

Graduate Academic Calendar of Saint Mary's University 2007–2008

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Information about Saint Mary's, including this *Academic Calendar* is available on the World Wide Web. Saint Mary's University Home Page is found at <http://www.smu.ca>; the Registrar's Home Page at <http://www.smu.ca/registrar>.

A Brief Guide to Using this *Academic Calendar*

Saint Mary's University publishes a separate *Undergraduate Academic Calendar*.

Some of the courses described in this *Calendar* will not be offered in 2007-2008. Students are therefore advised to consult the academic timetable for those courses which will be taught in the 2007-2008 academic year and the time(s) when they will be offered. The timetable can be found at <http://selfservice.smu.ca>

Frequently in this *Calendar*, the masculine includes the feminine and the plural includes the singular, and vice versa, as the context may require. This matter is subject to ongoing revision.

Inquiries regarding academic matters should be directed to the Registrar.

Although the University's *Calendar* is used by numerous people for many different purposes, one of its chief functions is to provide information for students interested in studying at the university level. The following was prepared to assist in finding relevant material in this *Calendar*.

Section 3 of this book sets forth the requirements for the many degree, diploma, and certificate programs offered at Saint Mary's University.

These programs include:

Master of Arts (in Atlantic Canada Studies, Criminology, History, International Development Studies, Philosophy, Women's Studies)

Master of Business Administration
 Master of Business Administration – CMA
 Master of Finance
 Master of Management – Cooperatives and Credit Unions
 Executive Master of Business Administration
 Master of Science (in Applied Psychology, Applied Sciences, Astronomy)
 Graduate Diploma in Criminology
 Graduate Diploma in International Development Studies
 Doctor of Philosophy in Business Administration (Management)
 Doctor of Philosophy in Astronomy
 Doctor of Philosophy in Industrial/Organizational Psychology

The following undergraduate programs can be for in the *Undergraduate Academic Calendar*.

Bachelor of Arts
 Bachelor of Commerce
 Bachelor of Science
 Diploma in Engineering
 Diploma in Forensic Sciences
 Certificates of Honors Equivalency
 Certificate of Chinese Studies
 Certificate in Proficiency in French
 Certificate in German Language and Culture
 Human Resource Management Certificate
 Certificate of Linguistic Studies
 Certificate of Japanese Studies
 Certificate in Spanish Language and Hispanic Culture

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Atlantic Metropolis Centre for Research on Immigration, Integration and Diversity	00	Writing Centre	00
Canadian Centre for Ethics and Public Affairs	00	Women's Centre	00
Business Development Centre	00	SECTION 7 – ACADEMIC OFFICERS AND FACULTY; CHANCELLORS, PRESIDENT, DEANS, PROFESSORS, AND ATHLETIC DIRECTOR EMERITUS/EMERITA; ADMINISTRATIVE OFFICERS; AWARDS TO FACULTY AND STAFF	
CN Centre for Occupational Health and Safety	00	Academic Officers	00
Centre for Leadership Excellence	00	Faculty	00
Centre for Spirituality in the Workplace	00	Chancellors, President, Deans, Professors, and Athletic Director Emeriti/Emiritae	00
Gorsebrook Research Institute for Atlantic Canada Studies	00	Administrative Officers	00
Institute of Human Values	00	Awards to Staff and Faculty	00
Institute for Computational Astrophysics (ICA)	00		
Regional Geochemical Centre	00		

A MESSAGE FROM THE PRESIDENT ...

*On behalf of my colleagues, I wish to thank prospective and new graduate students for considering Saint Mary's University in your academic career plans. For returning students, welcome back and thank you for the confidence you expressed in choosing Saint Mary's as **your** University. Our vision is for our students to become citizens of the world as education is a critical investment for you and the future of our increasingly global society. We take our role seriously in providing you with the highest return on your investment.*

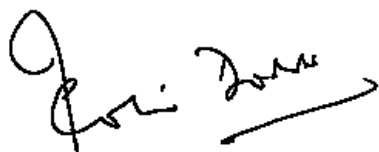
As this Academic Calendar will demonstrate, we offer a broad range of academic programmes, and are extending the number of graduate programmes to add to those currently available. Innovation has always been a hallmark at Saint Mary's and we are continuously upgrading our curricula.

Saint Mary's welcomes students from over 80 countries – a veritable United Nations. This is a tremendous resource for the internationalization of our campus. We have linkage agreements with institutions around the globe, affording students opportunities to study and do research. For those who have graduated, our International Activities office manages a range of internships and Saint Mary's grads have worked in over 36 countries.

At Saint Mary's University students are our primary responsibility and we want to help you achieve your full potential. We continue to enhance the facilities and services available to our students. We are in the midst of a \$25 million expansion and renovation of the Science Building and are within reach of our goal of raising \$40 million for further facility and programme renewal.

You will find academic excellence in our programmes and instructors – our faculty is rated 1st in the country in the latest Maclean's ranking and you will find a dedicated and committed staff to support our academic mission. There is vibrancy, a sense of community and commitment on our campus. I encourage you to read our Academic Calendar and visit our website (www.smu.ca) to learn more about us.

Saint Mary's is a university very much on the move and thank you again for investing in your studies with us.

A handwritten signature in black ink, appearing to read "J. Colin Dodds", with a long horizontal flourish extending to the right.

