s):** ECS\*2040, (ECS\*2070 or ECS\* 3010)

**Restriction(s):** Registration in BASC.ECS program with a minimum cumulative average of 60%.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3050 Child Care and Public Policy Winter Only (LEC: 3) [0.50]**

This course challenges students to appreciate how historical events, demographic trends, political ideologies, jurisdictional responsibilities and global economic and social influences have shaped, and continue to shape public policies and programs that are important to children and families. The course considers current early learning and care policy from a variety of perspectives. Students will examine how issues have been addressed to date throughout Canada and internationally.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3060 Field Practicum IV Winter Only (LEC: 2, LAB: 7) [0.50]**

This course introduces students to the various community settings that support the development and well-being of children and families. Students will gain experiences in the area of diversity including special needs, family services, early intervention and prevention settings, therapeutic settings and elementary schools. Through discussion seminars, reflective journals and the creation of an e-Portfolio, students will have an opportunity to gain insight into various dimensions of child development and inclusive curriculum to support their professional growth.

**Prerequisite(s):** ECS\*3030

**Restriction(s):** Registration in BASC.ECS program with a minimum cumulative average of 60%.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3070 Community Development in Early Childhood Winter Only (LEC: 3) [0.50]**

This course examines the history, theory and practice of community development and participation in the field of early childhood. Students explore their own values and beliefs in relation to collaborative capacity building by experiencing community development work at the grassroots level.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 2.00 credits

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3080 Assessment and Intervention with Children and Families Winter Only (LEC: 3) [0.50]**

This course will focus on the assessment of child development and the creation of interventions to support the needs of the child. Principles of assessment and intervention will be explored, with respect to children, their families, and children within larger organizational settings. Students will review different standard assessment tools and intervention programs/techniques available to children between the ages of 0-8.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3090 Family Perspectives Fall Only (LEC: 3) [0.50]**

This course will encourage students to examine their personal perceptions and experiences with families and explore a variety of challenges they experience. It provides an overview of different types of families. Theories, interventions, and programming guidelines will be explored/examined.

**Prerequisite(s):** ECS\*2000 or ECS\*2100

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3100 Implementing Interventions for Children Fall Only (LEC: 3) [0.50]**

This course provides students with a conceptual framework for designing curriculum that fosters the strengths and needs of children with exceptionalities. The importance of fostering development through a strengths-based approach is stressed as a variety of curriculum resources are explored. Students apply theory as they design, modify, adapt, and implement and evaluate appropriate learning experiences for children with exceptionalities in an early childhood setting. With the use of case studies, the course provides opportunities for students to analyze theories, exchange ideas, and practice skills with an applied approach.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** ECS\*2070 or ECS\*3010

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3110 Mental Health and Trauma Fall Only (LEC: 3) [0.50]**

This course focuses on how mental health and trauma impact children's development. It prepares early childhood professionals to work with children who have experienced trauma and mental health challenges in a diverse range of settings. Different causes and common characteristics of mental health differences such as behavioural, emotional and social challenges, grief, and trauma will be explored.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 7.50 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3120 Introduction to Child Life Winter Only (LEC: 3) [0.50]**

In this course, students will be introduced to the profession of Child Life and aspects of pediatric healthcare. Students will learn about theoretical foundations, assessment, preparation, play, coping, the therapeutic relationship, family-centred care, documentation, grief and loss, and the role of the Child Life Specialist within the interdisciplinary team.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3150 Ethics and Privacy with Children Winter Only (LEC: 3) [0.50]**

In this course, students will be introduced to the issues and laws of ethics and privacy with children. Students will explore the policies and practices which aim to improve the lives of children. There will be a specific focus on the ethical use, design and implementation of various forms of technology and innovation with children. Students will explore global policy, law and ethical issues surrounding the collection and use of data and risks to privacy. The child's development and well-being will be included into the holistic understanding in this course, including the development of critical thinking skills, mental health, informed decision making and informed consent and assent in grappling with the moral, ethical issues surrounding children, technology and child futures.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3160 Technology and Innovation Fall Only (LEC: 3) [0.50]**

In this course, students will explore various forms technology and innovation from the perspective of the child. They will examine why children are important in the innovation, design and development of technology. Students will explore children's holistic development, mental health, well-being and children's rights in relation to technology and innovation. The course will explore the history and evolution of technology, with a focus on examining new and emerging technologies. Students will learn innovation methods and learn through play. They will engage in discussions, research and forecasting activities to imagine for possibilities for the future of the child and humanity.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3170 Designing for the Future Winter Only (LEC: 3) [0.50]**

Students will examine various techniques and methodologies for forecasting and designing for the future. This course will focus on techniques for forecasting future trends and scenarios in topics such as child development, education and technology. Students will learn and perform human centred design techniques, including user-centred design and design for social impact. The course will explore strategies for involving children and families in the design process as well as ethics and privacy in the design of technology for children.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3190 Developmental Neuroscience Winter Only (LEC: 3) [0.50]**

This course provides students with a comprehensive understanding of the key concepts, theories and research findings in the field of developmental neuroscience, with particular emphasis on the developmental periods from prenatal to early childhood. Students will gain practical knowledge and skills promoting healthy development and well-being in infancy and early childhood, as well as an understanding of the complex cultural, societal and environmental factors that shape humans.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** ECS\*2100

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3200 Supporting Children's Voices: Strategies for Professionals Winter and Summer (LEC: 3) [0.50]**

This course will provide students with knowledge and practical strategies for developmentally supporting children's voices, perspectives and experiences professionally. Students will learn to foster open communication, actively listen and manage conflicts with parents and colleagues. Students will learn to create safe and supporting spaces of belonging and relationships to support children in sharing their thoughts, ideas and their authentic selves. Students will additionally learn to build strong supportive trusting relationships with parents and develop the skills to navigate difficult conversations.

**Offering(s):** Also offered through Distance Education

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3210 Children's Rights, Law & Policy Winter Only (LEC: 3) [0.50]**

This course provides an overview of the legal framework and policies that affect children in Canada. Students will explore the Canadian legal system and examine how it protects and regulates the rights and lives of children. The course will cover a range of legal topics including family law, child protection, criminal law, education law and health law. The course aims to foster a deeper appreciation for the importance of social justice and equity in protecting and promoting the well-being of children in Canada.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** ECS\*3050. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3230 Social Epigenetics Fall Only (LEC: 3) [0.50]**

This is an introductory course to the field of social epigenetics with a focus on its relevance to infant and child mental health, development and well-being. The course will provide an overview of epigenetic mechanisms and their role in gene expression, as well as key milestones in infant and child development. The course will examine the impact of social and environmental factors on epigenetic changes during the prenatal period, early childhood and beyond, and will explore the link between epigenetic changes and mental health outcomes.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** ECS\*2000 or ECS\*2100

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*3300 Grief and Loss Winter Only (LEC: 3) [0.50]**

In this course, students will be introduced to grief and loss experiences in childhood and examine how early childhood professionals can work with children through the grief process. Students will be encouraged to look at their own personal experiences with loss and grief in order to reflect on the significance of loss in our lives and how this can impact children. Special focus on grief theory and how children progress through the stages of grief with any loss in life. Students will explore and participate in therapeutic play interventions, which support children in processing and healing from loss.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4010 Inter-Professional Collaboration Summer and Fall (LEC: 3) [0.50]**

This course will examine the importance of a multidisciplinary approach when working with children and families. Students will explore the meaning and importance of collaborating with other professionals to ensure the needs of the whole child are met. As future early childhood professionals, students will learn what their role is in a collaborative team.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.00 credits

**Restriction(s):** ECS\*3040. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4030 Professional Issues in Early Childhood Studies Winter and Summer (LEC: 3) [0.50]**

This course explores current issues and trends in professional practice. Through collaborative learning and reflective practice, students acquire skills in best practices such as effective communication and conflict resolution. The importance of advocacy and empowerment in relation to marginalization and power are investigated. Students examine their personal and professional values, supporting the process of making ethical decisions related to the field of early childhood studies.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 14.00 credits

**Co-requisite(s):** ECS\*4080 or ECS\*4800

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4040 Program Development, Administration, and Evaluation Fall and Winter (LEC: 3) [0.50]**

This course focuses on the child's rights to quality programs in early education and care. The issue of quality will be reviewed from various perspectives. Students will examine the roles, responsibilities, skills, and techniques available to professionals who develop and administer high quality programs. Students consider the effective planning and utilization of resources (money, human energy, physical resources, and time) to provide services to children and families while meeting the needs of the community.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.00 credits

**Restriction(s):** ECS\*3040, ECS\*4000. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4070 Field Practicum V Fall Only (LEC: 2, LAB: 14) [1.00]**

Students will choose a practicum in an area of interest in the field of Early Childhood Studies. This allows for an in-depth experience independently planning, implementing and evaluating curriculum for children and/or their families in collaboration with other professionals. Students will be involved in various aspects of the field practicum setting to understand the role that it fulfills in the broader community of support services for children and families.

**Prerequisite(s):** 12.00 credits including ECS\*3060

**Restriction(s):** Registration in BASC.ECS program with a minimum cumulative average of 60%.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4080 Field Practicum VI Winter Only (LEC: 2, LAB: 14) [1.00]**

Students continue their practicum at the same site they were placed for Field Practicum V. This allows for an in-depth experience independently planning, implementing and evaluating curriculum for children and/or their families in collaboration with other professionals. Students use the knowledge gained in the previous semester to refine their reflective practice skills in a weekly integrative seminar and through the development of an e-Portfolio Students will gain practical experience in the role of Early Childhood Professional, further developing their knowledge and skills in leadership, research, communication, programming, advocacy, teamwork, social justice and reflective practice.

**Prerequisite(s):** ECS\*4070

**Restriction(s):** Registration in BASC.ECS program with a minimum cumulative average of 60%.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4090 Field Practicum in Specialized Settings Winter Only (LEC: 3) [0.50]**

Students will choose a practicum in a specialized setting within the field of Early Childhood Studies. This allows for an in-depth independent experience working with children and/or their families in collaboration with other professionals. This practicum course is for transfer students who are eligible to register with the College of Early Childhood Educators and would like additional experience in diverse and specialized environments.

**Prerequisite(s):** ECS\*4080

**Restriction(s):** Registration in BASC.ECS program with a minimum cumulative average of 60%. Program Head consent required.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4100 Advocacy and Leadership Summer and Fall (LEC: 3) [0.50]**

This course will require students to critically analyze the role of advocacy, leadership, self-awareness, innovation and entrepreneurship in the field of early childhood. Students will explore advocacy and leadership potential, qualities, and abilities for professionals who work with children and families. Students will examine the importance of advocacy and leadership in the early years and develop an understanding for how it impacts the changing nature of the field and available services.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 12.00 credits

**Restriction(s):** AHSS\*3010. Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4800 Honours Research Seminar in Early Childhood Studies Winter Only (LEC: 3) [1.00]**

This seminar course will provide Early Childhood Studies students in their final year with an opportunity to engage in discussion addressing the theoretical and applied aspects of the professions engaging children and families. The seminar will provide students the opportunity to explore in depth, synthesize and debate current issues early childhood studies. The seminar focus may change each year based on the instructor's expertise, areas of interest and the local and or global environment affecting children, profession or field.

**Prerequisite(s):** 15.00 credits and 80% cumulative average

**Restriction(s):** Registration in BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4900 Independent Study in Early Childhood Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**ECS\*4950 Independent Study in Early Childhood Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

## Justice Studies (JUST)

**JUST\*1000 Health and Wellness I Fall Only (LEC: 2, LAB: 1) [0.50]**

Students are introduced to concepts of wellness and total health for mind and body. Emphasis is placed on the benefits of physical activity. Students are given practical information necessary to make lifestyle changes. In addition, an effective and safe personal fitness program is designed, developed and implemented.

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*1010 Criminal Offences Winter Only (LEC: 3) [0.50]**

Students analyze specific elements of selected criminal code offences, including offences against the person, property and public order. Students research case law, assess its impact on criminal offences, and use case law to argue and defend decisions.

**Prerequisite(s):** AHSS\*1150

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*1020 Introduction to Police Powers Winter Only (LEC: 3) [0.50]**

Students examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian criminal procedure. Topics include citizen and police arrest and release authorities, police powers of search and seizure, with and without warrant, police discretion and its implications. Students become familiar with police terminology and apply the procedures required to effect arrest and release.

**Prerequisite(s):** AHSS\*1150

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*1030 Introduction to Community Service Fall Only (LEC: 3) [0.50]**

Students become increasingly familiar with the volunteer process and the various volunteer placement sites in the justice system. Also, concepts such as social privilege, volunteerism, and community involvement and their roles in the justice system are covered.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*1040 Physical Fitness Practicum I Fall Only (LAB: 2) [0.00]**

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

**Prerequisite(s):** JUST\*1000

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*1050 Introduction to Industrial Relations Fall Only (LEC: 3) [0.50]**

Introduction to Industrial Relations is an interdisciplinary subject, drawing on labour law, economics, sociology, psychology, history, politics, and personnel management. While all these disciplines have much to say about industrial relations, the focus of this course will be the economic implications of unionism and collective bargaining practices within Justice and Public Safety sectors in Canada.

**Offering(s):** Also offered through Distance Education format.

**Restriction(s):** Registration in BAAG.JPS program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*1210 Justice Studies Writing & Communication Skills Winter Only (LEC: 3) [0.50]**

This course will help Justice Studies students to communicate better within the justice system and beyond. Students will find the skills they develop in this course to be useful in many other relevant Justice Studies courses that require various aptitudes in conducting research, essay writing and/or making presentations. The first half of the course introduces students to different registers of writing, along with a solid foundation in grammar. The second half focuses on discipline specific competencies, including writing legal briefs, writing academic research policy following proper APA usage; as well as being able to write factual, concise and accurate reports, and to effectively communicate publicly and in legal proceedings.

**Restriction(s):** AHSS\*1210, AHSS\*1290, CSS\*1210, FCSS\*1210, MDST\*1040, PSYC\*1210. Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2000 Community Policing: Introduction Fall Only (LEC: 3) [0.50]**

Students examine the role of community policing acting in equal partnership with the diverse groups in contemporary society to identify and implement effective solutions for community problems. The course begins with an analysis of traditional policing and moves on to a discussion of community policing as the future of policing. Emphasis is placed on learning the skills - self-direction, tolerance, problem solving, critical thinking, conflict management, and mediation - needed for practicing effective community policing.

**Restriction(s):** Registration in the BASC.JUST or BAAG.JPS programs.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2010 Forensic Techniques Fall Only (LEC: 2, LAB: 1) [0.50]**

Students examine the role of forensic science in criminal investigations. Emphasis is placed on using evidence such as fingerprints, hair, fibres, bullets and blood patterns to identify and link a suspect to a crime. Also, the identification, collection, packaging and protection of forensic evidence from a crime and presentation of evidence in court are studied.

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2020 Federal Legislation Fall Only (LEC: 3) [0.50]**

Students critically analyze and interpret specific elements of selected criminal code and federal legislation having an impact on the administration of justice. These include federal statutes dealing with offences related to young persons, firearms, controlled drugs and substances, and various procedural statutes such as the Interpretation Act and the Canada Evidence Act. Emphasis is placed on researching case law and assessing its impact on the enforcement of federal statutes.

**Prerequisite(s):** AHSS\*1150, JUST\*1010

**Restriction(s):** Registration in the BASC.JUST or BAAG.JPS programs.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2030 Provincial Legislation Winter Only (LEC: 3) [0.50]**

Students analyze specific elements of selected Provincial legislation that have an impact on the administration of justice in Ontario. Specific statutes include the Highway Traffic Act, the Liquor Control Act, the Mental Health Act and the Family Law Act, among others. Also, the role of the Province in establishing laws and the interplay of various agencies and police in the enforcement of these statutes are examined.

**Prerequisite(s):** AHSS\*1160

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2040 Police Governance and Accountability Winter Only (LEC: 3) [0.50]**

Students examine police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management and labour issues. Topics include use of force and officer safety theory and related issues.

**Restriction(s):** Registration in the BASC.JUST or BAAG.JPS programs.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2050 Community Service I Winter and Summer (LEC: 1, LAB: 9) [0.50]**

Students have the opportunity to explore the structure and administration of community organizations and social services that operate within and adjacent to the Criminal Justice System by working on site. Students work under the direct supervision of a professional staff person and participate in the activities of the agency. Students are expected to maintain a record of their community service activities as demonstrated through the submission of weekly reports.

**Prerequisite(s):** JUST\*1030

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2060 Physical Fitness Practicum II Winter Only (LAB: 2) [0.00]**

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

**Prerequisite(s):** JUST\*1040

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2070 Physical Fitness Practicum III Fall Only (LAB: 2) [0.00]**

This course promotes the importance of possessing total health and wellness for meeting the lifestyle and physical demands individuals in law enforcement face. Selected wellness topics will be presented to illustrate core issues in police work. Students are required to take a proactive role in the development of their personal health by self-evaluation, by attending lectures and participating in-group discussions on selected wellness issues and topics, and by participating in-group activity sessions. Additionally, students will design and implement an effective personal fitness program that will prepare them for the physical requirements of the Bona Fide Occupational Requirements and the Ontario Police College Component Fitness Testing Standards.

