

**REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS**  
**(SCAPA)**

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**Undergraduate Sessional Dates**

**New Diploma and Certificate Programs**

**Faculty of Arts and Humanities and the Western Centre for Continuing Studies (WCCS): Gallery and Museum Practice**

**Faculty of Education and WCCS: Adult and Organizational Learning**

**Faculty of Social Science and WCCS: in Not-for-profit Management**

**Faculties of Social Science and Education and WCCS: Career Development**

**Faculty of Graduate Studies: MSc and Modified PhD Programs in Health and Rehabilitation Sciences**

**Faculty of Graduate Studies: PhD Degree Program in Visual Culture, Studio and Media Arts**

**Application Deadline for the HBA Program**

**MD Program - Parental Leave Policy**

**Application for Graduation and Notification of Eligibility to Graduate**

**English Proficiency Requirements for Admission to the Faculty of Education**

**2004-2005 Report on Scholastic Offences**

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**FOR APPROVAL**

1. **Undergraduate Sessional Dates**

**Recommended:** That Senate approve the undergraduate sessional dates for 2007, and the sessional dates in Dentistry, Education, Law, and Medicine for 2006-07, as outlined in **Appendix 1**.

**Background:**

The sessional dates for 2007 are submitted for approval. Undergraduate Sessional Dates for 2006 have been approved and are included in **Appendix 1** for information.

**New Diploma and Certificate Programs**

2. **Faculty of Arts and Humanities and the Western Centre for Continuing Studies (WCCS): Diploma and Certificate Programs in Gallery and Museum Practice**

2a **Introduction of a Diploma in Gallery and Museum Practice**

**Recommended:** That, effective September 1, 2006, a Diploma in Gallery and Museum Practice be introduced by the Faculty of Arts and Humanities in partnership with The Western Centre for Continuing Studies.

**NEW CALENDAR COPY**

*(2005 Academic Calendar - Page 67: "Diploma in Gallery and Museum Practice" to be listed after "Diplôme de Français Pratique" in the Certificates and Diplomas section.)*

**DIPLOMA IN GALLERY AND MUSEUM PRACTICE**

The Diploma in Gallery and Museum Practice is designed to provide students with a background in visual arts with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in galleries and museums. The Diploma will consist of 12.5 courses, comprised of 4.5 degree-credit courses, eleven diploma-credit half courses, and one practicum session. Students will be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program. Should a student have completed any or all of the required degree-credit courses comprising the Diploma within the undergraduate program, these courses will be credited to the Diploma.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Arts and Humanities and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Gallery and Museum Practice program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Gallery and Museum Practice according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Diploma in Gallery and Museum Practice provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled at UWO currently are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.uwo.ca/cstudies/courses/diploma/galleryandmuseum.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**NEW CALENDAR COPY**

*(The Western Centre for Continuing Studies)*

**Diploma in Gallery and Museum Practice**

The Diploma in Gallery and Museum Practice is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area

of Gallery and Museum Practice. The Diploma will consist of 12.5 courses, comprised of 4.5 degree-credit courses, eleven diploma-credit half courses, and one practicum session. Students will be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program. Should a student have completed any or all of the required degree-credit courses comprising the Diploma within the undergraduate program, these courses will be credited to the Diploma.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Arts and Humanities and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Gallery and Museum Practice program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Gallery and Museum Practice according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Diploma in Gallery and Museum Practice provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

### **Program Requirements for the Diploma in Gallery and Museum Practice**

The Diploma consists of:

- 4.5 degree-credit courses
- 11 diploma-credit half courses (5.5 courses), plus
- One practicum session (2.5 courses)

#### **Degree-Credit Courses:**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit</b>
VAH 040 <i>or</i> equivalent	History of Western Art	1.0
VAH 385E <i>or</i> equivalent	Introduction to Museum Studies	1.0
VAH 340E <i>or</i> VAH 380E <i>or</i> equivalent	Historiography and Methodology in Art History <i>or</i> Art Criticism	1.0
One full course in Art History at the 200 level or higher <i>or</i> equivalent		1.0
Writing 101F/G <i>or</i> equivalent	Introduction to Expository Writing	0.5
<b>Total Degree-credit</b>		<b>4.5</b>

**Diploma-Credit Courses:**

Course Number	Course Title	Credit
GMP 110	History and Philosophy of Galleries and Museums	0.5
GMP 111	Exhibition Planning, Design and Realization	0.5
GMP 112	Introduction to Marketing and Public Relations	0.5
GMP 113	Fund Development for Galleries and Museums	0.5
GMP 114	Planning Programs for Public Education	0.5
GMP 115	Collection Management and Care	0.5
GMP 210	Governance and Board Development	0.5
GMP 211	Principles and Practices of Galleries and Museums	0.5
AM 141	Human Resource Management in the Arts	0.5
AM 171	Leadership for the Arts	0.5
GMP 212	Strategic Planning for Galleries and Museums	0.5
<b>Total Diploma-credit</b>		<b>5.5</b>

**Practicum Component:**

GMP 300	Practicum in Gallery and Museum Practice	2.5
<b>Total Practicum credit</b>		<b>2.5</b>

**Total - Diploma in Gallery and Museum Practice = 12.5 courses**

**Diploma-Credit Courses**

The diploma-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Gallery and Museum Practice.

**GMP 110 History and Philosophy of Galleries and Museums**

This course explores the history and philosophies of galleries and museums with a particular emphasis on the history of the development of galleries and museums in Canada. (0.5 course)

**GMP 111 Exhibition Planning, Design and Realization**

This course provides an in-depth examination of planning, designing and managing exhibits in a variety of contexts. (0.5 course)

**GMP 112 Marketing and Public Relations for Galleries and Museums**

This course introduces the basics of marketing and public relations for galleries and museums, including developing audiences and brands. (0.5 course)

**GMP 113 Fund Development for Galleries and Museums**

This course examines the principles and issues involved in obtaining grants and funding for galleries and museums. (0.5 course)

**GMP 114 Planning Programs for Public Education**

This course examines the key role that education plays in audience development, and also provides an introduction to the principles and practices of effective program design. (0.5 course)

**GMP 115 Collection Management and Care**

This course introduces principles and practices of sound collection management, including preventative conservation, documentation, and care and handling of artifacts and works of art. (0.5 course)

**GMP 210 Governance and Board Development for Galleries and Museums**

This course examines the principles and practices of effective board development and management, and particularly as they apply to galleries and museums. (0.5 course)

**GMP 211 Principles and Practices of Galleries and Museums**

This course provides an overview of legal and ethical considerations for galleries and museums, and explores a variety of different principles and approaches. (0.5 course)

**AM 141 Human Resource Management in the Arts**

This course explores issues related to managing staff, artists, and volunteers in an arts organization. (0.5 course)

**AM 171 Foundational Leadership in the Arts**

An introduction to different models of leadership, and the values and attitudes that influence effective leadership outcomes. (0.5 course)

**GMP 212 Strategic Planning for Galleries and Museums**

This course provides an overview of strategic planning concepts, processes and issues as they apply to galleries and museums. (0.5 course)

**GMP 300 Practicum in Gallery and Museum Practice**

Supervised practicum placement in a gallery or museum setting. Students will be required to complete a written practicum report in order to obtain credit for this course. (560 hours – 2.5 courses)

*Prerequisite: Completion of at least 6 of the applied diploma-credit courses.*

**Background:**

The field of Gallery and Museum Practice offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. Gallery and Museum Practice today requires creative and critical thinkers who are able to apply strong analytical, writing and strategic skills. Practitioners in galleries and museums must be able to work effectively in a dynamic environment driven by increasingly higher public and stakeholder expectations, and the ever-increasing demands of technology and increased competition.

Careers and employment in the field of Gallery and Museum Practice are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and offers exciting career opportunities for qualified university graduates, there are no specific educational programs available at The University of Western Ontario to provide individuals with the education and experience required to enter this field.

The Faculty of Arts and Humanities, in partnership with The Western Centre for Continuing Studies, proposes to offer a Diploma in Gallery and Museum Practice. This program will enable graduates from visual arts and other related disciplines to build on the solid theoretical grounding obtained in their degree programs by adding the practical and applied skills required to work in the field of Gallery and Museum Practice. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The Diploma will consist of a specified program of degree-credit and diploma-credit courses, combined with a supervised practicum session in a gallery or museum setting. Applicants must have completed successfully an appropriate undergraduate degree at a recognized university in order to be accepted into the program.

2 b) **Introduction of a Certificate in Gallery and Museum Practice**

**Recommended:** That, effective September 1, 2006, a Certificate in Gallery and Museum Practice be introduced by the Faculty of Arts and Humanities in partnership with The Western Centre for Continuing Studies.

NEW CALENDAR COPY

*(2005 Academic Calendar - Page 64: "Certificate in Gallery and Museum Practice"  
to be listed after "Certificate in Ethics" in the Certificates and Diplomas section.)*

**CERTIFICATE IN GALLERY AND MUSEUM PRACTICE**

The Certificate in Gallery and Museum Practice is designed to provide practitioners and working professionals with the theoretical foundation as well as the practical and applied knowledge and skills required to work in galleries and museums. The Certificate will consist of 5.5 courses, comprised of eleven certificate-credit half courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Arts and Humanities and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Gallery and Museum Practice program, with no mark lower than 60%.

All students will be admitted to the Certificate in Gallery and Museum Practice according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Certificate in Gallery and Museum Practice provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.uwo.ca/cstudies/courses/certificate/galleryandmuseum.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

NEW CALENDAR COPY

*(The Western Centre for Continuing Studies)*

**Certificate in Gallery and Museum Practice**

The Certificate in Gallery and Museum Practice is designed to provide practitioners and working professionals with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in galleries and museums. The Certificate will consist of 5.5 courses, comprised of eleven certificate-credit half courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Arts and Humanities and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Gallery and Museum Practice program, with no mark lower than 60%.

All students will be admitted to the Certificate in Gallery and Museum Practice according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application

form for the Certificate in Gallery and Museum Practice provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**Program Requirements for the Certificate in Gallery and Museum Practice**

The Certificate consists of:

- Eleven certificate-credit half courses (5.5 courses)

**Certificate-Credit Courses:**

Course Number	Course Title	Credit
GMP 110	History and Philosophy of Galleries and Museums	0.5
GMP 111	Exhibition Planning, Design and Realization	0.5
GMP 112	Introduction to Marketing and Public Relations	0.5
GMP 113	Fund Development for Galleries and Museums	0.5
GMP 114	Planning Programs for Public Education	0.5
GMP 115	Collection Management and Care	0.5
GMP 210	Governance and Board Development	0.5
GMP 211	Principles and Practices of Galleries and Museums	0.5
AM 141	Human Resource Management in the Arts	0.5
AM 171	Leadership for the Arts	0.5
GMP 212	Strategic Planning for Galleries and Museums	0.5
<b>Total Certificate-credit</b>		<b>5.5</b>

**Total - Certificate in Gallery and Museum Practice = 5.5 courses**

**Certificate-Credit Courses**

The certificate-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Gallery and Museum Practice.