J. Colin Dodds, Ph.D.

President

(colin.dodds@smu.ca)

General Information

History
Calendar of Events
Board of Governors and Senate

Section 1

General Information

More Than Two Hundred Years of History

Since its founding in 1802, Saint Mary's University has developed into a modern, urban university with more than 8,500 full and part-time students. It is the oldest English-speaking, Roman Catholic initiated university in Canada. With meagre resources, the Reverend Edmund Burke founded the institution and, on being named Bishop of Nova Scotia, insisted that support for the college be continued as essential in fostering the Catholic community.

In 1841 the Nova Scotian House of Assembly gave formal recognition of the college's academic role and, eleven years later, granted it legal status. The next few years saw a great deal of uncertainty about the survival of the college. However, in 1913 the Christian Brothers of Ireland were asked by the Archdiocese of Halifax to direct the college and its academic programs. Its reputation as a liberal arts institution thrived in these years. Undergraduate programs were widely respected and new instructional programs were initiated, the most notable being the Faculty of Commerce which, when established in 1934, was among the first of its kind in Canada. In 1940 the Upper Province of the Society of Jesus (the Jesuits) was invited to succeed the Christian Brothers as administrators and teachers.

In 1952, the "College" became a "University". For more than thirty years, until the new Act of Incorporation in 1970, the college remained under Jesuit supervision. It established itself in teacher education; initiated the first courses in continuing education in Halifax/Dartmouth; purchased the first computer in Atlantic Canada; and became coeducational. Also, the long-standing emphasis on liberal arts and commerce was complemented by new programs in engineering and science. The Act of 1970 gave legal status to the Board of Governors and Senate. Subject to the powers of the Board, the Senate is responsible for the educational policy of the University. In 1974, faculty members (full-time) formed the Faculty Union which has become an influential voice in the affairs of the University. Part-time faculty members became a separate bargaining unit in 1996.

Statement of Objectives

The objectives of the University, as defined in the Saint Mary's University Act, 1970, are to:

- a. promote and disseminate learning and knowledge;
- b. give special emphasis to the Christian tradition and values in higher education;
- c. provide an atmosphere of freedom, responsibility, and mutual respect in the University community;
- d. aid in the improvement of society in all ways consistent with these objects.

From the Jesuits and their predecessors, Saint Mary's has inherited a strong commitment to meeting community needs

and an equally strong tradition of emphasising excellence in teaching and excellence in research. During the past three decades Saint Mary's has evolved into a more complex urban university, with a full range of undergraduate programs in arts, commerce, education, and science. Master's programs are offered in all faculties in such specific subject areas as Atlantic Canada Studies, Criminology, History, International Development, Women's Studies, Astronomy, Applied Psychology, and Business Administration. In November 1999 a doctoral program in Business Administration (Management) was officially launched, followed in 2003 with a doctoral program in Astronomy and a year later with a Ph.D. in Organizational Psychology.

Now a publicly accessible, coeducational institution, functioning with a sense of its tradition, the University also offers pre-professional programs in law, medicine, engineering, theology, dentistry, architecture. Through the co-operative efforts of the Division of Continuing Education, part-time students study in these programs and in a variety of non-credit executive and professional programs all of which have been rapidly expanding both in numbers and geographic locations.

Over the last several decades this commitment to academic and research excellence has seen the number of full-time faculty with doctoral degrees rise to over 90 percent. Part-time faculty members are recruited on the strength of academic qualifications in addition to the expertise and experience they can bring to the classroom.

More dramatic evidence of faculty enrichment is demonstrated by their research activities. In the last decade, sponsored contract and academic research has increased many fold. This significant increase reflects the University's firm belief that excellence in both teaching and research is essential for professors and that research is an integral part of the contributions that universities must make to society.

The quality of instruction to students has been a focal point of Saint Mary's University since its founding. This long standing tradition of commitment to excellence in teaching has seen the introduction of new initiatives. The Quality of Teaching Committee and the Centre for Academic and Instructional Development have assisted faculty members by offering workshops on instructional techniques and innovations in teaching methodology. Awards for Teaching and Research Excellence are presented annually to members of faculty.

Students attend day and evening classes both on the 30 acre campus in the south end of Halifax and at off campus locations including the World Trade Centre in downtown Halifax; in Dartmouth; as well as in several other communities. Saint Mary's boasts residence facilities for single and married students, a Students Centre, Science Building, the Patrick Power Library, which is linked via computer to several other Halifax-Dartmouth universities,

and “The Tower”, a modern recreation and fitness complex. The newest structure on campus is the Sobey Building, officially opened in November 1998. It provided much needed additional classrooms with the very latest in technology and is home to the Sobey School of Business. In 2006 and 2007 we have seen the expansion and total renovation of the Science Building, a \$25 million project.

The traditions formed by its founder and early teachers, built upon by the sound educational values of the Christian Brothers, and strengthened by the imaginative leadership of the Jesuits, provide a stable base for future development. Saint Mary’s has been innovative in seeking co-operative ventures with other Maritime universities. The results have included the Atlantic Metropolis Centre as well as the Gorsebrook Research Institute which contributes to the understanding of our regional culture within a national context. Our ‘internationalization’ has seen formal teaching and research agreements signed with universities around the world including China and Japan as well as Mexico and The Republic of The Gambia. The Atlantic Centre of Support for Students with a Disability has grown remarkably over the last several years and provides a variety of support to an increasingly important sector of our student population. It also provides assistance to disabled students studying at other Maritime post secondary institutions.