**Prerequisite(s):** JUST\*2060

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2080 Correctional Institutions Winter Only (LEC: 3) [0.50]**

This course offers students a critical look at prison populations, treatment programs, progressive reforms, correctional officers, and an opportunity to analyze whether feasible alternatives to Correctional Institutions exist.

**Prerequisite(s):** AHSS\*1160

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2090 Justice and Public Safety Human Resources Management Summer Only (LEC: 3) [0.50]**

Focusing on the Canadian Justice and Public Safety sectors, the Human Resources Management course provides an overall understanding of the human resources function and its effects on the achievement of organizational goals and strategic objectives. Drawing on organization behaviour theories such as planned change, performance enhancement, goal setting, group dynamics and motivation the course examines essential human resources activities of planning, staffing, employee development, legal compliance, performance management, compensation, and employee maintenance in a variety of organizational settings

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registered in the BAAG.JPS program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2100 Introduction to Justice and Public Safety Accounting Summer Only (LEC: 3) [0.50]**

This introductory course is designed to develop a foundational understanding of current accounting principles and their implication for published financial reports of Justice and Public Safety sector organizations. It builds the base of knowledge and understanding required to succeed in more advanced study of accounting. The course approaches the subject from the point of view of the user of accounting information rather than that of a person who supplies the information.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registered in the BAAG.JPS program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2110 Addictions and Mental Health for Justice Services Winter Only (LEC: 3) [0.50]**

Students will learn how mental health and addictions can present in individuals and the ways in which practitioners in justice services areas can collaboratively respond with trauma informed intervention to crisis situations with competence, empathy, and compassion. Students will have the opportunity to collaborate interprofessionally to enhance critical and systems thinking. The course also prepares students for the impact that responding to calls of crisis, trauma, and distress can have on the first responder through learning about emotional well-being and building a personal self-care plan.

**Prerequisite(s):** AHSS\*1110 or PSYC\*1110

**Restriction(s):** AHSS\*1200. Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*2200 Counselling I: Theory and Practice Fall Only (LEC: 3) [0.50]**

This course is designed to present the student with the theory and skills to provide appropriate counselling services to clients. The course will provide students an opportunity to develop and practice counselling skills through the counselling seminars as well as introducing students to a number of counselling theories and their application in the field.

**Prerequisite(s):** 4.00 credits

**Equate(s):** CSS\*2000 and FCSS\*2000

**Restriction(s):** CSS\*2070, FCSS\*2070. Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*3010 Conflict Resolution Fall and Winter (LEC: 3) [0.50]**

This course takes an interdisciplinary approach to studying conflict analysis and resolution through theory, research and practice. Students consider conflict situations in a complex and in-depth manner and will demonstrate competence through the use of case studies, basic assumptions and theories, strategic planning, and mediation practice and problem solving. The relationship between reconciliation and justice is also explored.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 5.00 credits including (AHSS\*1110 or PSYC\*1110)

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*3030 Investigative Techniques Winter Only (LEC: 3) [0.50]**

This course presents students the various steps in the investigative process and how to strike a balance between the extraordinary powers of the State to search, seize, detain and interrogate, and individual rights and freedoms.

**Prerequisite(s):** AHSS\*1150, JUST\*1010

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*3040 Police and Society Winter and Summer (LEC: 3) [0.50]**

This course examines the role of police in society, including theories of policing, the history of policing and such issues as police citizen interaction, relations with visible minorities, methods for controlling police behaviour, and the effectiveness of the police in carrying out specific policy directives.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 5.00 credits including AHSS\*1160

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*3050 Community Service II Winter and Summer (LEC: 1, LAB: 8) [0.50]**

This course is built on JUST 2050 Community Service I. Students will be required to seek and secure a placement with an agency, other than the one they experienced in JUST 2050. Students will have an opportunity to reflect on their previous community service experience, as well as compare the agencies, and the two experiences. Students will be expected to maintain a record of their community service activities as demonstrated through the submission of weekly reports. Students have the opportunity to apply the theoretical knowledge they have acquired through the Justice Program and to reflect in the current placement. In addition to comparing and contrasting the current placement with the previous placement.

**Prerequisite(s):** 5.00 credits including JUST\*1020

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*3060 Traffic Investigation and Analysis Fall Only (LEC: 3) [0.50]**

This course examines various aspects of Federal and Provincial legislation as it relates to the use of motor vehicles. Emphasis is placed on police authority to enforce these laws and the social and moral consequences of this enforcement activity.

**Prerequisite(s):** 5.00 credits including JUST\*1020

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*3120 Community Building Practices Fall Only (LEC: 3) [0.50]**

This course will transcend the standard practicalities of community economic development and explore the theoretical foundations for, and motivations behind successful community transformation and empowerment.

**Prerequisite(s):** 10.00 credits

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4000 Advanced Issues in Community Policing Fall Only (LEC: 3) [0.50]**

This course challenges students to critically examine the role community policing plays in society. Students examine the shortcomings of current policing strategies by analyzing these strategies using concepts such as sustainable crime reduction, evidence based crime prevention, fear management and the 'dark figure of crime'. Also, they study value-added policing services that support a transition towards a comprehensive, qualitative policing model.

**Prerequisite(s):** 10.00 credits including JUST\*2000

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4010 Justice Senior Seminar Winter Only (LEC: 3) [0.50]**

This course will be offered as a structured seminar on various topics depending on the interests of the faculty member teaching the course, substantive current topics in Justice studies or student interest. Topics will be announced and course outlines will be available at course selection.

**Prerequisite(s):** AHSS\*3060, SCMA\*2040, SCMA\*3040

**Restriction(s):** Registration in the BASC.JUST program.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4020 Justice Management Fall and Winter (LEC: 3) [0.50]**

This course uses a systems approach to critically analyze the management practices utilized within the Canadian Justice System. Topics covered include restorative justice, collaborative justice, labour relations, administration and leadership practices and processes, and community and stakeholder involvement in the administration of justice.

**Prerequisite(s):** 10.00 credits including: AHSS\*1140

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4060 Community Corrections: Theory and Practice Winter Only (LEC: 3) [0.50]**

This course examines selected topics in community corrections in Canada and elsewhere. Topics studied include probation, parole, conditional release options, conditional sentencing and restorative justice practices. A theoretical analysis of community correctional practices is emphasized.

**Prerequisite(s):** AHSS\*3060, JUST\*2080

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4100 Restorative Justice Winter Only (LEC: 3) [0.50]**

This course will explore the various conceptions and philosophies of restorative justice as a promising alternative to the conventional juridical model. Students will critically assess both the practical efficacy and challenges of restorative justice in contrast to prevailing legal frameworks.

**Prerequisite(s):** 10.00 credits

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4120 Inclusive Community Practices Fall Only (LEC: 3) [0.50]**

This course will examine legal, ethical and social issues pertaining to offending behaviour and current institutional responses, practices, and methodologies. Roles and motivations of justice workers and systems will be critically examined with an interest in discovering how we can bring offenders and community into a future state of inclusivity.

**Prerequisite(s):** 10.00 credits, including JUST\*3120

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4900 Independent Study in Justice Studies Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4910 Independent Study in Justice Studies Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

**JUST\*4920 Independent Study in Justice Studies Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average.

**Restriction(s):** Instructor consent required.

**Department(s):** Justice Studies

**Location(s):** Guelph-Humber Campus

## Kinesiology (KIN)

**KIN\*1010 Introduction to Health and Wellness Fall Only (LEC: 3) [0.50]**

This course presents the dimensions and determinants of health and wellness, and encourages students towards adopting healthy lifestyle choices. Topics such as stress management, disease management, alcohol, tobacco and drug use, living in a healthy environment, and Canada's health care system are also discussed.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1030 Human Anatomy I Fall Only (LEC: 3, LAB: 2) [0.50]**

First part of a two-semester lecture- and laboratory-based course in human anatomy, studied using a regional approach. This course includes detailed study of the skeleton, upper and lower limbs, thorax, abdomen, pelvis, perineum, head, neck and central nervous system.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1040 Human Anatomy II Winter and Summer (LEC: 3, LAB: 2) [0.50]**

Second part of a two-semester lecture- and laboratory-based course in human anatomy, studied using a regional approach. This course includes detailed study of the skeleton, upper and lower limbs, thorax, abdomen, pelvis, perineum, head, neck and central nervous system.

**Prerequisite(s):** KIN\*1030

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1060 Human Physiology I Winter Only (LEC: 3) [0.50]**

This course is the first of two courses to provide a scientific foundation for understanding the mechanisms by which the body functions. Topics covered include: overview of tissue organization, and physiology of the nervous, muscular and endocrine systems.

**Restriction(s):** This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See Guelph-Humber Registrarial Services website for more information.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1070 Biochemistry and Metabolism I Winter and Summer (LEC: 4, LAB: 2) [0.50]**

This two course sequence provides the biochemical foundation for the study of human nutrition, exercise and metabolism. This course covers aspects of general chemistry and organic chemistry that are critical to understanding the fundamentals of human biochemistry and metabolism.

**Prerequisite(s):** SCMA\*1120

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1210 Athletic Coaching Techniques Fall and Winter (LAB: 2) [0.00]**

This practicum course will provide students insight into athletic coaching/teaching theories and methodologies. Students will gain competencies in effective coaching techniques, practice design and athletic development. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1220 Forensic Kinesiology Fall and Winter (LAB: 2) [0.00]**

This practicum course introduces students to the concepts of forensic kinesiology and some of the assessments and approaches to accident causation related to human movement. Students will learn to examine accident scenarios and deconstruct the adverse event relative to the human movement elements in order to determine root causation. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 5.00 credits

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1230 Health and Wellness Coaching Fall and Winter (LAB: 2) [0.00]**

This practicum course examines the process of making a healthy behaviour change with a focus on behaviour change techniques. Throughout the course students will actively examine the theoretical, psychological, and physiological principles of behaviour change. Students will identify, discuss, and practice various methods of behaviour change. The theoretical principles will be applied to the student's own lives to make a healthy behaviour change. In addition, theories and research will be applied to assist another individual with their attempt to undergo a specific, self-identified behaviour change. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** AHSS\*1310

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1240 Martial Arts for Group Fitness Training Fall and Winter (LAB: 2) [0.00]**

This practicum course develops the necessary skills required to plan and instruct a group exercise class focused on boxing, kickboxing and other martial arts techniques for health and fitness. Furthermore, these areas of fitness training will be discussed in the context of their history, emergence as fitness trends, and the benefits and risks of these types of training. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1250 Stress Management, Meditation and Relaxation Fall and Winter (LAB: 2) [0.00]**

Throughout this course students will learn the physiological and psychological impact of stress and related stress management techniques. The principles of stress management will be covered, and the students will have the opportunity to practice several techniques that can be used to manage or mediate stress including meditation and relaxation. This practicum course will place an emphasis on practicing these techniques and identifying ways to promote and support their use with others. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1310 Group Strength and Athletic Training Fall and Winter (LAB: 2) [0.00]**

This physical activity course develops the necessary skills required to plan and instruct a group exercise class. Topics covered include class formats, use of music, choreography, cueing, monitoring techniques and successful instruction techniques. Students will gain competencies in the instruction of group strength training, athletic training, and kick box classes. Students will learn the skills by practice teaching sessions and by peer and instructor evaluations. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1320 Step, Stability Ball and BOSU Ball Training Fall and Winter (LAB: 2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Students will gain competencies in the instruction of group warm-ups, step training, stability ball training and BOSU ball training. Students will learn the skills by practice teaching sessions and by peer and instructor evaluations. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1330 Traditional Group Exercise and Group Cycle Training Fall and Winter (LAB: 2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Students will gain competencies in the instruction of traditional group exercise and group cycle classes. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1340 Flexibility, Yoga and Pilates Training Fall and Winter (LAB: 2) [0.00]**

This physical activity practicum course develops the necessary skills required to plan and instruct a group exercise class. Students will gain competencies in the instruction of flexibility training, yoga and Pilates classes. Students will learn the skills by practice teaching sessions and by peer and instructor evaluations. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1350 Athletic Bandaging and Taping Techniques Fall and Winter (LAB: 2) [0.00]**

This physical activity practicum course will provide an introduction to the management of athletic injuries through athletic taping and bandaging techniques. This course will provide students with the opportunity to practice taping techniques for a variety of body parts and injuries. All course components must be fulfilled for successful completion of the course. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1410 Therapeutic Exercise of Musculoskeletal Disorders Fall and Winter (LAB: 2) [0.00]**

This physical activity practicum course will introduce students to theories and guidelines for prescribing rehabilitation exercises for common musculoskeletal injuries. The focus of this course will be teaching students proper exercise technique and progression of rehabilitation programs. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1430 Functional Ability Evaluation Fall and Winter (LAB: 2) [0.00]**

In this physical activity practicum course students will learn to conduct perceived work capacity evaluations and functional capacity evaluations with human subjects. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 7.50 credits

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1440 Ergonomic Assessment and Physical Demands Analysis Fall and Winter (LAB: 2) [0.00]**

This physical activity practicum course will provide an introduction to musculoskeletal disorder hazards in the workplace; how to identify them and how to reduce their incidence. The course will provide students with the opportunity to perform physical demands and ergonomic assessment using appropriate assessment tools. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 7.50 credits

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1470 Diversity in Health, Fitness and Sport Summer, Fall, and Winter (LEC: 0, LAB: 2) [0.00]**

This practicum course will delve into the many dimensions of diversity and how health, fitness and sport professionals prepare and program for individuals that they encounter. Students will explore mental and physical ability, gender expression and identity, personality, age, ethnicity, culture, educational background, communication style and geographic location to prepare themselves as professional practitioners and leaders. This course will explore how various factors can influence health and performance, and how to measure this impact. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 4.00 credits

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1480 Orthopedic Assessment and Return to Play Summer, Fall, and Winter (LEC: 0, LAB: 2) [0.00]**

In this practicum course, students will learn and practice orthopedic assessments of injuries of the skeletal system and the associated muscles and connective tissues. Lower body and upper body injuries, including concussions, as well as the mechanisms of these injuries, will be explored. After completion of this course, students will be able to assess injuries using evidence-based hands-on techniques and provide appropriate individualized return to play recommendations. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 4.00 credits

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1490 Leadership and Entrepreneurship Summer, Fall, and Winter (LEC: 0, LAB: 2) [0.00]**

In this practicum course, students will enhance their interpersonal leadership skills through the application of information gathering, conflict management and communication techniques. Entrepreneurial skills, such as, idea and concept development, project organization, management, finance, branding, and promotion for a business associated with sport, fitness or wellness will be a focus. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1500 Digitizing Health and Society Summer, Fall, and Winter (LEC: 0, LAB: 2) [0.00]**

In this course, students will examine how virtual platforms, wearable devices, phone and computer applications, instant and remote access to medical advice, information sharing and more, are affecting behaviour and health. The future of the delivery of healthcare and the process of and ability to measure the impact on patient well-being will be the focus of this course. A pass/fail grade will be assigned upon completion of the course.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*1510 Considerations for Healthy Aging Summer, Fall, and Winter (LEC: 0, LAB: 2) [0.00]**

Students will gain practical knowledge and understanding of the unique needs, opportunities, and challenges of an aging population in Canada and around the world. Both normative and non-normative age-related changes will be examined in the context of personal (physical, emotional, psychological, etc.) and social (education, income, housing, social networks, etc.) determinants of health. Policies and advocacy will also be critically analyzed and applied while conceptualizing future health and wellness opportunities in the field of aging. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** KIN\*1010

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2010 Health Promotion Winter Only (LEC: 3) [0.50]**

This course reviews the concepts of health and well-being, as well as the determinants of health. An overview of the strategies used in the practice of health promotion will be presented. There will be a particular emphasis on providing students with the knowledge and skills in health promotion program planning, implementation and evaluation.

**Prerequisite(s):** AHSS\*1310, KIN\*1010

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2020 Fundamentals of Nutrition: Pharmacology and Toxicology Winter Only (LEC: 3) [0.50]**

This course defines the principles of nutrition, pharmacology and toxicology as they relate to human health and fitness. The course goes beyond the role of foods as sources of essential nutrients and energy; the use of foods, nutritional supplements and natural health products as medicines is examined.

**Prerequisite(s):** KIN\*2060, KIN\*2070

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2060 Human Physiology II Summer and Fall (LEC: 3) [0.50]**

This course is the second of two courses to provide a scientific foundation for understanding the mechanisms by which the body functions. Topics covered include: physiology of the cardiovascular, respiratory, and urinary systems.

**Prerequisite(s):** KIN\*1060

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2070 Biochemistry and Metabolism II Fall Only (LEC: 4, LAB: 2) [0.50]**

This two course sequence provides the biochemical foundation for the study of human nutrition, exercise and metabolism. This course covers aspects of biochemistry and metabolism that are critical to understanding human health and fitness.

**Prerequisite(s):** KIN\*1070

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2100 Fundamentals of Fitness Testing Fall Only (LEC: 3, LAB: 2) [0.50]**

This course will introduce the student to fitness and lifestyle assessment methodologies and techniques. Components of fitness assessment addressed include body composition, muscular strength and endurance, cardiorespiratory abilities, flexibility, posture, and performance related components of fitness. The laboratory component of this course provides the student with significant opportunity to practice conducting these protocols.