**GMP 110 History and Philosophy of Galleries and Museums**

This course explores the history and philosophies of galleries and museums with a particular emphasis on the history of the development of galleries and museums in Canada. (0.5 course)

**GMP 111 Exhibition Planning, Design and Realization**

This course provides an in-depth examination of planning, designing and managing exhibits in a variety of contexts. (0.5 course)

**GMP 112 Marketing and Public Relations for Galleries and Museums**

This course introduces the basics of marketing and public relations for galleries and museums, including developing audiences and brands. (0.5 course)

**GMP 113 Fund Development for Galleries and Museums**

This course examines the principles and issues involved in obtaining grants and funding for galleries and museums. (0.5 course)

**GMP 114 Planning Programs for Public Education**

This course examines the key role that education plays in audience development, and also provides an introduction to the principles and practices of effective program design. (0.5 course)

**GMP 115      Collection Management and Care**

This course introduces principles and practices of sound collection management, including preventative conservation, documentation, and care and handling of artifacts and works of art. (0.5 course)

**GMP 210      Governance and Board Development for Galleries and Museums**

This course examines the principles and practices of effective board development and management, and particularly as they apply to galleries and museums. (0.5 course)

**GMP 211      Principles and Practices of Galleries and Museums**

This course provides an overview of legal and ethical considerations for galleries and museums, and explores a variety of different principles and approaches. (0.5 course)

**AM 141      Human Resource Management in the Arts**

This course explores issues related to managing staff, artists, and volunteers in an arts organization. (0.5 course)

**AM 171      Foundational Leadership in the Arts**

An introduction to different models of leadership, and the values and attitudes that influence effective leadership outcomes. (0.5 course)

**GMP 212      Strategic Planning for Galleries and Museums**

This course provides an overview of strategic planning concepts, processes and issues as they apply to galleries and museums. (0.5 course)

**Background:**

The field of Gallery and Museum Practice offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. Gallery and Museum Practice today requires creative and critical thinkers who are able to apply strong analytical, writing and strategic skills. Practitioners in galleries and museums must be able to work effectively in a dynamic environment driven by increasingly higher public and stakeholder expectations, and the ever-increasing demands of technology and increased competition.

The Faculty of Arts and Humanities, in partnership with The Western Centre for Continuing Studies, proposes to offer a Certificate in Gallery and Museum Practice. This program will provide practitioners and working professionals with the theoretical foundation as well as the practical and applied knowledge and skills required to work in the area of Gallery and Museum Practice. The Certificate will consist of a specified program of certificate-credit courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate.

Advisory Committee:

The Advisory Committee for these programs includes:

- Patrick Mahon, Chair, Visual Arts - Faculty of Arts and Humanities, The University of Western Ontario
- Phyllis Cohen, Member, Advisory Committee of the Department of Visual Arts
- Melanie Townsend, Curator, Museum London
- Arlene Kennedy, Director, McIntosh Gallery, The University of Western Ontario
- Sheila Johnston, Executive Director, Fanshawe Pioneer Village
- John White, Executive Director, The Arts Project
- Michael Gibson, Owner, Michael Gibson Gallery
- Cory Saarinen, Continuing Studies, The University of Western Ontario
- Kim Miller, Continuing Studies, The University of Western Ontario

- Sharon Collins, Continuing Studies, The University of Western Ontario

3. **Faculty of Education and WCCS: Diploma and Certificate Programs in Adult and Organizational Learning**

3a) **Introduction of a Diploma in Adult and Organizational Learning**

**Recommended:** That, effective September 1, 2006, a Diploma in Adult and Organizational Learning be introduced by the Faculty of Education in partnership with The Western Centre for Continuing Studies.

**NEW CALENDAR COPY**

*(2005 Academic Calendar Page 65: "Diploma in Adult and Organizational Learning" to be listed after "Diploma in Accounting" in the Certificates and Diplomas section.)*

**DIPLOMA IN ADULT AND ORGANIZATIONAL LEARNING**

The Diploma in Adult and Organizational Learning is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of Adult Education. The Diploma will consist of 8.5 courses, comprised of ten diploma-credit half courses, one diploma-credit full course and one practicum session. Students will be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Education and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Adult and Organizational Learning program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Adult and Organizational Learning according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Diploma in Adult and Organizational Learning provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.uwo.ca/cstudies/courses/diploma/adulted.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**NEW CALENDAR COPY**

*(The Western Centre for Continuing Studies)*

**Diploma in Adult and Organizational Learning**

The Diploma in Adult and Organizational Learning is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of Adult Education. The Diploma will consist of 8.5 courses, comprised of ten diploma-credit half courses, one diploma-credit full course and one practicum session. Students will

be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Education and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Adult and Organizational Learning program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Adult and Organizational Learning according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Diploma in Adult and Organizational Learning provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**Program Requirements for the Diploma in Adult and Organizational Learning**

The Diploma consists of:

- Ten diploma-credit half courses (5.0 courses)
- One diploma-credit full course (1.0 course), plus
- One practicum session (2.5 courses)

**Diploma-Credit Courses:**

Course Number	Course Title	Credit
ADED 110	Foundations Of Adult Learning	0.5
ADED 111	Adult Learning: Theories And Principles	0.5
ADED 112	Needs Assessment And Evaluation in Adult Education	1.0
ADED 113	Designing Instruction for Adult Learners	0.5
ADED 114	Instructional Techniques in Adult Education	0.5
ADED 210	Planning Programs For Adult Learners	0.5
ADED 211	Training and Development	0.5
ADED 212	Organizational Learning And Performance	0.5
ADED 213	Consultancy Skills	0.5
ADED 214	Non-Traditional Approaches To Teaching And Learning	0.5
ADED 215	Special Topics In Adult Learning	0.5
<b>Total Diploma-credit</b>		<b>6.0</b>

**Practicum Component:**

ADED 300	Practicum in Adult Education	2.5
<b>Total Practicum credit</b>		<b>2.5</b>

**Total - Diploma in Adult and Organizational Learning = 8.5 courses**

**Diploma-Credit Courses**

The diploma-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Adult Education.

**ADED 110 Foundations of Adult Education**

This course explores the history, principles and practice of adult education, including the function and role of adult education in different settings, with particular emphasis on the history and role of adult education in the Canadian context. (0.5 course)

**ADED 111 Adult Learning: Theories and Principles**

This course examines the theories and principles of learning and education as they apply to adult education. In particular, this course will explore the implications for adult programs and instructional strategies of difference among adults in abilities, attitudes, interests, skills, social roles. (0.5 course)

**ADED 112 Needs Assessment and Evaluation in Adult Education**

This course introduces methods and techniques for identifying, designing and evaluating learning outcomes. (1.0 course)

**ADED 113 Designing Instruction for Adult Learners**

This course examines various systems and approaches used in translating principles of education and learning into designing effective instruction. (0.5 course)

**ADED 114 Instructional Techniques in Adult Education**

An in-depth study of various methods of group instruction; planning and presenting demonstration teaching units; practice in techniques of group instruction. (0.5 course)

**ADED 210 Planning Programs for Adult Learners**

This course examines models and frameworks used in planning and implementing programs for adult learners in a variety of settings. (0.5 course)

**ADED 211 Training and Development**

This course provides an overview of the training and development function in the workplace. (0.5 course)

**ADED 212 Organizational Learning and Performance**

This course examines the development and integration of workplace learning, training and performance into the organizational development plan. (0.5 course)

**ADED 213 Consultancy Skills**

This course provides an overview of the consultancy skills required as an adult educator, both as an independent or organizational consultant. (0.5 course)

**ADED 214 Non-traditional Approaches to Teaching and Learning**

This course examines alternate methods for delivering instruction in various adult education settings. (0.5 course)

**ADED 215 Special Topics in Adult Learning**

This course provides a forum for examining and reflecting on current issues and trends in adult education. (0.5 course)

**ADED 300 Practicum in Adult Education**

Supervised practicum placement in an adult education setting. Students will be required to complete a written practicum report in order to obtain credit for this course. (560 hours - 2 ½ courses)

Prerequisite: Completion of all diploma-credit courses.

**Background:**

The field of Adult Education offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. The practice of Adult Education today requires creative and critical thinkers who are able to apply strong analytical, writing and strategic skills. Adult Education practitioners must be able to work effectively in a dynamic environment driven by increasingly higher public and stakeholder expectations, and the ever-increasing demands of technology and access to information. They need to understand the crucial role that lifelong learning plays in society and the workplace today, and the unique needs of adult learners.

Careers and employment in the field of Adult Education, training and development and organizational learning are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and offers exciting career opportunities for qualified university graduates, there are no educational programs available at The University of Western Ontario to provide individuals with the specific education and experience required to enter this field.

The Faculty of Education, in partnership with The Western Centre for Continuing Studies, proposes to offer a Diploma in Adult and Organizational Learning. This program will enable graduates from a number of disciplines to build on the solid theoretical grounding obtained in their degree programs by adding practical and applied skills required to work in the field of Adult Education. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The Diploma will consist of a specified program of diploma-credit courses, combined with a supervised practicum session in an Adult Education setting. Applicants must have completed successfully an undergraduate degree at a recognized university in order to be accepted into the program.

3b) **Introduction of a Certificate in Adult and Organizational Learning**

**Recommended:** That, effective September 1, 2006, a Certificate in Adult and Organizational Learning be introduced by the Faculty of Education in partnership with The Western Centre for Continuing Studies.

**NEW CALENDAR COPY**

*(2005 Academic Calendar, Page 63: "Certificate in Adult and Organizational Learning" to be listed after "Certificate in Addiction Studies" in the Certificates and Diplomas section.)*

**CERTIFICATE IN ADULT AND ORGANIZATIONAL LEARNING**

The Certificate in Adult and Organizational Learning is designed to provide practitioners and working professionals with the theoretical foundation as well as the practical and applied knowledge and skills required to work in the area of Adult Education. The Certificate will consist of 6.0 courses, comprised of ten certificate-credit half courses, and one certificate-credit full course. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Education and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Adult and Organizational Learning program, with no mark lower than 60%.

All students will be admitted to the Certificate in Adult and Organizational Learning according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site

(<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Certificate in Adult and Organizational Learning provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.uwo.ca/cstudies/courses/certificate/adulted.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

NEW CALENDAR COPY  
(*The Western Centre for Continuing Studies*)

**Certificate in Adult and Organizational Learning**

The Certificate in Adult and Organizational Learning is designed to provide practitioners and working professionals with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of Adult Education. The Certificate will consist of 6.0 courses, comprised of ten certificate-credit half courses, and one certificate-credit full course. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Education and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Adult and Organizational Learning program, with no mark lower than 60%.

All students will be admitted to the Certificate in Adult and Organizational Learning according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Certificate in Adult and Organizational Learning provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**Program Requirements for the Certificate in Adult and Organizational Learning**

The Certificate consists of:

- Ten certificate-credit half courses (5.0 courses)
- One certificate-credit full course (1.0 course)

**Certificate-Credit Courses:**

Course Number	Course Title	Credit
ADED 110	Foundations Of Adult Learning	0.5
ADED 111	Adult Learning: Theories And Principles	0.5
ADED 112	Needs Assessment And Evaluation in Adult Education	1.0
ADED 113	Designing Instruction for Adult Learners	0.5

ADED 114	Instructional Techniques in Adult Education	0.5
ADED 210	Planning Programs For Adult Learners	0.5
ADED 211	Training and Development	0.5
ADED 212	Organizational Learning And Performance	0.5
ADED 213	Consultancy Skills	0.5
ADED 214	Non-Traditional Approaches To Teaching And Learning	0.5
ADED 215	Special Topics In Adult Learning	0.5
<b>Total Certificate-credit</b>		<b>6.0</b>

**Total - Certificate in Adult and Organizational Learning = 6.0 courses**

**Certificate-Credit Courses**

The certificate-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Adult Education.

