REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Faculty of Engineering and Richard Ivey School of Business: Introduction of a Combined Mechatronic Systems Engineering and Management Program

Faculty of Health Sciences: Revisions to the Program in the School of Health Studies

Faculty of Health Sciences: Revisions to Health Sciences Modules

Schulich School of Medicine & Dentistry: Revisions to the Admission Requirements of the MD Program

Faculty of Social Science and King's University College: Introduction of a Major in Middle East Studies

King's University College: Revisions to Admission and Graduation Requirements for the Bachelor of Social Work (Honors) Program

School of Graduate and Postdoctoral Studies: Introduction of an MSc in Surgery

Introduction of Fall Study Days

Faculty of Science: Earth Sciences Programs for Professional Registration

Revisions to Western's IQAP Guidelines

Revisions to the Regulations for the Annual Awards for Excellence in Teaching

New Scholarship and Award

FOR APPROVAL

1. **Faculty of Engineering and Richard Ivey School of Business: Introduction of a Combined Mechatronic Systems Engineering and Management Program**

Recommended: That a combined program in Mechatronic Systems Engineering and Management be introduced by the Faculty of Engineering and the Ivey School of Business, effective September 1, 2013, as set out in **Appendix 1**.

Background:

Mechatronic Systems Engineering involves the integration of mechanical and electronic systems into intelligent consumer and industrial products. The program has a continuing design approach, ideally suited to the development of innovative solutions that can lead to new products and new markets. Its integration with the Ivey HBA is an ideal match for the design strength of the program. Combined degrees with Ivey have proved very popular and successful in Engineering. Mechatronic Systems Engineering is one of the last disciplines to initiate the combined program with Ivey. Students are requesting this option. It follows the same outline as other combined programs with Ivey.

The new program will be offered using the existing resources in the Department of Electrical and Computer Engineering, the Department of Mechanical and Materials Engineering, and the Richard Ivey School of Business. Since it combines the popular Mechatronic Systems Engineering program with the internationally-recognized Ivey HBA, it is expected that the proposed program will attract highly-qualified undergraduate students, especially students interested in engineering in an entrepreneurial context.

2. **Faculty of Health Sciences: Revisions to the Program in the School of Health Studies; Revisions to Health Sciences Modules**

2a Revisions to the Program Information Section for the School of Health Studies

Recommended: That effective September 1, 2013, the Program Information section for the School of Health Studies be revised as set out in **Appendix 2**.

2b Revisions to the Admission and Module Requirements for Health Sciences Modules

Recommended: That effective September 1, 2013, the Admission and Module requirements for the following Health Sciences modules be revised as set out in **Appendix 2**:

Honors Specialization in Health Sciences – Health Promotion
Honors Specialization in Health Sciences with Biology
Honors Specialization in Health Sciences
Major in Health Sciences
Specialization in Health Sciences

Background:

The School of Health Studies is transitioning to a limited enrollment program in order to maintain the high quality of programming in light of the significant increase for the program.

There has been a growing demand for the Bachelor of Health Sciences degree and, therefore, the admission standards for modules within the School of Health Studies are being increased to reflect the change in the caliber of students.

3. **Schulich School of Medicine & Dentistry: Revisions to the Admission Requirements of the MD Program**

Recommended: That effective July 1, 2013, the Admission Requirements for the MD program in the Schulich School of Medicine & Dentistry be revised as set out in **Appendix 3.**

Background:

The following substantive changes are proposed for approval:

- Applicants must have a four-year degree from a recognized university, instead of an honors degree. Applicants who embark on a second undergraduate degree program are allowed to apply only during the final year of their second degree program which must be a four-year degree.
- Schulich Medicine will no longer consider applications to the first year of the medical program from individuals who are currently registered in a Doctor of Medicine Program (or equivalent) elsewhere.
- Individuals who are currently enrolled in graduate studies at the time of application will be required as a condition of their Admissions offer to submit by June 1 a letter from their academic supervisor.
- Academic transcripts must show clearly that applicants have met the course-load requirement of 5.0 courses or equivalent with 30 or more credit hours for full-time study.
- Applicants who have completed their undergraduate university education outside of Canada and the United States must have their foreign transcripts assessed by World Education Services (WES).

4. **Faculty of Social Science and King's University College: Introduction of a Major in Middle East Studies**

Recommended: That a Major in Middle East Studies be introduced in the Faculty of Social Science and King's University College, effective September 1, 2013.

NEW CALENDAR COPY
Faculty of Social Science: http://www.westerncalendar.uwo.ca/2012/pg832.html
King's University College: http://www.westerncalendar.uwo.ca/2012/pg1171.html

MAJOR IN MIDDLE EAST STUDIES

Admission Requirements
Completion of first-year requirements, with a minimum mark of 60% in 3.0 principal courses.

Module
7.0 courses:
2.0 courses: History 2606E, Religious Studies 2285F/G, 2286F/G
0.5 course from: Religious Studies 2345F/G, 2346F/G, 2500F/G
1.0 course from: Arabic 1030, 2250, 3300; Hebrew 1030, 1040A/B, 1041A/B, 2200 Hebrew 2200, 2240A/B, 2241A/B*
2.0 courses: 1.0 course each from any two of the following three areas:
1) Religion and Philosophy: Philosophy 2665F/G, 2667F/G, 2668F/G, 4674F/G, 4675F/G, 4676F/G Religious Studies 2114A/B, 2204F/G, 2213F/G, 2262F/G, 2347, 2501F/G, 2503F/G, 2219A/B
2) History and Politics: History 2607F/G, 2809E, 3605E, 3691E, Political Science 3328F/G, 3329F/G, 4409F/G, 4443E
3) Literature and Culture: Anthropology 2219F/G, Arabic 2250*, 3300*, Global Studies 2340F/G, 2341F/G, Film Studies 2251E, Religious Studies 2502F/G, 2504F/G, Hebrew 2200*, 2240A/B*, 2241A/B*
1.5 courses from any of the following not taken above: Philosophy2665F/G, 2667F/G, 2668F/G, 4674F/G, 4675F/G, 4676F/G; Religious Studies 2114A/B, 2204F/G, 2213F/G, 2262F/G, 2347, 2501F/G, 2502F/G, 2503F/G, 2219A/B, 2504F/G; History 2607F/G, 2608F/G, 2809E, 3605E, 3691E; Political Science 3328F/G, 3329F/G, 4409F/G, 4443E; Anthropology 2219F/G, Arabic 2250*, 3300*, Global Studies 2340F/G, 2341F/G; Film Studies 2251E; Hebrew 2200*, 2240A/B*, 2241A/B*

At least 1.0 of the courses taken to fulfill the options in Religion and Philosophy, History and Politics or Literature and Culture must be at the 3000 level or above**

Note: some courses in this module may require prerequisites; students are advised to check course prerequisites carefully.
* Any 2000 level course or above taken in Arabic or Hebrew beyond the 1.0 required to fulfill the Language category may be used to fulfill the Literature and Culture requirement
** The History Department will maintain a list of special topics courses that can fulfill the requirements for this module.

Rules Governing Course Overlaps for the Middle East Studies Major
Upon request a maximum of 1.0 course credit may be allowed towards fulfilling the requirements of the Middle East Studies Major for courses taken at the 2000 level or above, if the course is eligible for credit under the rules of the Middle East Studies Major, even if the course has been credited towards a different module. Please note that this does not lower the total number of courses needed to meet graduation requirements.

Background:

A major in Middle East Studies reflects the programming possibilities that arise from a newly-established synergy of academic expertise in the Middle East on the main campus and at King's University College, especially in history, philosophy, and religious studies. It also brings together pockets of existing courses on the Middle East that are offered across the campus and at Huron University College. Note: the module

is based on current offerings. The core "studies" dimension of the module is based on history, philosophy and religious studies and language. Students can add to the interdisciplinarity with anthropology, political science and film studies, as well as courses offered through the Centre for Global Studies. The major in Middle East Studies fulfills the university's commitment to interdisciplinarity and internationalization in teaching and research. It complements and is parallel to the major and minor modules in Jewish Studies. The major in Middle East Studies will be jointly administered by the History Department on main campus and the Department of Philosophy and Religious Studies at King's.

King's University College has recently introduced a minor in Islamic Studies. This minor module is quite different from the proposed major in Middle East Studies. Roughly three-quarters of the courses required to complete the module are in Religious Studies and the dedicated focus is Islam. One of the strengths of the major in Middle East Studies is that it permits comparative study of major religious and cultural systems in the Middle East (Judaism and Islam) as well as the opportunity to examine their interaction. There is some overlap in courses included in the major in Middle East Studies and the modules in Jewish Studies. It should be possible to combine the modules in Islamic Studies, Jewish Studies, and Middle East Studies, such as a major in Middle East Studies and a minor in Islamic Studies or a double major in Jewish Studies and Middle East Studies. The de facto policy of double counting 1.0 course toward the completion of requirements in two modules ensures that students will genuinely have completed two discrete modules. Moreover, as there is no honors specialization in any of these modules, students who want to develop a deeper understanding in these areas will benefit by combining modules.

5. **King's University College: Revisions to Admission and Graduation Requirements for the Bachelor of Social Work (Honors) Program**

Recommended: That effective September 1, 2013, the admission and graduation requirements for the Bachelor of Social Work (Honors) Program at King's University College be revised as set out in **Appendix 4**.

Background:

The School of Social Work is engaged in a review of its undergraduate BSW curriculum. The first stage of this curriculum review involved the pre-program requirements and Social Work 1020, 2204, and 2205 were withdrawn and Social Work 1021A/B, 1022A/B, 2214A/B, 2215A/B, 2206A/B and 2207A/B introduced respectively, in their place. This will provide greater flexibility both to students and the School. The second stage involved a revision of the academic requirements for admission to the BSW (Honors) program. This current proposal involves two clarifications to those admission requirements, which better reflect the type of preparation the program requires of its applicants. The third stage of the curriculum review involves the courses required in the professional years of the BSW (Honors) program itself in order to remove duplication of course material, as well as introduce material required for compliance with the Accreditation Standards of the Canadian Association of Social Work Education.

6. **School of Graduate and Postdoctoral Studies: Introduction of an MSc in Surgery**

Recommended: That, pending Quality Council approval, a Master of Science (MSc) in Surgery be introduced in the School of Graduate and Postdoctoral Studies as set out in **Appendix 5,** effective January 1, 2013.

Background:

This proposed MSc in Surgery, within the Department of Surgery, differs from other academic degree programs as it specifically reflects the expectations and talents of surgical researchers. It also offers the flexibility to train in different aspects of clinical and basic science surgical research. The MSc in Surgery will be tailored to physicians who have extensive post-graduate education including three or four years of undergraduate education, three or four years of medical school and two to five years of surgical training. These students are typically older than most MSc students at Western and normally have some prior experience with applying specific research methods.

The MSc in Surgery will require completion of a minimum of 2.0 course credits and the successful completion and defense of an MSc thesis. The program is designed to focus primarily on bench research, with knowledge gained from course work and "hands-on" research culminating in a thesis and

public oral exam. The program will typically be completed within one year (three terms) with objective measures of completion and success. Students in a residency or fellowship training program will be relieved of clinical duties while enrolled full-time in the MSc program.

With a clinical background at one of the strongest surgical training programs in Canada, a Western MSc will further enable a select number of advanced trainees to prepare for careers as surgeons and researchers at Academic Health Science Centres. This Degree will be attractive to mid-stream and graduating residents as well as clinical fellows wishing to pursue full-time, formal research training in a robust clinical academic environment. The structured experience will appropriately recognize and develop their research and research skills. Led by clinical and basic science faculty with significant success in research, students will participate in world-class research laboratories on innovative projects that seek to advance surgical care, education, and patient outcomes.