Saint Mary’s University concentrates on its mission of providing excellence in its service to students and the larger community around the campus. Its reputation is one of quality education on a campus environment where individual development is paramount. Saint Mary’s student population is drawn largely from Halifax and Dartmouth with over half percent of its students from this area. There is also a distinct international aspect to the University with students from many countries including China, Japan, Bermuda, the United States, and Mexico. We are ambitiously pursuing a goal shared by many. It is a vision centred around continued academic excellence in teaching and research, accessibility for all Nova Scotians, strong community outreach, and facilities and instruction for the physically challenged.

Beginning officially on 24 May 2002, the University’s Bicentennial Anniversary was celebrated with a year long series of special events, undertakings, and new initiatives which will position the institution strategically for the twenty first century.

The Academic Plan: Framework Document

A major undertaking of 2002 year was the development and articulation of an ambitious Academic Plan which essentially outlined the University’s future. Supporting existing programs, protecting the University’s core values, and providing clear strategic directions are central elements of this document entitled *Academic Plan: Framework Document*. The University’s motto: “What you do, do well” was the guiding principle of the Plan.

The Academic Plan was the result of over a year of plenary sessions, research, and consultations with all levels of the University’s many constituencies. The dimensions of Saint

Mary’s activities are highlighted under four sections:

- History and Character
- Key Success Factors
- Building on Strength
- Meeting Challenges and Opportunities

“The plan describes the scope of activities which comprise our institutional agenda and emphasizes the mutually reinforcing nature of these endeavours,” says Dr. Terry Murphy, Saint Mary’s Vice President, Academic and Research, who led the process of developing the Academic Plan. “Working with a clearly articulated sense of academic priorities was crucial to the development of the Academic Plan,” he says. “We wanted to ensure that academic concerns would drive, rather than be driven by, the process.” Dr. Colin Dodds, President of Saint Mary’s says, “Academics are at the core of what we do, research, teaching, service and everything else has to support that.”

Dr. Dodds describes the Academic Plan as a partnership within the Saint Mary’s community. “Through a consensus in the academic areas on direction, in consultation with other areas of the University we have ended up with a shared vision and will share in the implementation of the plan.” Dr. Dodds says that the Academic Plan will provide a roadmap for the future. “The Academic Plan outlines what we will need to sustain us along the journey, our direction and how long it will take.” He says that it will also establish markers of the University’s progress and help to assess performance. “To simply say that we have a plan is not enough, as implementation moves forward we will be revising the plan and continue to go back to it,” says Dr. Dodds. “What we are doing is strategizing and not being rigid so that we can deviate from the plan. It requires a fluidity because things can change. The dynamism and flexibility of the plan will allow us to fine tune it as we go along.”

Many elements of the plan have now been realized and the University is engaged in developing a new Academic Plan to take the University forward for the next 5 years and beyond.

Memberships

Saint Mary’s University is a member of a number of organizations including Association of Universities and Colleges of Canada, Association of Atlantic Universities, and Association of Commonwealth Universities.

Affiliations

Saint Mary’s University has been associated with Dalhousie University (formerly DalTech and prior to that the Technical University of Nova Scotia) since 1916, providing the first two years of study leading to the degree of Bachelor of Engineering in civil, electrical, mechanical, mining, metallurgical, chemical, and industrial engineering. Formal association also exists between the University and Ignatius College in Guelph. The affiliation between Saint Mary’s University and Regis College, Toronto, has been in suspension in light of the association between the Toronto School of Theology and Regis College. At the beginning of

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the 21st century, Saint Mary's University and the Atlantic School of Theology entered into a formal Memorandum of Agreement concerning future co-operation and new initiatives. This promises many exciting new developments, including a Centre for Ethics as well as co-operative ventures with faculty and students.

University Crest and Motto

The University crest was designed in the 1940s by the Reverend Daniel Fogarty, S.J., the then Dean of Education. Each symbol in the crest has a significance relevant to the various phases and history of the University. On the outer portion of the crest the name and location of the University are inscribed in Latin, and in Roman numerals (1841), the date the University received its charter authorizing it to grant degrees. The book shown above the shield represents learning and knowledge. The inscription on the page of the book is in Latin – "Age Quod Agis". This is the motto of the University which exhorts all those connected with the University to strive to do their best in everything that they do. This quotation is from the Irish Christian Brothers and symbolizes their contribution to the development of the institution. The centre portion of the crest is a shield. The upper part of this has the official seal of the Jesuits with I.H.S. being the Greek initials for Christ's name. Below these initials are the three nails which represent the Crucifixion and surrounding these is the Crown of Thorns.

The two crowns in the lower part of the shield represent a dual loyalty – to the then Dominion of Canada and to the British Commonwealth. Below these crowns is the thistle, emblematic of Nova Scotia's Scottish heritage.

University Colors and Mascot

The official colors of the University are maroon and white.

In 1960 Saint Mary's University chose Huskies as the name for their sports teams. The Siberian Husky became the official mascot for qualities which paralleled the teams' motto, In Pursuit of Excellence. Pound for pound, the

Siberian Husky is the strongest draft dog in existence. A versatile and gentle dog, the Husky is the perfect example of tenacity, drive, and loyalty. Like their namesake, the Saint Mary's Huskies strive for gold. They are willing to work hard and are always attempting to achieve their fullest potential.