**ADED 110 Foundations of Adult Education**

This course explores the history, principles and practice of adult education, including the function and role of adult education in different settings, with particular emphasis on the history and role of adult education in the Canadian context. (0.5 course)

**ADED 111 Adult Learning: Theories and Principles**

This course examines the theories and principles of learning and education as they apply to adult education. In particular, this course will explore the implications for adult programs and instructional strategies of difference among adults in abilities, attitudes, interests, skills, social roles. (0.5 course)

**ADED 112 Needs Assessment and Evaluation in Adult Education**

This course introduces methods and techniques for identifying, designing and evaluating learning outcomes. (1.0 course)

**ADED 113 Designing Instruction for Adult Learners**

This course examines various systems and approaches used in translating principles of education and learning into designing effective instruction. (0.5 course)

**ADED 114 Instructional Techniques in Adult Education**

An in-depth study of various methods of group instruction; planning and presenting demonstration teaching units; practice in techniques of group instruction. (0.5 course)

**ADED 210 Planning Programs for Adult Learners**

This course examines models and frameworks used in planning and implementing programs for adult learners in a variety of settings. (0.5 course)

**ADED 211 Training and Development**

This course provides an overview of the training and development function in the workplace. (0.5 course)

**ADED 212 Organizational Learning and Performance**

This course examines the development and integration of workplace learning, training and performance into the organizational development plan. (0.5 course)

**ADED 213 Consultancy Skills**

This course provides an overview of the consultancy skills required as an adult educator, both as an independent or organizational consultant. (0.5 course)

**ADED 214 Non-traditional Approaches to Teaching and Learning**

This course examines alternate methods for delivering instruction in various adult education settings. (0.5 course)

**ADED 215 Special Topics in Adult Learning**

This course provides a forum for examining and reflecting on current issues and trends in adult education. (0.5 course)

**Background:**

The field of Adult Education offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. The practice of Adult Education today requires creative and critical thinkers who are able to apply strong analytical, writing and strategic skills. Adult Education practitioners must be able to work effectively in a dynamic environment driven by increasingly higher public and stakeholder expectations, and the ever-increasing demands of technology and access to information. They need to understand the crucial role that lifelong learning plays in society and the workplace today, and the special needs of adult learners.

The Faculty of Education, in partnership with The Western Centre for Continuing Studies, proposes to offer a Certificate in Adult and Organizational Learning. This program will provide practitioners and working professionals with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of Adult Education.

The Certificate will consist of a specified program of certificate-credit courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

**Advisory Committee:**

The Advisory Committee for these programs included:

- Dr. Ron Hansen, Faculty of Education, The University of Western Ontario
- Mr. Stephen Bahm, Manager, Corporate Training, The City of London
- Ms. Suzanne McCullagh, Canadian Society for Training and Development
- Ms. Carey Franklin, Training Designer, TD Canada Trust
- Mr. Walter Lenny, Training Consultant and Instructor, Brock University and Continuing Studies at Western
- Mr. Matt Wannan, Instructional Designer, The University of Western Ontario
- Ms. Shannon O'Meara, Organizational Development, General Dynamics Land Systems
- Mr. Paul Fulmer/Ms. Lynne Wilkes, Manager, Training and Development, TD Canada Trust
- Mr. Cory Saarinen, Continuing Studies, The University of Western Ontario
- Ms. Kim Miller, Continuing Studies, The University of Western Ontario
- Ms. Sharon Collins, Continuing Studies, The University of Western Ontario

4. **Faculty of Social Science and WCCS: Diploma and Certificate Programs in Not-for-profit Management**

4 a) **Introduction of a Diploma in Not-for-Profit Management**

**Recommended:** That, effective September 1, 2006, a Diploma in Not-for-profit Management be introduced by the Faculty of Social Science in partnership with The Western Centre for Continuing Studies.

**NEW CALENDAR COPY**

*(2005 Academic Calendar - Page 65: "Diploma in Not-for-profit Management" to be listed after "Diploma in Labour Relations" in the Certificates and Diplomas section.)*

**DIPLOMA IN NOT-FOR-PROFIT MANAGEMENT**

The Diploma in Not-for-profit Management is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to manage and lead not-for-profit organizations. The Diploma will consist of 8.5 courses, comprised of ten diploma-credit half courses, one diploma-credit full course and one practicum session. Students will be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Social Science and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Not-for-profit Management program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Not-for-profit Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Diploma in Not-for-profit Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.uwo.ca/cstudies/courses/diploma/nfp.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**NEW CALENDAR COPY**

*(The Western Centre for Continuing Studies)*

**Diploma in Not-for-profit Management**

The Diploma in Not-for-profit Management is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to manage and lead in the growing not-for-profit sector. The Diploma will consist of 8.5 courses, comprised of ten diploma-credit half courses, one diploma-credit full course and one practicum session. Students will

be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Social Science and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Not-for-profit Management program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Not-for-profit Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Diploma in Not-for-profit Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

### **Program Requirements for the Diploma in Not-for-profit Management**

The Diploma consists of:

- Ten diploma-credit half-courses (5.0 courses)
- One diploma-credit full course (1.0 course), plus
- One practicum session (2.5 courses)

#### **Diploma-Credit Courses:**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit</b>
NFP 110 <i>or</i> AM 141	Human Resource Management in Not-for-profit Organizations	0.5
NFP 111	Writing for the Not-for-profit Sector	0.5
NFP 112	Strategic Planning in Not-for-profit Organizations	0.5
NFP 113	Public Policy and the Not-for-profit Context	0.5
NFP 114	Technology in the Not-for-profit Sector	0.5
NFP 115	Development and Fund Raising for Not-for-profit Organizations	1.0
NFP 120	Finance for Not-for-profit Organizations	0.5
NFP 121	Marketing and Public Relations for Not-for-profit Organizations	0.5
NFP 122 <i>or</i> AM 161	Boards and Governance	0.5
NFP 123 <i>or</i> LEAD 110	Foundations of Leadership Development	0.5
NFP 124 <i>or</i> LEAD 113	Personal Career Management	0.5
<b>Total Diploma-credit</b>		<b>6.0</b>

#### **Practicum Component:**

NFP 300	Practicum in Not-for-profit Management	2.5
<b>Total Practicum credit</b>		<b>2.5</b>

**Total - Diploma in Not-for-profit Management = 8.5 courses**

**Diploma-Credit Courses**

The diploma-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Not-for-profit Management.

**NFP 110 Human Resource Management in Not-for-profit Organizations**

This course introduces issues related to recruiting, managing and retaining staff, including volunteers, in not-for-profit organizations. (0.5 course)

**NFP 111 Writing for the Not-for-profit Sector**

This course introduces the student to the specialized writing required in the not-for-profit sector, including grant writing, annual reports, and stewardship reports. (0.5 course)

**NFP 112 Strategic Planning in Not-for-profit Organizations**

This course provides an overview of the strategic planning process in the not-for-profit context. (0.5 course)

**NFP 113 Public Policy and the Not-for-profit Context**

This course explores the role of the not-for-profit organization in society and government, as well as ethical considerations in day-to-day operations. (0.5 course)

**NFP 114 Technology in the Not-for-profit Sector**

This course examines the application of technology in the not-for-profit sector, and also explores issues of security, privacy and ethics. (0.5 course)

**NFP 115 Development and Fund-raising for Not-for-profit Organizations**

This course provides an in-depth study of various fund-raising concepts, strategies and principles. (1.0 course)

**NFP 120 Finance for Not-for-profit Organizations**

This course examines budget preparation and management, cash flow, financial statements, and long-term financial management in not-for-profit organizations. (0.5 course)

**NFP 121 Marketing and Public Relations for Not-for-profit Organizations**

This course provides an overview of the various aspects of marketing and promoting a not-for-profit organization. (0.5 course)

**NFP 122 Boards and Governance**

This course explores the development, roles, responsibilities and management of boards and their members, as well as different types of boards and their requirements. (0.5 course)

**NFP 123 Foundations of Leadership Development**

This course explores different models of leadership, and the values and attitudes that influence effective leadership outcomes. (0.5 course)

**NFP 124 Personal Career Management**

This course examines various concepts in enabling students to make the transition from the academic environment to the workplace, and introduces key concepts associated with making key decisions resulting in successful career management. (0.5 course)

**NFP 300      Practicum in Not-for-profit Management**

Supervised practicum placement in a not-for-profit organization. Students will be required to complete a written practicum report in order to obtain credit for this course. (560 hours – 2.5 courses). *Prerequisite: Completion of all diploma-credit courses.*

**Background:**

The field of Not-for-profit Management offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. Managers and leaders in the not-for-profit sector today require strong analytical, management and strategic skills, yet must be creative and critical thinkers who are able to apply theory to practice. Not-for-profit practitioners must be able to work effectively in an increasingly competitive environment driven by ever-higher public and stakeholder expectations and changing demands of technology. They need to understand the crucial role that not-for-profit organizations play in society and government today, and the special needs that role requires.

As the not-for-profit sector takes on new roles and importance in today's economy, it has become increasingly important to ensure that those who are entering the field, and who will become its leaders in years to come, are well-equipped to handle the challenges and opportunities associated with the rapid growth of the sector. The Faculty of Social Science, in partnership with The Western Centre for Continuing Studies, proposes to offer a Diploma in Not-for-profit Management. This program will enable graduates from a number of disciplines to build on the solid theoretical grounding obtained in their degree programs by adding practical and applied skills required to work in the field of Not-for-profit Management. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The Diploma will consist of a specified program of diploma-credit courses, combined with a supervised practicum session in an Not-for-profit Management setting. Applicants must have completed successfully an undergraduate degree at a recognized university in order to be accepted into the program.

4 b) Introduction of a Certificate in Not-for-profit Management

**Recommended:** That, effective September 1, 2006, a Certificate in Not-for-profit Management be introduced by the Faculty of Social Science in partnership with The Western Centre for Continuing Studies.

NEW CALENDAR COPY

*(2005 Academic Calendar - Page 63: "Certificate in Not-for-profit Management" to be listed after "Certificate in Labour Relations" in the Certificates and Diplomas section.)*

**CERTIFICATE IN NOT-FOR-PROFIT MANAGEMENT**

The Certificate in Not-for-profit Management is designed to provide practitioners and working professionals with the practical and applied knowledge and skills required to work in the not-for-profit sector. The Certificate will consist of 6.0 courses, comprised of ten certificate-credit half courses, and one certificate-credit full course. Applicants to the Certificate program will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Social Science and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Not-for-profit Management program, with no mark lower than 60%.

All students will be admitted to the Certificate in Not-for-profit Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The

University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Certificate in Not-for-profit Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.uwo.ca/cstudies/courses/certificate/nfp.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

NEW CALENDAR COPY  
(*The Western Centre for Continuing Studies*)

**Certificate in Not-for-profit Management**

The Certificate in Not-for-profit Management is designed to provide practitioners and working professionals with the practical and applied knowledge and skills required of managers and leaders in the not-for-profit sector. The Certificate will consist of 6.0 courses, comprised of ten certificate-credit half courses and one certificate-credit full course. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Social Science and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Not-for-profit Management program, with no mark lower than 60%.