An external review of the new proposed program took place on July 23 – 24, 2012. The internal reviewer's report is on page 7 of **Appendix 5**.

7. **Introduction of Fall Study Days**

Recommended: That the Guidelines for the Structure of the Academic Year be revised to accommodate a two-day fall study break starting in the fall term of the 2013 – 2014 academic year as set out in **Appendix 6**.

Current policy is located here: http://www.uwo.ca/univsec/handbook/general/structure.pdf

Background:

The Vice-Provost (Academic Programs and Students) received advice from a committee including members of the USC, SOGS, Housing and academic leaders to consider the option of a fall study break at Western. This issue has been a priority for the USC and students at Western for the last several years. It is perceived that the introduction of a fall study break will alleviate the pressure associated with course work in the fall and will improve the overall mental health of the undergraduate student population.

Many aspects of introducing a fall study break were considered, including the need to maintain the current level of labs in the science programs. The approach used at some other universities was also reviewed. It was determined that a five-day break was not feasible in the context of current Academic Policy and many other challenges would arise if the fall term schedule was changed significantly.

It is necessary in 2013 to change the structure of the academic year to accommodate the two-day fall study break and still maintain the 62 lecture days for the fall term as mandated by Senate. In order to accommodate a two-day study break, the two study days currently scheduled in December will be reduced to one day (Dec 7). The exam period will be shifted to Dec 8 - 19 and the winter holiday break will start on December 20.

Scheduling a two-day study break during the fall term does not seem to require significant changes in the structure of the 2014/15 and 2015/16 academic years.

FOR INFORMATION

8. **Faculty of Science: Earth Sciences Programs for Professional Registration**

SCAPA and Senate approved the introduction of the Earth Sciences programs for Professional Registration in September 2009 (See: http://www.uwo.ca/univsec/senate/minutes/2009/r0909scapa.pdf and http://www.uwo.ca/univsec/senate/minutes/2009/m0909sen.pdf). The three programs are Honors Geology Program, Honors Environmental Geoscience Program and Honors Geophysics Program. They are listed in the Academic Calendar here: http://www.westerncalendar.uwo.ca/2012/pg1508.html. Students completing these programs fulfill all course requirements for professional registration as set by the Association of Professional Geoscientists of Ontario (APGO) and the Canadian Council of Professional Geoscientists (CCPG).

The first two graduates of the program received their degrees as BSc Honors in their respective areas; however, the qualifier "For Professional Registration" was left out from the degrees due to an administrative error. The Office of the Registrar will correct this error backdated to January 1, 2012, and will reissue the degrees to the two previous graduates with the correct names.

Degrees for students in the Earth Sciences Programs for Professional Registration will be issued in the future as:

BSc Honors Geology **for Professional Registration**
BSc Honors Environmental Geoscience **for Professional Registration**
BSc Honors Geophysics **for Professional Registration**

9. **Revisions to Western's IQAP Guidelines**

The Quality Council approved revisions to Western's IQAP document at its meeting on September 21, 2012.

Substantive revisions were as follows:

- Expedited Review (Graduate) - The entire SUPR-G committee reviews new collaborative and new diploma programs and makes recommendations to SCAPA. (see Chart – Levels of Approval, page 7)
- All new proposals and periodic reviews of undergraduate programs have two external consultants. (see Chart - Levels of Approval, page 7)
- Announcement of new programs has been updated to reflect the announcement from COU. (May 16, 2012) (see 2.27 Announcement of New Programs, page 14)

Western's revised IQAP document is posted on the website: http://www.uwo.ca/pvp/vpacademic/iqap/

10. **Revisions to the Regulations for the Annual Awards for Excellence in Teaching**

The regulations for Western's Annual Awards for Excellence in Teaching have been revised as set out in **Appendix 7,** effective November 1, 2012.

[The current regulations are posted on the web: http://www.uwo.ca/univsec/senate/sutaregs.pdf]

The following substantive changes have been made:

- The deadline for submitting nominations was changed from December 15 to January 15. In the past, academic units encountered major difficulties in compiling the dossiers on time due to the already increased workload in December. The proposed extension will provide additional time for the academic units to finalize the dossiers while allowing the committee to complete its work by mid-March.
- In 2011-2012 the committee evaluated dossiers by accessing them electronically via the OWL system. This method of evaluation was received positively, as members could read dossiers at any time and they could also assess them simultaneously. Accordingly, the requirement to submit two dossiers (one original and one copy) is changed to one original dossier and an electronic copy (PDF). The reference to spiral binding not being desirable was also deleted.

The following minor amendments have also been made:

- The statements re: handling of dossiers of both winners and non-winners at the end of the competition were consolidated.
- The length of time to retain dossiers in the Secretariat's office was reduced from three years to two, at which time the dossiers will be submitted to Western Archives for retention.
- A statement regarding giving permission for public viewing is now mandatory for the primary nominators and Deans, as well as peers, colleagues and students.
- Minor typos, punctuation and formatting errors were corrected.

These changes were approved by the Subcommittee on Teaching Awards (SUTA) via an e-meeting in October 2012.

11. **New Scholarship and Award**

SCAPA has approved on behalf of the Senate, for recommendation to the Board of Governors through the President & Vice-Chancellor, the Terms of Reference for the new scholarship and award set out in **Appendix 8**.

Faculty of Engineering and Richard Ivey School of Business
Combined Mechatronic Systems Engineering and Management Program

NEW CALENDAR COPY
(For the Engineering section of the Academic Calendar, under Interdepartmental Programs, Mechatronic Systems Engineering: http://www.westerncalendar.uwo.ca/2012/pg347.html)

B. MECHATRONIC SYSTEMS ENGINEERING WITH MANAGEMENT OPTION

Admission Requirements

Normally, students apply to the HBA program during their second year in Engineering by the published deadline. Application for the combined program is made during the first year in the HBA program. Students applying to the Ivey Business School's Academic Excellence Opportunity (AEO) are also eligible to be considered for the combined program. Admission to the program is competitive and limited. Upon completion of the program students will receive two degrees: a BA in Honors Business Administration and a BESc degree.

To be eligible for the combined program, all students, including those admitted via the AEO route, must have completed all the requirements of the first year curriculum in the Faculty of Engineering and the second year program in Option A of the Mechatronic Systems Engineering Program. Students must obtain a weighted average (YWA) of 78% in each year.

During the second year of the Engineering program students are required to complete Business Administration 2257 with a minimum grade of 70%. Mechatronic Systems Engineering students may take Business Administration 2257 during Intersession either after their first or second year. Demonstrated participation in extra-curricular and/or community activities, leadership and work experience are also admission criteria.

Progression Standards

Students in this combined program must meet the following progression standards: Students enrolled in first year HBA (Year Three) must attain at least 78%.
In Years Four and Five, students must attain a minimum weighted average of 75% in their 4000 level HBA courses and a 75% average in their Engineering courses.

Failure to Meet Progression Standards

A student who fails to meet the progression standards in any year must withdraw from the combined program. However, a student who has met the progression standards of either the HBA or BESc program will be allowed to proceed to the next year of that program. If the progression standards of both individual programs have been satisfied, the student may continue in either program and may petition the School or Faculty whose program was not selected for permission to complete that program at a later date. A student who is required to withdraw from the concurrent program and wishes to pursue either or both of the individual programs, must complete all the degree requirements of the individual program or programs in order to graduate from that/those program(s).

First Year Program

Regular first year curriculum in the Engineering program.

Second Year Program

Applied Mathematics 2415, Computer Science 1037A/B, ECE2205A/B, MME2202A/B, MME2204A/B, MSE2201A/B, MSE2233A/B, MME2213A/B, Statistical Sciences 2143A/B, MSE2202A/B, Business Administration 2257

Third Year Program

Business Administration 3300K, 3301K, 3302K, 3303K, 3304K, 3307K, 3311K, 3316K, 3321K, 3322K, 3323K.

Fourth Year Program

Applied Mathematics 3415A/B, ECE3330A/B ECE3332A/B, ECE2227A/B, MME3381A/B, MSE3301A/B, ECE3331A/B, ECE3375A/B, MME3360A/B, MME3380A/B, MSE3302A/B.
Applied Project Requirement: At least one of Business Administration 4430 (1.0 course) or Business Administration 4410 (1.0 course).

Fifth Year Program
MSE4499, MSE4401A/B, ES4498F/G, two 0.5 TE from the approved list.
3.0 Business Administration courses:
0.5 course: International Perspective Requirement:
Business Administration 4505A/B.
0.5 course: Corporations and Society Perspective Requirement: at least one 0.5 course from Business Administration 4521A/B, 4522A/B, 4523A/B or other business elective as determined and approved by the HBA Program Director to satisfy this requirement.
2.0 elective courses chosen from 4000 level Business courses.
Approved Technical Electives: ECE4460A/B, ECE4457A/B, ECE4469A/B

Exchange Programs
Students enrolled in the combined program are not eligible for an exchange program with the Faculty of Engineering; however, they may be eligible for an exchange through the Richard Ivey School of Business in Year Five. This will require advanced planning and approval of both faculties.

NEW CALENDAR COPY
(For the Business section of the Academic Calendar, under HBA/BESc Program:
http://www.westerncalendar.uwo.ca/2012/pg272.html)

MECHATRONIC SYSTEMS ENGINEERING WITH MANAGEMENT OPTION

Admission Criteria
See Faculty of Engineering, Option B in the Mechatronic Systems Engineering section.

Entrance into the combined degree program is competitive and limited.

Faculty of Health Sciences

1. **School of Health Studies Program Information**

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2012/pg407.html

PROGRAM INFORMATION
~~Note that enrollment in the program is limited. Meeting the minimum University requirements does not guarantee transfer into the program after first year, or registration in any of the program's modules.~~

~~Enrollment in the Honors Specialization, Specialization and Major Health Science modules offered by the School of Health Studies are restricted to students registered in the Bachelor of Health Sciences Program.~~

The Bachelor of Health Sciences is a limited enrollment program. Enrollment in the Honors Specialization, Specialization and Major modules is restricted to students registered in the School of Health Studies.

The "Minor in Health Sciences" is available on a limited basis to students who meet the prerequisite requirements.

Students registered in the School of Health Studies who complete 5.0 first-year courses with an average of at least 65% in the 5.0 course load with no grade less than 60% will be guaranteed admission into the second year in the School of Health Studies, as long as they have also fulfilled the specific admission requirements for one of the School's Honors Specialization, Specialization or Major modules. Please refer to the individual module sections in the Academic Calendar for more information.

Notes:
1. All Bachelor of Health Sciences Honors Specialization modules require a minimum grade of 70% in each of Health Sciences 1001A/B and 1002A/B, and a minimum average of 70% in 3.0 principal first-year courses, including Health Sciences 1001A/B and 1002A/B, Biology 1201A/B and 1202 A/B (or Biology 1001A/B and 1002A/B) and 1.0 additional course. The Honors Specialization in Health Sciences with Biology requires a minimum average of 70% in 4.0 principal courses. Some Honors Specializations have limited space and additional minimum requirements. Competitive academic standing may be required when demand exceeds enrollment capacity.

2. The Bachelor of Health Sciences Specialization and Major modules require a minimum average of 65% in 3.0 principal first-year courses, including Health Sciences 1001A/B and 1002A/B, Biology 1201A/B and 1202 A/B (or Biology 1001A/B and 1002A/B) and 1.0 additional course.

3. Failure to meet the above minimum Honors or non-Honors module admission requirements will result in withdrawal from the Bachelor of Health Sciences program and the School of Health Studies.