**Prerequisite(s):** KIN\*1010, KIN\*1040, KIN\*1060

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2200 Exercise Techniques and Prescription Fall Only (LEC: 3, LAB: 2) [0.50]**

This course will introduce the student to exercise prescription methodologies and techniques. Components of exercise prescription that will be addressed include: principles of effective exercise training, design considerations for an exercise program, and creating safe aerobic, resistance and flexibility programs. The laboratory component of this course provides the student with significant opportunity to learn how to perform and instruct/demonstrate various exercises.

**Prerequisite(s):** KIN\*1040, KIN\*1060

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*2210 Advanced Exercise Prescription Winter Only (LEC: 3, LAB: 2) [0.50]**

This course is the second of four exercise prescription courses. Students will advance their study of exercise prescription programming by applying more complex and adaptive exercise methodologies and techniques. Components of exercise prescription that will be addressed include: ethics and professional conduct, the consultation process, recording and tracking client progress, an examination of advanced training and flexibility techniques, weight management, overreaching, assessing posture, low back health, overtraining, detraining, concurrent training, the use of technology in training, and current training trends. Effective learning strategies to be employed with clients will be emphasized. The laboratory component of this course provides the student with significant opportunity to practice these advanced exercise prescription skills techniques, and client-centred exercise support.

**Prerequisite(s):** KIN\*2060, KIN\*2200

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3010 Exercise Physiology Fall Only (LEC: 3, LAB: 2) [0.50]**

This course examines the physiological mechanisms during and as a result of physical activity. The adaptations and responses of the cardiovascular, respiratory, neuromuscular, metabolic, and endocrine systems will be explored.

**Prerequisite(s):** KIN\*2060

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3020 Injuries and Exercise Contraindications Fall Only (LEC: 3) [0.50]**

In this course students study concepts specific to the prevention of acute and chronic activity-related injury. Strategies to prevent injury that will be examined include: anatomical variations that may predispose an individual to an injury, appropriate physical conditioning programs, proper technique and skill sets, and the use of protective equipment. This discussion will be followed by an examination of injuries that are common to fitness and sports programs. In addition, legal considerations affecting fitness professionals and the physiology of the injury process will be studied.

**Prerequisite(s):** KIN\*1040, KIN\*2200

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3030 Nutrition: Exercise and Metabolism Winter Only (LEC: 3) [0.50]**

This course defines the principles of nutrition, exercise and metabolism as they relate to human health and fitness. In addition to covering the energy and nutrient requirements of exercising humans, the course covers the metabolic basis of muscle and whole body fatigue, muscle growth and repair and genetic and epigenetic factors which influence muscle metabolism and performance of physical activity.

**Prerequisite(s):** KIN\*2020, KIN\*2060, KIN\*3010

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3060 Human Development and Aging Fall Only (LEC: 3) [0.50]**

This course will consider how an individual's capacity for exercise, as well as one's nutritional needs change during the growth, development and normal aging process.

**Prerequisite(s):** KIN\*3010, KIN\*3030

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3090 Field Placement I Winter Only (LEC: 2, LAB: 6) [1.00]**

Field Placement I is the first of two field placements in the B.A.Sc. program. This first field placement will provide students with the opportunity to practice and develop their skills in the key elements of fitness assessment, exercise prescription and counseling. Students will also complete a one day per week internship in a community based setting such as a clinic, hospital, training/fitness facility, school or health promotion organization. The internship is based upon the individual interests of each student.

**Prerequisite(s):** KIN\*3100

**Restriction(s):** Registration in BASC.KIN program with a minimum cumulative average of 60%.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3100 Fitness and Lifestyle Assessment Fall Only (LEC: 3, LAB: 2) [0.50]**

The focus of this course is to provide students with the tools and skills required to assess a client's current fitness level. It covers a systematic approach for the appraisal and counselling of apparently healthy individuals, emphasizing the health benefits of physical activity. Students will administer a variety of fitness tests and health and lifestyle questionnaires and instruments. The laboratory component of this course provides the student with a significant opportunity to practice conducting these protocols.

**Prerequisite(s):** AHSS\*1310, KIN\*2020, KIN\*2060, KIN\*2100, KIN\*2210

**Co-requisite(s):** KIN\*3010

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3110 Advanced Fitness Assessment Fall Only (LEC: 3, LAB: 2) [0.50]**

The focus of this course is to provide students with the tools and skills required to select, administer, and interpret established testing protocols. It also covers screening for physical activity and exercise, proper use of testing equipment, fitness assessment outcomes, and normative data. The laboratory component of this course provides the student with significant opportunity to practice conducting these protocols.

**Prerequisite(s):** AHSS\*1310, KIN\*3100, KIN\*3200

**Restriction(s):** Registration in B.A.Sc. (KIN) program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3190 Field Placement II Fall Only (LEC: 2, LAB: 14) [1.00]**

Field Placement II is the second of two field placements in the B.A.Sc. program. Students will complete a two day per week internship in a community based setting such as a clinic, hospital, training/fitness facility, school or health promotion organization. The internship is based upon the individual interests of each student. Additionally, students will participate in weekly seminars aimed at reviewing industry certification requirements and preparing them for their Independent Research Study course.

**Prerequisite(s):** KIN\*3090

**Restriction(s):** Registration in BASC.KIN program with a minimum cumulative average of 60%.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3200 Performance-Related Exercise Winter Only (LEC: 3, LAB: 2) [0.50]**

This course will build upon the previous exercise prescription courses by focusing on training methods for the development of athletic and occupational performance. Topics include: performance needs analysis, periodization to develop power, maximal strength, speed, balance and agility. In the laboratory component students will learn exercises to support athletic development and how to coach clients through the specific exercises. Students will also learn how to adapt an exercise prescription for occupational physical demands. Historical perspectives as well as current training trends within the context of athletic and performance-related exercise training will be discussed. The laboratory component of this course provides the student with significant opportunity to practice these performance-related exercise prescription skills and techniques.

**Prerequisite(s):** KIN\*2210, KIN\*3010

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*3250 Natural Health Products and Physical Activity Fall Only (LEC: 3) [0.50]**

This course defines the beneficial physiological and psychological effects that can occur by the appropriate use of natural health products and regular physical activity throughout the life cycle. The course focuses on drug-free management of the risk of chronic degenerative diseases and on the enhancement of performance in daily living.

**Prerequisite(s):** KIN\*2060, KIN\*3030

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4030 Motor Learning and Neural Control Fall Only (LEC: 3) [0.50]**

This course introduces students to human motor control. The neural components and cognitive processes that underlie human movement will be examined. Additionally, the process of learning motor skills will be explored.

**Prerequisite(s):** KIN\*1040, KIN\*2060

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4040 Functional Anatomy Winter Only (LEC: 3, LAB: 2) [0.50]**

This course provides students with the opportunity to gain a deeper understanding of the structural and functional organization of the human body as well as whole body movement and manual dexterity. Students will develop this understanding by examining the impact that injuries to various levels of the spinal cord and/or peripheral nerves have on an individual's capacity to perform daily tasks. Cadaver and computer-based laboratory exploration of the relevant anatomy will provide the critical foundational knowledge upon which functional and applied concepts of human anatomy are built.

**Prerequisite(s):** KIN\*1040, SCMA\*3100

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4050 Special Populations: Understanding Disease Winter Only (LEC: 3) [0.50]**

This course will provide students with a greater understanding of human disease processes including how the disease manifests and the progression of the primary and secondary effects. This course will assist the student in understanding injury/disease states. The course will focus on selected pathophysiological states that are commonly confronted in practice and is designed to promote an understanding of the decisions related to assessment and initiation of therapeutic treatments.

**Prerequisite(s):** KIN\*3060, KIN\*3250

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4070 Sports Nutrition Winter Only (LEC: 3) [0.50]**

This course will investigate the critical role that nutrition plays in optimizing human athletic performance. The focus will be on high performance athletes, although consideration may be given to recreationally active individuals. The course will cover adaptations at the cellular, tissue and whole body level and use this information to develop practical recommendations for athletes before, during, and after competition. Students will have the opportunity to critically analyze current dietary practices and gain a better understanding for the complex interplay between nutrition and exercise.

**Prerequisite(s):** KIN\*3030, KIN\*3110

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4150 Professional Skills for Kinesiologists Winter Only (LEC: 3, LAB: 1) [0.50]**

This course introduces students to important concepts in the profession of Kinesiology. Topics include career opportunities in Kinesiology, the legal and ethical implications working as a regulated health professional, core competencies and the scope of practice as defined by the College of Kinesiologists of Ontario. Students will be exposed to clinical screens/assessments, special orthopaedic tests and therapeutic exercise for a variety of conditions. An emphasis will be placed on preparing students to enter the profession of Kinesiology.

**Prerequisite(s):** KIN\*3020, KIN\*3110, KIN\*4030

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4200 Exercise Prescription for Clinical Populations Winter Only (LEC: 3, LAB: 2) [0.50]**

This course will provide students with the tools and skills required to identify functional limitations and prescribe exercise from a therapeutic/corrective perspective. Students will learn to identify musculoskeletal limitations via manual muscle testing and the analysis of posture, gait and basic movement patterns. Building upon the assessment of functional limitations, students will learn appropriate corrective strategies and progressions. Students will also learn therapeutic exercise progressions for select patient populations.

**Prerequisite(s):** KIN\*3200

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4300 Kinesiology Thesis I Summer, Fall, and Winter (LEC: 3) [1.00]**

This is the first of two courses intended to facilitate completion of an undergraduate thesis project and the development of research-related skills. The major goals of this course are to increase knowledge and applied research skillsets in a specific area of kinesiology, enhance the understanding of research principles and project coordination, increase understanding of the ethical issues in a research context, and enhance scientific writing and presentation skills. Under the supervision of a faculty member, the student will develop a research proposal and make a formal presentation describing their proposal to the class.

**Prerequisite(s):** KIN\*3090, (SCMA\*2110, SCMA\*3080). Minimum cumulative average of 70%

**Restriction(s):** Registration in BASC.KIN program. Program Head consent required.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4310 Kinesiology Thesis II Summer, Fall, and Winter (LEC: 3) [1.00]**

This is the second of two courses intended to facilitate completion of an undergraduate thesis project and the development of research-related skills. The major goals of this course are to increase knowledge and applied research skillsets in a specific area of research in kinesiology, enhance understanding of how a research principles and project coordination, increase understanding of statistical analysis and management/interpretation of data, and enhance research writing and presentation skills. Under the supervision of a faculty member, the student will carry out a research project and present their findings through a poster presentation to the class and in the writing of a thesis.

**Prerequisite(s):** KIN\*4300, minimum cumulative average of 70%

**Restriction(s):** Registration in BASC.KIN program. Program Head consent required.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**KIN\*4400 Independent Research Study in Kinesiology Winter Only (LEC: 3) [1.00]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare a research report or literature review. Formal agreement between the student and the faculty supervisor is required.

**Prerequisite(s):** 10.00 credits including SCMA\*2110, SCMA\*3080

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

## Media and Communication Studies (MDST)

**MDST\*1000 Introduction to Media Management Winter Only (LEC: 3) [0.50]**

From the foundational principles of effective leadership to budgeting, this course is designed to familiarize students with the business of media management, from macro to micro. After reviewing the historical foundations of media industries in the 19th century, this course introduces students to the structures, processes, and economics of the modern digital media business. It explores the economics of media convergence and evolving communications technologies and their impact on the internal operations of media organizations, a knowledge of which will prove essential for students pursuing careers in broadcasting, marketing, advertising, public relations or content strategy.

**Prerequisite(s):** MDST\*1020, MDST\*1100

**Restriction(s):** MDST\*3230. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1020 Introduction to Communication Theory and Mass Media Fall Only (LEC: 3) [0.50]**

This course provides an introduction to essential theories of communication and traces the history of communication from early oral traditions through the dawn of literacy, mass media and the digital age, with an emphasis on how technologies of the past two centuries have shaped communication, and how emerging technologies, social media and online communities are continually changing the nature, quality and, most importantly, the impacts of information we share with each other.

**Offering(s):** Also offered through Distance Education format.

**Equate(s):** AHSS\*1060

**Restriction(s):** AHSS\*2190. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1030 Visual Communication and Design Fall Only (LEC: 3) [0.50]**

This course is an introduction to the theory and practices of visual communication design. Students learn how visual artefacts, as deployed in news and information media, advertising, marketing communications, publicity and social media, influence cultural understanding as well as consumer behavior. They consider the unique powers of visual media and explore ethical and legal issues surrounding the use of images. They also learn fundamental theories of good design and apply these to the critique and analysis of a range of visual communications such as posters, magazine covers, online publications and marketing materials.

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1040 Writing and Research for Media And Communication Studies I Fall Only (LEC: 3) [0.50]**

This course introduces students to research and writing at the university level and in particular for media and communication studies. In addition to reviewing and refining grammar, construction and composition skills, students learn the fundamentals of effective storytelling as well as the basics of media writing; i.e. writing and researching for consumer media such as journalism, public relations and/or marketing platforms. It covers academic essay-writing, researching primary and secondary sources, crafting theses related to media and communication studies and using academic citation and style.

**Restriction(s):** AHSS\*1210, AHSS\*1290, CSS\*1210, FCSS\*1210, JUST\*1210, PSYC\*1210. Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1070 Photography Winter Only (LEC: 3) [0.50]**

Students in this class explore the history and impact of photography on communication via mass media from newspapers and photojournalism, through commercial contexts such as advertising and promotion, to online uses including social media. Students learn how to create images for a variety of contexts (e.g. commercial, news, portraiture) that require different styles and approaches to image-making and styling. Students also learn the differences in practice between photojournalists and commercial or studio photographers, and develop their skills with software to modify photographs (and when this is appropriate).

**Prerequisite(s):** MDST\*1300

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1090 Organizational Behaviour and Teamwork Fall Only (LEC: 3) [0.50]**

Drawing on concepts and practices from the field of Organizational Behaviour, including understanding of group dynamics and communication skills, this course gives students the skills that will not only allow them to form and work in successful, collaborative groups throughout university, but also form the foundation for leadership roles in their professional lives. Students will learn how to properly communicate and work effectively with others while developing their leadership skills.

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1100 Introduction to Journalism and Digital Storytelling Fall Only (LEC: 3) [0.50]**

This course traces the history of journalism from ancient times to the networked digital age, exploring how political, economic, social, legal and technological contexts have shaped the news media and vice versa. Students learn the core concepts of journalistic theory, practice and ethics, how these are deployed across various media platforms. Students are also introduced to the components and practices of transmedia storytelling.

**Restriction(s):** MDST\*1080. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1200 Introduction to Marketing and Public Relations Winter Only (LEC: 3) [0.50]**

This course will introduce students to the historical and social contexts of advertising, marketing and public relations. It will explore how practices, theories, ethics and regulation have evolved, as well as the differences and similarities among promotion, marketing, advertising and public relations. Students will learn how practitioners deploy theories of communication to persuade audiences and to create and reinforce brand identity. They will examine the wide range of tools and methods these practitioners use, and create an integrated communications plan that demonstrates their knowledge of these methods.

**Restriction(s):** MDST\*1080. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*1300 Media Production Toolkit Fall Only (LEC: 1, LAB: 3) [0.50]**

This course introduces students to the fundamental tools of media production. Students will acquire technical, hands-on skills that will be developed and utilized in subsequent courses. Students will learn photography, audio recording and editing, video production and post-production, and online publishing platforms.

**Prerequisite(s):** 2.00 credits

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2000 News and Information Gathering Fall Only (LEC: 3) [0.50]**

In this course students learn how journalists research and develop stories. Students develop essential media skills including mining sources of information and leads; interpreting and using data; creating, refining and pitching concepts; and conducting research and honing interviewing skills. Students learn how to cover events and announcements and are introduced to the different demands of key beats such as crime, courts, government, entertainment and sports, as well as those by different media (print, online, audio, video).

**Prerequisite(s):** 9.00 credits including (MDST\*1050 or MDST\*2080), (MDST\*1080 or MDST\*1100)

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2020 Freedom, Rights and the Media Winter Only (LEC: 3) [0.50]**

Students study the diverse organizational and industrial structures of the media, and how they are affected by the political economy and political systems. They explore the roles of media in democratic and totalitarian states; and the role of politics and policy - with a focus on Canada - on the regulation of media. In addition to understanding debates over such issues as access to information and censorship, students learn and debate the ways political parties and governments communicate with citizens and vice versa, and how they use various media to influence each other.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2030 News Writing and Editing I Fall Only (LEC: 2, LAB: 3) [0.50]**

In this course, students focus on the fundamental elements of writing, style, substantive editing and copy editing which form the basis of all journalistic content production. An understanding of news values aids in the selection and writing of stories for publication. In addition to identifying, pitching, researching and writing compelling news stories and features, students analyze the writing of peers and identify and fix factual, spelling, grammar and syntax errors in their own and colleagues' writing and communicate the needed changes in a clear and positive manner. Students learn the essentials of compelling packaging, including writing effective display copy and incorporating images with text.