The University Mace

The ceremonial mace, which is carried by the Marshal of Convocation at the head of the academic procession, was presented to Saint Mary's in April 1980 and used for the first time at the 1980 Convocation. It symbolizes the University's authority to grant degrees. It was made and presented to the University by Maritime Command in recognition of Saint Mary's alumni killed in both world wars and also serving members of the Canadian Armed Forces who have been students at the University. The mace is made of oak with a cast brass crown and brass plates carrying traditional ceremonial engravings. The plates represent the contribution to Saint Mary's by the Jesuit Fathers, the Christian Brothers of Ireland, the Archdiocese of Halifax, the LaSalle Christian Brothers, the Lay Teachers, and the Armed Forces.

The Presidential Medallion of Office

On 22 October 2000, a Medallion of Office was officially presented to the University and used for the first time at the Installation of Dr. J. Colin Dodds as President. Designed and crafted by James Bradshaw and Bruce Babcock of James Bradshaw Jewellery Design Studios, Inc., Halifax, its centre is a University Gold Medal, traditionally awarded to the top graduating students. It symbolizes the University's deep commitment to academic excellence. It is surrounded by contrasting sterling silver, representing the diversity of the institution's students and of its academic programs. It was generously presented by Mary Eileen Donahoe and her family as a memorial to the late Senator Richard A. Donahoe, Q.C., K.S.G., LL.D.(Hon.), a member of one of the earliest Boards of Governors, in recognition of his career of public service and his love of Saint Mary's.

ACADEMIC CALENDAR OF EVENTS

2007–2008

2007**July**

3 (Tuesday) Deadline for filing an Application for Graduation for Fall Convocation, 2007.

Registration

Details on registration for the 2007-2008 academic year will be published in the *Registration Guide, 2007-2008*, published in mid-June 2007.

September

5 (Wednesday) **CLASSES BEGIN.**

14 (Friday) (a) Last day for registering and changing six (6) credit hour courses (i.e., designated .0) and three (3) credit hour courses (i.e., designated .1)

(b) Last day for filing Applications for Graduation for degrees, diplomas and certificates to be awarded at Spring Convocations, 2008.

(c) Last day for final payment of first semester tuition fees.

October

8 (Monday) Thanksgiving Day. No classes.

28 (Sunday) Fall Convocation, 2007.

November

9 (Friday) Last day for withdrawing, without academic penalty, from three (3) credit hour courses (i.e., designated .1) and from six (6) credit hour course (i.e., designated .0) taught only in the first semester (Reference: Academic Regulation 16).

11 (Sunday) Remembrance Day.

12 (Monday) Classes as usual but administrative offices closed.

30 (Friday) Last day of classes in first semester.

December

1 (Saturday) Study Day. No classes.

3 (Monday) Start of formal final examinations in three (3) credit hour courses (i.e., designated .1) and formal mid-year examinations in six (6) credit hour courses (i.e., designated .0).

8 (Saturday) Patronal Feast of the University. No examinations are scheduled on this day.

17 (Monday) End of final exams and end of first semester. **Note:** Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.

2008**January**

3 (Thursday) University reopens

7 (Monday) **CLASSES RESUME.**

16 (Wednesday) (a) Last day for registering in a three (3) credit hour course (i.e., designated .2)

(b) Last day for final payment of second semester tuition fees.

17 (Thursday) Last day for withdrawing, without academic penalty, from a six (6) semester hour course (i.e., designated .0) taught over both semesters (Reference: Academic Regulation 16).

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February

18 (Monday) – Winter Break. No classes.
23 (Saturday)

March

14 (Friday) Last day for withdrawing, without academic penalty, from three (3) credit hour courses (i.e., designated .2) or six (6) credit hour courses (i.e., designated .0) taught only in the second semester (Reference: Academic Regulation 16).

21 (Friday) Good Friday. University closed.

April

8 (Tuesday) Last day of classes in second semester.

9 (Wednesday) Study Day.

10 (Thursday) Start of formal final examinations in three (3) credit hours courses (i.e., designated .2) and in six (6) semester hour courses (i.e., designated .0).

26 (Saturday) End of formal final examinations and end of second semester. **Note:** Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.

May

5 (Monday) Classes begin for Summer Session I.

9 (Friday) Last day for registering or changing 7 week courses.

19 (Monday) Victoria Day Holiday – no classes.

21 (Wednesday) Last day to withdraw, without academic penalty, from courses taught over the 1st 3 ? weeks.

23 (Friday) Spring Convocations, 2008 at Halifax Metro Centre (tentative).

29 (Thursday) Classes begin for courses taught in the 2nd 3 ? weeks.

June

4 (Wednesday) Last day for registering or changing courses taught over the 2nd 3 ? weeks.

5 (Thursday) Last day to withdraw, without academic penalty, from courses taught over 7 weeks.

16 (Monday) Last day to withdraw, without academic penalty, from courses taught over the 2nd 3 ? weeks.

20 (Friday) Summer Session 1 concludes.

July

7 (Monday) Last day for filing applications for degrees, diplomas, and certificates to be awarded at Fall Convocation 2008.

11 (Friday) Last day for registering or changing 7 week courses.