TRANSFER INTO THE SCHOOL OF HEALTH STUDIES
The Bachelor of Health Sciences is a limited enrollment program and registration in the Honors Specialization, Specialization and Major modules in Health Sciences is limited. Students wishing to transfer into the School of Health Studies will be required to meet at least the minimum academic average for admission to the module of choice. Competitive academic standing may be required if demand exceeds module capacity. Offers of admission will be extended to Honors and non-Honors modules only until program capacity has been reached.

2. **Admission and Module Requirements for Health Sciences Modules**

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2012/pg404.html

HONORS SPECIALIZATION IN HEALTH SCIENCES – HEALTH PROMOTION

Admission Requirements
Completion of first-year requirements with no failures. Students must have an average of at least 70% ***in the 5.0 course load with no grade less than 60%, and have a minimum 70% average in the following 3.0 principal courses:***
Health Sciences 1001A/B and 1002A/B ***(with a minimum 70% grade)***
Biology 1001A or 1201A and Biology 1002B or 1202B, or the former Biology 1222 or 1223
1.0 additional course

Module
9.0 courses:
5.0 courses: Health Sciences 2250A/B, 2300A/B, 2610F/G, 2700A/B, 2711A/B, 2801A/B, 3290A/B, 3400A/B, 3801A/B, 4200F/G
1.0 course from: Health Sciences 4202A/B, 4205A/B, 4220F/G, 4240F/G, 4245A/B or 4250A/B
~~4.0~~ ***3.0*** courses from: Health Sciences at the 2010-level or above, or Rehabilitation Sciences, or Communication Sciences and Disorders at the 3000-level or above

HONORS SPECIALIZATION IN HEALTH SCIENCES WITH BIOLOGY

Admission Requirements
Completion of first-year requirements with no failures. Students must have an average of at least 70% in the ***5.0 course load with no grade less than 60%, and have a minimum 70% average*** in the following ***4.0*** principal courses ~~with no mark in these principal courses below 60%, including~~:
Health Sciences 1001A/B and 1002A/B ***(with a minimum grade of 70%)***
Biology 1001A or 1201A and Biology 1002B or 1202B, or the former Biology 1222 or 1223 or 026;
Chemistry 1100A/B and 1200B, or the former Chemistry 1050, 1020 or 023
1.0 course from: Applied Mathematics 1201A/B or the former Calculus 1201A/B, Calculus 1000A/B, 1100A/B, 1301A/B, 1500A/B, 1501A/B, Mathematics 1225A/B, 1228A/B, 1229A/B, the former Mathematics 030. Mathematics 1600A/B or the former Linear Algebra 1600A/B, Statistical Sciences 1024A/B. If not completed in first year, the mathematics requirement must be completed by the end of second year.

Module
9.0 courses:
4.0 courses: Health Sciences 2250A/B, 2300A/B, 2610F/G, 2700A/B, 2711A/B, 2801A/B, 3400A/B, 3801A/B
~~1.0~~ ***0.5*** course from: Health Sciences at the 3000 level or above
0.5 course from: Health Sciences at the 4000 level
0.5 course: Biochemistry 2280A
2.0 courses from: Biology 2581B, 2382B, 2483A, ~~2486A,~~ 2471A/B, 2485B, 2601A/B
0.5 course: Chemistry 2213A/B
0.5 course from: Biology 3316A/B, 3332A, 3592A, 3601A/B
0.5 course in Biology at the 2200 level or above, which may include courses listed above not already taken

HONORS SPECIALIZATION IN HEALTH SCIENCES

Admission Requirements
Completion of first-year requirements with no failures. Students must have an average of at least 70% in ***the 5.0 course load with no grade less than 60%, and have a 70% average in the following 3.0 principal courses*** ~~2.0 principal courses with no mark in these principal courses below 60% including~~:
Health Sciences 1001A/B and 1002A/B ***(with a minimum grade of 70%)***

Biology 1001A or 1201A and Biology 1002B or 1202B, or the former Biology 1222 or 1223
1.0 additional course

Students are advised to consult with an academic counsellor prior to selecting their first-year courses to ensure that the appropriate prerequisite courses have been selected to allow registration in courses at the 2000 level or above.

Module
9.0 courses:
4.0 courses: Health Sciences 2250A/B, 2300A/B, 2610F/G, 2700A/B, 2711A/B, 2801A/B, 3400A/B, 3801A/B
~~5.0~~ ***4.0*** courses from: Health Sciences at the 2010-level or above, or Rehabilitation Sciences, or Communication Sciences and Disorders at the 3000-level or above
1.0 course from: Health Sciences at the 4000-level

MAJOR IN HEALTH SCIENCES

Admission Requirements
Completion of first-year requirements ***with no failures. Students must have a mark of at least 60% in each of 5.0 courses and at least a 65% average in 3.0 principal courses,*** including:
Health Sciences 1001A/B ~~with a mark of at least 60%;~~ and 1002A/B ~~with a mark of at least 60%;~~
Biology 1001A or 1201A and Biology 1002B or 1202B, or the former Biology 1222 or 1223
1.0 additional course

Module
6.0 courses:
4.0 courses: Health Sciences 2250A/B, 2300A/B, 2610F/G, 2700A/B, 2711A/B, 2801A/B, 3400A/B, 3801A/B
2.0 courses from: Health Sciences at the 2010-level or above

SPECIALIZATION IN HEALTH SCIENCES

Admission Requirements
Completion of first-year requirements ***with no failures. Students must have a mark of at least 60% in each of 5.0 courses and at least a 65% average in 3.0 principal courses,*** including:

Health Sciences 1001A/B ~~with a mark of at least 60%;~~ and 1002A/B ~~with a mark of at least 60%;~~
Biology 1001A or 1201A and Biology 1002B or 1202B, or the former Biology 1222 or 1223
1.0 additional course

Module
9.0 courses:
4.0 courses: Health Sciences 2250A/B, 2300A/B, 2610F/G, 2700A/B, 2711A/B, 2801A/B, 3400A/B, 3801A/B
5.0 courses from: Health Sciences at the 2010-level or above, or Rehabilitation Sciences, or Communication Sciences and Disorders at the 3000-level or above

Schulich School of Medicine & Dentistry
Admission Requirements of the MD program

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2012/pg534.html

ADMISSION REQUIREMENTS

Registration Deadline: Second week of September for admission to Medicine for the following September. Refer to the OMSAS Web site for exact dates (www.ouac.on.ca/omsas/)

Please note that the admission policy is reviewed annually and the admission requirements from previous years may not apply. The University reserves the right to review and change the admission requirements at any time, without notice.

The Schulich School of Medicine & Dentistry provides an outstanding education within a research-intensive environment, where tomorrow's physicians, dentists and health researchers learn to be socially-responsible leaders in the advancement of human health.

The Doctor of Medicine Program runs simultaneously from two sites: London and Windsor, Ontario. Each year a portion of the admitted class will complete all of their academic studies through the Windsor program and graduate from The University of Western Ontario. The Windsor program is a partnership between The University of Western Ontario, The University of Windsor, and the London and Windsor hospitals. This new program builds on the strength of clerkship training provided in Windsor through the Southwestern Ontario Medical Education Network (SWOMEN).

Applicants invited for an interview will have an opportunity to indicate their site of preference. When a site reaches its enrollment limit, successful applicants will be offered admission to the available site. Applicants for both programs will be processed by the Schulich School of Medicine & Dentistry, The University of Western Ontario, and will be subject to the same entry criteria.

Financial support

Each year over $3 million is distributed to assist medical students in greatest financial need. Within Schulich Medicine, there are 16 Schulich Scholarships awarded annually ($20,000/year for four years) as well as several endowment funds available for disbursement ~~in the form of~~ ***as*** scholarships/bursaries and awards. In addition, there are other university-based awards issued by The University of Western Ontario, as well as loans through the Ontario Student Assistance Program (OSAP). Through these and other measures, Schulich aspires to have financial considerations never act as a barrier to any student wishing to study Medicine at this school.

Admission requirements

Enrollment is limited. Admission to the Doctor of Medicine Program is highly competitive and possessing the minimum requirements does not ensure an interview or acceptance. Individuals satisfying the following requirements are eligible to apply for admission to the first year of the program. ***Note that failure to be aware of the admission requirements does not constitute a ground for appeal.***

~~Academic Admission Requirements~~

Individuals must satisfy the following requirements to be considered for admission to the first year of the four-year MD program in the Schulich School of Medicine & Dentistry:

1. ~~Honors and Advanced Degrees~~ ***Degree requirements***

Applicants must have a four-year ~~honors~~ degree ~~or equivalent~~ from a recognized university. They may be in the final year of ~~an honors degree~~ ***a four-year degree*** at the time of application. There is no preference given for the undergraduate program of study and there are no course prerequisites.

Applicants who have earned a degree from a recognized university, may elect to continue in full-time undergraduate studies. Only the first such "special year" taken by the applicant will be considered for determination of GPA. A special year will be considered only if it contains ~~five full or~~ ***5.0 courses or*** equivalent ~~courses~~ (30 credit hours) taken between September and April. First-year courses,

repeat/antirequisite courses, and second-year courses that do not require a first-year prerequisite, are not acceptable in the "special year."

Applicants who embark on a second undergraduate degree program are allowed to apply only during the final year of their new program. In order to be considered for GPA purposes, the second degree must be ~~an honors degree or equivalent~~ ***a four-year degree***. In this situation, GPA consideration will be based only on the two best years of the second degree program. Applicants who are given a conditional offer must complete all program requirements for the second degree prior to registration in the MD program. Students who complete a second undergraduate degree within one year of full-time studies must register in ~~five full or~~ ***5.0 courses or*** equivalent ~~courses~~. In this situation, at least ~~three~~ ***3.0*** of the ~~five~~ ***5.0*** courses must be at the third- or fourth-year level. ~~, and f~~ ***F***irst- and second-year courses that do not reqire a first-year prerequisite may be included within the ~~five full~~ ***5.0*** courses only if absolutely mandatory for the second ~~honors~~ degree program.

Graduate students are required to have completed all requirements for their graduate degree, and their thesis (if required) must be submitted for defense by the examination committee, prior to registration in the MD Program. ***Graduate student applicants must supply a letter from their supervisors by June 1 indicating that they will be able to meet this condition.***

Schulich Medicine will consider applications to the first year of the medical program from individuals who ~~are currently or~~ were registered in a Doctor of Medicine Program or equivalent elsewhere. Applicants in this situation will be required to meet the same criteria as other applicants to the Schulich MD program.

2. GPA
The GPA minimums are reset each year. Applicants must meet or exceed this threshold in each of two undergraduate years of full-time study (one of which may be the current year). Full-time study is defined as ~~5 full~~ ***5.0 courses*** or equivalent ~~courses~~ with 30 or more credit hours. ***Academic transcripts must show clearly that applicants have met this course load requirement.***

To be considered, each year must contain at least ~~3 full-course~~ ***3.0 courses or*** equivalent~~s~~ whose published academic level is at or above the year of study (for example, in third year, at least ~~3 full course~~ ***3.0 courses or*** equivalent~~s~~ must be at the third- or fourth-year level). Please note, only ONE Pass/Fail credit will be permissible in each of the two years being considered for GPA.

For applicants who have attended other universities on exchange, GPA calculation will be based on the marks achieved at the exchange institution. Official transcripts from the exchange institution must be provided to OMSAS at the time of application. ***Applicants who have completed their undergraduate studies outside of Canada or the United States should consult the section titled "Foreign courses/Grades."***

3. MCAT
MCAT minimums are reset each year. Applicants must meet or exceed these thresholds in their most recent writing of the MCAT (which must be no more than five years prior to the application deadline). Applicants from designated counties in Southwestern Ontario (Grey, Bruce, Huron, Perth, Oxford, Middlesex, Lambton, Chatham-Kent, Elgin, Essex, and Norfolk Counties) must meet the same overall score but are afforded some flexibility for individual component scores ***in order to meet this aggregate score***.