All students will be admitted to the Certificate in Not-for-profit Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site (<http://www3.registrar.uwo.ca>). In addition, prospective students must complete the application form for the Certificate in Not-for-profit Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at UWO are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**Program Requirements for the Certificate in Not-for-profit Management**

The Certificate consists of:

- Ten certificate-credit half courses (5.0 courses)
- One certificate-credit full course (1.0 course)

**Certificate-Credit Courses:**

Course Number	Course Title	Credit
NFP 110 <i>or</i> AM 141	Human Resource Management in Not-for-profit Organizations	0.5
NFP 111	Writing for the Not-for-profit Sector	0.5

NFP 112	Strategic Planning in Not-for-profit Organizations	0.5
NFP 113	Public Policy and the Not-for-profit Context	0.5
NFP 114	Technology in the Not-for-profit Sector	0.5
NFP 115	Development and Fund Raising for Not-for-profit Organizations	1.0
NFP 120	Finance for Not-for-profit Organizations	0.5
NFP 121	Marketing and Public Relations for Not-for-profit Organizations	0.5
NFP 122 or AM 161	Boards and Governance	0.5
NFP 123 or LEAD 110	Foundations of Leadership Development	0.5
NFP 124 or LEAD 113	Personal Career Management	0.5
<b>Total Certificate-credit</b>		<b>6.0</b>

**Total - Certificate in Not-for-profit Management = 6.0 courses**

**Certificate-Credit Courses**

The certificate-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Not-for-profit Management.

**NFP 110 Human Resource Management in Not-for-profit Organizations**

This course introduces issues related to recruiting, managing and retaining staff, including volunteers, in not-for-profit organizations. (0.5 course)

**NFP 111 Writing for the Not-for-profit Sector**

This course introduces the student to the specialized writing required in the not-for-profit sector, including grant writing, annual reports, and stewardship reports. (0.5 course)

**NFP 112 Strategic Planning in Not-for-profit Organizations**

This course provides an overview of the strategic planning process in the not-for-profit context. (0.5 course)

**NFP 113 Public Policy and the Not-for-profit Context**

This course explores the role of the not-for-profit organization in society and government, as well as ethical considerations in day-to-day operations. (0.5 course)

**NFP 114 Technology in the Not-for-profit Sector**

This course examines the application of technology in the not-for-profit sector, and also explores issues of security, privacy and ethics. (0.5 course)

**NFP 115 Development and Fund-raising for Not-for-profit Organizations**

This course provides an in-depth study of various fund-raising concepts, strategies and principles. (1.0 course)

**NFP 120 Finance for Not-for-profit Organizations**

This course examines budget preparation and management, cash flow, financial statements, and long-term financial management in not-for-profit organizations. (0.5 course)

**NFP 121 Marketing and Public Relations for Not-for-profit Organizations**

This course provides an overview of the various aspects of marketing and promoting a not-for-profit organization. (0.5 course)

**NFP 122      Boards and Governance**

This course explores the development, roles, responsibilities and management of boards and their members, as well as different types of boards and their requirements. (0.5 course)

**NFP 123      Foundations of Leadership Development**

This course explores different models of leadership, and the values and attitudes that influence effective leadership outcomes. (0.5 course)

**NFP 124      Personal Career Management**

This course examines various concepts in enabling students to make the transition from the academic environment to the workplace, and introduces key concepts associated with making key decisions resulting in successful career management. (0.5 course)

**Background:**

The field of Not-for-profit Management requires managers and leaders with strong analytical, management and strategic skills, who are also creative and critical thinkers, able to apply theory to practice. Not-for-profit practitioners must be able to work effectively in an increasingly competitive environment driven by ever-higher public and stakeholder expectations and changing demands of technology. They need to understand the crucial role that not-for-profit organizations play in society and government today, and the special needs that role requires.

As the not-for-profit sector takes on new roles and importance in today's economy, it has become increasingly important to ensure that those who are currently in the field, and who will become its leaders in years to come, are well-equipped to handle the challenges and opportunities associated with the rapid growth of the sector. The Faculty of Social Science, in partnership with The Western Centre for Continuing Studies, proposes to offer a Certificate in Not-for-profit Management. This program will enable practitioners in the field to develop and enhance the practical and applied skills required to work in the field of Not-for-profit Management.

The Certificate will consist of a specified program of certificate-credit courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

**Advisory Committee:**

The Advisory Committee for these programs includes:

- Dr. Grant Stirling, Associate Vice-President of Development, The University of Western Ontario
- Ms. Helen Connell, United Way of London & Middlesex
- Ms. Gillian Sneddon, LHSC Foundation
- Mr. Nathan Garber, Nathan Garber Consulting
- Ms. Beth de Long, Pillar Voluntary Sector Network
- Ms. Sheila Simpson, Trillium Foundation
- Mr. Rick Burjaw, BACS Program, The University of Western Ontario
- Dr. Keith Fleming/Ms. Mary Anne de Kergommeaux, BACS Program, The University of Western Ontario
- Mr. Cory Saarinen, Continuing Studies, The University of Western Ontario
- Ms. Kim Miller, Continuing Studies, The University of Western Ontario
- Ms. Sharon Collins, Continuing Studies, The University of Western Ontario

5. **Faculties of Social Science and Education and WCCS: Diploma and Certificate Programs in Career Development**

5 a) **Introduction of a Diploma in Career Development**

**Recommended:** That effective September 1, 2006, a Diploma in Career Development be introduced by the Faculty of Social Science and the Faculty of Education in partnership with The Western Centre for Continuing Studies.

**NEW CALENDAR COPY**

*(2005 Academic Calendar - Page 65: "Diploma in Career Development"  
to be listed after "Diploma in Arts Management" in the Certificates and Diplomas section.)*

**DIPLOMA IN CAREER DEVELOPMENT**

The Diploma in Career Development is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of career development and coaching. The Diploma will consist of 12.5 courses, comprised of 4.0 degree-credit courses, twelve diploma-credit half courses, and one practicum session. Students will be required to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Social Science and the Faculty of Education, in partnership with The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Career Development program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Career Development according to the policies and guidelines for admission to the University. Non-Western students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site ( <http://www3.registrar.uwo.ca> ). In addition, prospective students must complete the application form for the Diploma in Career Development provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at Western, or who are Western graduates in good standing and have not attended another post-secondary institution since attending Western, are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.Western.ca/cstudies/courses/diploma/career.html> for full program information.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

**NEW CALENDAR COPY**

*(The Western Centre for Continuing Studies)*

**Diploma in Career Development**

The Diploma in Career Development is designed to provide students with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of career development and coaching. The Diploma will consist of 12.5 courses, comprised of 4.0 degree-credit courses, twelve diploma-credit half courses, and one practicum session. Students will be required

to have completed an undergraduate degree at a recognized university in order to be considered for admission to the Diploma program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Social Science and the Faculty of Education in partnership with The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Diploma in Career Development program, with no mark lower than 60%. Students will be required to complete the program within three years from the date of admission.

All students will be admitted to the Diploma in Career Development according to the policies and guidelines for admission to the University. Non-Western students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site ( <http://www3.registrar.uwo.ca> ). In addition, prospective students must complete the application form for the Diploma in Career Development provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at Western, or who are Western graduates in good standing and have not attended another post-secondary institution since attending Western, are required to complete only The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

### **Program Requirements for the Diploma in Career Development**

The Diploma consists of:

1. 4.0 degree-credit courses
2. Twelve diploma-credit half courses (6.0 courses)
3. One practicum session (2.5 courses)

#### **Degree-Credit Courses:**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit</b>
PSYCH 164	The Psychology of People, Work and Organizations <i>or equivalent</i>	1.0
SOC 020	Introduction to Sociology <i>or equivalent</i>	1.0
<i>or</i> SOC 021E		
SOC 169	Work and Industry <i>or equivalent</i>	1.0
SOC 263a/b	Experiencing Work <i>or equivalent</i> ( <i>pre-requisite: Sociology 020 or 021E</i> )	0.5
SOC 205a/b	Statistics for Sociology ( <i>pre-requisite: Sociology 020 or 021E</i> )	
<i>or</i> STATS 023a/b	Statistical Concepts	0.5
<i>or</i> STATS 024a/b	Basic Statistical Methods <i>or equivalent</i>	
<b>Total Degree-credit</b>		<b>4.0</b>

#### **Diploma-credit Courses:**

CDEV 120	Labour Market Trends	0.5
CDEV 121	Career Coaching I	0.5
CDEV 122	Theories of Career Development	0.5
CDEV 123	Tools and Techniques of Career Development	0.5
CDEV 124 <i>or</i> ADED 210	Program Design and Planning <i>or</i> Planning Programs for Adult Learners	0.5

ADED 111	Adult Learning: Theories and Principles	0.5
CDEV 210	Job Search Techniques and Skills	0.5
CDEV 211	Career Coaching II	0.5
CDEV 212	Career Development for Special Populations	0.5
CDEV 213	Career Development Strategies in the Digital Age	0.5
CDEV 214	Facilitation and Working with Groups	0.5
CDEV 215	Professional Practice for Career Development Practitioners	0.5
<b>Total Diploma-credit</b>		<b>6.0</b>
<b>Practicum Component:</b>		
CDEV 300	Practicum in Career Development	2.5
<b>Total Practicum credit</b>		<b>2.5</b>

**Total - Diploma in Career Development = 12.5 courses**

### **Diploma-Credit Courses**

The diploma-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Career Development.

#### **CDEV 120 Introduction to Labour Market Trends**

This course provides an overview of labour market trends, patterns and resources from both a global and a Canadian perspective. Identification, interpretation, appropriateness and evaluation of resources will be considered. (0.5 course) *Pre-requisite: Soc 205a/b, Stats 023a/b or Stats 024a/b or equivalent*

#### **CDEV 121 Career Counselling I**

This course introduces models, methods and techniques of the counselling function in a career development context. (0.5 course)

#### **CDEV 122 Theories of Career Development**

This course examines theories of career development, and the application of theory to career counselling. (0.5 course)

#### **CDEV 123 Tools and Techniques of Career Development**

An in-depth study of various assessment tools used in career development settings. (0.5 course)

#### **CDEV 124 Program Design and Planning**

This course provides an overview of models and frameworks used in planning and implementing programs for adult learners in a variety of settings. (0.5 course)

#### **CDEV 210 Job Search Techniques and Skills**

This course explores the strategic and tactical techniques career development practitioners require in preparing clients to undertake a job search. (0.5 course)

#### **CDEV 211 Career Counselling II**

This course explores more complex aspects of the counselling function in a career development context. (0.5 course) *Pre-requisite: CDEV 121*

#### **CDEV 212 Career Development for Special Populations**

This course examines the challenges faced by some populations in dealing with career development issues, and explores strategies, tactics, legal issues and resources for clients dealing with unique needs and circumstances. (0.5 course)

**CDEV 213 Career Development Strategies in the Digital Age**

This course provides an overview of effective use of digital resources in career exploration, including evaluating digital resources for validity and reliability. (0.5 course)

**CDEV 214 Facilitation and Working with Groups**

This course explores the methods, techniques and skills for working with and coaching groups in a career development setting. (0.5 course) *Pre-requisite: CDEV 121*

**CDEV 215 Professional Practice for Career Development Practitioners**

This course provides an overview of the professional and business considerations required in providing career development services in a variety of different settings. (0.5 course)

**ADED 111 Adult Learning: Theories and Principles**

This course examines the theories and principles of learning and education as they apply to adult education, and explores the implications for adult programs and instructional strategies of difference among adults in abilities, attitudes, interests, skills, social roles. (0.5 course)

**CDEV 300 Practicum in Career Development**

Supervised practicum placement in a career development setting. Students will be required to complete a written practicum report in order to obtain credit for this course. (560 hours - 2 ½ courses) *Prerequisite: Completion of all diploma-credit courses.*

**Background:**

The field of Career Development offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. The practice of career development and coaching today requires creative and critical thinkers who are able to apply strong analytical, writing and strategic skills. Career development practitioners must be able to work effectively in a dynamic environment driven by increasingly higher public and stakeholder expectations, and the ever-increasing demands of technology and access to information. They need to understand their crucial role in working with clients and organizations to help them develop strategic skills in making informed decisions about career path and employability options.