**Prerequisite(s):** 9.00 credits, including AHSS\*1080, MDST\*1030, MDST\*2110

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2040 Media Relations Fall Only (LEC: 3) [0.50]**

Focusing on a key element of marketing and public relations practice, students discover the key roles that "earned media" and relationships with news and information media play in any communications strategy. Students examine the range of roles and functions of journalists, analysts and commentators in news outlets, magazines and other media organizations, and learn how to work with these entities to achieve marketing and public relations goals. Students dissect the impact of media coverage on organizations, discover how these media connect with other key stakeholder groups, learn to develop targeted media relations strategies and discover the tools and skills required to work both proactively and reactively with the media.

**Prerequisite(s):** 9.00 credits including MDST\*1090, MDST\*2090, MDST\*2110

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2050 News Writing and Editing II Winter Only (LEC: 2, LAB: 2) [0.50]**

In this course, students build on the journalistic skills developed in foundational courses, applying more in-depth and targeted methods to identifying and mining sources and researching news stories and features, as well as interviewing, pitching, writing and editing stories for publication. Students also learn the basics of covering key beats, such as politics, health, justice, business and sports.

**Prerequisite(s):** MDST\*2000, MDST\*2030

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2070 Digital Graphic Design I Winter Only (LEC: 1, LAB: 3) [0.50]**

Students apply their foundational understanding of design theory to the practical creation of original designs. Using industry-standard software, students learn and practice digital tools to create graphic artefacts, manipulate and incorporate photographic images into designs, experiment with colour, choose, manipulate and integrate text and design basic but cohesive layouts involving multiple elements. This course is prerequisite to Visual Communication Specialization classes in Years 3 and 4.

**Prerequisite(s):** MDST\*1030

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2080 Writing and Research for Media And Communication Studies II Fall Only (LEC: 3) [0.50]**

In this course, students learn the differences and similarities between academic writing and writing and editing for popular and commercial media. They learn to use the principles, structures and tools deployed in producing media for popular consumption, to analyze classic news values deployed by media professionals and to apply these to creating original content. They develop interview skills and learn how to conduct background research and write stories using structures common to news, public relations, marketing, strategic communications and commercial content.

**Prerequisite(s):** 2.00 credits including (1 of MDST\*1080, MDST\*1100, MDST\*1200), (AHSS\*1210 or MDST\*1040)

**Restriction(s):** MDST\*1050. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2090 Social Media Issues and Perspectives Fall Only (LEC: 3) [0.50]**

This course acquaints students with social media's "origin story" and allows them to explore the many forces that have shaped its evolution, such as the rapid development of technology and changing sociocultural and commercial attitudes toward their use. Students will examine social media's increasingly pronounced impact on the formation and expression of identity, public policy, and cultural values. Further, students will explore and debate current issues in social media discourse, such as bullying, addiction, the democratization of media, regulation and ownership.

**Prerequisite(s):** AHSS\*1080, MDST\*1020

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2110 Transmedia Storytelling Winter Only (LEC: 3) [0.50]**

In this course, students explore the evolving and increasingly complex relationship between narrative and what media theorist Henry Jenkins describes as "convergence culture." After getting acquainted with current theories on transmedia and its somewhat dependent relationship with developing communication technologies, students will storyboard a transmedia narrative for potential development in subsequent courses. Leveraging both established and burgeoning media platforms, students learn how to tell stories across multiple media rather than being restricted to the confines of just one platform.

**Prerequisite(s):** (AHSS\*1210 or MDST\*1040), (MDST\*1050 or MDST\*2080), [(MDST\*1100, MDST\*1200) or MDST\*1080]

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2120 Vive la Revolution: Alternative And Advocacy Media Fall Only (LEC: 3) [0.50]**

In this course, students learn the history of alternative media, how and why alternative media have developed in Canada and how social media and the internet are driving the refinement and creation of new variations of the form, such as podcasts, social media posts and newsletters. The course explains how writers, producers and publishers both of alternative media and within legacy (mass) media have used these platforms to influence behavior and effect societal, political and public policy change.

**Prerequisite(s):** AHSS\*1080, MDST\*1020, MDST\*1100

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2150 Data and the Information Society Fall Only (LEC: 3) [0.50]**

In this course, students learn how professionals in almost every media sector - journalists, public relations practitioners, marketing professionals and content strategists - access, gather, store and use data. They learn how to source quantitative data as well as mine social and other public media for detailed and precise information that they can then use to create content for specific audiences, map and analyze consumer behavior, and influence public opinion. Students learn how data helps practitioners build a story that audiences will not only believe, but also feel.

**Prerequisite(s):** 2.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2180 Web Design Winter Only (LEC: 2, LAB: 2) [0.50]**

This course examines the principles of successful web design and provides students with an understanding of the skills necessary for creating visually appealing and user-centered websites. Students will learn the fundamentals of wireframing and prototyping, information architecture, accessibility, usability and UX design. Students will also learn the process of building and launching a website by following a creative brief. The course will investigate emerging technology and trends that impact the present and future of web design.

**Prerequisite(s):** MDST\*1300

**Restriction(s):** AHSS\*3080. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2210 Image Processing: Capture and Manipulation Fall Only (LEC: 3, LAB: 2) [0.50]**

This course allows students to develop proficiency in creating quality digital images using industry-standard software. Students learn capture management techniques including managing tethered capture and how to import, organize, select, manipulate, archive, proof and otherwise process and manage photographs. Students study and practice the image-making process from shooting through final production, including photo retouching and manipulation.

**Prerequisite(s):** 9.00 credits including MDST\*1070

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*2510 Studio Lighting Fundamentals Fall Only (LEC: 3, LAB: 2) [0.50]**

Students in this course learn and practice the fundamentals of working in a studio, concentrating on tethered image capture and lighting techniques. Students learn the terminology of, and differences between, types of studio lighting, and which are suited to disparate contexts and content demands. In the studio, they practice working with different light sources, equipment and accessories; learn safety protocols and experiment with different subjects, although the primary focus is on portraiture and commercial applications. Note: students use images taken in this class in concurrent photography courses.

**Prerequisite(s):** 9.00 credits including MDST\*1070

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3000 Magazine Writing, Editing and Production Winter Only (LEC: 3, LAB: 2) [0.50]**

This course gives students a thorough grounding in the magazine industry in Canada, including its history, role and sociocultural impacts, and evolution into multimedia, online formats and other technological innovations. Students learn the roles of various functions and personnel on a magazine team, and the stages of production from audience engagement to developing brand guidelines, mandates and concepts. They also apply writing, research and editing skills to writing a variety of magazine feature stories and editing those of their peers.

**Prerequisite(s):** MDST\*2000, MDST\*2030, MDST\*3330

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3020 Video Journalism Winter Only (LEC: 3, LAB: 2) [0.50]**

In this course, students learn and practice the writing and production techniques demanded by video journalism, including television broadcast, online news and video-sharing sites and as part of multimedia productions. Students learn how to write for the ear and for the eye; to use cameras, sound, and editing software; to interview on camera and incorporate clips and footage into compelling video journalism stories. Students review the work of professional video journalists, analyze how video is incorporated into online news sites and multimedia productions and critically evaluate the effectiveness of television newscasts.

**Prerequisite(s):** MDST\*2000, MDST\*2030, MDST\*3180

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3030 Event Management Winter Only (LEC: 3) [0.50]**

In this course students develop their analytical, organizational, and creative thinking skills as they prepare detailed live and virtual special event plans, learn to conduct effective meetings with clients and colleagues, develop budgets, draft project plans strategies, detail elements of execution and consider evaluation methods

**Prerequisite(s):** 9.00 credits including (MDST\*1080 or MDST\*1200), (MDST\*1050 or MDST\*2080)

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3040 Power, Culture and the Individual Winter Only (LEC: 3) [0.50]**

Using an interdisciplinary approach, this course critically examines how the media construct, reinforce, and maintain perceptions of the world, the development of cultures and concepts of identity. It explores the role of various media, including social media, on the development of a sense of self, including issues related to gender, sexuality, class, race, ethnicity and ability and disability, and that identity within the broader environments of culture and subcultures.

**Offering(s):** Offered through Distance Education format only.

**Prerequisite(s):** 4.00 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3060 Public Affairs Fall Only (LEC: 3) [0.50]**

In this course, students acquire a working knowledge of the roles and functions of governments in Canada, from a public affairs perspective. They analyze the range of strategies and comprehensive communications tools used by public affairs practitioners, government activities, policies, and regulations, as well as those deployed on behalf of government departments and elected officials to disseminate information and influence public opinion and behaviours. Students study how Canada's multi-party, three level political systems coincide with bureaucratic structures to drive major decision-making and the parliamentary legislative process.

**Prerequisite(s):** 9.00 credits including MDST\*1090, MDST\*2020, MDST\*2090, (MDST\*1080 or MDST\*1200)

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3080 Writing for Public Relations Fall Only (LEC: 3) [0.50]**

In this course, students apply key journalistic writing and research skills, including interviewing, identifying news values, writing, editing and CP style to the creation of effective, persuasive public relations content critical to any organization. Students learn to research the public relations objectives of organizations and address them by creating a variety of tools including pitch emails, news releases, media kits, social media posts, online newsrooms and newsletters.

**Prerequisite(s):** 9.00 credits including MDST\*2090, MDST\*2110

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3110 Location Photography Winter Only (LEC: 2, LAB: 4) [0.50]**

Students in this course acquire the skills demanded by shooting photography on location, including in a variety of interior and exterior environments and conditions. They study the use of portable lighting equipment in supplementing and manipulating natural and artificial light. They explore and practice all steps and aspects of location shoots including planning, research, preproduction and postproduction - through to compiling and presenting a complete portfolio.

**Prerequisite(s):** MDST\*2210, MDST\*2510

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3120 Digital Graphic Design II Fall Only (LEC: 1, LAB: 3) [0.50]**

Students in this course learn to design projects in different formats, and for specific audiences, messaging and objectives. They learn the fundamentals of typography; how to write and design according to a creative brief; the differences between designing for print and online, as well as between journalistic (news and information) environments compared to those of marketing and corporate communications. They learn how use visual language to execute branding objectives, and create a complex design project that demonstrates knowledge of the advanced capabilities of digital graphic design software.

**Prerequisite(s):** 9.00 credits including MDST\*2070

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3170 Writing for Public Relations II Winter Only (LEC: 3) [0.50]**

In this course, students leverage writing skills by applying them to different audiences and projects such as speeches, annual/quarterly reports and employee newsletters. Students learn how to write in voices other than their own (for example, those of CEOs or other senior management). Working in a team, students hone organizational, teamwork, analytical and writing skills by such activities as drafting a response to a request for proposal and presenting an integrated campaign with multiple written components.

**Prerequisite(s):** MDST\*3080

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3180 Audio Storytelling Fall Only (LEC: 2, LAB: 3) [0.50]**

In this course, students discover the power and production techniques of audio content production, including broadcast radio stories and features, podcasts and in multimedia productions. The course provides an overview of journalistic radio formats including public and private radio, as well as podcast distribution and consumption. Students learn and practice the essential skills of audio storytelling including writing, interviewing, using sound and clips, and editing using industry-standard software.

**Prerequisite(s):** 9.00 credits including AHSS\*1080, MDST\*2110

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3190 Advanced Research Methods for Media and Communications Studies Winter Only (LEC: 3) [0.50]**

This course provides Media Studies students with focused exposure to the research methods most frequently employed in their field, along with practical experience evaluating the challenges and advantages of these methods. This course requires students to consider the methodological options available for their focused research initiative in their final year, conduct a review of scholarly literature related to a specific topic of thesis proposal, and outline a preliminary research proposal.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits including AHSS\*1080, AHSS\*2020, MDST\*1020, (MDST\*1050 or MDST\*2080), MDST\*2020, MDST\*3040

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3210 Video Production I Fall Only (LEC: 2, LAB: 3) [0.50]**

This course introduces students to the key terms, concepts and techniques required to plan, shoot and produce video for a range of media purposes including video journalism, marketing, social media and corporate communications. Students plan, shoot, edit and produce video using cameras, lights and accessories; demonstrate basic storytelling skills; edit visuals and sound using appropriate software; constructively critique and analyze their own work and that of peers, and incorporate feedback into final productions.

**Prerequisite(s):** 9.00 credits including MDST\*1090, MDST\*2110

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3240 Crisis Communications and Reputation Management Winter Only (LEC: 3) [0.50]**

In this course, students learn how to proactively monitor, protect and enhance an organization's greatest asset - its reputation. Through case studies, individual and interactive group work, students learn how to earn and maintain the trust and loyalty of stakeholders, prepare for crises, prioritize audiences and messages and develop a social responsibility strategy to build reputational resiliency.

**Prerequisite(s):** 9.00 credits including MDST\*1200

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3250 Web Design II Winter Only (LEC: 2, LAB: 2) [0.50]**

In this course students will acquire the knowledge needed to respond to a requirements document and build a Web site, using Cascading Stylesheets (CSS), XHTML and JavaScript. Students will be required to write, edit, and create content.

**Prerequisite(s):** AHSS\*3080

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3260 Art Direction and Production Design Winter Only (LEC: 3) [0.50]**

In this course, students explore the roles and responsibilities of art directors, production designers and production design teams in executing significant visual communications initiatives such branding and rebranding campaigns, marketing programs and major projects. Through case studies and assignments, students analyze and experience the entire design project lifecycle from pitching, budgeting, and negotiating with clients, through design and editing to the final presentation of a polished campaign.

**Prerequisite(s):** MDST\*3440

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3280 Media Advertising Fall Only (LEC: 3) [0.50]**

This course examines the advertising process, its role, use, methods, purposes and limitations in addressing the strategic objectives of organizations. Students become familiar with industry roles, agency operations, client management, media planning and budgeting while developing ethical and socially responsible advertising campaigns for broadcast, digital and print platforms.

**Prerequisite(s):** 9.00 credits including AHSS\*1080, MDST\*1090, (MDST\*1080 or MDST\*1200)

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3310 Media Organizational Leadership Winter Only (LEC: 3) [0.50]**

In this course, students will examine a number of theories pertaining to leadership as well as describe and evaluate specific leadership styles. Through and case studies, students will analyze different perspectives on how leadership is evolving in a variety of large, small, and corporate media organizations within Canada and internationally.

**Prerequisite(s):** AHSS\*1080, MDST\*2020, [(AHSS\*1060, AHSS\*2190) or MDST\*1020]

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3320 Engagement & Social Media For Journalists Winter Only (LEC: 3) [0.50]**

Students in this course explore engaged (or "social") journalism, produced with and not just for communities and readers. They discover how to deploy this 21st-century concept to creating more impactful journalism by building relationships and collaborating with audiences. They learn the skills, tools and methods that journalists in the world's leading newsrooms use to prioritize and meet the information needs of audiences, and how to apply them in their own practices.

**Prerequisite(s):** 14.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3330 Content Strategy Fall Only (LEC: 3) [0.50]**

This course introduces students to content strategy and how businesses leverage content as an integral way to reach and engage with their unique target audiences. Students will develop fluency with strategic best practices and various types of content opportunities, and learn how to identify the best placements and applications for their content. From understanding a project's lifecycle to engaging with its metrics to planning and creating content, students gain an overview of content strategy from concept to execution in a range of media practices including journalism, marketing and public relations.

**Prerequisite(s):** 9.00 credits including MDST\*1090

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3340 Analytics for Marketing and Communications Fall Only (LEC: 3) [0.50]**

This course provides students with a foundational understanding of the language and terminology associated with Strategic Content Management. They will be introduced to foundational data measurement practices and tools, learning to collect and analyze valuable data across social, digital and traditional media channels. Covering usability, accessibility and content evaluation, students will gain the skills needed to assess content success and strategize innovative promotional campaigns. Students will develop competency in interpreting information to evaluate existing content's effectiveness and plan data-driven marketing and communications initiatives.

**Prerequisite(s):** 9.00 credits including MDST\*1090, MDST\*2150

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3350 Web Design III Fall Only (LEC: 3, LAB: 2) [0.50]**

Using industry best-practices and techniques, students will learn how to make richly interactive and animated websites to host their own media and content. Students will be exposed to some basic development in the current most popular languages, to help take their websites to the next level. Animation and design techniques to support both old and new browser technologies will be explored.

**Prerequisite(s):** MDST\*3250

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3360 New Worlds: Exploring XR Winter Only (LEC: 2, LAB: 2) [0.50]**

As an introduction to the concepts, tools and storytelling potential of Extended Reality (XR), this course allows students to experience and experiment with immersive technologies such as Augmented Reality (AR), Virtual Reality (VR) and Mixed Reality (MR). In addition to gaining a theoretical understanding of the impactful tools offered by XR, students will explore its diverse applications including in immersive journalism, documentary film and video and marketing. Students will learn XR production and storytelling techniques that they will apply to the creation of their own XR media.