All applicants must arrange for verified results of the revised MCAT to be submitted directly to the Ontario Medical School Application Service (OMSAS).

Additional Non-Academic Requirements

1. Citizenship
Applicants must be Canadian Citizens or Permanent Residents of Canada.

2. Confidential Assessment Form
Any three persons who, in the opinion of the applicant, will give an informed critical assessment will be acceptable as referees.

3. Interview
Select applicants will be invited for an interview beginning in March. Individuals who satisfy the academic requirements as determined by the Admissions Committee each year will have their applications reviewed carefully and will receive consideration for an interview. Interviews are structured, standardized 45-minute interviews with a panel of three: one faculty member/physician, one senior medical student, and one community representative.

Many factors contribute to the final determination of which applicants will be invited for an interview. Achieving the minimum GPA and MCAT scores does not guarantee an invitation to be interviewed.

4. Proficiency in English
The Schulich School of Medicine & Dentistry reserves the right to deny admission to any applicant whose facility in written and spoken English is judged to be inadequate.

5. Basic Life Support Training
Applicants should complete a St. John's Ambulance course or the equivalent in Standard First Aid and a CPR Basic Rescuer (CPR-C) course, and be able to produce valid certificates before enrollment in the medical program.

6. Immunization Records
Students in the Schulich School of Medicine & Dentistry will be required to care for persons with infectious diseases (including Hepatitis B and HIV) should they be assigned to them. Students accepted into the medical program will be sent complete documentation regarding health status policies and immunization requirements. Documentation of immunization and tuberculin status will be required.

7. Police Records Check & Vulnerable Sector Screening
All medical students will interact with vulnerable populations through the course of their academic programs. In recognition of the requirements of clinical agencies to ensure that medical students do not place vulnerable populations at risk, the Schulich School of Medicine & Dentistry requires that all students provide, as a condition of their admission into the MD program, a current Police Records check and a Vulnerable Sector (Position) Screening. ***This requirement must be submitted by July 1 of the year of Admission to the MD program.*** At the beginning of each subsequent academic year in the MD program, students will be required to sign a criminal record and disclosure form to confirm that there has been no change in the information contained in the police records check.

In the rare instance where an applicant does not receive "all clear" status, the applicant may request a hearing before the Police Records Check Committee. The PRC Committee's decision is final.

Any student who has been convicted of a criminal offence for which he or she has not received a pardon is strongly urged to consult with his or her provincial College of Physicians and Surgeons, as medical graduates with criminal records may not be eligible to receive licensure to practice medicine.

Admission and Application Policies
The maximum number of places available in first year is 171 with 133 students enrolled in the London Program and 38 students enrolled in the Windsor Program.

Following the final date for application, an applicant may file any supplementary information relevant to the application with the Schulich School of Medicine & Dentistry, The University of Western Ontario, on or before the last day of May in the year following submission of the application.

Applicants may request a review of the decision of the Medicine Admissions Committee, provided that such a request is based upon new and significant information pertinent to the application. This request must be filed with the Schulich School of Medicine & Dentistry, The University of Western Ontario, no later than two weeks after the issue of the original decision. The request should contain information not available to the applicant prior to the last Wednesday in May in the year following submission of the application. This request will be passed on to the Appeals Committee whose decision is final.

Health Care Improvement in Southwestern Ontario and Indigenous Communities
As a component of its mandate, Schulich Medicine will give special consideration to applicants who have indicated on their OMSAS application that they are from designated communities in Southwestern Ontario

(Grey, Bruce, Huron, Perth, Oxford, Middlesex, Lambton, Chatham-Kent, Elgin, Essex, and Norfolk Counties) and/or from the Indigenous communities.

The Southwestern Ontario Medical Education Network (SWOMEN) is a partnership of over 40 communities throughout Southwestern Ontario which provides rural/regional medical education and training experience to undergraduate and postgraduate trainees from the Schulich School of Medicine & Dentistry.

The clinical clerkship or third year of the medical program is constituted so that all clerks will be expected to spend time outside of London or Windsor in the SWOMEN teaching sites. For those students with a particular interest in community medicine a rural/regional clerkship stream is available. Each year a section of students will complete the majority of the clerkship year in some of the SWOMEN locations. It is important that applicants to the Schulich Medicine MD undergraduate program understand that all students will be mandated to spend at least part of third year away from London or Windsor. There are no exceptions to this policy. By accepting an offer of admission to this program, students are consenting to participate fully in this approach to learning.

The Schulich School of Medicine & Dentistry is committed to increasing the number of First Nations, Métis, and Inuit physicians. It has established the Indigenous Student Affairs and Admissions Committee to increase the enrollment of Indigenous students in Medicine and to provide Indigenous applicants and students with support and counseling to facilitate their success in medical school. Schulich Medicine has designated three seats in each entering class for First Nations, Métis, and Inuit students. Applicants self-identified as Indigenous persons and one of Canada's First Peoples who wish to be considered for a designated seat must provide official documents of Indigenous status or proof of ancestral Indigenous origin to OMSAS. Such applicants are encouraged to submit additional letters of support from Indigenous communities or organizations. Applicants will be assessed on a balanced portfolio which includes academic achievements, MCAT scores, and involvement in the Indigenous community.

Only in exceptional circumstances will applicants with a GPA of less than 3.30 or MCAT score below BS 8, PS 8, VR 8, WS O, be considered for the designated seats. Applicants invited to an interview will be welcomed by an interview panel consisting of an Indigenous physician, Indigenous community member, and senior medical student.

First Nations, Métis, and Inuit applicants and students considering a future career in Medicine are encouraged to contact the ~~Indigenous Liaison Officer at the~~ Admissions Office at admissions.medicine@schulich.uwo.ca or call 519-661-3744 for further information and counseling.

Combined Programs

1. MD/PhD Program
~~Three~~ ***A maximum of three (3)*** seats will be set aside each year for applicants to the MD/PhD program. For further information, please visit the MD/PhD Program website at http://www.schulich.uwo.ca/medicine/MD_PhD

2. MD/BESc Program
~~Up to~~ ***A maximum of*** three seats ***are available*** ~~will be set aside~~ each year for applicants to the MD/BESc Program who are deemed competitive with the general application pool. Please note only applicants who are pre-registered in the MD/BESc program in the Faculty of Engineering at The University of Western Ontario are eligible for these seats). The combined program is available in conjunction with the ***Software*****,** Biochemical, Civil, Electrical, Mechanical, and Integrated Engineering programs. For further information, please visit the Special Programs section of the MD Admissions website at http://www.schulich.uwo.ca/admissions/medicine/specialprogramsfaq#FAQ 3

3. Oral and Maxillofacial Surgery/MD/MSc Program
~~One~~ ***A maximum of one*** seat will be set aside each year for applicants to the OMFS/MD/MSc program. For details about this program, please visit: http://www.schulich.uwo.ca/dentistry/oralmaxillofacialsurgery.

Additional Information for Applicants

1. Co-op Programs and Clinical Placements
All degree programs that have a co-op or clinical placement component are dealt with on an individual basis. Questions about how this is considered, should be emailed to admissions.medicine@schulich.uwo.ca.

If applicants are enrolled in an Honors-level co-op degree program, their academic course work will be considered as follows:

> The two years considered for GPA purposes will be the best two academic years with a full course load (~~5 full or~~ ***5.0 courses or*** equivalent ~~courses~~). Please note that an "academic year" in this case will consist of the two semesters which combine to complete one of the mandatory "years" of the program (e.g., a student's third year may consist of courses taken between September-December and May-September, while the student is registered by their university as being a third-year student. Two semesters belonging to different academic years of study will not be considered.
>
> Applicants registered in co-operative programs should submit a separate letter from their Dean or program director that specifies the schedule of their academic and work terms if this information **is not** clear from their transcript. This letter should be sent directly to the Office of Admissions & Student Affairs, Schulich School of Medicine & Dentistry.

2. Graduate Students
Graduate students are required to have completed all course requirements for their degree, and their thesis (if required) must be submitted for defense to the examination committee, prior to registration in the medical program. Western does not take graduate courses into consideration for the GPA; only undergraduate years are used. Applicants who currently are enrolled in a Masters program are encouraged to make inquiries about the MD/PhD program http://www.schulich.uwo.ca/medicine/MD_PhD.

3. Repeat Courses
Schulich Medicine does not accept repeat courses. If a course is repeated, the course is not counted in the course load for that year, nor is it factored into the GPA calculation for that year. Therefore, if ~~5 full or~~ ***5.0 courses or*** equivalent ~~courses~~ are taken, but one of them is a repeat course, that year will be considered to have less than a full course load and not suitable for GPA calculations.

4. Summer Courses
Summer courses will not be counted in the overall GPA for interview and admission consideration. Summer courses will not be counted as part of the September to April course load.

5. Disability and Admission to Medicine
The Schulich School of Medicine & Dentistry, in accord with the Ontario Human Rights Code and University Policy, is committed to provision of equal access opportunities to all qualified applicants. To fulfill the requirements of the MD degree and to avoid serious risk to the health and safety of patients/clients, students are required to acquire competency in a wide range of knowledge, skills and abilities. Individuals with special needs are advised to contact the Office of Admissions & Student Affairs, Schulich School of Medicine & Dentistry, and to carefully review the "Council of Ontario Faculties of Medicine (COFM) Policy Document: Essential Skills and Abilities Required for the Study of Medicine" at: http://www.ouac.on.ca/omsas/omsas-essential.html

6. Transfer Students
Transfer consideration is restricted to Canadian citizens or Permanent Residents of Canada currently enrolled in a Canadian medical school. Applicants considering transfer must contact the office of Admissions & Student Affairs.

7. Foreign Courses/Grades
~~The policy on considering applicants with education completed outside of Canada is currently under review. Applicants with questions in regard to this topic should contact the Office of Admissions & Student Affairs.~~

~~For the most accurate and up-to-date information, please visit the following Web site: http://www.schulich.uwo.ca/admissions/medicine/~~

Canadian citizens or permanent residents of Canada who have completed their undergraduate-level university education outside of Canada may apply to the Schulich MD program.

Applicants who have completed their undergraduate education outside of Canada and the United States must have their foreign transcripts assessed by World Education Services (WES). By doing so, WES will convert foreign academic credentials into their Canadian educational equivalents. A course-by-course evaluation along with an overall GPA is required. WES evaluations must be sent directly to OMSAS by WES and must be received by the application deadline.

WES will forward the transcript to OMSAS along with their report. A second copy does not need to be sent to OMSAS or Western. To contact WES by telephone, please call 416-972-0070 or toll-free 1-866-343-0070, or visit their website at: www.wes.org/ca.

Applicants who submit false information will be subject to disciplinary action in accordance with UWO policy.

8. Candidates from Accredited Degree-Granting Institutions
Candidates with acceptable standing at accredited degree-granting institutions may be considered for admission provided that the content of studies completed is equivalent in content to the courses offered by Western, and to the requirements of the program to which the student has applied. The University will review other candidates on an individual basis. Admission in all cases is competitive.

King's University College
Bachelor of Social Work (Honors) Program

REVISED CALENDAR COPY
http://www.westerncalendar.uwo.ca/2011/pg1194.html

BACHELOR OF SOCIAL WORK (HONORS)

Admission Requirements

Only students who have been formally accepted into the Social Work program may enroll in Social Work courses at the 3000-level and beyond.

Students accepted into the professional program (Year III) must register at King's University College.

Admission to the Social Work program (third year) is by formal application by February 1 of the calendar year in which admission is sought. Enrollment in the Social Work program is limited.

The admission of each candidate is determined by the Director on the recommendation of the School's Admissions Committee. In the admissions process, candidates are chosen according to academic and non-academic requirements.