Careers and employment in the field of Career Development are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and offers exciting career opportunities for qualified university graduates, there are no educational programs available at The University of Western Ontario to provide individuals with the specific education and experience required to enter this field.

The Faculty of Social Science and the Faculty of Education, in partnership with The Western Centre for Continuing Studies, propose to offer a Diploma in Career Development. This program will enable graduates from a number of disciplines to build on the solid theoretical grounding obtained in their degree programs by adding practical and applied skills required to work in the field of Career Development. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The Diploma will consist of a specified program of degree-credit courses and diploma-credit courses, combined with a supervised practicum session in a Career Development setting. Applicants must have completed successfully an undergraduate degree at a recognized university in order to be accepted into the program.

5 b) **Introduction of a Certificate in Career Development**

**Recommended:** That effective September 1, 2006, a Certificate in Career Development be introduced by the Faculty of Social Science and the Faculty of Education in partnership with The Western Centre for Continuing Studies.

**NEW CALENDAR COPY**

*(2005 Academic Calendar - Page 63: "Certificate in Career Development"  
to be listed after "Certificate in Addiction Studies" in the Certificates and Diplomas section.)*

**CERTIFICATE IN CAREER DEVELOPMENT**

The Certificate in Career Development is designed to provide practitioners and working professionals with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of Career Development. The Certificate will consist of 6.0 courses, comprised of twelve certificate-credit half courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Education and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Career Development program, with no mark lower than 60%.

All students will be admitted to the Certificate in Career Development according to the policies and guidelines for admission to the University. Non-Western students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site ( <http://www3.registrar.uwo.ca> ). In addition, prospective students must complete the application form for the Certificate in Career Development provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at Western, or who are Western graduates in good standing and have not attended another post-secondary institution since attending Western, are required to complete only The Western Centre for Continuing Studies application form.

Visit our website at <http://www.Western.ca/cstudies/courses/certificate/career.html> for full program information.

Application Deadline: March 1 to be considered for admission for the Fall term.

**NEW CALENDAR COPY**

*(The Western Centre for Continuing Studies)*

**Certificate in Career Development**

The Certificate in Career Development is designed to provide practitioners and working professionals with the theoretical foundation, as well as the practical and applied knowledge and skills required, to work in the area of Career Development. The Certificate will consist of 6.0 courses, comprised of twelve certificate-credit half courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

Enrolment will be limited and competitive, and will be determined on a case-by-case basis by the Faculty of Education and The Western Centre for Continuing Studies. Students in the program will be required to maintain a minimum average of 70% in all courses in the Certificate in Career Development program, with no mark lower than 60%.

All students will be admitted to the Certificate in Career Development according to the policies and guidelines for admission to the University. Non-Western students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario, using the online application form available on the Registrar's Web site ( <http://www3.registrar.uwo.ca> ). In addition, prospective students must complete the application form for the Certificate in Career Development provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are enrolled currently at Western, or who are Western graduates in good standing and have not attended another post-secondary institution since attending Western, are required to complete only The Western Centre for Continuing Studies application form.

Application Deadline: March 1 to be considered for admission for the Fall term.

### **Program Requirements for the Certificate in Career Development**

The Certificate consists of:

- Twelve certificate-credit half courses (6.0 courses)

#### **Certificate-Credit Courses:**

Course Number	Course Title	Credit
CDEV 120	Labour Market Trends	0.5
CDEV 121	Career Coaching I	0.5
CDEV 122	Theories of Career Development	0.5
CDEV 123	Tools and Techniques of Career Development	0.5
CDEV 124 <i>or</i> ADED 210	Program Design and Planning <i>or</i> Planning Programs for Adult Learners	0.5
ADED 111	Adult Learning: Theories and Principles	0.5
CDEV 210	Job Search Techniques and Skills	0.5
CDEV 211	Career Coaching II	0.5
CDEV 212	Career Development for Special Populations	0.5
CDEV 213	Career Development Strategies in the Digital Age	0.5
CDEV 214	Facilitation and Working with Groups	0.5
CDEV 215	Professional Practice for Career Development Practitioners	0.5
<b>Total Certificate-credit</b>		<b>6.0</b>

**Total - Certificate in Career Development = 6.0 courses**

#### **Certificate-Credit Courses**

The certificate-credit courses are designed to provide students with the practical and applied knowledge and skills required in the field of Career Development.

#### **CDEV 120 Introduction to Labour Market Trends**

This course provides an overview of labour market trends, patterns and resources from both a global and a Canadian perspective. Identification, interpretation, appropriateness and evaluation of resources will be considered. (0.5 course)

*Pre-requisite: Soc 205a/b or Stats 023a/b or Stats 024a/b or equivalent*

#### **CDEV 121 Career Counselling I**

This course introduces models, methods and techniques of the counselling function in a career development context. (0.5 course)

**CDEV 122 Theories of Career Development**

This course examines theories of career development, and the application of theory to career counselling. (0.5 course)

**CDEV 123 Tools and Techniques of Career Development**

An in-depth study of various assessment tools used in career development settings. (0.5 course)

**CDEV 124 Program Design and Planning**

This course provides an overview of models and frameworks used in planning and implementing programs for adult learners in a variety of settings. (0.5 course)

**CDEV 210 Job Search Techniques and Skills**

This course explores the strategic and tactical techniques career development practitioners require in preparing clients to undertake a job search. (0.5 course)

**CDEV 211 Career Counselling II**

This course explores more complex aspects of the counselling function in a career development context. (0.5 course)

*Pre-requisite: CDEV 121*

**CDEV 212 Career Development for Special Populations**

This course examines the challenges faced by some populations in dealing with career development issues, and explores strategies, tactics, legal issues and resources for clients dealing with unique needs and circumstances. (0.5 course)

**CDEV 213 Career Development Strategies in the Digital Age**

This course provides an overview of effective use of digital resources in career exploration, including evaluating digital resources for validity and reliability. (0.5 course)

**CDEV 214 Facilitation and Working with Groups**

This course explores the methods, techniques and skills for working with and coaching groups in a career development setting. (0.5 course)

*Pre-requisite: CDEV 121*

**CDEV 215 Professional Practice for Career Development Practitioners**

This course provides an overview of the professional and business considerations required in providing career development services in a variety of different settings. (0.5 course)

**ADED 111 Adult Learning: Theories and Principles**

This course examines the theories and principles of learning and education as they apply to adult education, and explores the implications for adult programs and instructional strategies of difference among adults in abilities, attitudes, interests, skills, social roles. (0.5 course)

**Background:**

The field of Career Development offers numerous and exciting career opportunities for university graduates with the specific knowledge and skills. The practice of career development and coaching today requires creative and critical thinkers who are able to apply strong analytical, writing and strategic skills. Career development practitioners must be able to work effectively in a dynamic environment driven by increasingly higher public and stakeholder expectations, and the ever-increasing demands of technology and access to information. They need to understand their crucial role in working with clients and organizations to help them develop strategic skills in making informed decisions about career path and employability options.

Careers and employment in the field of Career Development are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and offers exciting career opportunities for qualified university graduates, there are no educational programs available at The University of Western Ontario to provide individuals with the specific education and experience required to enter this field.

The Faculty of Social Science and the Faculty of Education, in partnership with The Western Centre for Continuing Studies, propose to offer a Certificate in Career Development. This program will provide practitioners and working professionals with the theoretical foundation as well as the practical and applied knowledge and skills required to work in the area of Adult Education.

The Certificate will consist of a specified program of certificate-credit courses. Applicants will be required to submit documented proof of relevant workplace experience in order to be considered for admission to the Certificate program.

**Advisory Committee:**

The Advisory Committee for these programs includes:

- Ms. Amanda Zavitz, Department of Sociology, The University of Western Ontario
- Dr. Ron Hansen, Faculty of Education, The University of Western Ontario
- Dr. Jack Russel, Student Development Centre, The University of Western Ontario
- Ms. Pat Matthews, Human Resources Skills Development Canada
- Ms. Vicky Smith, President, HR Contact Group, London
- Mr. Tom Crouch, Program Coordinator, Career Directions - Nokee Kwe, London
- Ms. Deb Armstrong, Ontario Alliance of Career Development Practitioners
- Mr. Cory Saarinen, Continuing Studies, The University of Western Ontario
- Ms. Kim Miller, Continuing Studies, The University of Western Ontario
- Ms. Sharon Collins, Continuing Studies, The University of Western Ontario

6. **Faculty of Graduate Studies: MSc and Modified PhD Programs in Health and Rehabilitation Sciences**

**Recommended:** That Senate approve that, pending OCGS approval, a Master of Science program be introduced and a modified Doctor of Philosophy program in Health and Rehabilitation Sciences be established, effective September 1, 2006.

**Background:**

The OCGS approval process for these programs is under way, with the expectation that approval will be granted in May or June, 2006.

As indicated in the brief submitted to OCGS and approved by the FGS Internal Appraisals Committee, the new graduate programs in Health and Rehabilitation Sciences involve a restructuring of the PhD program, and a new Masters program, which includes an amalgamation of current MSc programs now housed in Occupational Therapy, Physical Therapy, and Communication Sciences and Disorders. This restructuring will involve:

- collapsing the three existing fields in the Doctoral Program in Rehabilitation Sciences into one field (Functioning, Disability and Health) that maintains the guiding philosophy of the World Health Organization's (WHO) International Classification of Functioning, Disability, and Health, and extending this field to include a masters level of study;
- relocating the current MSc programs in Communication Sciences and Disorders, Occupational Therapy, and Physical Therapy within the proposed Graduate Program in Health and Rehabilitation Sciences as fields of study (Hearing Science, Speech & Language Science, Occupational Science, and Physical Therapy), and extending these fields to include opportunities for doctoral level study;

- introducing several innovative, multidisciplinary fields of study, at both the masters and doctoral levels, that capture areas of research strength within FHS and areas of increasing interest to potential students (Measurement & Methods, Health Professional Education, Health Promotion, Child & Youth Health, and Health & Aging).

There is a strong market for research in this area in North America, although very few programs with the needed interdisciplinary breadth. Western's programs are well situated to train the next generation of faculty and researchers in this area.

The intake for the Master's program initially will be approximately 20 students a year, growing to 40 a year, to achieve a steady state enrolment of approximately 80 students by 2010; the proposed intake of the PhD program is 12 a year, growing to 20, to achieve a steady-state enrolment of 80 students by 2010.

7. **Faculty of Graduate Studies: PhD Degree Program in Visual Culture, Studio and Media Arts**

**Recommended:** That Senate approve that, pending OCGS approval, a Doctor of Philosophy program in Visual Culture, Studio and Media Arts be introduced by the Faculty of Graduate Studies, effective September 1, 2006.

**Background:**

The OCGS approval process for this program is under way, with the expectation that approval will be granted in May or June, 2006.

As indicated in the brief submitted to OCGS and approved by the FGS Internal Appraisals Committee, the new Doctoral program in Visual Culture, Studio and Media Arts builds upon the current MA and MFA programs to support advanced training and research related to visual culture and the art world, including the study and production of visual histories, practices, theories and criticism, as well as material and visual artefacts. The program will be offered in four fields: New Media, Sound and the Moving Image; Public Spaces and Cultures; Collecting, Museums, Archives and Heritage Studies; and Material and Visual Culture.

The goal of the new program is to prepare advanced researchers, university faculty and professionals for museum and arts administration. The program is unique in Canada in its emphasis on the interrelationship between art historical scholarship and studio practice. Students are trained in both academic and creative research.