23 (Wednesday) Last day to withdraw, without academic penalty, from courses taught over the 1st 3 ? weeks.

30 (Wednesday) Classes begin for courses taught in the 2nd 3 ? weeks.

August

5 (Tuesday) Last day for registering or changing courses taught over the 2nd 3 ? weeks.

7 (Thursday) Last day to withdraw, without academic penalty, from courses taught over 7 weeks.

18 (Monday) Last day to withdraw, without academic penalty, from courses taught over the 2nd 3 ? weeks.

22 (Friday) Summer Session II concludes

Board of Governors and Senate

Board of Governors

Chairperson

Mr. Paul Dyer

Vice-Chairperson

Mr. David Grace

Members Ex-Officio

Chancellor
Archbishop Terrence Prendergast, S.J.

Vice-Chancellor
Most Reverend Claude Champagne

President
Dr. J. Colin Dodds

Vice-President, Academic and Research
Dr. Terrence Murphy

Vice-President (Administration)
Ms. Gabrielle Morrison

Vice President (Finance)
Mr. Lawrence Corrigan

Members Appointed by the Roman Catholic Episcopal Corporation

Ms. Helen Gillis to July 31, 2007
Ms. Karen Oldfield to July 31, 2006
TBA

Members Elected by the Alumni Association

Mr. Robert (R.B.) Cameron to July 31, 2006
Ms. Wendy Brookhouse to July 31, 2008
Ms. Sarah Dennis to July 31, 2006
Mr. George McLellan to July 31, 2008
Mr. Garry Pye to July 31, 2006
Ms. Michele Wood-Tweel to July 31, 2007

Members Elected by the Academic Staff

Dr. Paul Bernard to July 31, 2009
Dr. Keith Vaughan to July 31, 2009
Dr. Jaroslav Dostal to July 31, 2008
Dr. Edna Keeble to July 31, 2007
Dr. Shripad Pendse to July 31, 2007
Dr. Russel Summers to July 31, 2008

Members Elected by the Students

Ms. Leah Bilodeau to July 31, 2007
Mr. Zach Churchill to July 31, 2007
Mr. Olivier Jarda to July 31, 2007
Mr. Monwabisi Sobantu to July 31, 2007

Member Appointed by the Upper Canada Province of the Society of Jesus

TBA

Members Elected by the Board of Governors

Mr. Paul Dyer to August 31, 2006
Dr. Eligio (Lee) Gaudio to July 31, 2006
Mr. David Grace to July 31, 2007
Mr. Thomas (Tim) C. Moore to July 31, 2008
Mr. Paul Sobey to July 31, 2007
Mr. Fred Smithers, O.C. to July 31, 2008
TBA
TBA

Members Appointed by the Lieutenant-Governor in Council

Mr. John Fitzpatrick to December 16, 2007
Mr. Lawrence Hood to December 16, 2007

Observer Elected by Support Staff

Ms. Susan Cannon to August 31, 2008

Academic Senate

Chairperson

Dr. Donald J. Naulls

Vice-Chairperson

Dr. Jeff Power

Members Ex-Officio

Dr. J. Colin Dodds, President

Dr. Terrence Murphy, Vice-President, Academic
and Research

Dr. Esther Enns, Dean of Arts and Acting Dean of
Education

Dr. David Wicks, Dean of the Sobey School of Business

Dr. Malcolm Butler, Dean of Science

Dr. Kevin Vessey, Dean of Graduate Studies and
Research

Dr. Paul Dixon, Associate Vice President (Enrolment
Management) and Registrar

Mr. Keith Hotchkiss, Director of Student Services

Ms. Madeleine Lefebvre, University Librarian

Members Elected

To August 2009

Dr. Deborah Kennedy

Dr. Donald Naulls

Dr. Georgia Pe-Piper

Dr. Danika van Proosdij

Dr. Thomas Rand

To August 2008

Dr. Robert Dawson

Dr. Robert Konopasky

Dr. John MacKinnon

Dr. Jeff Power

Dr. Veronica Stinson

To August 2007

Dr. Susan Bjornson

Dr. Norma Linney

Dr. Robert McCalla

Dr. Ron Russell

Dr. Tim Stretton

Student Senators

Mr. Zach Churchill

Mr. Olivier Jarda

Miss. Christina Lopez

Mr. Michael Steeleworthy

Mr. Rhys MacDonald

Senate Office

Barb Bell

Academic Regulations

**Section
2**

Foreword

Philosophy behind Academic Regulations

Academic regulations exist to assist the students in academic matters; to delineate the terms of students' contract with the University; and to maintain the integrity of the University's academic programs. While regulations enable the system to operate smoothly and effectively, they also facilitate growth, development, and responsibility in students. Saint Mary's makes every effort to ensure that advice on academic matters is available to its students, but in the final analysis it is the students' responsibility to seek such advice.

The information, regulations, and guidelines contained in this section apply to all students at the University. Additional regulations pertaining to Masters' programs are in the Section 3 of the *Calendar*, while regulations pertaining to majors, honors, concentrations, and minors are found in Section 5.

Note: The University continuously reviews all of its academic regulations and hereby serves notice that significant revision(s) thereto may occur from time to time and will be duly promulgated officially.