Academic requirements for admission may be completed up until the end of summer school of the year in which admission to the professional program is sought. To be eligible for admission, applicants must complete not less than 10.0 courses or equivalent of university study with an overall average of 70%. These courses must include:

3.0 courses with a minimum grade of 70% in each:
2.5 courses: Social Work 1021A/B, 1022A/B, 2206A/B, 2214A/B, 2215A/B
0.5 course from: Writing 1020F/G, 1022F/G, 2101F/G

7.0 additional courses with a minimum grade of 60% in each:
0.5 course: Social Work 2207A/B
1.0 courses from ~~Anthropology~~ ***Business*****,** Economics, History or Political Science
1.5 courses from ~~Category B~~ ***English, French, Philosophy, Religious Studies, or Spanish***
4.0 additional courses

~~An overall average of 70% in each of the second, third and graduating years is required.~~ ***Applicants must have a minimum average of 70% in the last 10.0 courses taken prior to admission to the program.*** In addition, all students must meet first-year requirements as outlined in the UWO Calendar.

Candidates will receive official notification of the acceptance or rejection of their application after official final year grades have been received by the School (generally the end of June of each academic year).

Transfers

Students from Social Work programs of other universities may apply to transfer to ~~third or fourth year of this program. Transfer applicants are required to meet the course and progression requirements of the Social Work program. The School will inform applicants in writing regarding Social Work courses required for the completion of the BSW (Honors) degree.~~ ***the BSW (Honors) Program at King's. Transcripts and courses will be assessed with regard to transfer credits. Please contact the School for information on approved courses from other universities and colleges that fulfill specific pre-program requirements***.

Progression Requirements

To be eligible to progress, third-year students must complete all requirements for third year successfully, and obtain an overall average of at least 70% in all principal courses, a minimum mark of 60% in each course, and a "Satisfactory" in Social Work 3320Y.

Practicum
Assignments to Practica will be determined by the Coordinator of Field Instruction following consultation with students. Students should be aware that there may be financial costs (such as parking, transportation, manual and insurance) and special agency requirements (such as police checks and health requirements) associated with the Practicum. A car may be needed for some community-based placements. See the RECORDS CHECK AND VULNERABLE SECTOR SCREENING POLICY section for further details.

Graduation Requirements
~~To be eligible for the BSW (Honors) degree, students must complete all requirements for fourth year successfully; and obtain an overall average of at least 70% in all principal courses, a minimum mark of 60% in each course, and a "Satisfactory" in Social Work 4400.~~
20.0 credits

~~First Year~~
~~5.0 courses~~
~~1.0 course: Social Work 1020, with a mark of at least 70%.~~
~~4.0 additional courses.~~
~~Second Year~~
~~5.0 courses:~~
~~1.0 course: Social Work 2204, with a minimum mark of at least 70%~~
~~1.0 course: Social Work 2205 or its equivalent with a minimum mark of 60%.~~
~~3.0 additional courses.~~
First and Second Years
3.0 courses with a minimum grade of 70% in each:
2.5 courses: Social Work 1021A/B, 1022A/B, 2206A/B, 2214A/B, 2215A/B
0.5 course from: Writing 1020F/G, 1022F/G, 2101F/G

7.0 additional courses with a minimum grade of 60% in each:
0.5 course: Social Work 2207A/B
1.0 courses from: Business, Economics, History or Political Science
1.5 courses from: English, French, Philosophy, Religious Studies, or Spanish
4.0 additional courses

Third Year
~~5.5~~ ***5.0*** courses: Social Work ***3301A/B, 3302A/B, 3303A/B,*** 3308F/G,~~3311A/B, 3312A/B, 3313A/B, 3314A/B, 3315A/B,~~ 3316A/B,~~ 3317A/B,~~ 3318A/B, 3319A/B, 3320Y, ***3333A/B, 3344A/B***

Fourth Year
~~4.5~~ ***5.0*** courses:
2.5 courses ~~from~~: Social Work 4400, 4414F/G, 4415A/B, ~~4421A/B~~***, 4429A/B***
~~2.0~~ ***2.5*** courses from: Social Work electives ***at the 3000 level or above, including at least 0.5 from each of the following two categories (A maximum of 1.0 approved courses from outside of Social Work may be taken. Consult with the School for approved list.)***

Category 1: Will primarily examine micro/meso levels of practice and course topics may include but are not limited to: addictions; crisis and trauma; mental health; children and adolescents; health care and social work; seniors; child welfare; human sexuality; thanatology; and disability studies.

Category 2: Will primarily examine macro levels of practice and course topics may include but are not limited to: advocacy; first nations; international and multicultural social work; social justice and peace.

To be eligible for the BSW (Honors) degree, students must complete all requirements for fourth year successfully, and obtain an overall average of at least 70% in all principal courses, a minimum mark of 60% in each course, and a "Satisfactory" in Social Work 4400.

Students admitted to the BSW (Honors) program prior to September 1, 2013, will continue under requirements listed in the 2012 UWO Calendar. Extended Study students admitted to the BSW (Honors) program prior to September 1, 2013, will be counselled individually regarding any necessary course substitutions required to ensure degree and accreditation requirements are met.

Schulich School of Medicine & Dentistry, Department of Surgery
MSc in Surgery
(Edited from the Proposal Brief submitted to the School of Graduate and Postdoctoral Studies. The full Brief is available upon request)

INTRODUCTION

Overview of the new program

The Department of Surgery at Western has a large, well-established, and highly-regarded postgraduate surgical education training program that includes seven individual subspecialty programs. Potential residents and fellows in the Department of Surgery at Western compete for positions in seven post-graduate subspecialties: Cardiac Surgery, General Surgery, Orthopaedic Surgery, Plastic & Reconstructive Surgery, Urology, Vascular Surgery, and Thoracic Surgery. Residency training programs last five to seven years and typically include research periods of varying duration based on subspecialty requirements. All of the subspecialties received full Royal College accreditation at their last reviews, and have had a 100% pass rate for residents on their Royal College exams over the past seven years – an unparalleled record among surgical training programs in Canada where the average pass rate for surgical subspecialties ranges from 67.1% to 98.8%.
(http://rcpsc.medical.org/residency/certification/pass_rate_percentages_e.php).

Clinical fellows have completed residency training and enroll in postgraduate surgical education training programs for one to two years and often have basic science and/or clinical research requirements as a part of their fellowship training. However, no additional degrees or diplomas are granted for research training periods and the trainees have not necessarily obtained the breadth or depth of tools necessary to achieve their academic goals before their research time has elapsed.

With a clinical background at one of the strongest surgical training programs in Canada, a Western MSc Degree will further enable a select number of advanced trainees to prepare for careers as surgeons and researchers at Academic Health Science Centres. This Degree will be attractive to mid-stream and graduating residents as well as clinical fellows wishing to pursue full-time, formal research training in a robust clinical academic environment. The structured experience will appropriately recognize and develop their research and research skills. Led by clinical and basic science faculty with significant success in research, students will participate in world-class research laboratories on innovative projects that seek to advance surgical care, education, and patient outcomes.

This proposed MSc in Surgery, within the Department of Surgery, differs from other academic degree programs as it specifically reflects the expectations and talents of surgical researchers. It also offers the flexibility to train in different aspects of clinical and basic science surgical research. Unlike current graduate programs available at Western, the MSc in Surgery will be tailored to physicians who have extensive post-graduate education including three or four years of undergraduate education, three or four years of medical school and two to five years of surgical training. These students are typically older than most MSc students at Western and normally have some prior experience with applying specific research methods. Their learning needs are focused on an academic surgical career and as such require further development of their research skills in identifying relevant research questions, matching appropriate research methodologies with questions and writing up research in the form of scientific papers and research grants.

The Department of Surgery at Western has approximately half of its faculty in the Senate Stream where research is a required component of their responsibilities
(http://www.uwo.ca/univsec/mapp/section4/Clinical.pdf). A number of faculty in the Department of Surgery at Western have conducted and published research that has changed clinical practice worldwide, including non-surgical treatment of achilles injuries; arthroscopic surgery in patients with moderate-to-severe osteoarthritis of the knee; transplantation; laparoscopic surgery; endovascular aortic repair; minimally invasive thoracic, urologic, and cardiac surgery; and upper extremity bioengineering. The MSc in Surgery would help prepare trainees for careers in academic surgery similar to the excellent role models in our existing faculty and will complement and further strengthen the relationship between the CIHR pillars of basic and clinical science. Surgeons who complete the Western MSc in Surgery will be able to compete favorably in an ever increasingly competitive job market and funding environment and will have the necessary instruments to succeed in their chosen academic surgical career.

Furthermore, this advanced degree opportunity will be beneficial for the recruitment of faculty, and in our relative academic standing among our Academic Health Science peers. The Department of Surgery has recruited many clinicians with Master's and Doctoral degrees in the last five years. These premier faculty recruits are attracted to a clinical academic program that offers an inherent graduate program within Surgery. The addition of students committed to this graduate degree will enhance our research productivity, which we hope will lead to further advancement in our ranking in tri-council grant achievements.

Course curriculum

The MSc in Surgery is a Category I research-based degree that will require completion of a minimum of 2.0 course credits and the successful completion and defense of an MSc thesis. The program is designed to focus primarily on bench research, with knowledge gained from course work and "hands-on" research culminating in a thesis and public oral exam. The candidates will be expected to complete two half courses for completion of the MSc in Surgery consisting of a) Principles of Advanced Surgical Research (1.0 credit) and b) Advanced Surgical Research Colloquium (1.0 credit). This program will typically be completed within one year (three terms) with objective measures of completion and success; however the final duration of the MSc program for each student will be at the discretion of the advisory committee and the graduate program committee pending suitable progress in the program (see section 4.2e). Students in a residency or fellowship training program will be relieved of clinical duties while enrolled full-time in the MSc program.

Principles of Advanced Surgical Research will be designed to afford the trainee basic skills and resources in evidence-based medicine, grant writing, research ethics, research methodology and design, principles of clinical trials, and statistics. This mandatory course will take advantage of existing skills within the faculty in developing a strong research background for trainees. For ease of administration, all core courses will be administered on Monday afternoons using existing in-hospital seminar rooms and will consist of weekly seminar sessions of approximately two-hour duration.

The Principles of Advanced Surgical Research course will include seminars taught primarily by a small group of Primary and Supporting members of the Graduate Program Committee (Table 1). The seminars will be assessed continually by the Graduate Program Chair and Associate Chair during and between each term, allowing uniformity and stability in quality and content between seminars and terms. This course will offer an intense period of research instruction for the MSc students. This is consistent with the expectations of an academic surgeon and in itself will help prepare these students for their chosen career. In addition, the protection from clinical responsibilities will allow the students to commit their entire efforts and attention to successful completion of the program.

All candidates will be required to submit an appropriate thesis and to defend their thesis in an examination format, as per the current guidelines of the School of Graduate and Postdoctoral Studies (SGPS). The thesis format will typically follow the manuscript style of the University, with the expectation that a minimum of one complete, publication-quality, peer-reviewed manuscript will compose the body of the thesis. The student will be expected to be first author of this paper. An appropriate introduction and conclusion to provide background to the manuscript and to place the work in a relevant context will complete the thesis, as per the University guidelines.