The program aims to fulfil the increasing demands for Doctoral trained personnel both in the studio sector of the academy and in the art world, as well as to appeal to those art history students who want to integrate curatorial studies, contemporary art and new media to their practice. Students graduating from this program would be well qualified for academic positions in both art history and studio art, as well as in visual culture, cultural studies, humanities and media studies programs. They would be prepared for careers as curators and administrators in the extensive system of Canadian galleries, artist-run centres and heritage-oriented organizations both in the public and private sectors.

The average PhD intake will be between three to four students per year, with a steady-state enrolment of 14 after four years.

8. **Application Deadline for the BA (Honors Business Administration) Program**

**Recommended:** That effective for admission in September 2007, the application deadline for the Bachelor of Arts (Honors Business Administration) program be revised from March 1 to January 31.

**REVISED CALENDAR COPY**

**Application Deadline**

The deadline for submission of applications is January 31 for the upcoming September class. Application fee: \$100.

**Application Requirements and Procedures**

To apply to the third year of the honors program in Business Administration, students must complete the on-line application form available at [www.ivey.uwo.ca/hba](http://www.ivey.uwo.ca/hba). On-line applications are typically available by early November.

With the exception of academic transcripts, all application information must be completed by the January deadline.

**Admission Criteria**

The students are carefully-selected, well-rounded achievers who have the intellectual ability, ambition and stamina to meet the high academic standards and the demanding workload of the program. Each student has a record of distinctive personal achievement and potential for leadership. Admission to the HBA program is competitive and the possession of the minimum requirements does not assure acceptance. However, students with an anticipated two-year combined average of 70% or higher over the last two years of university study and who have the prerequisites are encouraged to apply.

**Background:**

The HBA program will increase its intake to the HBA1 year by 70 students in September 2007. The HBA Program Office is implementing broader recruiting activities to attract more AEO (Academic Excellence Opportunity) and HBA students for September 2007. In anticipation of receiving more applications, the HBA Program Office would like one additional month to assess applications.

9. **Revision to the Doctor of Medicine (MD) Program: Pregnancy/Parental Leave Policy**

**Recommended:** That the Doctor of Medicine (MD) program be revised with regard to the Pregnancy/Parental Leave Policy.

**REVISED CALENDAR COPY**  
(2005 Academic Calendar p.121)

**PREGNANCY/PARENTAL LEAVE PROGRAM POLICY**

In accordance with an emphasis on progressive support services for our students and residents, ~~The University of Western Ontario;~~ the Schulich School of Medicine & Dentistry acknowledges the need for individuals to have special arrangements made during their educational program for the purpose of Pregnancy/Parental Leave. ~~Should you need assistance, please contact Admissions/Student & Equity Affairs at 661-3744.~~ **The Schulich School of Medicine & Dentistry strongly supports and encourages its students and trainees to take a full year for their Pregnancy/Parental Leave.**

Students are advised to consult the Associate Dean, Admissions and Student Affairs (H121; 661-2111 ext 86803) and explore the best possible arrangement for the intended leave.

**Undergraduate Medical Program:**

Pregnancy/Parental Leave During Years 1 and 2: Students who take a one-year parental leave will be able to resume their program of study 12 months following the start of their leave.

Pregnancy/Parental Leave During Years 3 and 4: Students who take a one-year parental leave will be able to resume their program of study 12 months following the start of their leave. Students who do not wish to delay their original date of graduation may consider taking a four-week parental leave. Arrangements can be made for students to make up for clinical duties missed during the four-week parental leave.

**Background:**

The policy is being revised to provide additional information, intended to encourage students to take a longer parental leave.

In Years 1 and 2, students take a series of “blocks” of courses, each lasting six weeks. The blocks follow a specific sequence for the entire class. Therefore, 12 months following the start of Parental Leave, students can resume their program in the next block they need to complete. If students had to start their one-year leave while a particular block was in progress, they would be able to come back a few weeks early in order to begin that block again. However, because the blocks are sequential, it would be difficult for students to re-enter after a shorter leave of absence.

In Year 3, the 12-month clinical clerkship (September to August) has a specific sequence for each student, thereby allowing the student to re-enter at any point after a one-year leave. This is followed in Year 4 by four months of clinical electives (September to December) and four months of basic science electives (January to May -Transition Period) so, once again, Year 4 students can re-enter at any point if they decide to take a one-year leave of absence.

Students who miss one month or less during Year 3 are allowed to use up to one month of elective time in the early part of Year 4 to make up for missed clerkship duties. Likewise, it is permissible for Year 4 students who wish to take less than one month as a leave to make up for missed duties during elective time in Year 4. In other words, Year 3 and Year 4 students who choose to take a one-month leave will not have their graduation delayed as long as they make up their missed duties before graduation. If they decide to take a leave of more than one month, it is possible for them to re-enter at any point, but their graduation will be delayed for up to a year.

10. **Application for Graduation and Notification of Eligibility to Graduate**

**Recommended:** That the policy on Application for Graduation and Notification of Eligibility to Graduate be amended, as shown below, to revise the deadlines for applications to graduate and make other editorial changes.

**APPLICATION FOR GRADUATION AND NOTIFICATION OF ELIGIBILITY TO GRADUATE**

An Application to Graduate must be ~~filed~~ **completed through the Web site** with the Office of the Registrar by **March 15** ~~the last day to add a course~~ in the Winter term by each ~~undergraduate~~ student who expects to graduate at the Spring Convocation.

An Application to Graduate must be ~~filed~~ **completed through the Web site** with the Office of the Registrar by ~~August 1~~ **September 8** of each year by each ~~undergraduate~~ student who expects to graduate at the Autumn Convocation.

Graduate departments will notify the Office of the Registrar about graduate students who have completed requirements. Notification must be received by April 30 for Spring Convocation and September 1 for Autumn Convocation.

The onus is on students to verify, on their Application to Graduate, ~~the area(s) of concentration/disciplines~~ **the degree and program of study** to appear on their diplomas and transcripts. Applicants must inform the Registrar, in writing, if they wish to change their name, to question their degree designation, or to postpone their graduation.

Candidates who meet the requirements for graduation in ~~the area(s) of concentration~~ **the degree and program of study** specified on their Application to Graduate will graduate at the Convocation specified on the Application. Students who fail to meet the requirements for the specified ~~area(s) of concentration~~ **degree and program of study** will not graduate at the specified Convocation and should consult the Dean of their Faculty regarding alternative graduation possibilities.

Upon receipt of Applications for Graduation, the Office of the Registrar will review the academic records to identify and advise those students who will not be eligible to graduate even with the successful completion of courses in which they currently are enrolled.

**Background:**

The original time lines were set when paper applications and notifications were used by the Office of the Registrar. An electronic process via the Web is used now and the policy has been changed to reflect current practice. The March 15 date for submission of winter term applications to graduate is more precise, and both the March and September dates allow more time for students to submit their Applications to Graduate.

11. **English Proficiency Requirements for Admission to the Faculty of Education**

**Recommended:** That the acceptable Test of English as a Foreign Language (TOEFL) scores for the Faculty of Education be changed to:

TOEFL with a score of ~~580 paper-based, 237~~ **250** computer-based including a minimum score of ~~50~~ **55** on the Test in Spoken English (TSE); **and a total score of 100 internet-based, including a speaking score of 25 and writing score of 25.**

**Background:**

In addition to the current forms of testing, the TOEFL is now being offered as an internet-based test. With this change, the Faculty of Education must approve a revised set of acceptable scores, and recommends that the TOEFL scores also be raised so as to be more consistent with other professional schools.

[Ref. <http://www.uwo.ca/univsec/handbook/adm/englisad.pdf> ]

FOR INFORMATION

12. **2004-2005 Report on Scholastic Offences**

Included in the regulations on Scholastic Discipline (S.03-77a) approved by Senate on April 11, 2003, is the requirement that:

“Each Faculty shall submit to the Vice-Provost & Registrar an annual summary of scholastic offences committed by students registered in the Faculty. The summary will set out the nature of the offence and the penalties, with students’ names removed. The Vice-Provost & Registrar will compile the information, by Faculty, and report annually to the Senate Committee on Academic Policy and Awards which will forward the report to Senate for information.”

The 2004-2005 Report on Scholastic Offences, covering the period from November 15, 2004, to June 30, 2005, is attached as [Appendix 2](#).

2006

January	9	Classes resume.
January	13	Last day to add a second-term first-quarter ('s') course (Kinesiology).
*January	15	Last day to receive admission applications for the Diploma in Accounting, and the Diploma in Public Relations offered through The Western Centre for Continuing Studies.
January	17	Last day to add a second-term half course, or a second-term full course.
January	20	Last day to drop a second-term first-quarter ('s') course without academic penalty (Kinesiology).
*January	31	Deadline to apply for relief against a final grade in a first-term course.
*February	1	Last day to receive admission applications: Social Work (King's University College).
February	6-24	Program counselling period for Fall/Winter Term 2006-2007.
*February	15	Last day to drop a second-term half course, or a second-term full course without academic penalty. Last day to receive applications: BScN Program for Registered Nurses and Collaborative Nursing Program.
February	20	First day of second-term second-quarter ('t') course (Kinesiology).
February	24	Last day to add a second-term second-quarter ('t') course (Kinesiology).
February	27 - March 3	Conference Week.
*March	1	Last day to receive admission applications: Business Administration. Last day to receive admission applications from CEGEP applicants. Last day to receive admission applications: Nurse Practitioner Program. Last day to receive admission applications for Spring/Summer Distance Studies from students applying for the first time. All supporting documentation must be submitted within seven days of this date. Last day to receive admission applications: Certificate & Diploma Programs offered through The Western Centre for Continuing Studies. Last day to receive admission applications for Summer Evening and Intersession from students applying for the first time. All supporting documentation must be submitted within seven days of this date.
March	3	Last day to drop a second-term second-quarter ('t') course without academic penalty.
March	6	First day for web registration for Summer Evening and Spring/Summer Distance Studies.
March	9	First day for web registration for Intersession.
March	13	First day for web registration for Summer Day.
*March	15	Last day to receive admission applications: Diploma Program in Public Administration. Last day to receive applications for graduation at Spring Convocation.
April	11	Fall/Winter Session classes end.
April	12	Study Day.
April	13-14	Passover
April	13-30	Final examination period.
April	14	Good Friday
April	16	Easter Sunday
April	21	Last day for web registration for Summer Evening and Spring/Summer Distances Studies courses.
April	28	Master of Business Administration Convocation.
April	30	Second term ends for all Faculties except Dentistry, Education, Law, and Medicine.
May	1	Summer Evening and Spring/Summer Distances Studies courses begin.
*May	1	Last day to receive admission applications for Summer Day courses from students applying for the first time. All supporting documentation must be submitted within seven days of this date. Last day to withdraw an application for graduation at Spring Convocation.
May	4	Huron University College Theology Convocation.
May	5	Last day to add a full course, a first-term half course, a first-term, first-quarter ('q') course, and a full year half-course in Summer Evening.
May	8	Trois-Pistoles courses begin.
May	12	Last day to drop a first-term half course, or a first-term, first-quarter ('q') course in Summer Evening without academic penalty.
May	12	Last day for web registration for Intersession courses.
May	15	Intersession courses begin.
*May	15	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Spring Convocation. Last day to receive admission applications for full-time general studies for 2006-07 Fall/Winter Term from candidates outside Canada
May	16	Last day to add a full course, or a 6-week half course, a first-term first-quarter ('q'), or a full-year half course in Intersession.
TBA		Doctor of Medicine Convocation
May	17	Last day to add or drop a course at Trois-Pistoles Intersession.
May	18	Last day to drop a 3-week first-term half course in Intersession without academic penalty.
May	22	Victoria Day.
May	25	Last day to drop a full course, or a 6-week half course, a first-term, first-quarter ('q') course, or a full-year half course in Intersession without academic penalty.
May	26	Last day to drop a full course or full-year half course in Summer Evening without academic penalty. Last day to drop a full-course or full year half course in Spring/Summer Distance Studies course without academic penalty.