Students, members of faculty, and administrative officers concerned with academic matters are all expected to be familiar with the rules, regulations, and procedures of the University as published in this *Academic Calendar*. The University reserves the right to approve academic programs and timetables, and to control access to courses and individual classes. It is the particular responsibility of students to ensure that the courses which they take are appropriate for their academic program, involve no timetable conflicts, and collectively satisfy all the requirements of that program.

Note: Academic administrators may appoint designates to carry out functions and responsibilities delineated in these academic regulations.

Admissions

1. Admission Requirements

a. Admission is limited and at the discretion of the Program Coordinator and the Dean of the Faculty of Graduate Studies and Research (FGSR). General, as well as program-specific admission requirements (see individual graduate program descriptions), have been established as a guide to applicants. Possession of these minimum requirements does not establish the right of the applicant to be admitted or readmitted to the University. The University reserves the right to accept or reject any applicant. An acceptance is valid for the starting date and semester identified in the letter of acceptance. It cannot be advanced or deferred. An applicant who does not register for the specified initial semester must reapply for admission. Admission is not guaranteed.

b. Once admitted to the University, the student agrees to abide by any and all rules and regulations affecting students officially passed and duly promulgated. The student agrees that failure to abide by such regulations and rules may result in expulsion from the University without refund of tuition or any other fees paid by the student to the University.

c. To be considered, an applicant shall hold a bachelor's degree or its equivalent from an institution recognized by the Senate and shall have a knowledge of the proposed field of specialization satisfactory to the graduate program concerned.

d. Preference will be given to applicants who hold an honours degree. In addition, admission will be granted only to those students who show a high promise of success in post-graduate study as demonstrated by the results of appropriate tests and their records of previous academic accomplishment. See the regulations listed under each graduate program for specific additional minimum requirements for admission to that program.

e. Students whose first language is not English, and who have not attended an English language secondary school or have a previous degree completed totally in English, are required to take one of the standardized English language proficiency tests. These tests are administered by the University of Michigan, the College Entrance Examination Board, the University of Cambridge, and Saint Mary's University. The minimum standards for admission to the University are listed below. The MBA and Ph.D. Business Administration (Management) have requirements greater than those listed here (see the individual graduate program descriptions for details).

- (i) a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) (minimum computerized TOEFL score 213) or a minimum iBT score of 80 overall with at least 20 in each of the four sub-tests: Reading, Writing, Listening and Speaking; or
- (ii) an aggregate grade of C or higher on the Cambridge First Certificate in English; or
- (iii) a minimum score of 80 on the Michigan examination (MELAB); or
- (iv) an average of 4.5 on the CanTEST administered by Saint Mary's University; or
- (v) a minimum score of 6.5 on the International English Language Testing System (IELTS).
One of the above examinations may be taken in almost any country of the world at almost any time of the year.
- (vi) Successful completion of English for Academic Purposes, Level Six, in the Intensive English Program, administered by Saint Mary's University.
- (vii) A minimum score of 60 on the Canadian English Language Assessment (CAEL).

Applicants should apply directly to one of the following testing centers:

- (i) Educational Testing Service (TOEFL)
Box 899
Princeton, New Jersey 08514 U.S.A.

- (ii) Cambridge Examinations in English
Local Examinations Syndicate
Syndicate Buildings
Cambridge, England
- (iii) University of Michigan English Proficiency Test
Language Institute of Ann Arbor
Ann Arbor, Michigan 48104 U.S.A.
- (iv) For the CanTEST or CAEL:
TESL Centre
Saint Mary's University
Halifax, Nova Scotia B3H 3C3 Canada
Phone: 902-420-5691
Fax: 902-420-5122
E-mail: tesl@smu.ca
- (v) For the IELTS:
IELTS Scheme Officer
University of Cambridge Local Examinations Syndicate
1 Hills Road
Cambridge UK
CB1 2EU

Students whose first language is not English should note subsection 14, below.

Note:

International students on visas, student authorization, student permits, or minister's letter permits are advised that they are responsible for complying with the Immigration Laws of Canada. Students are responsible for keeping informed of revisions and addenda to these Laws.

2. Procedure for Admission

a. Application for admission shall be made to the Faculty of Graduate Studies and Research (FGSR). Applicants shall arrange to have forwarded an official transcript of their academic record and letters of recommendation from at least two persons in a position to judge the applicant's capacity for graduate study. Several programs require additional information. Details may be obtained by consulting the Faculty website at <http://fgsr.smu.ca> or by requesting application materials for the program of interest.

b. The submission date for application forms and all supporting documents to the FGSR Office varies with program, but unless otherwise stated, is before February 1 of the academic year prior to the one for which admission is sought. Submission of the application by the required date is particularly important if the applicant wishes to be considered for financial support. Applicants should read carefully the detailed description of the individual graduate programs within the Academic Calendar for any additional program-specific admission requirements.

c. Successful applicants will be notified by the Dean of the FGSR.

3. Admission as a Visiting or Upgrading Student

Students who are enrolled in a graduate degree program at another university, or who hold an undergraduate or graduate degree but are not currently enrolled in a graduate program, may be admitted to take courses within the FGSR as a Visiting or Upgrading student, respectively. Permission to take graduate courses as a Visiting or Upgrading student in the FGSR requires approval from the relevant Program Coordinator. Students would be charged per-course fees for each course (see Section 4 of the Graduate Studies Academic Calendar). Prospective students should submit a completed the "Application Form for Visiting, Upgrading and Reactivation Students" available on the FGSR website (<http://fgsr.smu.ca/>). If Visiting Students wish to receive credit for course taken at Saint Mary's towards their degree at their home institution, they should have a "Letter of Permission" from their home University.