**Prerequisite(s):** 7.00 credits including (MDST\*1050 or MDST\*2080), (MDST\*1080, MDST\*1100 or MDST\*1200)

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3370 Professional Selling for Media Winter Only (LEC: 3) [0.50]**

This course details strategic selling principles and models. Students develop skills required for planning and making sales calls and cultivating productive relationships with clients. The course covers prospecting, conducting sales meetings, making sales presentations and negotiating in the digital age. In addition, students learn the consultative approach to selling different media platforms either separately or in conjunction with one another.

**Prerequisite(s):** AHSS\*2020, MDST\*3330

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3380 Photojournalism Winter Only (LEC: 2, LAB: 2) [0.50]**

In this course, students learn how the demands, genres and techniques of photojournalism differ from those of commercial, artistic and documentary photography, as well as the legal and ethical guidelines that photojournalists in Canada follow. Exercises and assignments allow them to develop techniques and skills on both smartphone cameras and multilens DSLRs for a variety of hard- and soft-news projects for both editorial and commercial applications.

**Prerequisite(s):** MDST\*1030, MDST\*1070, (MDST\*1080 or MDST\*1100)

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3390 Public Practice Winter Only (LEC: 3) [0.50]**

In this course students learn, develop and practice the skills they need to apply academic learning (both theoretical and practical) to the real-world environments of internships, career development, employment and the workforce. Students explore the roles of media professionals, workforce structures and employment landscapes relative to their specializations, and become familiar with how media initiatives and projects are pitched, staffed, funded and delivered. They also learn the importance and methods of developing a professional identity and brand, including assembling an appropriate portfolio, pitching materials and interviewing for roles, jobs and positions.

**Prerequisite(s):** 9.00 credits including AHSS\*2020, MDST\*1090

**Restriction(s):** AHSS\*4080. Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3400 SEO Perspectives Winter Only (LEC: 3) [0.50]**

This course shows students how media professionals, working in a landscape defined by abundance and complication, tailor content to cut through the distortion of an overcrowded market to reach a narrowly defined audience target with a particular set of interests and behaviours. Students learn how major search engines work and how they prioritize certain types of content by relevance and popularity, and explore the mechanics of search algorithms, mathematical optimization, and semantics in order keep their content current, relevant, and accessible.

**Prerequisite(s):** 9.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3410 Social Media Strategies Fall Only (LEC: 3) [0.50]**

This course guides students through the multifaceted process of designing and implementing a social media campaign that demonstrates an awareness of the client's brand identity and their relationship to the consumer base. Leveraging a case study approach, students analyze both the strengths and weaknesses of existing social media initiatives and apply this knowledge to their social media campaigns for theoretical clients. Depending on the needs of the client, students will explore the challenges of branding, choosing the appropriate combination of social media platforms, and selecting the visual and textual elements that properly communicate the client's desired brand identity.

**Prerequisite(s):** 9.00 credits including MDST\*1030, MDST\*1090, MDST\*2090, (MDST\*1080 or MDST\*1200)

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3420 The Project Lifecycle Fall Only (LEC: 3) [0.50]**

In this course, students discover the many different roles within an organization that contribute to the planning, production, implementation and maintenance of quality content. In particular, students become familiar with the foundational stages of a strategic content campaign and learn to harness an organization's personnel and existing content assets in order to reach an overarching business goal. Students simulate the content strategy process, create a balanced, time-conscious workflow, design a realistic budget and learn to leverage and focus the talents of a UX designer, information architect, developer, data analyst and other members of a content strategy team. As part of a lifecycle overview, students will ultimately work toward the production of a content template map, process workflow diagram and content calendar.

**Prerequisite(s):** 9.00 credits including MDST\*1090

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3430 Client Relations Winter Only (LEC: 3) [0.50]**

Navigating a client relationship, whether as an agency employee or an independent practitioner, involves a number of skills: from effective and competitive pitching, to contract writing, to managing expectations, to navigating legal and ethical imperatives. In this course, students learn to manage clients of various kinds (i.e. small not-for-profits to large corporations) through all stages of a project or campaign and in an ongoing, profitable relationship.

**Prerequisite(s):** AHSS\*1080, AHSS\*2020, AHSS\*3220, MDST\*3330, (MDST\*1080 or MDST\*1200)

**Restriction(s):** MDST\*3220. Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3440 Digital Graphic Design III Winter Only (LEC: 1, LAB: 3) [0.50]**

Students in this course focus on the creation of motion graphics and incorporating them into compelling designs using industry-standard software. In addition to evaluating the uses, applications and effectiveness of motion graphics, students apply them to the creation of successful information and marketing vehicles such as advertisements, social media campaigns, PSAs and other communications vehicles.

**Prerequisite(s):** MDST\*3120

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3450 Social Media Analytics Winter Only (LEC: 3) [0.50]**

Students in this course explore the ways in which social media have empowered consumers, while simultaneously creating a multitude of opportunities for organizations to engage with consumers in real time. They learn how marketers gather important data from social media and gain insights that allow them to create and deploy highly targeted campaigns. Students discover how to use powerful analytics tools, such as engagement analytics, social network analysis, sentiment analysis and targeted influence, to leverage social media data to meet marketing objectives.

**Prerequisite(s):** 10.00 credits including MDST\*2090

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3460 Advanced Analytics for Marketing and Communications Winter Only (LEC: 3) [0.50]**

This advanced course in marketing and communications analytics emphasizes critical thinking and sophisticated data management skills. Students will explore diverse measurement and data analytic methods used to perform competitor analysis, identify strategic advantage, and refine their evaluation capabilities. By using metrics, monitoring techniques and applying strategic analysis frameworks, they will evaluate existing content and campaign efficacy and develop recommendations for enhancement. This course will guide students through conception, execution, and evaluation of strategic campaigns that align with specific business goals. Special emphasis is placed on harnessing the potential of social and digital media, equipping students with proficiency using modern analytics tools for engagement, sentiment, and search analysis, web traffic analysis and influencer research.

**Prerequisite(s):** 9.00 credits including MDST\*3340

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3470 Audits and Analysis Winter Only (LEC: 3) [0.50]**

In this course, students focus their broader investigation of the project lifecycle with an in-depth examination of content audit and analysis processes. To design an effective promotional campaign, the content strategist must analyze the efficacy of the organization's existing digital assets in order to determine which items are advancing, and which are hindering, the pursuit of business objectives. To this end, students will conduct detailed content inventories, qualitative and quantitative analyses of asset performance, and metadata analytics aimed at leveraging existing resources to promote audience engagement. Students will then propose a strategic campaign based on the results of a detailed positioning report that includes these metrics.

**Prerequisite(s):** MDST\*3330, MDST\*3420

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3480 Specialized Public Relations Winter Only (LEC: 3) [0.50]**

In this course, students explore the demands and practices that are specific to common specialties in public relations, such as community relations, employee engagement, donor or sponsor relations and investor relations. They learn how professionals in these areas define and target their audiences, about the tools and methods specific to each discipline and how they align and work with other functions in a professional or work environment. Students also examine key differences in the priorities and methods used by not-for-profit and for-profit organizations.

**Prerequisite(s):** 14.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3490 Freelancing and Small Business Development for Media Professionals Winter Only (LEC: 3) [0.50]**

In this course, students learn how to leverage their existing skills to monetize the provision of a valued service with the development of a freelancing or small business agenda. Drawing on their project management skills, students will learn about bidding, contracts, and industry standards. Further, students will learn to harness their network and reputations to acquire new clients, position themselves as desirable industry experts, and develop multiple revenue sources in order to secure and maintain a consistent income.

**Prerequisite(s):** 14.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*3500 Project Management for Media and Communications Fall Only (LEC: 3) [0.50]**

This course introduces students to project management fundamentals that can be applied to a wide range of digital media and creative projects. Students will explore project management methodologies and frameworks, and gain the skills necessary to successfully plan, execute, and deliver media-related projects.

**Prerequisite(s):** 9.00 credits

**Restriction(s):** MDST\*3420. Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4000 Media Practices I Fall Only (LEC: 3) [0.50]**

In this class, students conduct the foundational research, analysis, project planning and organization required to execute their capstone projects the subsequent semester. By researching multidiscipline, multimedia projects such as publications, websites, communications plans, media events and showcases students hone their understanding of current practices, issues and media environments. They then organize and draft the teams, plans, timelines, budgets and other documents they will follow to execute a significant, multidiscipline media production.

**Prerequisite(s):** 14.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4010 Media and Communication Studies Internship Summer, Fall, and Winter (LEC: 1, LAB: 16) [1.50]**

Students gain practical experience in the media industry completing an internship, normally 240 hours, in a media-related environment. Instructors and placement staff meet with students to review the internship process and requirements. All internships require the completion of assignments, deliverable to the course instructor, that prepare students for the workplace and consolidate their understanding of their industry and profession. A pass/fail grade will be assigned upon completion of the course.

**Prerequisite(s):** 14.00 credits

**Equate(s):** MDST\*4060, MDST\*4070, MDST\*4180, MDST\*4190, MDST\*4200

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4020 Case Studies in Public Relations Fall Only (LEC: 1, LAB: 3) [0.50]**

Using the case study method, students review and analyze issues faced in public relations, including dilemmas, crises and opportunities that have presented themselves to professionals and agencies. In identifying, evaluating, developing, presenting and debating solutions, they apply their understanding of media environments, social media dynamics and tools, audience behavior models and public affairs.

**Prerequisite(s):** 14.00 credits

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4030 Case Studies in Media Management And Analytics Fall Only (LEC: 3) [0.50]**

In this course, students explore a series of case studies comprising both qualitative and quantitative data relating to existing promotional campaigns. Working in teams, they apply their knowledge of theory and practice to designing strategic solutions to shortcomings identified in different areas within the media industries. Students will be expected to manage themselves in teams, coordinate the production of persuasive rationalizations for case resolutions, and defend these solutions in the context of an inclusive class discussion.

**Prerequisite(s):** 14.00 credits including AHSS\*2030

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4040 Multimedia Journalism Production Fall Only (LEC: 2, LAB: 3) [0.50]**

This course allows students to apply knowledge and skills in multiple media formats and disciplines (for example, videography, audio journalism, online writing and production, data journalism, etc.) to the creation of an in-depth journalistic production incorporating at least three of these media. Students analyze and critique multimedia projects from several sources, then plan, create, edit and produce their own multimedia story from initial concept through publication.

**Prerequisite(s):** MDST\*2000, MDST\*2030, MDST\*3020, MDST\*3180

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4080 Media in the Global Context Winter Only (LEC: 3) [0.50]**

In this course students examine how the communications technology, media and cultural industries have driven what we know as globalization and given rise to international political, social and media revolutions and counterrevolutions. The course surveys and critically evaluates the major debates, critical perspectives, and theories pertaining to the roles of media and media companies (including social media) on politics, social structures and cultures around the world.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4090 Web Design IV Winter Only (LEC: 3) [0.50]**

In this advanced web design course, students tackle a series of applied projects that facilitate the exploration of topics like database design, scalability, and user experience. Students will learn how to properly write and use application program interfaces (APIs), build functional and interactive user interfaces (UIs), and develop their fluency with CSS, XHTML, and JavaScript. In addition, this course will also provide an introduction to emerging programming languages like Python and their associated open-source web frameworks such as Django.

**Prerequisite(s):** MDST\*3350

**Restriction(s):** Registration in the BMCS program

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4170 Video Production II Winter Only (LEC: 3, LAB: 2) [0.50]**

In this course students learn to create complex corporate communications, marketing and/or promotional videos with clearly defined audiences, messaging and objectives. They learn to write and follow creative briefs, write proposals and scripts, work on location as well as in studio and evaluate the effectiveness of final productions.

**Prerequisite(s):** MDST\*3210

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4210 Media Practices II Winter Only (LEC: 3, LAB: 3) [1.00]**

In executing a clearly defined and comprehensively planned project, students in this course apply the skills of their specializations to a capstone endeavour that reflects current professional media practice. Working within their area of emphasis, students may collaborate with students in other media disciplines on an immersive endeavour that showcases creativity, organization, understanding of the modern media landscape and professionally applied skills.

**Prerequisite(s):** 14.00 credits including MDST\*4000

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4240 Broadcast Studio Production Fall Only (LEC: 3, LAB: 3) [0.50]**

In this studio-based course, students learn to work as members of a production crew on a live, multi-camera broadcast project. They will learn to create multi-camera productions both in studio and on location by developing a concept, then subsequently directing a live or live-to-tape production using equipment such as studio cameras and pedestals, lighting consoles, teleprompters, audio mixers and video switchers. Students will apply video and audio editing techniques to package their final recording for distribution.

**Prerequisite(s):** MDST\*4170

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4400 Special Topics in Media and Communication Studies Fall and Winter (LEC: 3) [0.50]**

In this specialized course, students will explore timely and significant issues that are important to their understanding of the current media and communications landscape. They will also investigate the impact of these issues on their future roles in the media industry. The course content and availability will vary annually. Subject matter will vary according to the instructor and will consist of topics not otherwise available in the curriculum.

**Prerequisite(s):** 12.00 credits

**Restriction(s):** Registration in the BMCS program.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4410 Media Studies Thesis I Summer and Fall (LEC: 3) [0.50]**

This is the first of two courses intended to facilitate completion of an undergraduate thesis project and the development of research-related skills. The major goals of this course are to: 1) increase knowledge and applied research skill sets in a specific area of media studies; 2) enhance the understanding of research principles and project coordination; 3) increase understanding of the ethical issues in a research context; and 4) enhance scientific writing and presentation skills. Under the supervision of a faculty member, the student will develop a research proposal and make a formal presentation describing their proposal to the class.

**Prerequisite(s):** 14.00 credits including MDST\*3190 and 75% cumulative average.

**Restriction(s):** MDST\*4510. Registration in the BMCS program. Program Head consent required.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4520 Media Studies Thesis II Winter Only (LEC: 3) [1.00]**

This course provides students an opportunity to gain first-hand experience in carrying out research in the field of media. Having previously developed a research question, conducted a comprehensive review of the relevant literature and designed a research study in Media, students will conduct the study, analyze the data, report on the findings and write a thesis paper under the supervision of a faculty member.

**Prerequisite(s):** Minimum grade of 75% in (MDST\*4410 or MDST\*4510)

**Restriction(s):** MDST\*4210. Registration in the BMCS program. Program head consent required.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4900 Independent Study in Media Studies Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits

**Restriction(s):** Registration in the BMCS program. Instructor consent required.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

**MDST\*4910 Independent Study in Media Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study course is designed to provide senior undergraduate students with an opportunity to pursue library, field research or project under faculty supervision and to prepare a research report of literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits

**Restriction(s):** Registration in the BMCS program. Instructor consent required.

**Department(s):** Media & Communication Studies

**Location(s):** Guelph-Humber Campus

## Psychology (PSYC)

**PSYC\*1020 Indigenous Mental Health: A Global Perspective Summer, Fall, and Winter (LEC: 3) [0.50]**

In this course, students will learn about challenges faced by Indigenous communities worldwide, with a particular emphasis on the social determinants of mental health. Students will have the opportunity to examine the many distinct Indigenous Peoples throughout the world, who have a great diversity in their histories, religious practices, and socio-political organization. We will study how these groups have shared rapid culture change, marginalization, and absorption into colonial societies with little regard to their autonomy. These cultural dislocations have been linked to high rates of depression, substance abuse, suicide, and violence in many communities. There will be a focus on culture-through language, land, and tradition-as treatment. Students will learn about the great strength and resilience of Indigenous groups.

**Offering(s):** Also offered through Distance Education format.

**Department(s):** Psychology, Liberal Studies

**Location(s):** Guelph-Humber Campus

**PSYC\*1110 Introduction to Psychology Summer, Fall, and Winter (LEC: 3) [0.50]**

This course will introduce students to psychological theory, research, and methods. It will broadly cover major areas of interest in Psychology including research methods, biological psychology, behavioural psychology, cognitive psychology, emotion, human development, learning, memory, motivation, sensation and perception, social psychology, psychological disorders, and psychological treatments.

**Offering(s):** Also offered through Distance Education

**Restriction(s):** AHSS\*1110, AHSS\*1120

**Department(s):** Psychology, Liberal Studies

**Location(s):** Guelph-Humber Campus

**PSYC\*1120 Foundational Skills for Psychology Winter Only (LEC: 3) [0.50]**

This course is designed to help students develop knowledge and skills that will help them succeed in the Psychology program and beyond, including the values of the discipline and standard practices in higher education. Students will focus on topics related to professionalism, effective learning, organizational, and communication skills, and recognizing academic and professional misconduct. Coverage of these topics will provide students with a strong foundation to make the most of their undergraduate careers, as well as their subsequent professional careers. Students will learn about careers in different subdisciplines of Psychology and identify transferable skills for potential careers within and related to the discipline.

**Restriction(s):** AHSS\*1120

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*1130 Developmental Psychology I: Childhood Development Winter Only (LEC: 3) [0.50]**

This course will provide an introduction to the major theories of developmental psychology. Emphasis will be placed on the processes of development including physical growth, perception, cognition, personality and interactions with the social environment. The application of developmental psychology to educational and social issues will be discussed.