Core Curriculum: Principles of Advanced Surgical Research, 1.0 Credit

Curriculum Topics

1. Evidence Based Medicine – A primer
2. Grant Writing – identifying sources of funding, hypothesis development reviewing grant summaries leading to the candidate preparing their own grant summary (assignment), i.e., equivalent to an 11-page CIHR submission
3. Research Ethics 1 – background and assignment of a IRB application
4. Research Ethics 2 – reviewing IRB applications
5. Research Methodology – statistical methods for data comparison, power analysis and sample size calculation
6. Clinical Trials 1 – single-centre studies and chart reviews
7. Clinical Trials 2 – conduct of multi-centre studies (including DSMB roles)
8. Effective Presentations – prepare and present a 6-minute research lecture
9. Written Communications 1 – An effective abstract

10. Written Communications 2 – Materials and methods
11. Written Communications 3 – Results and discussion
12. Assignment 5: research paper development
13. Principles of Educational Research 1
14. Principles of Educational Research 2
15. Commercialization, Patents, and Intellectual Property

Core Curriculum: Advanced Surgical Research Colloquium, 1.0 Credit

Ten lectures alternating between the surgical divisions and their respective research teams will expose candidates to the range of research and methodologies in the Department of Surgery. Candidates will present their research findings in one hour seminars to provide experience with long presentations as well as with question and answer periods.

In some instances, a student's advisory committee may also recommend strongly that a student enroll in or audit a graduate course in another Department to ensure sufficient skills and background to complete the program.

Goals and Objectives of the program in relation to the Graduate Degree Level Expectations

a) Overall Objectives

The MSc in Surgery is intended to prepare trainees with intensive research experience, leading them to success in future academic surgical careers where they hold academic appointments at university affiliated Academic Health Science Centres and are actively involved in research and education. Students in a residency or fellowship will be relieved from clinical duties to enroll in the MSc program.

b) Depth and Breadth of Knowledge

The MSc in Surgery will provide a core understanding of research methodology, and the foundation required for subspecialty-related research in areas of surgical care, education, and patient outcomes. The research methodology course is specific to the needs of academic surgeons as they begin their career in academic medicine. By providing specific, targeted training, surgeons can help their trainees start their career with the appropriate tools to navigate grant committees, ethics boards, and journals with the ultimate goal of producing advanced research contributions. All candidates will be expected to develop advanced knowledge of a variety of relevant research techniques and applications, as well as developing specific knowledge relevant to their area of study and thesis.

c) Research and Scholarship

The MSc in Surgery will require the completion of a minimum of 2.0 core course credits which will include the courses noted above and a thesis. For successful completion of the thesis, a minimum of one publishable, peer-reviewed quality manuscript will form the body of the thesis where it is expected that the student will be the first author. As well, all MSc candidates are expected to prepare one complete grant application and one complete hospital / institutional IRB application as part of the Principles of Advanced Surgical Research course curriculum (Section 1.2e).

d) Core Competencies

The MSc in Surgery will develop core competencies in surgical research, including:

- Evidence Based Medicine
- Grant Writing
- Experimental Design
- Data Analysis
- Research Ethics
- Research Methodology (Quantitative and Qualitative)
- Clinical Trials
- Effective Presentations
- Written Communications
- Principles of Educational Research

e) Level of Application of Knowledge

The courses will be taught at the graduate level only and require students to have had some exposure to research in their undergraduate and postgraduate education. As students must have completed a minimum of two years of residency, they will be expected to have achieved core competency in surgical care and possess an understanding of how these relate to their area of research being pursued as a part of the MSc program. Following completion of this MSc in Surgery, the student will be capable of conducting surgical research and teaching these principles to surgical residents and fellows. They will also be capable of subsequent research and graduate student supervision.

f) Professional Capacity / Autonomy

All trainees now follow the CanMEDS roles embodied by competent physicians: Medical Expert (the central Role), Communicator, Collaborator, Health Advocate, Manager, Scholar and Professional. The MSc in Surgery will enhance the competency of trainees specifically in the areas of Medical Expert and Scholar. Although students will work closely with their supervisors, it is expected that they will undertake independent scholarly research and at the end of their training have a solid basis of technical knowledge and research application.

g) Level of Communication Skills

Our curriculum includes a Principles of Advanced Surgical Research course which provides formal training in writing scientific abstracts, preparing scholarship applications and research grant proposals, and making both oral and written presentations. Communication will be assessed as part of the core curriculum of the Principles of Advanced Surgical Research course, the seminar course, and in the completion of the students' final (oral) Thesis presentation.

h) Awareness of Limits of Knowledge

Students will be exposed to the complexities of Basic, Clinical and Educational research in Surgery, and its role in helping deliver multi-disciplinary healthcare through several avenues: (i) their Clinical work, which will provide a context for the research in society, (ii) attending clinical rounds and (iii) attending the core graduate student seminars. (See Section 3 / Professional Development Resources for more details.)

PROGRAM REGULATIONS AND COURSES

The Intellectual Development and the Educational Experience of the Student

a) Departmental Seminars

One of the most important training tools is our Principles of Advanced Surgical Research core seminar. Graduate student presentations are anticipated to be of exceptional quality, with faculty setting the standard for students to follow. To encourage attendance and to demonstrate our commitment to all of our students, the site of the seminars will rotate between the affiliated hospitals. The seminar series also acts to strengthen links between students and faculty at different institutes. Collaborations among members of different fields have been established based on the graduate student seminars. All core courses will be administered on Monday afternoons using existing in-hospital seminar rooms and will consist of weekly seminar sessions of approximately 2 hour duration.
Attendance at the Department of Surgery Research Day (full day, annual event), Department of Surgery Grand Rounds (1.5 hours, annual event), and Divisional Grand Rounds (1.5 hours, monthly event), will be required of all graduate students.

b) Guest Speakers

See Section 1.1 (e) Core curriculum and Section 3.6 Professional development resources

c) Management Lectures / Courses

See Section 1.1 (e) Core Curriculum

d) Conferences

Students will have opportunities to attend scientific conferences, as part of the training. The faculty supervisor pays for conference attendance costs from grants. In general, conferences help students gain perspective on their training in comparison to the national or international research community, and it introduces the students to leaders in their field of expertise. The excellent performance of our students at

these conferences helps to promote the reputation of our program and makes it easier for our graduates to find employment in their desired careers.

Program Regulations

a) Admission

Recruitment Methods: Recruitment of students will be through internal and external advertising. This includes existing Divisional mechanisms (web, conferences, etc.). Information will be available on the Department of Surgery website.

Application: The program will follow the application standards set by the School of Graduate and Postdoctoral Studies (SGPS). In addition to submitting the online application form and arranging for two letters of reference and for transcripts of the academic record as required by the School of Graduate and Postdoctoral Studies, candidates must provide a research proposal for their surgical subspecialty area and have identified a supervisor for their research. Candidates must be recommended by the Division Chair/Chief as well as the potential supervisor. Candidates short-listed for the program will be invited for an interview. Applications will be assessed by the Graduate Program Committee in the Department of Surgery who will make the final decision for admission. Since the first two years of surgical subspecialty program require intensive clinical skills training, students will not be considered for the MSc in Surgery until they are entering their third postgraduate year (PGY3) and may apply for the program in any subsequent year of subspecialty training (residency or fellowship).

Application Deadlines: Applications will be accepted at any time; however it is expected that students will typically apply in the spring/summer (by May 31st) in order to receive an offer early summer, to begin course work in September.

Offer Timelines: Applicants can expect offers at latest by July 1st.; however a start date for course work and their research period will be at the discretion of the supervisor and Graduate Program Committee.

Requirements for Admission: To be admitted a student must have:
An undergraduate degree with a minimum average of 78% over the last two years of an Honours Program (completed prior to enrolment in an MD program);
Successfully completed the MD degree or equivalent (this degree is pass/fail);
Completed a minimum of two years of a surgical residency program (students may apply at any point in residency or fellowship training thereafter); and
Demonstrate an aptitude for and interest in surgical research

Grade Requirements for Funding Eligibility: Continued tuition scholarship funding in the MSc program will require students to maintain a minimum average of 80% in all course work.

b) Program Requirements

Course Requirements: Students will be required to complete a total of two 1.0 credit core courses; and successful completion of a thesis. Please see section 1.1 (e) for additional information on the core course curriculum.

Milestones: The Candidate will be assessed throughout the core curriculum on course requirements including presentations; written reports (including sample grant submissions); and in-class contributions. Students will be supported by an advisory committee consisting of at least three faculty members, which will meet at a minimum every three months. During thesis preparation, students will work closely with their supervisor(s) to ensure adequate progress leading to thesis submission and a formal (oral) defense.
Internship or Practica: No internship or practica will be required as this is a research-based Degree intended to complement existing clinical training.

c) Language Requirements

Language skills, particularly for foreign students, are essential to an appropriate training and supervision experience. Students for whom English is a second language are required to provide proof of English proficiency. All such candidates will be interviewed by faculty members, by video conference when necessary, during which sufficient English language skills must be demonstrated.

d) Progression Requirements

Students must achieve a minimum of 80% in course work to maintain enrolment in the program. Students must continue to meet objectives for thesis progression set by their supervisor and advisory committee in order to maintain enrolment in the program.

Normal completion of the MSc in Surgery will be in 12 months (3 terms) while enrolled full-time. However each student's progress will be closely monitored by his/her advisory committee and the final duration of the MSc program for each student will be at the discretion of the advisory committee and the graduate program committee pending suitable progress in the program.

Students in a residency training program will be expected to have a minimum of six-months of dedicated research time (two 13-week terms as a full-time Master's student) within postgraduate years three and four to complete all course work and bench research leading to the preparation of the thesis. Students in residency and fellowship training programs will be excused from clinical duties while maintaining full-time enrolment in the MSc program.

Part-time enrolment in the program is permitted to a maximum of four years or completion of their surgical subspecialty training program with the permission of the student's supervisor and the Graduate Program Committee.

e) Process for Evaluating Progress in the Program / Progress Reports

Performance in individual courses is assessed by course instructors. Thesis progress will be assessed by the supervisor and the advisory committee. An advisory committee will have a minimum of three members, which will include an individual from the Graduate Program Committee in the Department of Surgery.

f) Thesis Evaluation Procedures

The student will be required to defend their thesis orally by a committee which includes external examiners, as per SGPS guidelines for an MSc thesis defense. It is expected that the thesis will lead to the publication of a minimum of one peer-reviewed journal article as first-author.

g) Part-time Studies

The MSc in Surgery is available for part-time studies only with the permission of the student's supervisor and the Graduate Program Committee. Students enrolled part-time will continue to participate in research symposia, grand rounds, and other educational opportunities related to the MSc program. The MSc must be completed within four years.

Final Assessment Report
Submitted by SUPR-G to SCAPA

Program:	**Surgery**
Degrees Offered:	MSc
Approved Fields:	N/A
Date of Site Visit:	July 23-24, 2012
Evaluation:	*Approved to commence with report in one year following first intake*

Summary: The Master of Surgery program will be a new research-based master's program, embracing a broad range of research foci and applications within the discipline of surgery, open to surgical residents and fellows. The program will prepare its graduates for careers as academic surgeon-researchers. The report of the External Consultants notes that a number of the surgeons proposed as members of the new program are experienced "surgeon-scientists" "more than capable of being strong research supervisors and mentors for MSc students." Support from Western Libraries and the libraries at London Health Sciences and St. Joseph's Hospital is excellent and administrative support and support for students within the Department of Surgery is adequate. Admission requirements for the program are appropriate. On the recommendation of the External Consultants, several revisions were made to the initial program proposal; these include the requirement of a proposal as part of the application for admission, the requirement of a research proposal by the end of the first term of study, and the completion of two full courses: the "Principles" course (including coverage of qualitative research, basic research, and commercialization and intellectual property, including patents) and the "Seminar Colloquium" course. To address the needs of those surgical residents for whom full-time studies would not be feasible, the External Consultants recommended that the program identify two alternate pathways, one for part-time and one for full-time. In addition, it was recommended that an elective course be required of all students in the program. This elective course, if taken in another graduate program, may provide an opportunity for collaboration with other disciplines of the kind encouraged by, and consistent with, the role of Collaborator defined within the CanMEDS medical education framework and will also foster interaction of this graduate program with other graduate programs at Western, as recommended by the Consultants. While Surgery has good relationships within its own Faculty (e.g., with Epidemiology), and with Engineering, and has included, as supporting graduate faculty member for Surgery, a scholar appointed to the School of Physical Therapy, further collaboration with a wider range of graduate programs, such as Nursing, Health and Rehabilitation Sciences, Psychology, Communication Sciences and Disorders, Occupational Therapy, and Law, may be achieved in part through encouraging students to enroll in elective courses offered in other graduate programs.