*June	1	Last day to receive admission applications from new students for Fall/Winter Term 2006-07 for full-time studies, provided that the program requested is open. All supporting documentation must be submitted within seven days of this date.
June	5	Second-term half courses in Intersession begin.
June	6	Last day to add a second-term half course in Intersession.
June	8	Last day to drop a second-term half course in Intersession without academic penalty.
June	9	Trois-Pistoles Intersession courses end.
June	12	Second term half courses in Summer Evening begin.
June	12-16	Spring Convocation.
June	16	Last day to add a second-term half course in Summer Evening.
June	19	Proposed start date for Course Registration for 2006-2007 Fall/Winter Term.
June	23	Intersession courses end. Last day to drop a second term half course, or a second-term, first-quarter ('s') course, in Summer Evening without academic penalty. Last day for web registration for Summer Day courses.
June	26 & 27	Examinations: Intersession.
*June	30	Deadline to apply for relief against a final grade in a second-term or a full-year course. Deadline requesting a waiver of the progression requirements.
*July	1	Canada Day. [Holiday to be observed on June 30] Last day to receive admission applications from new students for Fall/Winter Term 2006-07 for courses taught by Distance Studies and for part-time studies in courses taught on campus during the day and evening provided that the program requested is open. All supporting documentation must be submitted within seven days of this date. New students wishing to pursue part-time studies after July 1, should contact the Admissions Office to arrange for an appointment.
July	3	Summer Day Term and Trois-Pistoles Summer Day Term begin.
July	4	Last day to add a full course, a first-term half course (3-week or 6-week), or a full-year half course in Summer Day.
July	5	Last day to add or drop a course at Trois-Pistoles Summer Day Term.
July	6	Last day to drop a 3-week first-term half course in Summer Day without academic penalty.
July	12	Last day to drop a full course, or a 6-week half course, or a full-year half course in Summer Day without academic penalty.
July	21	Summer Evening and Spring/Summer Distance Studies Terms end.
July	24	Second-term half courses in Summer Day begin.
July	24, 25	Examinations: Summer Evening Term.
July	25	Last day to add a second-term half course in Summer Day
July	27	Last day to drop a second-term half course in Summer Day without academic penalty.
July	27, 28, 29	Examinations: Spring/Summer Distance Studies courses.
*July	31	Deadline to apply for relief against a final grade in an Intersession course.
August	4	Trois-Pistoles Summer Day courses end.
August	7	Civic Holiday.
August	11	Summer Day courses end.
August	12, 14, 15	Examinations: Summer Day courses.
August	12	Last day for web registration for 2006-07 Fall/Winter Term.
August	28	Extended WEB Registration begins.
*August	31	Deadline to apply for relief against a final grade in a Summer Evening course.
September	4	Labour Day.
September	7	Fall/Winter Term classes begin.
*September	8	Last Day to receive applications for graduation at Autumn Convocation.
September	9	WEB Registration ends.
September	15	Last day to add a full course, a first-term half course, a first-term first-quarter ('q') course (Kin), a first-term full course, or a full-year half course Last day for late registration.
*September	15	Deadline to apply for relief against a final grade in a Summer Day course.
September	22	Last day to drop a first-term first-quarter ('q') course without academic penalty (Kinesiology).
TBA		Hong Kong Convocation.
October	1	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Autumn Convocation. Last day to withdraw application for graduation at Autumn Convocation.
October	9	Thanksgiving Holiday.
*October	15	Deadline to apply for relief against a final grade in a Spring/Summer Distance Studies course. Last day to drop a first-term half course or a first-term full course (2006-07 Fall/Winter Term) without academic penalty. Last day to drop a first term quarter 'q' course offered by Education Pre-Service. Last day to receive admission applications: Medicine for 2007.
October	19 - 20	Autumn Convocation.
October	23	First day first-term second-quarter ('r') course (Kin).
October	27	Last day to add a first-term second-quarter ('r') course (Kin).

*November	1	Last day to receive admission applications: Law for 2007. Last day to receive official transcripts for courses taken on Letters of Permission during the academic year 2005-06 and the Spring/Summer Terms of 2006. Last day that students registered in 'w' accelerated language courses may transfer to the equivalent full-year course with the permission of their Faculty.
November	3	Last day to drop a first-term second-quarter ('r') course without academic penalty (Kin).
*November	30	Last day to drop a full course and full-year half course [on campus day and evening and Distance Studies] without academic penalty.
*December	1	Last day to receive admission applications: Dentistry for 2007. Last day to receive admission applications, transcripts, and supporting documentation: Education for 2007. First day to receive applications for graduation at 2007 Spring Convocation.
December	6	Classes end.
December	7	Study Day.
December	8 - 20	Mid-year examination period.
December	21	First term ends for all Programs except Dentistry, Education, Law and Medicine.

**2007**

January	8	Classes resume.
January	12	Last day to add a second-term first-quarter ('s') course (Kin).
*January	15	Last day to receive admission applications for the Diploma in Accounting, and the Diploma in Public Relations offered through The Western Centre for Continuing Studies.
January	16	Last day to add a second-term half course, or a second-term full course.
January	19	Last day to drop a second-term first-quarter ('s') course without academic penalty (Kin).
*January	31	Deadline to apply for relief against a final grade in a first-term course.
*February	1	Last day to receive admission applications: Social Work (King's University College).
February	5-23	Program counselling period for Fall/Winter Term 2007-2008.
*February	15	Last day to drop a second-term half course, or a second-term full course without academic penalty. Last day to drop a second-term quarter 's' course offered by Education Pre-Service. Last day to receive applications: BScN Program for Registered Nurses and Collaborative Nursing Program.
February	19	First day of 't' quarter course
February	23	Last day to add a second-term second-quarter ('t') course (Kin).
February	26 - March 2	Conference Week.
*March	1	Last day to receive admission applications: Business Administration. Last day to receive admission applications from CEGEP applicants. Last day to receive admission applications: Nurse Practitioner Program. Last day to receive admission applications for Spring/Summer Distance Studies from students applying for the first time. All supporting documentation must be submitted within seven days of this date. Last day to receive admission applications: Certificate & Diploma Programs offered through The Western Centre for Continuing Studies. Last day to receive admission applications for Summer Evening and Intersession from students applying for the first time. All supporting documentation must be submitted within seven days of this date.
March	5	First day for web registration for Summer Evening and Spring/Summer Distance Studies.
March	8	First day for web registration for Intersession.
March	9	Last day to drop a second-term second-quarter ('t') course without academic penalty (Kin).
March	12	First day for web registration for Summer Day.
*March	15	Last day to receive admission applications: Diploma Program in Public Administration. Last day to receive applications for graduation at Spring Convocation.
TBA		Master of Business Administration Convocation.
April	3-4	Passover
April	6	Good Friday
April	8	Easter Sunday
April	12	Fall/Winter Session classes end.
April	13	Study Day.
April	14-30	Final examination period.
April	20	Last day for web registration for Summer Evening and Spring/Summer Distances Studies courses.
April	30	Second term ends for all Faculties except Dentistry, Education, Law, and Medicine.
*May	1	Last day to receive admission applications for Summer Day courses from students applying for the first time. All supporting documentation must be submitted within seven days of this date. Last day to withdraw an application for graduation at Spring Convocation.
May	7	Summer Evening and Spring/Summer Distances Studies courses begin.
May	11	Last day to add a full course, a first-term half course, a first-term, first-quarter ('q') course, and a full year half-course in Summer Evening.
May	11	Last day for web registration for Intersession courses.
TBA		Huron University College Theology Convocation.

May	14	Last day to drop a first-term half course, or a first-term, first-quarter ('q') course in Summer Evening without academic penalty.
May	7	Trois-Pistoles courses begin.
May	14	Interession courses begin.
*May	15	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Spring Convocation. Last day to receive admission applications for full-time general studies for 2007-08 Fall/Winter Term from candidates outside Canada
May	15	Last day to add a full course, or a 6-week half course, a first-term first-quarter ('q'), or a full-year half course in Interession.
TBA		Doctor of Medicine Convocation
May	16	Last day to add or drop a course at Trois-Pistoles Interession.
May	17	Last day to drop a 3-week first-term half course in Interession without academic penalty.
May	21	Victoria Day.
May	24	Last day to drop a full course, or a 6-week half course, a first-term, first-quarter ('q') course, or a full-year half course in Interession without academic penalty.
May	25	Last day to drop a full course or full-year half course in Summer Evening without academic penalty. Last day to drop a full-course or full year half course in Spring/Summer Distance Studies course without academic penalty.
*June	1	Last day to receive admission applications from new students for Fall/Winter Term 2007-08 for full-time studies, provided that the program requested is open. All supporting documentation must be submitted within seven days of this date.
June	4	Second-term half courses in Interession begin.
June	5	Last day to add a second-term half course in Interession.
June	7	Last day to drop a second-term half course in Interession without academic penalty.
June	18	Proposed start date for Course Registration for 2007-2008 Fall/Winter Term.
June	18	Second term half courses in Summer Evening begin.
June	11-15	Spring Convocation.
June	22	Last day to add a second-term half course in Summer Evening.
June	22	Interession courses end.
June	25 & 26	Examinations: Interession.
June	29	Last day to drop a second term half course, or a second-term, first-quarter ('s') course, in Summer Evening without academic penalty.
*June	30	Deadline to apply for relief against a final grade in a second-term or a full-year course. Deadline to apply for relief against a program eligibility decision Deadline requesting a waiver of the progression requirements.
*July	1	Canada Day. (Holiday to be observed on July 2) Last day to receive admission applications from new students for Fall/Winter Term 2007-08 for courses taught by Distance Studies and for part-time studies in courses taught on campus during the day and evening provided that the program requested is open. All supporting documentation must be submitted within seven days of this date. New students wishing to pursue part-time studies after July 1, should contact the Admissions Office to arrange for an appointment.
July	7	Last day for web registration for Summer Day courses.
July	9	Summer Day Term and Trois-Pistoles Summer Day Term begin.
July	10	Last day to add a full course, a first-term half course (3-week or 6-week), or a full-year half course in Summer Day.
July	11	Last day to add or drop a course at Trois-Pistoles Summer Day Term.
July	12	Last day to drop a 3-week first-term half course in Summer Day without academic penalty.
July	19	Last day to drop a full course, or a 6-week half course, or a full-year half course in Summer Day without academic penalty.
July	27	Summer Evening and Spring/Summer Distance Studies Terms end.
July	30	Second-term half courses in Summer Day begin.
July	30 & 31	Examinations: Summer Evening.
July	31	Last day to add a second-term half course in Summer Day
*July	31	Deadline to apply for relief against a final grade in an Interession course.
August	2	Last day to drop a second-term half course in Summer Day without academic penalty.
August	2, 3, & 4	Examinations: Spring/Summer Distance Studies.
August	6	Civic Holiday.
August	10	Trois-Pistoles Summer Day courses end.
August	11	Last day for web registration for 2007-08 Fall/Winter Term.
August	17	Summer Day courses end.
August	18, 20, & 21	Examinations: Summer Day.
August	27	Extended WEB Registration begins.
*August	31	Deadline to apply for relief against a final grade in a Summer Evening course.
September	3	Labour Day.
September	6	Fall/Winter Term classes begin.
*September	8	Last Day to receive applications for graduation at Autumn Convocation.
September	8	WEB Registration ends.