**Prerequisite(s):** AHSS\*1110 or PSYC\*1110

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*1210 Writing for Psychology Fall Only (LEC: 3) [0.50]**

Core learning outcomes of the Psychology Program at UofGH include the ability to critically and independently generate research questions and formulate coherent, logical arguments and conclusions using appropriate literature. Graduates are expected to be able to analyze data using appropriate methods and communicate findings effectively both individually and collaboratively in written and oral forms. This course will assist Psychology students in developing communication competencies to aid in their coursework and success after graduation. The first half of the course introduces students to basic registers of scholarship in Psychology, along with a solid foundation in grammar. The second half focuses on discipline-specific competencies, including proper APA usage, literature reviews, and scientific writing.

**Restriction(s):** AHSS\*1210, AHSS\*1290, CSS\*1210, FCSS\*1210, JUST\*1210. Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*1250 Critical Thinking in Psychology Fall Only (LEC: 3) [0.50]**

As responsible learners in the discipline of Psychology, students in this course will learn to become critical thinkers to equip them with the necessary tools to use and evaluate psychological evidence. This course introduces students to critical thinking as a concept and a tool; the strengths and limitations of the scientific method; and different forms of argumentation, types of reasoning, and ways in which faulty thinking can influence presentation of knowledge.

**Restriction(s):** AHSS\*1250

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2030 Research Methods in Psychology Fall Only (LEC: 3) [0.50]**

This course is a general introduction to contemporary research methods in Psychology. The relationship between theory and research will be explored. Qualitative and quantitative approaches to research in the behavioural sciences will be discussed and introductory terminology and concepts defined. Current models of data collection, experimental design and analysis will be examined. Issues related to research including literature review, research ethics, and report writing will be contextualized within the field of Psychology.

**Prerequisite(s):** 3.00 credits

**Equate(s):** SCMA\*2040

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2090 Cognitive Neuroscience Winter Only (LEC: 3) [0.50]**

This course is an introduction to the neural mechanisms underlying different aspects of cognition, including perception, attention, memory, and executive function. This course will focus on primary cognitive neuroscience research to unpack the types of questions that are investigated and the various methods that are used to understand the link between cognition and brain function. Coverage of these topics will provide students with a deeper understanding of cognitive processes and theories, and the relation between the mind and brain.

**Offering(s):** Also offered through Distance Education

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Restriction(s):** PSYC\*2160

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2120 Quantification in Psychology I Winter Only (LEC: 3) [0.50]**

This course is an introduction to statistical methods and research and includes the fundamental concepts and techniques of descriptive and inferential statistics. Students will gain an understanding of the mechanics and underlying rationale of the statistical procedures used by researchers in the behavioural sciences, in addition to the appropriate use and interpretation of statistical results.

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2130 Social Psychology Fall Only (LEC: 3) [0.50]**

This course is an introduction to the content and methodology of social psychology. Content includes social perception, attraction, conflict, conformity, aggression, group dynamics, and attitude change. Methods include examples of important social psychological experiments and both surveys and correlation analysis which are the most common methods of investigation.

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2150 Personality Winter Only (LEC: 3) [0.50]**

This course reviews the major personality theories, their development and research findings and comparisons and criticism of each. Details of the theories lives and impact will be briefly reviewed. The status and future of personality research methodology will also be examined.

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2160 Neuroscience Winter Only (LEC: 3) [0.50]**

This course is an introduction to the anatomical, physiological and neurochemical structure and function of the nervous system. The course emphasizes the link between brain mechanisms and behaviour. Of particular interest will be the acquisition of environmental signals, the control of movement, the regulation of food and water, sleep, sex and the psycho-physiological aspects of stress and emotion.

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2180 Psychology of Exercise Fall and Winter (LEC: 3) [0.50]**

This course investigates the psychosocial influences and consequences of exercise. Students will examine exercise behaviour, explore intervention approaches aimed at modifying exercise behaviour, and study the impact of exercise on various mental health states such as stress, anxiety, depression, emotional well-being, self-concept/self-esteem, and health-related quality of life.

**Prerequisite(s):** 4.00 credits

**Restriction(s):** Registration in BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2190 Developmental Psychology II: Adult Development & Aging Fall Only (LEC: 3) [0.50]**

This course examines theories and research relating to the psychology of adult development and aging. Major topics include biological and psychological theories of aging; age changes in cognition, personality and social relations; cultural factors; and end-of-life issues.

**Prerequisite(s):** PSYC\*1130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2200 Cognitive Psychology Fall Only (LEC: 3) [0.50]**

This course is designed to be an introduction to the fundamental phenomena and theories of cognition, including: information processing, perception, attention, memory, language, and problem solving.

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2210 Psychology of Learning Fall Only (LEC: 3) [0.50]**

This course provides an introduction to the basic principles and concepts of learning. Theories of classical and operant conditioning will be explored, in addition to selected theories of motivation and memory. Basic neurobiological mechanisms underlying various learning and memory processes will also be introduced.

**Prerequisite(s):** PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Restriction(s):** PSYC\*2220

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*2220 Applied Memory and Learning Winter Only (LEC: 3) [0.50]**

This course is designed to help students examine the convergence of basic and applied research on memory and learning. Student will focus on topics related to methods for understanding and applying basic memory theory, and the understanding of practical memory research. Coverage of these topics will provide students with a better understanding of how to investigate memory and apply basic memory theory, as well as problems in basic and applied memory research.

**Prerequisite(s):** PSYC\*2200

**Restriction(s):** PSYC\*2210

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3120 Quantification in Psychology II Fall Only (LEC: 3) [0.50]**

This course is a continuation of Quantification in Psychology. The course is an advanced introduction to statistical methods and research.

**Prerequisite(s):** PSYC\*2120

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3130 Psychological Measurement Fall Only (LEC: 3) [0.50]**

This course is an introduction to psychological measurement and the measurement procedures presently used in psychology. Coverage will include such topics as reliability, validity, test construction, and the measurement of ability, personality, attitudes, interest and achievement.

**Prerequisite(s):** (PSYC\*2030 or SCMA\*2040), (PSYC\*2120 or SCMA\*3040)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3140 Clinical Psychology and Mental Health Fall Only (LEC: 3) [0.50]**

This course examines current theory and research in the field of mental health and mental illness in terms of various models (biological, behavioural, cognitive, psychological, social and psychodynamic). Selected topics may include: stress and anxiety, affective disorders, schizophrenia, trauma, personality disorders and mental health.

**Prerequisite(s):** PSYC\*1210, PSYC\*2150

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3150 Drugs and Behaviour Winter Only (LEC: 3) [0.50]**

This course develops a critical understanding of contemporary psychological approaches to addiction. Students are introduced to psychological theories of addiction from the fields of biological, behavioural, social and cognitive psychology, and the research and clinical evidence that support them. Students consider the relative contribution of each approach to the understanding, treatment and prevention of both drug-related addictions and selected addictive behaviours, such as gambling and eating.

**Prerequisite(s):** 10.00 credits, (PSYC\*2090 or PSYC\*2160)

**Restriction(s):** CSS\*3010

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3160 Learning Difficulties and Disabilities Winter Only (LEC: 3) [0.50]**

The course covers applied and theoretical aspects of learning disabilities and other disabilities that interfere with learning and lays a foundation for work in the area of education and intervention with children and adolescents who have exceptional learning needs.

**Offering(s):** Also offered through Distance Education.

**Prerequisite(s):** 10.00 credits, PSYC\*1130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3170 Persuasion and Facilitation Winter Only (LEC: 3) [0.50]**

This course will expose students to persuasion, and facilitation, which has been of interest to human beings through the ages. From the ancient Greeks to the executives on Madison Avenue, persuading and influencing others has been a primary concern. This course is designed to expose students to the theories, principles, and strategies relevant to persuasion and will help students become familiar with empirical investigations on persuasion and compliance-gaining. The course also focuses on how empirical findings and theory may be applied to our daily interactions.

**Prerequisite(s):** PSYC\*2130 and 10.00 credits

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3180 Applied Study in Psychology Winter and Summer (LEC: 1, LAB: 6) [0.50]**

In this course, students combine academic study with 100 hours of workplace experience in a community-based setting. Students will be required to complete a paper that integrates relevant psychological theories and research with their workplace experiences. Workplace positions can be voluntary or paid placements that begin no later than week two of the semester and end no earlier than week twelve. Students are responsible for securing a workplace position in consultation with the appropriate University of Guelph-Humber Field Placement Officer prior to the start of classes.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 10.00 credits including PSYC\*1110 or (AHSS\*1110, AHSS\*1120)

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3190 Case Studies and Qualitative Methods Winter Only (LEC: 3) [0.50]**

This course provides a comprehensive overview of the foundations and philosophies of qualitative methodologies in psychology and their place in psychological research. The different paradigms of qualitative methodology and the ways in which qualitative and quantitative methods are similar, different, and complementary are examined. Practical experience in carrying out qualitative research is achieved as students undertake a range of in class qualitative methods exercises.

**Prerequisite(s):** PSYC\*2120, (PSYC\*2030 or SCMA\*2040)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3200 Psychology of Group Dynamics Winter Only (LEC: 3) [0.50]**

The purpose of this course is to provide an overview of the fundamental aspects of human behaviour in groups of various sizes (from dyads to entire cultures). The investigation of human behaviour in group situations will be investigated from theoretical, empirical, and applied perspectives. The topics that will be explored include issues of group development, performance, and leadership. The course is designed to engage students with the material experientially through the integration of small group activities with lectures and audiovisual presentations.

**Prerequisite(s):** PSYC\*2130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3230 Research Communication and Proposal Writing Winter Only (LEC: 3) [0.50]**

This course will guide students through the successful preparation and submission of proposals for the purposes of: research grant funding, funding of services and interventions, publication, and psychology conference submission. Academic writing skills and APA style will be emphasized throughout including how to present ideas and plans clearly, concisely and persuasively. Students will work collaboratively to critique and improve each other's work and to develop presentation and proposal writing skills.

**Prerequisite(s):** PSYC\*2120, (PSYC\*2030 or SCMA\*2040)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3530 Health Psychology Winter Only (LEC: 3) [0.50]**

This course covers research in health psychology. Possible topics include the interplay of psychosocial factors, behaviour, and physical health; pediatric health psychology; health interventions at the individual, family, group or community levels.

**Prerequisite(s):** PSYC\*2130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3540 Ethics in Psychology Fall Only (LEC: 3) [0.50]**

This course examines the ethical responsibilities of and issues confronted by psychologists in clinical and academic settings, as well as psychology researchers practising in a variety of professional contexts. Some issues include: professional and personal boundaries, dual relationships, confidentiality and privacy issues, conflicts of interest, psychometry and the reporting of test results, forensic assessments, trust and deception in the context of research, and scientific integrity.

**Prerequisite(s):** 7.50 credits

**Restriction(s):** AHSS\*2200

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3580 Forensic Psychology Summer, Fall, and Winter (LEC: 3) [0.50]**

This course will examine a number of issues related to the interaction between psychology and law. The methods, theories, and findings of social psychology, cognitive psychology, and developmental psychology as applied to legal processes will be emphasized. Included among the issues to be examined are: theories of criminal behaviour; aggression and violence; the psychological foundations of police investigations; the psychology of eyewitness testimony; the psychological impact of victimization; legal issues related to mental health; and the role of psychological factors in the trial process.

**Prerequisite(s):** 5.00 credits including (AHSS\*1110 or PSYC\*1110)

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3590 Psychology and Gender Winter Only (LEC: 3) [0.50]**

This course will introduce students to key concepts, research, and issues in Psychology and Gender using psychological literature. Experiences of diverse peoples including but not limited to cis-gender, non-binary, and 2SLGBTQIA+ individuals will be explored using a psychological lens. Focusing on social justice, students will be expected to develop an advocacy toolkit to highlight important issues and potential solutions informed by the discipline of psychology for matters related to gender and gender diversity.

**Prerequisite(s):** 10.00 credits, PSYC\*2130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3600 Field Study Summer Only (LEC: 3) [1.00]**

This field study option is designed to provide senior undergraduate students with an opportunity to pursue an applied course of study while engaging with an organization or local community. The topic selected will be determined in agreement between the student and the faculty member with expertise in the area. The projects will involve students, under the supervision of a faculty advisor, working with a community or industry partner. The course format and description of projects will depend on the type of organization and selected topic.

**Prerequisite(s):** 12.00 credits and 75% cumulative average

**Restriction(s):** This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations or semester levels during certain periods. Please see the Psychology website for more information. Instructor consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3610 Organizational Psychology Winter Only (LEC: 3) [0.50]**

This course examines current theories and practices in organizational psychology. Selected topics may include motivation, turnover, absenteeism, leadership, job design, work attitudes, organizational justice, organizational development, and change.

**Prerequisite(s):** PSYC\*2130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*3630 Psychology and Education Unspecified (LEC: 2, LAB: 1) [0.50]**

This course examines the theoretical and empirical bases for learning and teaching and their application to an array of contexts, particularly the fields of education and parenting. The content addressed includes various theories of teaching and learning, cognitive and moral development, and motivation, as well as instructional planning, classroom management, and assessment of student learning. The course focuses on the current, and sometimes controversial, issues which are at the forefront of research on the relationship between principles and educational practice.

**Prerequisite(s):** AHSS\*1170 or PSYC\*1130

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4110 History of Psychology Fall Only (LEC: 3) [0.50]**

This course is a survey of the personalities and issues involved in the shaping of modern psychology. The course provides a background, context and vocabulary for the research and practices of psychology today. The historical antecedents, major theoretical systems, successes and failures leading to the modern era of Psychology will be discussed.

**Prerequisite(s):** 14.00 credits

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4120 Culture and Diversity Fall Only (LEC: 3) [0.50]**

This course evaluates theories of how people are influenced by their social environment and culture. It offers students the opportunity to develop the knowledge, attitudes, and skills necessary for effective applications of psychological science a multi-cultural, multi-racial society.

**Prerequisite(s):** 10.00 credits including PSYC\*2130

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4130 Applications of Psychology Fall Only (LEC: 2, LAB: 1) [0.50]**

This course will acquaint students with the ways in which psychological research and techniques can be applied to areas such as law, business, education, and the health sciences. This senior seminar course will offer students an opportunity to gain in-depth familiarity with research applications in their field of interest.

**Prerequisite(s):** 10.00 credits

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4160 Mediation and Conflict Resolution Winter Only (LEC: 3) [0.50]**

This course focuses on the research and theories underlying the skills and techniques used to reach resolution in a variety of conflict situations. Through lectures, group work and role-playing, students study the fundamental principles of negotiation, mediation and conflict resolution. Students have the opportunity to reflect on their own style of conflict resolution and the relevance of course material to their own lives.

**Prerequisite(s):** 15.00 credits

**Restriction(s):** CSS\*4060. Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4170 Theories of Psychotherapy I Fall Only (LEC: 3) [0.50]**

This course is the first of two courses designed to examine the philosophy and theory of providing psychotherapy services to clients. Focusing on theory, students learn a number of therapeutic frameworks and their application in the field. A critical examination of their key concepts, assumptions, therapeutic goals, and techniques is included as are factors common to all.

**Prerequisite(s):** 14.00 credits including PSYC\*3140

**Restriction(s):** CSS\*2000, CSS\*2070, CSS\*4000, FCSS\*2000, FCSS\*2070, FCSS\*4000. Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4180 Theories of Psychotherapy II Winter Only (LEC: 2, LAB: 1) [0.50]**

This course will build on the theoretical knowledge attained in Theories of Psychotherapy I through lectures, and interactive discussion. Students will participate in active listening exercises and personal reflection exercises. Ethical and cross-cultural issues will also be explored.

**Prerequisite(s):** PSYC\*4170

**Restriction(s):** CSS\*3040, CSS\*4000, FCSS\*3040, FCSS\*4000. Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4200 Honours Seminar in Psychology Winter Only (LEC: 3) [1.00]**

This seminar course will provide senior psychology students with an opportunity to engage in discussion addressing the theoretical and applied aspects of the discipline of psychology. The seminar will allow students to synthesise prior learning in psychology with current issues as presented by the instructor.

**Prerequisite(s):** 15.00 credits

**Restriction(s):** Registration in the BASC.PSYC program.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4210 Thesis I Fall Only (LEC: 3) [0.50]**

This course is an opportunity for students to gain first-hand experience in carrying out a piece of psychological research. In this first of these two thesis courses, the focus will be on defining a research question, conducting a comprehensive review of the relevant literature and designing a research study in Psychology. Under the supervision of a faculty member, the student will develop a research proposal and make a formal PowerPoint presentation describing their proposal to the class.

**Prerequisite(s):** 14.00 credits including PSYC\*3120, PSYC\*3130 with a minimum grade of 75% in PSYC\*3120

**Restriction(s):** Minimum cumulative average of 80%. Registration in the BASC.PSYC program. Program Head consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4220 Thesis II Winter Only (LEC: 3, LAB: 10) [1.00]**

This course focuses on implementing the research proposed in Thesis I. Under the supervision of a faculty member, individual students conduct an approved study in the proposed setting, analyze the data collected, report on the research in a formal presentation and write a thesis paper.