4. Advanced Standing

a. On the recommendation of the appropriate Program Coordinator and the Dean of the FGSR, a maximum of twenty percent (20%) of the credits required for a graduate degree in Astronomy (MSc), Philosophy, History, Psychology, and Atlantic Canada Studies can be recognized for graduate courses previously completed at another recognized academic institution and not previously used in the fulfillment of the requirements for another degree. In the case of the MBA program, the maximum number of such transfer credits is thirty (30) credit hours; for the Master of Science in Applied Science the number is six (6) credit hours; for the Astronomy Ph.D. program, the maximum number of transfer credits is twenty-four (24) credit hours.

b. Advanced standing credit will not be awarded for less than a grade of B (or the equivalent).

c. Credit will not automatically be recognized for university courses completed more than ten (10) years prior to the students' return to University study. The Dean's assessment of the number of credit hours that students must complete to satisfy their academic program is final.

Registration

5. Registration

a. Registration of students in graduate programs shall take place at times indicated in this Academic Calendar and the Registration Book, published annually, approximately mid-to late July.

b. Students are not permitted to register until they have received notification of acceptance.

c. Except for students on Leaves of Absence, students must maintain registration until completion of all requirements for their degree.

d. Depending upon the individual graduate program, students are designated as full-time or part-time. For descriptions of full-time versus part-time study, applicants are advised to check carefully subsection 7, below, and the detailed description of the individual graduate programs within the Academic Calendar. For those programs which allow either full-time or part-time registrations, the status of an individual student will be identified in their letter of acceptance. Changes to a student's status after acceptance requires permission of the Program Coordinator and the Dean of the FGSR.

6. Payment of Fees

a. For all MA and MSc students who started their programs prior to September 2004, and for all current students enrolled in the MBA program, fees per semester are based upon the enrolled courses that semester (i.e. a Per-Course-Fee Basis). Students in all other graduate programs have their fees assessed on Program-Fee Basis. Program-Fee students are charged a fee for their entire program, charged once, or in multiple installments over their programs (for details, see Fee Tables in Section 4 of the Graduate Studies Academic Calendar and in the Registration Guide or contact the FGSR Office).

b. Only during the minimum time-for-completion of the program will full-time students be eligible for funding from the FGSR. Part-time students are not eligible for funding from the FGSR. Normally students who receive a FGSR Fellowship or FGSR Graduate Award will receive their funds (less fees) in three installments, one at the beginning of each semester, provided they have registered early.

Note:

For the proper assignment of fees and scholarship funds, students not registered in any course work but working on their thesis or masters research project must register in Thesis Continuation (e.g. THES9999) or Program Continuation (FGSR9000) for every semester in which they are in their graduate program.

7. Full-time versus Part-time Status

a. For all graduate students who started their programs prior to September 2004, and for students enrolled in the MBA, program (i.e. in Per-Course Fee programs, see subsection 6, above), full-time or part-time status is identified by course load within the semester. Students must formally register for all courses. The normal load in an academic session for a full-time student is fifteen (15) credit hours per semester. Students registered for at least nine (9) credit hours in a semester are considered to be full-time, while students registered for fewer than nine (9) credit hours per semester are part-time.

b. For all other graduate students (i.e. those in Program Fee Based graduate programs), full-time and part-time status is defined as below:

(i) **Full-Time:** a student who is enrolled in a program of study, who makes demands upon the resources of the

institution by enrolling in courses, engaging in research, and/or writing a thesis/report under continuing supervision. These students will normally be geographically available to the university, will visit the campus regularly, and will not be engaged in full-time employment (on or off campus) while registered as full-time students (except while undertaking program defined requirements such as co-op work semesters, practica, and internships), and will be in pursuit of their studies as a full-time occupation.

(ii) **Full-Time Continuing:** a student who is enrolled in a full-time program of study who is beyond their minimum time-for-completion (see subsection 18, below), who makes demands upon the resources of an institution by enrolling in courses, engaging in research, and/or writing a thesis/report under continuing supervision. These students will normally be geographically available to the university, will visit the campus regularly, will not be engaged in full-time employment (on or off campus) and will be in pursuit of their studies as a full-time occupation.

(iii) **Part-Time:** a student who is enrolled part-time in a program of study in an approved graduate degree, certificate, or diploma program. These students will normally be engaged in completing 50% or less of the program requirements per semester.

(iv) **Part-Time Continuing:** a student who is enrolled part-time in a program of study, who has exceeded the minimum time-for-completion of their program (see subsection 18, below). Note: Part-time Continuing is the normal, default status for students beyond their minimum time-for-completion of their program registered as Thesis Continuation.

c. Regarding full-time (FT) and part-time (PT) status of students in Program-Fee Based graduate programs, please note the following:

- (i) Graduate students will be designated as FT or PT by their Graduate Program Coordinators.
- (ii) Following admission, changes in registration status from FT to PT or vice-versa will be allowed ONLY with the permission of the Program Coordinator and the Dean of the FGSR and only when the student's situation changes so as to satisfy the above definitions.
- (iii) Only during the minimum time-for-completion of the program will FT students be eligible for funding from the FGSR. PT students are not eligible for funding from the FGSR.

d. For all students beyond their residency periods (see subsection 18 below) and on Thesis or Program Continuation, the default status of their graduate program is Part-time Continuing.