September	14	Last day to add a full course, a first-term half course, a first-term first-quarter ('q') course (Kin), a first-term full course, or a full-year half course Last day for late registration.
*September	15	Deadline to apply for relief against a final grade in a Summer Day course.
September	21	Last day to drop a first-term first-quarter ('q') course without academic penalty (Kin).
October	1	Last day for students on exchange or a letter of permission to submit transcripts for graduation at Autumn Convocation. Last day to withdraw application for graduation at Autumn Convocation.
October	8	Thanksgiving Holiday.
*October	15	Deadline to apply for relief against a final grade in a Spring/Summer Distance Studies course. Last day to drop a first-term half course or a first-term full course (2007-08 Fall/Winter Term) without academic penalty. Last day to receive admission applications: Medicine for 2008.
October	18 - 19	Autumn Convocation.
October	22	First day of "r" quarter courses.
October	26	Last day to add a first-term second-quarter ('r') course (Kin). Hong Kong Convocation.
TBA		
*November	1	Last day to receive admission applications: Law for 2008. Last day to receive official transcripts for courses taken on Letters of Permission during the academic year 2006-07 and the Spring/Summer Terms of 2007. Last day that students registered in 'w' accelerated language courses may transfer to the equivalent full-year course with the permission of their Faculty.
November	2	Last day to drop a first-term second-quarter ('r') course without academic penalty (Kin).
*November	30	Last day to drop a full course and full-year half course [on campus day and evening and Distance Studies] without academic penalty.
*December	1	Last day to receive admission applications: Dentistry for 2008. Last day to receive admission applications, transcripts, and supporting documentation: Education for 2008. First day to receive applications for graduation at 2008 Spring Convocation.
December	5	Classes end.
December	6	Study Day.
December	7 - 19	Mid-year examination period.
December	20	First term ends for all Programs except Dentistry, Education, Law and Medicine.

Any application of the deadlines (e.g., application for admission, application for graduation) that occurs on a Saturday, Sunday or a Statutory holiday will be extended to the next working day. These deadlines are marked with an \*.

### Dentistry Sessional Dates, 2006 – 2007

**2006:**

- Aug. 29 - Sept. 1 Clinic Orientation, Year 3/QP 1
- Sept. 1 White Coat Ceremony and Orientation, Year 1
- Sept. 4 Labour Day, classes/clinics cancelled
- Sept. 5 Year 1 Orientation: Year 1 classes cancelled  
Regular classes and clinics commence: Years 2, 3/QP1, 4/QP2
- Sept. 6 Year 1 classes commence
- Oct. 9 Thanksgiving, classes/clinics cancelled
- Oct. 26-27 Fall Convocation
- Dec. 1 Application Deadline for Admission to Year 1 Dentistry
- Dec. 1 Last day of regular classes/clinics in Fall Term, all years
- Dec. 4-20 Exam Period, all years

**2007:**

- Jan. 2 Classes/clinics resume, all years
- Mar. 9 Year 4/QP2 Winter term classes end
- Mar. 12-16 Study Week: classes/clinic cancelled, all years
- Mar. 19-30 Year 4/QP2 Final Examinations
- Apr. 14 Good Friday, classes/clinical cancelled
- Apr. 27 Winter Term classes/clinics end, Years 1-3/QP1
- Apr. 30 – May 4 Written Supplemental Examinations, Year 4/QP2
- Apr. 30 - May 18 Final Examinations, Year 1-3/QP1
- June 11 Spring Convocation
- July 9-20 Supplemental Examination Period, Years 1-3/QP1
- Aug. 1 Application Deadline for Admission to Year 2 Dentistry (transfers)

*The University of Western Ontario*  
**Faculty of Education**  
**Academic Calendar**  
**2006-2007**

	Mon	Tues	Wed	Thurs	Fri	
September	H 4	C 5	C 6	R/O 31	O 1	Registration, August 31
	C 11	C 12	C 13	C 7	C 8	Orientation, August 31 and September 1
	C 18	C 19	C 20	C 14	W/P 15	Labour Day September 4
	C 25	C 26	C 27	C 21	W/P 22	Classes begin September 5
				C 28	W/P 29	1st term Add/Drop September 5-15
October	C 2	C 3	C 4	C 5	W/P 6	Thanksgiving, October 9
	H 9	P 10	P 11	P 12	P 13	Student Teaching, (weeks 1,2,3)
	P 16	P 17	P 18	P 19	P 20	October 10-27
	P 23	P 24	P 25	P 26	P 27	
November	C 30	C 31	C 1	C 2	W/P 3	Classes resume October 30
	C 6	C 7	C 8	C 9	W/P 10	November 24 - Examination Day
	C 13	C 14	C 15	C 16	W/P 17	Student Teaching (weeks 4,5,6)
	C 20	C 21	C 22	C 23	X 24	November 27 - December 15
	P 27	P 28	P 29	P 30	P 1	
December	P 4	P 5	P 6	P 7	P 8	
	P 11	P 12	P 13	P 14	P 15	
	H 18	H 19	H 20	H 21	H 22	Vacation, December 18 - January 5
	H 25	H 26	H 27	H 28	H 29	
January 2007	H 1	H 2	H 3	H 4	H 5	Classes resume January 8
	C 8	C 9	C 10	C 11	W/P 12	2nd term Add/Drop January 8-19
	C 15	C 16	C 17	C 18	W/P 19	
	C 22	C 23	C 24	C 25	W/P 26	
February	C 29	C 30	C 31	C 1	W/P 2	
	C 5	C 6	C 7	C 8	W/P 9	
	C 12	C 13	C 14	C 15	W/P 16	
	C 19	C 20	C 21	C 22	W/P 23	
March	C 26	C 27	C 28	C 1	W/P 2	Examination Day, March 9
	C 5	C 6	C 7	C 8	X 9	Spring Break, March 12-16
	H 12	H 13	H 14	H 15	H 16	Student Teaching (weeks 7,8,9,10)
	P 19	P 20	P 21	P 22	P 23	March 19 - April 13
	P 26	P 27	P 28	P 29	P 30	
April	P 2	P 3	P 4	P 5	H 6	Good Friday, April 6
	H 9	P 10	P 11	P 12	P 13	Easter Monday, April 9
	T 16	T 17	T 18	T 19	T 20	Transition to Professional Practice
	T 23	T 24	T 25	T 26	T 27	April 16-27

R = registration  
O = orientation  
C = classes  
X = examinations  
H = holidays  
P = student teaching  
T = Transition to Professional Practice  
W/P = weekly practicum/block day

**Please note:** There will be 10 weeks of full-time student teaching. The final scheduling of these weeks may be subject to change, depending on the calendar planning of the school districts in which students are placed.

The Faculty of Law sessional dates:

2006

September 4	Fall Term Begins
October 9	Thanksgiving Day
December 1	Fall Term Classes End
December 4	Examinations Begin
December 15	Fall Term Ends

2007

January 3	January Term Begins
January 24	January Term Ends
January 29 – February 2	Study Week
February 5	Spring Term Begins
April 6	Good Friday
April 13	Spring Term Classes End
April 16	Examinations Begin
April 28	Spring Term Ends
June	Convocation - date TBA

**Sessional Dates MD Program 2006-2007**

<b>2006</b>	<b>Doctor of Medicine (MD) Program</b>
August 30, 31	Year 1 Orientation
September 4	Statutory Holiday – Labour Day
September 5	Classes begin Year 1, 2 & 4 Classes
September 5-8	Year 3 Introduction to Clerkship
September 11	Year 3 Clerkship Teaching begin
October 9	Statutory Holiday - Thanksgiving
November 9-15	Year 2 Exam Week 1
December 20	Term Ends Year 2
December 22	Term Ends Year 1
<b>2007</b>	
January 2	Year 4 Transition Period
January 4	Year 2 Classes Resume
January 8	Year 1 Resumes
January 8 - 12	Evaluation Year 1
February 22 – 28	Year 2 Exam Week 2
March 12 - 16	Year 1 & 2 Vacation
April 6	Statutory Holiday - Good Friday
April 27	Year 4 Classes End
May 18	Convocation
May 21	Statutory Holiday – Victoria Day
May 28– June 1	Year 1 Evaluation
June 4 - 8	Year 1 Rural & Regional Week Year 2 Exam Week 3
June 8	Year 1 & 2 Term ends
August 26 (Sunday)	Year 3 Clerkship Teaching ends

***Report of Scholastic Offences***  
**for the period July 1, 2004 – June 30, 2005**  
prepared by Roma Harris,  
Vice-Provost (Academic Programs & Students)

<b>FACULTY OR SCHOOL / AFFILIATED UNIVERSITY COLLEGE</b>	<b>OFFENCE</b>	<b>SANCTION</b>
Arts & Humanities (44)	37 plagiarism	Paper or course assigned failing mark or zero
	5 Cross-submissions	Papers assigned zero or failing grade
	1 irregularities during exam	Formal reprimand
	1 failure to meet attendance requirement	Course assigned 40%
Business (2)	2 Plagiarism	1 formal reprimand, student on probation 1 group project received low mark – students appealed and settled.
Education (1)	1 plagiarism in distance course	Student received 0 – appealed but the appeal was denied
Engineering (25)	23 cheating	Zero on paper, assignment or course and possibly additional penalty equal to weight of assignment
	2 plagiarism	One student had two counts of plagiarism plus 1 of cheating – received zero in two courses - he has final warning letter in his file
Graduate Studies (3)	1 plagiarism – final exam	50% reduction in examination grade
	1 plagiarism – copying material from published article	
	1 plagiarism – text of thesis	A thorough re-writing was required
Health Sciences (6)	6 plagiarism	5 received zero on assignment 1 reprimand
Information and Media Studies (15)	14 plagiarism	13 students received zero on paper, exam or assignment 1 student received a failing grade
	1 academic offence in essay	0 on assignment
Law (0)		

Medicine & Dentistry (1)	1 cheating on final exam	Student assigned failing grade and not permitted to graduate with classmates, had to wait until next possible date
Music (5)	5 plagiarism	On weekly assignments student received warning On assignments, student received zero
Science (39)	10 cheating	Zero on assignment, exam or course – may have been barred from retaking course
	3 handing in work identical to another student's	Zero or marks split evenly between two courses or penalty equal to half or all the weight of the project
	12 altering script of program, assignment similar to another's work	Zero on project or penalty equal to half or all the weight of the project
	12 plagiarism	Zero on assignment/essay & additional penalty equal to weight of assignment, course
	1 changing date on medical documentation	Zero on test
	1 assisting another student with work	On file in Dean's office
Social Science (43)	3 cheating	F in course / exam
	4 using cheat sheets during exam	F in course / exam
	1 using cell phone during exam	F in course
	25 plagiarism from the internet	14 zero on essay 5 zero on essay & reprimand 6 reprimand only
	8 working with others on assignments	0 on essay / assignment
	1 plagiarism using professor's notes	0 for essay
	1 submitting same paper for 2 courses	0 in one course
Brescia (7)	4 plagiarism	Failing grade or zero on course /assignment
	1 cheating on exam	F for course and barred from registering in Faculty of Social Science until Sept 2006.
	1 copying assignment	Zero on assignment
	1 submission of falsified peer evaluation	Grade of 55% raised to 60% by SRBA

Huron (16)	16 plagiarism	7 zero on assignment / paper / exam 8 deduction on assignment 1 failed course
Kings (19)	8 plagiarism	8 zero on assignment
	11 cheating	4 zero on exam 1 zero on assignment 6 F in course