**Prerequisite(s):** PSYC\*4210

**Restriction(s):** Minimum cumulative average of 80%. Registration in the BASC.PSYC program. Program Head consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4230 Independent Study in Psychology Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study option is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 Credits and 75% grade point average

**Restriction(s):** Instructor consent required. Program Head consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4260 Independent Study in Psychology Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study option is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average

**Restriction(s):** Program Head consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4270 Independent Study in Psychology Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study option is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average

**Restriction(s):** Program Head consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

**PSYC\*4280 Independent Study in Psychology Summer, Fall, and Winter (LEC: 3) [0.50]**

The independent study option is designed to provide senior undergraduate students with an opportunity to pursue library or field research under faculty supervision and to prepare an integrated paper or literature review. Formal agreement between the student and the faculty supervisor is required, as is approval of the program head.

**Prerequisite(s):** 15.00 credits and 75% grade point average

**Restriction(s):** Program Head consent required.

**Department(s):** Psychology

**Location(s):** Guelph-Humber Campus

## Science and Math (SCMA)

**SCMA\*1000 Business Statistics Winter Only (LEC: 3) [0.50]**

This course provides an introduction to business and economic statistics to be used by persons employed in the fields of management, accounting, marketing, business and public administration. It examines descriptive and inferential techniques used in quantitative business research. Topics covered include sampling, data organization, hypothesis testing and measures of association to provide the student with skills needed to perform basic analyses and to understand research literature.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**SCMA\*1040 The Science of Everyday Life Fall Only (LEC: 3) [0.50]**

Students examine the basic sciences through presentations and demonstrations of every day items and issues. This includes familiar objects and areas of knowledge, such as automobiles, airplanes, computers, drugs, and the recently completed human genome project. The course also covers the representation of scientific issues in the mass media, and the ethical and political dimensions of forensic science, the environment, and food.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*1050 Astronomy: Discovering Our Place in the Universe Winter Only (LEC: 3) [0.50]**

Using both historical and contemporary data, students examine the planets, the life cycle of stars, the nature of galaxies, and the origin and future of the cosmos. An understanding of the scientific process, from raw data to the formulation of physical laws, provides an underlying thread to the course. Students describe and explain the evolution of astronomical knowledge, and apply their understanding through direct observation.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*1120 Cell Biology Summer and Fall (LEC: 4, LAB: 2) [0.50]**

This course provides the student with a basic understanding of cell biology. Topics include the chemistry of the cell, cell structure and function, membrane transport, cell cycle, gene structure and function, inheritance, gene expression, and nucleic acid replication.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**SCMA\*1290 The Wonders of Science Fall Only (LEC: 3) [0.50]**

With topics ranging from the cosmos to the atom, this course seeks to enhance students' scientific literacy. It is designed to be interdisciplinary, drawing from fields such as biology, chemistry, ecology, physics, geology, and astronomy. This course recognizes the civic importance of a scientifically-informed society, a society able to think critically and speak responsibly about the use and misuse of science in public affairs, while also presenting an opportunity for students to learn about the universe and themselves.

**Restriction(s):** SCMA\*1040

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*1500 Introductory Mathematics for Kinesiology Summer and Fall (LEC: 3, LAB: 1) [0.50]**

This course reviews mathematical operations and applications. Topics to be covered include algebra, elementary functions and their graphs, trigonometry, vectors, and introductory calculus. Emphasis will be placed on modeling and applications arising in physics and basic biomechanics.

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**SCMA\*2020 Basic Concepts of Anatomy and Physiology Fall and Winter (LEC: 3, LAB: 2) [0.50]**

This course introduces the student to the study of human anatomy and physiology. An integrated and systemic approach provides the student with the background concepts to understand anatomical and physiological development for children and adolescents.

**Offering(s):** Also offered through Distance Education format.

**Restriction(s):** Registration in the BASC.ECS program.

**Department(s):** Early Childhood Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*2040 Research Methods for Social Science Summer and Fall (LEC: 3) [0.50]**

This course is a general introduction to the contemporary research methods that are employed in the social sciences. Emphasis will be placed on understanding the process of social research and how it relates to theory development and problem investigation. Qualitative and quantitative techniques and applications will be discussed. Other topics will include: ethics and politics of social research, the nature of causation, conceptualization, operationalization, development of hypotheses, and sampling techniques. Research examples will be a key aspect of the lectures and seminars.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** 3.00 credits

**Restriction(s):** Not available to students registered in BASC.PSYC program.

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*2050 The Science of Healthy Living Summer, Fall, and Winter (LEC: 3) [0.50]**

This course examines the scientific bases for practices that are consistent with improving, maintaining or enhancing healthy living. Evidence-based population health research is discussed as the mechanism for identifying factors that influence health in population or sub-population groups. The scientific method for developing hypotheses and theories is explored as it relates to recommendations for psychological wellness, healthy eating, active living and healthy weights. The evidence for lifestyle risk factors as contributors to the development of chronic disease is discussed. Assignments evaluate the scientific evidence for popular diets and alternative health care practices.

**Offering(s):** Offered through Distance Education format only.

**Restriction(s):** KIN\*1010

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*2060 Applied Decision Making Techniques Fall Only (LEC: 1, LAB: 2) [0.50]**

This course focuses on the making of optimal decisions in business situations where numbers and data are available to evaluate alternative courses of action. This is a hybrid course in which the material is taught both online and in class. Quantitative concepts of decision making will be presented online prior to each class. In class, students will apply those concepts in a lab setting through a variety of exercises and assignments using statistical software. Students will be expected to complete a major project featuring an analysis of a business decision problem. Among the decision-making techniques covered will be probability theory, Bayes' rule, expected utility, forecasting, simulations, and linear programming.

**Prerequisite(s):** SCMA\*1000

**Restriction(s):** SCMA\*2000.

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**SCMA\*2080 Mathematics and Biophysics Fall Only (LEC: 4) [0.50]**

This course reviews mathematical operations and introduces concepts of physics that will be of value to students in the Kinesiology Program. In particular, topics of physics that enable the description of motion and the forces that affect motion will be considered.

**Prerequisite(s):** SCMA\*1500

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**SCMA\*2110 Research Methods for Kinesiology Winter and Summer (LEC: 3) [0.50]**

This course is a general introduction to contemporary research methods that are employed in kinesiology and the health sciences. Emphasis will be placed on understanding research design and the scientific method, and how it relates to theory development. Quantitative and qualitative techniques and applications will be discussed. Other topics will include: ethics and politics of health research, the nature of causation and correlation, conceptualization, data characteristics, conventions, and organization, operationalization of variables, development of hypotheses, and sampling techniques. Research examples will be a key aspect of the lectures.

**Prerequisite(s):** 0.50 credits

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**SCMA\*3010 Research Methods in Business Fall Only (LEC: 3) [0.50]**

This course examines contemporary research methods employed in business. Emphasis is placed on understanding the process of business research and how it relates to theory development, problem investigation, and management questions. Qualitative and quantitative techniques and applications are discussed. Other topics include ethics and politics of research, the nature of causation, conceptualization, measurement, development of hypotheses, data description, statistical analysis, sampling techniques, and preparation of case studies. Research examples and case studies are key aspects of the lectures and seminars.

**Prerequisite(s):** 7.50 credits, SCMA\*1000

**Department(s):** Business Administration

**Location(s):** Guelph-Humber Campus

**SCMA\*3040 Quantitative Methods for Social Science Summer and Fall (LEC: 3, LAB: 1) [0.50]**

The course introduces descriptive and inferential techniques used in quantitative social research. Students will acquire the skills needed to perform statistical analyses and to read the research literature. A standard statistical computer package will be used to perform data analyses. Topics include: data organization, sample description, hypothesis testing and measures of association.

**Offering(s):** Also offered through Distance Education format.

**Prerequisite(s):** SCMA\*2040

**Department(s):** Liberal Studies

**Location(s):** Guelph-Humber Campus

**SCMA\*3080 Statistics for Kinesiology Fall Only (LEC: 3, LAB: 1) [0.50]**

This course addresses the basic principles of data analysis in the context of health research. Students will gain an understanding of the rationale, value and limitations of descriptive and inferential statistics. Students will gain direct experience in data analysis through laboratory activities while learning how to report findings in accordance with empirical standards. Topics to be covered include: data collection, displaying and summarizing data, analysis and interpretation of descriptive data examining relationships between variables, cause-and-effect analyses, and non-parametric data analysis.

**Prerequisite(s):** SCMA\*1500, SCMA\*2110

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

**SCMA\*3100 Biomechanics Winter Only (LEC: 3, LAB: 2) [0.50]**

This course integrates material established in KIN\*1040 and SCMA\*2080 to facilitate the study and understanding of human movement.

Emphasis is on the mechanisms through which the components of the musculoskeletal system interact to create movement.

**Prerequisite(s):** KIN\*1040, SCMA\*2080

**Restriction(s):** Registration in BASC.KIN program.

**Department(s):** Kinesiology

**Location(s):** Guelph-Humber Campus

## XII. General Information

### Centre for International Programs

The Centre for International Programs, the first of its kind in Canada, aims to facilitate, stimulate and support a continuously growing range of University involvement in international activities. This goal is accomplished by developing and maintaining contacts with university partners around the world, supporting study abroad programs, and providing liaison with government agencies, private sector companies and non-governmental organizations. The Centre provides information on international opportunities and resources to students and faculty, and manages the University's student exchange programs. The Centre contributes to university policy on internationalization and serves as a focal point for links with other universities, government agencies, and private sector firms wishing to cooperate with the university in international activities.

### Diversity and Human Rights

This located at the north side of the campus at Fielding House, 15 University Avenue East. All enquiries are confidential. Office hours are Monday-Friday: 8:45a.m.- 4:45p.m. Phone: 824-4120, ext. 53000; TTY: 767-0615; Website: <http://www.uoguelph.ca/hre/>.

*"The University of Guelph Diversity and Human Rights (DHR) is dedicated to the removal of all systemic barriers, discrimination and harassment and will engage in advocacy within the university community towards this end."*

*(Mission Statement, Diversity and Human Rights)*

The University of Guelph prohibits harassment or discrimination in work, study, residential and university life on the basis of: **race, colour, ancestry, place of origin (where you were born), ethnic background, citizenship, creed (religion), sex, disability, sexual orientation, age, marital status, and family status.** In some cases, discrimination includes unfair treatment on the basis of the receipt of public assistance or a pardoned criminal offense.

The Ontario Human Rights Code and the Canadian Human Rights Act, as well as the University's Sexual and Gender Harassment Policy and Procedure and Interim Human Rights Procedure, prohibit harassment or discrimination on the basis of these grounds. The University of Guelph is currently developing a comprehensive human rights policy and complaints procedure to integrate and replace these existing policies and procedures.

The University's human rights policies and complaint procedures are available on the DHR Web Page at <http://www.uoguelph.ca/hre/>.

### Definitions

**Harassment** is defined as any attention or conduct (oral, written, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.

**Discrimination** is defined as the denial of equal treatment, civil liberties, and/or opportunity to a group or member of the group on the basis of: race, colour, ancestry, place of origin, ethnic background, citizenship, creed (religion), sex, disability, sexual orientation, age, marital status, family status and, in some cases, receipt of public assistance or a pardoned criminal offense. Discrimination may be systemic wherein the policies and practices that have become standard in established

institutions appear to be neutral but result in the exclusion of certain groups.

### Inquiries and Complaints

Members of the University community (including students, staff and faculty) have the right to seek confidential advice and information about concerns or complaints regarding harassment or discrimination. The DHR may assist individuals to resolve complaints by serving as a resource to the parties involved, providing mediation, or facilitating the University's human rights concern and complaint resolution procedures.

In addition, any party may consult with the DHR regarding an administrative, managerial or curriculum decision which may relate to a human rights or equity issue. The DHR also provides human rights education and training and works in partnership with the University constituents on matters of educational and employment equity.

### Services

The DHR provides the following services to members of the University: information and advice regarding discrimination and harassment; facilitation of an internal human rights complaint procedure; mediation to resolve complaints; resource information on human rights and equity issues; training and education; participation on university committees; and research development and evaluation of equity initiatives.

### Policy on Intellectual Property

The University of Guelph (the "University") is one of the most research intensive universities in Canada, and has a long history of high-quality, innovative research that changes lives and improves life. The University is committed to enabling and supporting the people and partnerships that advance the quality, pre-eminence and societal values of the University's research and creative endeavors.

It is recognized that in the course of research, new Intellectual Property will be created that may be commercially valuable and that may require patent or other protection in order to reach its full potential. Accordingly, the goal of this Policy is to encourage the creation of Intellectual Property and to facilitate its development and commercialization, while preserving the principles of academic and intellectual freedom.

No Personnel will be obliged to engage in the commercial exploitation of the results of their University Activities or to provide commercial justification for it, except as required in any grant application, award, or Contract.

The fundamental principle of this Policy is that, subject to the specific exceptions set out herein, Intellectual Property is owned by those who create it.

This Policy replaces the Inventions Policy (1991), the Copyright Policy (1989) and the Software Creation Policy (1989). It does not replace or supersede any other policy or collective agreement.

This Policy is effective as of May 1, 2014 and is not retroactive. This Policy applies to all Personnel.

### Section 1: Definitions

1. "Commercialization" means the patenting, marketing, manufacturing, sale, distribution, licensing, sublicensing, transferring, granting of rights of use or leasing of Intellectual Property or products or services covered by, claimed by, or incorporating Intellectual Property.

2. "Contract" means a written agreement between the University and a Personnel and/or a third party. Contract shall also mean the terms or conditions under which funding is provided to the University to support the Personnel's University Activities.
3. "Copyright" means the rights granted under the Copyright Act, RSC 1985, c-42, as amended from time to time.
4. "Creator" means the person or persons who creates, conceives, designs, discovers, develops, invents or authors Intellectual Property.
5. "Intellectual Property" means any result of intellectual or artistic activity and includes, but is not limited to Works, Tangible Research Property, software, databases and database layouts, Inventions, industrial or artistic designs, trade-marks, trade names, domain names, integrated circuit topographies, know-how and trade secrets, whether or not registerable or registered or protected under the law.
6. "Invention" means the rights associated with any patentable or potentially patentable idea, discovery or know-how and any associated or supporting technology that is required for development or application of the idea, discovery or know-how.
7. "Moral Rights" means the Canadian statutory rights of an author of a work in which Copyright subsists to be associated with the work and to prevent the distortion, mutilation or modification of the work to the prejudice of the honour and reputation of the author.
8. "Net Revenue" equal those gross receipts that the University is entitled to retain from Commercialization activity, less:
  - a. the University's out-of-pocket costs and fees associated with securing, maintaining and enforcing intellectual property protection such as patenting and litigation expenses,
  - b. out-of-pocket costs incurred by the University in the licensing of the intellectual property and
  - c. any out-of-pocket expenses in making, shipping or otherwise distributing Tangible Research Property.
9. "Personnel" means one or more individuals carrying on the University Activities, paid or unpaid and who is/are not a Member as defined in the Collective Agreement between the University of Guelph and the University of Guelph Faculty Association. Personnel include but are not limited to, Professor Emeriti, staff, students, sessional lecturers, post-doctoral fellows, volunteers and adjunct faculty. In the absence of a Contract governing new Intellectual Property created during their visit, visiting scientists and visiting students are considered Personnel for the purpose of this Policy.
10. "Principal Investigator" means the Personnel who is identified as principally responsible for the performance and supervision of research associated with a Contract.
11. "Tangible Research Property" means plant germplasm, cell lines, organisms, proteins, plasmids, DNA/RNA, chemical compounds, transgenic animals and other materials useful for research or for commercial purposes for which patent applications are not filed or, if filed, do not issue.
12. "University Activities" means activities which are carried on by Personnel in the course of their employment or association with the University, or using University funds, facilities, equipment or other resources.
13. "Work" means original literary, dramatic, musical and artistic work and includes every original production in the literary, scientific or artistic domain, whatever maybe the mode or form of its expression such as websites, books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the Internet, including distance

education, multimedia instructional packages, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, choreographic works, performers' performances, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs, and other works of art.

## Section 2: Copyright

1. Copyright belongs to Personnel who create Work, even if it is produced during the course of their University Activities, except in those cases where:
  - a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
  - b. the Work is produced according to Section 2.2.
2. No Personnel shall claim any rights, and the University reserves to itself the ownership rights in any Works that are:
  - a. encompassed within section 2.1(a) above;
  - b. produced by Personnel at the specific request or direction of the University;
  - c. produced by Personnel employed for the express purpose of creating or producing Works, or where there is an explicit requirement in a Personnel's job description for this responsibility;
  - d. an assessment, grading, report or correspondence produced pursuant to Personnel's University Activities;
  - e. Works provided to a Personnel to assist in carrying out their duties and modified by the Personnel, such as a laboratory manual; or
  - f. produced and designed to assist in the day-to-day administration of the University's affairs.
3. Personnel shall not be required to waive their Moral Rights.
4. In the event that Work is the creation of more than one Personnel, the provisions of this Policy shall apply on a pro rata basis to all the Creators of the Work, unless a written agreement among the Creators, or a Contract states otherwise.
5. Where a Work is owned by a Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, marketing and negotiation of licenses. The Creator(s) will be entitled to receive seventy-five percent (75%) of Net Revenues received by the University as a result of successful commercialization of a Work owned by a Personnel.
6. The University may, at any time, elect to terminate or relinquish its rights in any Work. In the event that the University or assignee relinquishes its rights in any Work, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.
7. All Personnel who own Copyright pursuant to this Policy hereby grant to the University:
  - a. a nonexclusive, royalty-free, irrevocable and non-transferable license to use such works in other, non-commercial teaching and/or scholarly, research or creative activities of the University, subject to copyright requirements of academic journals and other vehicles of scholarly publication; and
  - b. in the case of written works submitted as partial fulfillment of the requirements for completing a degree at the University, the non-exclusive right to reproduce, translate, and/or distribute the

written work worldwide in print and electronic format and in any medium, including but not limited to audio or video.