Recommendation	**Responsibility**
Define two alternative degree-completion pathways: one full-time one-year program (for fellows or residents), and one part-time two-year program with minimum 6-month full-time research block (for residents only).	Graduate Program Committee
Require a final Research Proposal by the end of the first term in the program, to be approved by the advisory committee.	Graduate Program Chair
In addition to the two full core courses, require each student to take one elective (for students admitted without a previous research methods course, the elective should be in this area).	Supervisor
Develop relationships with other graduate programs across campus.	Graduate Program Committee, Supervisors
Implement a monitoring process for the more senior researchers to mentor the more junior researchers in the supervision of graduate students.	Graduate Program Committee
Conduct exit interviews and track publications and careers at 5- and 10- year marks.	Graduate Program Chair

GUIDELINES FOR THE STRUCTURE OF THE ACADEMIC YEAR

The following Guidelines apply only to those faculties, schools and colleges which operate on a 26-week teaching term, i.e., they do not apply to the Richard Ivey School of Business, Faculty of Education, Faculty of Law, Schulich School of Medicine & Dentistry, and School of Graduate and Postdoctoral Studies.

1. Scheduling the Start Date of Classes and Length of the First and Second Terms

- Classes in the first term will begin on the Thursday following Labour Day.
- Classes in the second term will begin on the first Monday following January 2. Second term classes will begin no earlier than twelve days following the last day of the mid-year examination period.
- The last day of registration for either the Fall or Winter term will be seven days from and including the start date of the session (excluding weekends).
- Each term will be thirteen weeks in length, comprising at least 62 "lecture days." The first day of classes in the fall term in all teaching divisions should not be scheduled on the first or second day of Rosh Hashanah (the Jewish new year) or on Yom Kippur (the Day of Atonement), unless the cancellation of classes on those days results in a term of less than 62 “lecture days.” In that case, classes will proceed as usual.

2. Scheduling Study Days and Examinations

- There will be at least one study day (including Saturdays and Sundays) between the completion of lectures and the first scheduled final examination.
- The final day of examinations will be no later than December 22 in the first term and April 30 in the second term.
- The final examination period will be at least 12 days in the first term and at least 17 days in the second term.
- No examinations are to be scheduled on Good Friday or Easter Sunday.
- No examinations are to be scheduled on the first two days of Passover unless the avoidance of those dates would extend the final examination period beyond the end of April. In years where examinations are scheduled on the first two days of Passover, affected students are required to request accommodation and arrange with their instructor(s) and/or Dean for an alternative examination.

3. Scheduling Reading Week

Reading Week will be scheduled to begin the third Monday in February.

4. Scheduling Fall Study Break

A two-day Fall Study break will begin on the last Thursday of October each year.

~~4~~***5.*** Scheduling Convocation Ceremonies

- The *in absentia* February Convocation will be scheduled for the last Friday in February.
- June Convocation ceremonies will be scheduled from Tuesday to Friday in the second full week in June and from Monday to Wednesday in the third week of June.
- October Convocation ceremonies will normally be scheduled on the fourth Thursday and Friday in October. [If October 1 is a Friday, it will not count as week 1.]

	2011-2012	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**
Labour Day	Sept. 5	Sept. 3	Sept. 2	Sept. 1	Sept. 7
Registration	Sept. 6-7	Sept. 4-5	Sept. 3-4	Sept. 2-3	Sept. 8-9
Rosh Hashanah	Sept. 29	Sept. 17	Thurs., Sept. 5	Sept. 25	Sept. 14
First Term	Sept. 8 - Dec.7 (64 days)	Sept. 6-Dec. 5 (64 days)	Sept. 9-Dec.~~4~~ ***6*** (62 days)	Sept. 4-Dec. 3 (64 days)	Sept. 10-Dec. 9 (64 days)
Thanksgiving Monday	Oct. 10	Oct. 8	Oct. 14	Oct. 13	Oct. 12
October Convocation	Oct. 27-28	Oct. 25-26	Oct. 31– Nov. 1	Oct. 23-24	Oct. 22-23
Fall Study Break	***N/A***	***N/A***	***Oct. 31 – Nov. 1***	***Oct. 30 – 31***	***Oct. 29 - 30***
December Study Days	Dec. 8-9	Dec. 6-7	Dec. ~~5-6~~ **7**	Dec. 4-5	Dec. 10
Exams	Dec. 10-21 (12 days)	Dec. 8-19 (12 days)	Dec.~~7-18~~ **8 - 19** (12 days)	Dec. 6-17 (12 days)	Dec. 11-22 (12 days)
Holiday	Dec. 22-Jan. 8 (18 days)	Dec. 20-Jan. 6 (18 days)	Dec. ~~19~~ **20**-Jan. 5 (~~18~~ **17** days)	Dec. 18-Jan. 4 (18 days)	Dec. 23-Jan. 3 (12 days)
Second Term	Jan. 9-Apr. 11 (62 days)	Jan. 7-Apr. 11 (63 days)	Jan. 6-Apr. 8 (62 days)	Jan. 5-Apr. 8 (62 days)	Jan. 4 - Apr. 6 (62 days)
Family Day	Feb. 20	Feb. 18	Feb. 17	Feb. 16	Feb. 15
Reading Week	Feb. 20-24	Feb. 18-22	Feb. 17-21	Feb. 16-20	Feb. 15-19
In Absentia Convocation*	Feb. 24	Feb. 22	Feb. 28	Feb. 27	Feb. 26
Good Friday	Apr. 6	Mar. 29	Apr. 18	Apr. 3	Mar. 25
Easter Sunday	Apr. 8	Mar. 31	Apr. 20	Apr. 5	Mar. 27
Passover	Apr. 7-8	**	Apr. 15	**	Apr. 23-24
Study Day**s**	Apr. 12-13	Apr. 12-13	Apr. 9-10	Apr. 9-10	Apr. 7-8
Exams	Apr. 14-30 (17 days)	Apr. 14-30 (17 days)	Apr. 11-30 (17 days)	Apr. 11-30 (20 days)	Apr. 9-30 (20 days)
June Convocation***	June 12 – 15 and 18 – 20	June 11 - 14 and 17 - 19	June 10 – 13 and 16 - 18	June 9 – 12 and 15 - 17	June 14 – 17 and 20 - 22

* Application deadline for the In Absentia Convocation is January 22, or, if the deadline falls on a weekend or holiday, the next business day. No ceremony is held.

** Passover does not fall during the examination period this year. No accommodation necessary.

*** Application deadline for Spring Convocation is March 15.

THE UNIVERSITY OF WESTERN ONTARIO TEACHING AWARDS

A. A List of the Annual Awards for Excellence in Teaching

Up to 6 awards may be made annually. If in any year there are no recipients of the Marilyn Robinson Award, up to 5 awards may be made.

1. The Edward G. Pleva Award for Excellence in Teaching

All continuing members of full-time* faculty who are either Limited Term or tenured at the University and its Affiliated University Colleges are eligible for nomination. Previous recipients of this award are ineligible for renomination.

Award recipient(s) will receive a medal and commemorative scroll which normally will be presented at the appropriate Spring Convocation. In addition, his/her name will be inscribed on a plaque which will be displayed in a prominent location in the University.

The University Awards for Excellence in Teaching were created in 1980-81. In 1987, the awards were named in honor of Edward Gustav Pleva, Western's first geography teacher in 1938. Dr. Pleva was Head of the Department of Geography from the time it was established in 1948 until 1968. He has received a number of teaching awards for his contribution to the development of modern geographical education in Canada at all levels. His special area of interest is the Great Lakes region.

Dr. Pleva has acknowledged that, "Teaching has always been central to my career. My only claim to recognition rests in the relationship I have with the thousands of geography students in the classes I taught. I appreciate the many awards, including the Massey Medal, I have received as a teacher. In my opinion teaching is one of the highest callings."

* For the purposes of this award, Clinical Academics appointed under *Conditions of Appointment: Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments* are eligible for nomination.

2. The Angela Armitt Award for Excellence in Teaching by Part-Time Faculty

The award for excellence in teaching by part-time faculty was established at Western in 1989-90. It is to be awarded based on evidence of continued outstanding contributions to the academic development of students.

All part-time* members of faculty of the University and its Affiliated University Colleges are eligible for nomination for the award. Previous recipients of the award are ineligible for renomination.

Award recipient(s) will receive a medal and commemorative scroll which normally will be presented during the appropriate Spring Convocation. In addition, his/her name will be inscribed on a plaque which will be displayed in a prominent location in the University.

In 2003, the award was renamed in honor of Angela Mary Armitt (BA‘36, MA‘67, LLD‘87), a champion of life-long learning, and Western’s first Dean of the Faculty of Part-Time and Continuing Education. In addition to her honorary degree from Western in 1987, York University had conferred a Doctor of Laws upon her in 1975 as “one of education’s best ambassadors.” A much-loved administrator, she was dedicated to helping others achieve their university degrees and she travelled to the many extension centres where adult students were able to work towards a university degree on a part-time basis. She described herself as, “the first travelling saleswoman extolling the virtues of a degree from Western.”

* For the purposes of this award, a part-time faculty member is one who held an academic appointment to teach at least one full (1.0 or equivalent) degree-credit course offered by Western or an Affiliated University College during the fiscal year (May 1 through April 30) preceding nomination, and was not a regular full-time faculty member, visiting faculty member, graduate teaching assistant or previous award recipient.

3. **The Marilyn Robinson Award for Excellence in Teaching**

In 1996-97, the award for excellence in teaching was established at Western to be awarded based on evidence of outstanding contributions in the area of classroom, laboratory, or clinical instruction.

All continuing members of full-time faculty who are either Limited Term or Probationary at the University and its Affiliated University Colleges and who usually have seven years or less of full-time university teaching experience at the time of their nomination are eligible for nomination for the award. Previous recipients of this award are ineligible for renomination.

Award recipient(s) will receive a commemorative scroll which normally will be presented at the appropriate Spring Convocation. Also, at the appropriate faculty's award ceremonies, the award recipient will be presented with an item that is emblematic of Marilyn's love for beauty and life: a framed reproduction of an artist such as Georgia O'Keefe or Claude Monet, to be selected by the recipient in consultation with the Teaching Support Centre. In addition, the award recipient's name will be inscribed on a plaque which will be displayed in a prominent location in the University.

Marilyn Robinson was an enthusiastic and inspirational lecturer who was much loved and respected by both colleagues and students. In her roles as Assistant Professor in Physiology and Coordinator of the Educational Development Office, she helped raise the profile of teaching at UWO. One special gift was an ability to establish a rapport with students: she was always available for students, and each was dealt with warmly and compassionately, whether it was to discuss an academic or a personal problem. Through interaction with many colleagues she became captivated with the idea of exciting students by means of active learning and problem solving, and convinced many throughout the University of the benefits of this approach. Her expertise was recognized with many teaching awards including the 3M Teaching Fellowship and the Excellence in Teaching Award (Pleva).

B. **The Awards Committee (SUTA)**

A subcommittee of the Senate Committee on Academic Policy and Awards (SCAPA), the Subcommittee on Teaching Awards (SUTA), will consider the nominations. Wherever possible, SUTA seeks a consensus regarding the awards on the basis of the materials contained in dossiers submitted to the University Secretariat. The members of the Subcommittee are willing to provide informal advice on the preparation of dossiers.