This license shall not apply to a Personnel's personal documents, including unpublished lecture notes, course notes, lab notes or any work-in-progress.

### Section 3: Inventions and Tangible Research Property

1. Inventions and Tangible Research Property belong to Personnel who create the Invention or Tangible Research Property, even if it is produced during the course of their University Activities, except in those cases where:
  - a. there is a pre-existing Contract that assigns the ownership rights to the University or to a third party; or
  - b. the Invention or Tangible Research Property is created according to Section 3.2.
2. No Personnel shall claim any ownership, and Personnel hereby assign ownership to the University in any Inventions or Tangible Research Property that is:
  - a. encompassed within section 3.1(a) above;
  - b. produced by Personnel at the specific request or direction of the University; or
  - c. produced by Personnel employed for the express purpose of creating or producing Inventions or Tangible Research Property, or where there is an explicit requirement in a Personnel's job description for this responsibility.
3. Prior to proceeding with a patent application or Commercialization activity, Personnel shall provide written disclosure to the University of any Invention made by them. Such disclosure shall assert whether ownership of the Invention is claimed by Personnel according to this Policy and the Personnel's intention to pursue Commercialization independently or with the assistance of the University. If the University fails to challenge in writing the assertions of the Personnel within three (3) months of the receipt of disclosure of the Invention, the University shall be deemed to have accepted as accurate the assertions set out in the disclosure. Failure by a Personnel to disclose an Invention shall not terminate or waive any potential claim by the University regarding Intellectual Property rights.
4. Subject to section 3.3, where Personnel own an Invention or Tangible Research Property according to this Policy, they may, at their sole discretion, make arrangements for protection and Commercialization at their sole expense and benefit.
5. Where an Invention or Tangible Research Property is owned by Personnel, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of commercialization of an Invention or Tangible Research Property by the University.
6. Where an Invention is owned by the University, Personnel may enter into an agreement with the University, at each party's discretion, for the performance of commercialization activities such as evaluation, patent protection, marketing and negotiation of licenses. The Creator(s) will be entitled to receive fifty percent (50%) of Net Revenues as a result of Commercialization of an Invention by University.
7. Where Tangible Research Property is owned by the University according to Section 3.2, University reserves to itself all ownership rights and revenues.

8. The University reserves to itself and Personnel shall grant a fully paid-up, non-exclusive, royalty-free, irrevocable and non-transferable license to use any Personnel-owned Invention or Tangible Research Property made, discovered or developed using the University's facilities, support personnel, support services, equipment or materials, for academic and research purposes.
9. In the event that an Invention or Tangible Research Property is the creation of more than one Personnel, the provisions of this article apply on a pro rata basis to all the Creators unless a written agreement or Contract states otherwise.
10. The University may, at any time, elect to terminate or relinquish its rights in any Invention or Tangible Research Property. In the event that the University or any other assignee relinquishes its rights in any Invention, all Intellectual Property rights shall revert back to the Creator(s). In the event that any Creator is deceased, the rights shall revert to the estate of that Creator.

### Section 4: Additional Items

1. The Principal Investigator has the duty to inform any collaborators or co-investigators, including all Personnel involved in the research, of the terms of any Contract governing the research, including terms related to ownership or Commercialization of Intellectual Property.
2. The name "University of Guelph" and abbreviations thereof, and the logos of the University of Guelph and their component parts, are trademarks and service marks of the University and are owned by the University. Personnel will take all reasonable and practicable steps to ensure that the name of the University and such other trademarks and service marks are not used in connection with Intellectual Property without the prior written agreement of the University. No statement made by a Personnel with respect to Intellectual Property may, in any way, imply approval, promotion or use of such Intellectual Property by the University without the prior written agreement of the University. Notwithstanding the foregoing, nothing shall prevent Personnel from stating their employment, rank and title in connection with Intellectual Property.
3. This Policy is effective as of its implementation, and all Contracts between a Personnel and the University made prior to this date will be governed under the terms of those Contracts and the applicable policies in place at the time of the Contract.
4. Subject to Section 5, the Vice-President (Research) is responsible for making such determinations as are necessary under this Policy.

### Section 5: Dispute Resolution

1. It is recognized that disputes may arise between the University and Personnel with respect to Intellectual Property and the implementation of this Policy. When disputes arise, every effort shall be made by all parties acting in good faith to resolve disputes at the lowest possible level.
2. If a dispute cannot be resolved informally, the matter will be referred to the Vice President (Research) (or their delegate), who will consult with others as appropriate and issue a written decision.

### Section 6: Policy Review and Procedures

1. The Vice President (Research) is authorized to develop and up-date procedures to aid implementation of the Policy.
2. Amendments to the Policy require the approval of the Board.
3. The Board of Governors will review this Policy at least every five (5) years.

## Code of Student Community Standards

The purpose of the Code of Student Community Standards (the “Code”) is to define the responsibility of The Humber College Institute of Technology and Advanced Learning and University of Guelph-Humber (hereinafter referred to as “the College” or “Humber”) students to act in a manner that respects the rights, safety and well-being of others. The goal and responsibility of the College is to provide an academic community encompassing all aspects of college/university life, such that the pursuit of education and personal growth can take place in a caring, respectful, safe and welcoming environment. The intent of the Code is to provide a framework to resolve issues when respect for the rights of others break down and informal resolution is not possible. By enrolling, students accept and acknowledge their rights and responsibilities within this policy document.

In the context of the Code, all references to Humber are inclusive of both Humber College and the University of Guelph-Humber. <https://humber.ca/knowthecode/codes-community-standards/>.

The Code applies to all students (as defined herein) in relation to non-academic student conduct where activities or actions are a component of the relationship between the student and the College, including members of the College community such as College faculty, staff, other students and community members at large. This relationship begins at the time of admission or registration in a program or course through to the completion of the course or graduation, including withdrawals from the program.

## Statistics Canada - Notification of Disclosure

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'.

In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact us: Via telephone: Monday to Friday 8:30 A.M. to 4:30 P.M. EST/EDST 1-800-263-1136 (Toll Free) or 1- 514-283-8300 Via mail:

Institutional Surveys Section, Centre for Education Statistics, Statistics Canada  
Main Building  
SC 2100-K 100 Tunney's Pasture  
RHC 13th floor  
Ottawa, Ontario  
K1A 0T6

Via e-mail: [PSIS-SIEP\\_contact@statcan.gc.ca](mailto:PSIS-SIEP_contact@statcan.gc.ca) Further details on the use of this information can be obtained from the Statistics Canada website <http://www.statcan.gc.ca/eng/start/>.

## University ID Cards

A University ID Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph-Humber Card must have: the University of Guelph-Humber logo; the cardholder's surname, first name and identification number; a colour photograph of the cardholder; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph-Humber.
3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by the Office of Registrarial Services.
4. Presentation of the Card will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student. New students who do not obtain a card must contact the ID Card Centre at Registrarial Services (GH108) for assistance.
7. The University of Guelph-Humber ID Card colour photo must show a clear, front view of the applicant's full face. Hats, headbands or sunglasses may not be worn in the photo. The applicant's eyes must be open and looking directly ahead. Head coverings worn for religious or medical reasons can be worn but must not cover any part of the applicant's face. The head covering must not obscure or obstruct a full front view of the applicant's face, nor can it cast a shadow on the face. Persons with a niqab or burka who require their University ID Card be issued at the University of Guelph-Humber campus will have a female staff member photograph and verify the individual's identity in a private setting.
8. Loss or finding of the University Card should be reported to the ID Card Centre at Registrarial Services.
9. A service charge will be levied for replacement cards.

## XIII. Administration and Faculty

### Administrative Officers

**C. Yates**, President and Vice-Chancellor, University of Guelph

**G. Chapman**, Provost and Vice-President (Academic)

**A. Vaughan**, President and CEO, Humber College Institute of Technology and Advanced Learning

**M. Spence-Ariemma**, Vice-Provost

**G. Bragues**, Associate Vice-Provost, Academic and Interim Program Head, Liberal Studies

**J. Chomyn**, Interim Program Head, Business

**N. Martyn**, Program Head, Early Childhood Studies

**P. Sherman**, Program Head, Community Social Services

**G. Ellis**, Program Head, Justice Studies

**L. Auger**, Program Head, Kinesiology

**K. Ulliyott**, Program Head, Media and Communication Studies

**A. Kim**, Program Head, Psychology

**C. Grech**, Department Head, Communications and Public Affairs

**R. Perez**, Department Head, Finance and Administration

**S. Thomas**, Department Head, Student Services

**G. Kerr**, Campus Registrar

The University of Guelph-Humber is a joint venture between the University of Guelph and Humber College Institute of Technology and Advanced Learning. The academic structure of the University of Guelph-Humber is based on program offerings, led by the Vice-Provost and Program Heads, each of which is supported by an academic unit (college or school) within the two institutions.

For a complete listing of the University of Guelph Senior Administration, visit <https://www.uoguelph.ca/about/senior-admin/>.

For a complete listing of the Humber College ITAL Senior Administration, visit <https://humber.ca/about-humber/office-president/administration> (<https://humber.ca/about-humber/office-president/administration/>).

For information about the University of Guelph Senate (<https://www.uoguelph.ca/secretariat/senate/>) and the Board of Governors, including membership, visit the University Secretariat (<https://www.uoguelph.ca/secretariat/>) website.

For information about Humber ITAL governance, including the Board of Governors (<https://humber.ca/about-humber/corporate-info/board/>), visit: <https://humber.ca/about-humber/corporate-info/>

# Glossary

## Academic Evaluation

The Academic Evaluation Report is a report of a student's academic progress towards the completion of a specified program and specialization.

## Academic Sanction

Academic sanction is the penalty applied to students who fail to make payment, or suitable arrangements for payment, of their University account. Students on academic sanction may not receive semester examination results or official transcripts; may not receive clearance to graduate; and/or may not be allowed to register for a subsequent semester.

## Academic Session

See Academic Term.

## Academic Term

An academic term is an independent academic period of 15 weeks. Also referred to as a semester (see definition below).

## Academic Year

An academic year is two semesters; undergraduate traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior). Under the semester system this classification has less meaning than under a whole year system but is occasionally used to indicate the level at which a student has arrived.

## Add Period

The add period opens prior to the beginning of the semester where students are permitted to add courses for the current semester.

## Assigned Grade

An assigned grade is a numerical grade based on the instructor's recommendation and granted at the discretion of the Program Committee to students who have not completed course requirements.

## Audit

An audit is registration in a course for which degree or diploma credit is not sought. Audited courses are not reported on the official transcript or academic record.

## Baccalaureate

Baccalaureate refers to an undergraduate degree awarded by the University upon successful completion of the requirements of a program.

## Certificate (Degree Level)

See Secondary Area of Study.

## Class Days

Class days are used to express deadlines. Class days are calculated from the start of the regular class schedule. (See Schedule of Dates).

## Class Level

Class level is a determination of a student's progression in an academic program by credit weights with increments of 2.50 credits.

## Clearance to Graduate

Clearance to graduate denotes that an applicant for graduation has satisfied all program requirements and is recommended for graduation.

## Cohort Year

Cohort year refers to the academic calendar year for your first admission to the university **or** the calendar year for subsequent admission to a new program or readmission to the same program or a new program. Tuition fees are assessed based on this assigned year.

## Compassionate Grounds

Compassionate grounds are reasons of a serious personal nature which, subject to the approval of a committee or authorized person, justifies a variation of the rules in the case of a particular student.

## Confers

Grants degrees.

## Convocation

The ceremony at which degrees are granted. The conferral date of degrees coincides with convocation dates for semesters in which a convocation ceremony is observed.

## Core Course

A core course is one which is listed in a schedule of studies in the Undergraduate Calendar and identified as being a required course for a program.

## Corequisite

A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

## Course

A course is an organized unit of study extending over a semester, (e.g. AHSS\*1150 Introduction to Law).

## Course Attempt

A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

## Course Equate

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in both equated courses.**

## Course Level

Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

## Course Load

Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status. Courses taken via Letter of Permission are not used to calculate course load.

#### **Course Restriction**

A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may or may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes. (See Priority Access).

#### **Course Section**

A course section is a subgroup of a course that denotes time and location.

#### **Course Selection**

Course selection is the process by which students select course sections for the succeeding semesters.

#### **Credit**

A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

#### **Credit Standing**

Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

#### **Cumulative Average**

Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters (see Weighted Course Total).

#### **Degree Program**

See Program and Baccalaureate.

#### **Deferred Privilege**

A deferred privilege (DEF) is a temporary extension of time granted at the discretion of a Program Committee to a student for completion of the requirements of a course, normally for illness or compassionate reasons.

#### **Diploma (Degree-level)**

See Secondary Area of Study.

#### **Diploma Program Calendar**

The Diploma Program Calendar is an annual publication containing official information about Associate Diploma Programs and regulations of the University of Guelph and Ridgetown campus.

#### **Drop Deadline**

Students can drop one-semester courses from their schedule up until the last day of classes.

The deadline to drop two-semester courses is the last day of classes in the second semester. See Two-Semester Courses.

#### **Elective**

An elective is a course, acceptable within the program but chosen at the discretion of the student.

#### **Equate**

See Course Equate.

#### **Faculty Advisor**

See Section VI - Academic Advising (p. 24).

#### **Grade Report**

A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

#### **Hiatus**

See Withdrawal.

#### **In-course Student**

In-course refers to a student enrolled in a program of study at the University.

#### **Mailing Address**

The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

#### **Minor**

See Secondary Area of Study.

#### **New Student**

New student refers to a student who has never before been registered at the University of Guelph.

#### **Prerequisite**

A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, pass standing in the course is required.

#### **Priority Access**

Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

#### **Program**

A program is a structure of courses leading to a University degree (e.g. B.A.Sc. program).

#### **Program Counsellor**

See Section VI - Academic Advising (p. 24).

### **Reading Weeks and Study Breaks**

Reading weeks and study breaks are designated periods where normal class schedules and academic requirements are suspended for a period of time.

### **Registration**

Registration is the official enrolment of students in the University for a particular semester, and includes the selection of course sections and the payment of tuition fees and, where appropriate, other University fees.

### **Required to Withdraw**

See Rustication.

### **Restricted Elective**

A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

### **Restriction**

See Course Restriction.

### **Rustication**

A defined period of time during which an individual is not eligible to register in their academic program as a result of an academic review decision. After the period of rustication the individual must apply for re-admission to the University of Guelph-Humber.

### **Schedule of Dates**

A list of significant dates at the University, developed using policies approved by Senate.

### **Schedule of Studies**

A schedule of studies is the requirements for specializations, majors, minors, and various levels of concentration of study within a degree program, including programs without specialization. Schedules of studies are completed within a specific degree program and must normally be declared by the start of semester 3. Students need to be aware that progress within a program and graduation with a degree from that program depends upon

1. the degree program requirements, and
2. the requirements for the declared schedule of studies.

### **Secondary Area of Study**

An identified set and sequence of courses, and/or other units of study, research and practice within an area of disciplinary or interdisciplinary study, which is completed on an optional basis while fulfilling the requirements for the awarding of a degree, and may be recorded on the graduate's academic record. The curriculum of a secondary area of study may be composed of elements of the core course offerings of a major, or may be a coherent package of courses organized around a theme, a course of study that bridges two or more disciplines, and/or a training program for a particular skill. Secondary Area may be a minor or degree-level certificate or diploma.

### **Semester**

An independent period of fifteen (15) weeks. Summer semester is from May to August. Fall semester is from September to December. Winter semester is from January to April.

### **Semester Average**

Semester Average is calculated by dividing the weighted course total by the total credit attempts in the semester (see Weighted Course Total).

### **Semester Level**

See Class Level.

### **Session**

An independent academic period within the summer semester of seven (7) weeks.

### **Specialization**

For specialization see schedule of studies.

### **Subject**

A subject is a defined sector of study composed of 1 or more courses within a discipline.

### **Supplemental Privilege**

Supplemental privileges are granted at the discretion of the Program Committee, and in consultation with the instructor, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

### **Transcript**

A transcript is an official document prepared by the Registrar recording a student's courses and grades. After convocation, the degree earned including the area(s) of specialization (major, minor, area of concentration, area of emphasis), graduation standing, and the conferral date are noted on the transcript.

### **Two-Semester Course**

A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

### **Undergraduate Calendar**

The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

### **Weekdays**

Days of the week other than Saturday or Sunday.

### **Weighted Course Total**

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

### **Withdrawal**

Withdrawal of registration for an academic term after the start of classes.

**Withdrawal with Failure**

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.

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