~~Copies of the dossiers of previous award recipients are available for viewing in the University Secretariat and in the Archives and Research Collections Centre of Western Archives.~~

C. **Nomination Procedure**

Nominations may be initiated by an individual or group, including students, alumni, fellow faculty members, Deans, and department Chairs. However, all nominations should be submitted by two primary nominators through the Dean of the nominee's Faculty or School, or Principal of the nominee's Affiliated University College. The Dean or Principal is ultimately responsible for the compiling of the nomination dossier and for forwarding the original and ~~one~~ ***an electronic*** copy to the University Secretariat not later than ~~December 15~~ ***January 15***, and also for advising

nominators about the confidentiality of information in the nominee's academic file. Regardless of who initiates the nomination, consultation with other relevant parties, including the Faculty's or department's- Awards Committee, is strongly advised.

Each candidate will be given the opportunity to decline to let his or her name stand. Willing candidates must also give permission to those preparing their dossiers to examine data contained in their academic files and should be given the opportunity to attest to the completeness of the dossier prepared for viewing by the nominators.

Each candidate's dossier should contain two official letters of nomination. The nominators should be familiar with the candidate and the contents of the dossier.

Nominators are responsible for advising people who will be forwarding letters of support -that their letters will be available for public view if permission is given by a winning candidate to the University Secretariat to show the dossier in both the Secretariat and -Western Archives.

All original nomination dossiers <u>must include</u> a consent form signed and dated by the nominee containing the following statements:

1) I hereby agree to let my name stand for consideration by the Subcommittee on Teaching awards (SUTA) for the Angela Armitt/Edward G. Pleva/Marilyn Robinson (select one) award.

2) I hereby attest to the completeness of the dossier prepared on my behalf for viewing by SUTA.

3) I do/do not (select one) grant permission for the release of my dossier for general viewing in Western Archives and in the University Secretariat, should I be selected as a recipient of the award.

~~The award recipient's original dossier will be sent to the Archives for full or selective retention. The copy of the dossier will be retained in the University Secretariat for three years, on condition that release statements to permit public viewing have been signed by the award recipient and individuals who have written letters of support. For the dossiers of unsuccessful candidates, the original and copy will be returned by the University Secretariat to the nominator after completion of the selection process.~~

D. **<u>The 12 Factors to be Considered by SUTA</u>**

Twelve criteria are listed below with explanatory notes which have been added by SUTA. The Subcommittee gratefully acknowledges its indebtedness to the Ontario Confederation of University Faculty Associations and 3M for assistance provided by their Guidelines for Teaching Awards.

While these 12 factors will be considered for all nominees, the committee recognizes that nominees for either the Angela Armitt or Marilyn Robinson Award, may not have yet made contributions to all twelve criteria.

1. **Teaching Philosophy:**
   The nominee's brief statement on his/her vision of the nature and purpose of teaching is one of the most important factors for SUTA.

2. **Instruction:**
   A) *Classroom teaching:*
   This is obviously more than just "lecturing"; it covers all activities involving the teacher in all types of "classrooms" including undergraduate and graduate tutorials, seminars and laboratories.

B) *Clinical teaching:*
Instruction of students in dynamic, professional practice situations where the content of the teaching-learning interaction is the client whose physical, emotional, social and/or intellectual well-being, is (are) directly affected by the actions of the student.

3. **Academic counselling, tutoring and mentoring of students:**
SUTA regards this item as one of the most important considerations, even though it is difficult to describe and even harder to evaluate. The most compelling evidence of the quality of interactions outside the classroom often comes from student letters. It also involves items on questionnaires regarding availability, readiness to answer questions, concern for student progress, informal conversations, and the like.

4. **Graduate student and thesis supervision:**
In departments where graduate programs exist, SUTA regards evidence of excellence in this area as important in a nomination. The evidence often takes the form of letters from present or former graduate students or colleagues.

5. **Course design:**
This might include innovative course structures beyond the simple format of a lecture or seminar.

6. **Curriculum development:**
This is a longer term process than course design. It involves an ability to recognize a need (either for new subjects or for revisions of existing subjects) and the ability to integrate its parts into a workable and acceptable sequence of courses or study units.

7. **Educational materials development:**
The materials should arise out of a recognized need in the teachers' own disciplines and might include audio-visual materials, software, slides, films, handouts, or lab manuals.

   It is helpful if the nominators identify what is unique and exceptional about **the** course materials **included** and help SUTA members locate those elements that are noteworthy. This might include highlights of course materials or better, include excerpts with an explanation. For example, a textbook in chemistry that encourages students to be more self-directed might include a sample from the text and explain in what way students would learn more effectively using this text.

8. **Instructional development:**
This includes any activities intended to assist other faculty members to improve their teaching, such as participation in workshops and consulting with individuals, groups, or curriculum committees.

9. **Research and/or Publications on University teaching.**

10. **Development of innovative teaching methods.**

11. **Educational planning and policy-making.**

12. **Educational outreach at the local, provincial or national level.**

While it is not necessary for a nominee to make equal contributions to all 12 criteria, outstanding performance in at least four criteria is desirable.

E. **Format for Nominations**

The ~~two~~ ***original*** nomination dossier~~s i.e., the original dossier and a copy of it~~ shall be submitted in ***a*** binder~~s~~, subdivided into (up to) eight sections as listed below. ~~Use of spiral coiled binding is not desirable.~~ As a guideline, SUTA suggests the use of a font size between 10 and 12. ***An electronic copy of the completed nomination dossier, compiled into one single PDF file, must be submitted to the University Secretariat by the deadline.***

Contingent upon receipt of statements to permit public viewing, the original dossiers of the selected candidates will be retained in the University Secretariat for two years and then they will be forwarded to Western Archives for full or selective retention. Dossiers of the unsuccessful candidates will be returned to the Dean's Office of the nominee after the completion of the selection process.

For items 5 to 8 below, only the first 10 pages will be considered by SUTA. Material in excess of the 10 pages will be removed from the dossier and returned to the primary nominator.

1. Letters from Primary Nominators:
Letters from two primary nominators will initiate the dossier. In the past, such nominators have taken a leading role in the compiling of the dossier. The pertinent criteria listed in Section D (above) should be addressed.

Note: Letters from nominators, peers, colleagues and students should clearly identify the nominee's particular contributions in the factors to be considered. It is not necessary for a nominee to make equal contributions to all 12 criteria, but outstanding performance in at least four criteria is desirable.

2. Letter from the Dean:
If the Dean is not one of the primary nominators, he or she may wish to endorse the nomination by way of a supporting letter.

3. Curriculum vitae of the nominee (not to exceed five pages):
This is essential to enable the Subcommittee to consider the nominee properly. SUTA recommends that the number of articles be summarized but not listed. Research papers with students as co-authors should be highlighted.

4. A Brief Statement (not to exceed 500 words) by the Nominee on his/her Teaching Philosophy
This statement should outline the candidate's philosophy of the nature and purpose of teaching.

5. Letters from Peers and Colleagues (not to exceed ten pages in total):
Such letters can provide valuable information about commitment to teaching, academic standards and general reputation among colleagues and students. **Up to six** letters may be included.

~~Note: If selected, the nominee may grant permission to release his/her dossier for general viewing. The nominator will determine which letters of support from peers and colleagues can be shown as part of the dossier. When letters of support are solicited, at the bottom of each letter the following statement should be included with "do" or "do not" clearly indicated:~~

> ~~*I do/do not grant permission for my letter to be included in the dossier if the nominee agrees to release the dossier for general viewing in the Western Archives and University Secretariat.*~~

6. Letters from students (not to exceed ten pages in total):
Thoughtful letters from present and former students are helpful; in particular, letters from former students who can look back on their entire university career and assess the nominee in a broad context, are especially valuable. Student "petitions" of the type hung up in a department office or a laboratory for everyone to sign are, at best, supporting material. **Up to six** letters in total from both graduate and undergraduate students may be supplied.

~~Note: If selected, the~~

7. ***The successful*** nominee may grant permission to release his/her dossier for ~~general~~ ***public*** viewing. The nominator***(s)*** will determine which letters of support from ***peers, from colleagues and from*** students ~~can be shown as part of~~ ***will be included in*** the dossier. ~~When letters of support are solicited, a~~ ***A***t the bottom of each letter ***- including the letters from the primary nominators and from the Dean -*** the following statement should be included with "do" or "do not" clearly indicated:

> *I do/do not grant permission for my letter to be included in the dossier if the nominee agrees to release the dossier for general viewing in the Western Archives and University Secretariat.*

8 ~~7~~**. Teaching evaluations (not to exceed ten pages in total):**
The Subcommittee finds it very helpful to have the results of evaluations by students. However, raw computer output from teacher or course evaluations should not be included but rather summaries of results should be provided. The task of assessing teacher evaluations from across the University is difficult under the best of circumstances and the more guidance the nominators can provide the better. Clarification must be provided as to: what type of activity is being evaluated - whether it is a lecture, seminar or clinic; the number of hours for which the nominee was responsible; the class size, year, and number of students. It would also be very helpful to know how the nominee's evaluations compare with those of his or her colleagues in the department or faculty.

9 ~~8~~**. Teaching materials (not to exceed ten pages in total):**
Do not include copies of teaching materials but rather assessments of course and teaching materials.

The material submitted to the Subcommittee should relate directly to the current nomination. Promotion and tenure letters or newspaper clippings relating to other awards or relaying rather unfocussed opinions are unacceptable. Letters dealing specifically with teaching in a broad context are more useful than letters relating to the nominee's standing in the profession or to other matters. The Committee strongly suggests that letters of support be solicited by the nominators rather than by the nominee.

Revised: ~~January 2011~~ ***November 2012***
This file is on the web http://www.uwo.ca/univsec/senate/sutaregs.pdf
For further information contact: Erika Hegedues - Associate University Secretary, erikah@uwo.ca

Terms of Reference of New Scholarship and Award

Barbara McGraw Ontario Graduate Scholarship (School of Graduate and Postdoctoral Studies)

Awarded to full-time graduate students at the masters or doctoral level in any program who are current holders of an Ontario Graduate Scholarship or Queen Elizabeth II Scholarship in Science and Technology, based on academic achievement and research merit. The School of Graduate and Postdoctoral Studies will select the recipients. These scholarships are made possible by a generous gift from the estate of the late Barbara McGraw (BA '51).

Value: 10 at $5,000*
Effective: May 2012 to April 2013 only

**Ontario Graduate Scholarships (OGS) ensure a 2:1 match through the Provincial Government, increasing the value of each scholarship to $15,000.*

Leslie Petter Women's Basketball Memorial Award (Any Undergraduate, Graduate or Affiliated University College Student - Athletic Award [Women's Basketball])

Awarded to a full-time undergraduate or graduate student in any year of any degree program at Western, including the Affiliated University Colleges, who is making a significant contribution as a member of the women's basketball team. As per OUA and CIS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. Candidates must be in compliance with current OUA and CIS regulations. The Western Athletic Financial Awards Committee will select the recipient based on its evaluation of academic performance/potential (20%) and the written recommendation from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20% respectively). This award is held with Foundation Western and is made possible through the generosity of the family and friends of the late Leslie Petter, (BEd '87, BA '86).

A former Mustangs basketball player, Leslie was a devoted and highly respected teacher, athletic director and coach at Medway High School in Arva, Ontario. In her 22 years as a teacher, she impacted many lives with her dedication, leadership and commitment to education. Leslie passed away from cancer in 2011 at the age of 47.

Value: 1 at $1,000
Effective: 2012-2013 academic year