8. Auditing Courses

With permission of their thesis supervisor, program coordinator, and the course instructor, students may audit courses but they must formally register as auditors in these courses. Auditors participate in all regular class activities, but are not expected to prepare formal assignments, write papers, or take quizzes, tests, or examinations. With the

permission of the instructor, however, they may perform these activities and receive an informal evaluation of their work. Audited courses are not given credit hours or regular grades but the notation of AU is included on the students' official record. Within the normal time limits for changing courses, students may request permission to change from regular registration status in a course to auditing status or vice versa.

9. Course Changes

- a. Course changes should only be made with the approval of the Program Coordinator.
- b. At the beginning of each academic session, a period of time is provided for students to alter their registration without the change being noted on their permanent records. During these periods, and subject to availability, a course (or section of a course), lab, or recitation may be added, dropped or exchanged for another.
- c. For all these changes the period of time required from the first official day of classes is eight working days (excluding Saturdays) during the academic year; five days in a summer session.
- d. Changes can be effected only through Banner Self-Service. Consult the Calendar of Events for specific dates.
- e. Only in extraordinary cases will a Dean or Associate Dean authorize any course changes after the time deadlines. Special forms for this purpose are available **only** from those with this signing authority.

Warning: Students are responsible for all required work in the course regardless of the date of their entry into the course. Students can expect reasonable accommodation if they are impacted negatively by late registration and/or course changes. In Per-Course Fee graduate programs, tuition fees are charged from the first day of classes, even when a student registers late.

- f. Students cannot be registered in a course, lab, or recitation which has reached its maximum enrolment and therefore is regarded as being full. In exceptional circumstances, the course instructor or heads of academic units (i.e., chairperson, subject area representatives, directors of divisions, or area coordinators) may authorize a student to register in a closed course, lab, or recitation. This must be done through an over-ride on the student information system. The student may then register in the course. Permission to register does not mean that the student is registered.

10. Withdrawing from a Course

- a. Students may only withdraw from a course with the permission of the Program Coordinator.
- b. In the case of three (3) credit hour courses, after the time limits indicated in 9c above have expired, and provided the three (3) credit hour course still has one quarter of the

instruction time remaining, students may withdraw from the course. In the case of six (6) credit hour courses, after the time limits indicated in 9c above have expired, and providing the tenth day of classes in the second semester has not passed, students may withdraw from the course. In such cases a grade of W will automatically be awarded. Students withdrawing from a course after these time limits automatically receive a grade of F.

- c. A student who registers for a course and does not withdraw is considered to be taking the course, and if no grade is assigned by the instructor, a grade of F will be recorded automatically. Non-attendance at class or non-payment of tuition fees does not constitute an official withdrawal from a course, lab, or recitation for which the student initiated registration procedures.
- d. For purposes of registration, sections of courses, labs, and recitations are considered the same as individual courses; hence academic regulations, procedures, and deadlines apply to all types of changes.
- e. Students are advised that if they completely withdraw from all their courses prior to the end of the add/drop period, a \$50.00 processing/administrative fee will be levied.
- f. Students who are granted a complete retroactive withdrawal (regardless of the number of courses involved) will be charged a \$50.00 processing/administrative fee.

Notes:

- (i) Students must withdraw through Banner Self-Service. Alternatively, a letter of withdrawal can be forwarded to the Registrar which must include the student's name, address, Saint Mary's I.D. number, and the courses (with section numbers if applicable), labs, and recitations involved in the withdrawal. Students must initiate the withdrawal from all courses, labs, and recitations. The automatic withdrawal from courses because of the withdrawal from another course which is a stated prerequisite does not occur. This same principle applies when students fail a course which is a prerequisite for another for which they have already registered. In these instances, students must initiate the withdrawal from the course(s) for which they lack the stated prerequisite.
- (ii) Students should note that the deadlines for academic withdrawal differ from those for financial adjustment and possible refund of tuition and related fees.

11. Retaking a Course

- a. With the permission of the Program Coordinator, students may retake a course.
- b. In the cases where courses have been renumbered, changed in level, or where a six (6) credit hour course (formerly referred to as a "full course") has been split into two three (3) credit hour courses (formerly termed "half courses") or vice versa, a student who received credit hour recognition for the original course is not entitled to repeat

the course in its new format or on its new level for additional credit hour recognition.

c. Students will not ordinarily be given credit hours for a course taken at another educational institution which they have already taken and failed at Saint Mary's.

12. Transfer Credit Hours

a. While registered in graduate programs at Saint Mary's University, students may be authorized by the appropriate Program Coordinator and the Dean to take a course(s) at another academic institution for transfer credit hours to an academic program at Saint Mary's. Students seeking such permission must obtain a Letter of Permission (LOP) application from the Registrar's Office. They should complete the application and submit it along with a letter to the Dean of the FGSR (for Arts-based programs), the Associate Dean of the Sobey School of Business (for Commerce-based programs), or the Dean of Science (for Science-based programs). The letter of application should state why the student wishes to take the course at another institution, how the requested course fits into the student's academic program, and whether it has been determined that no equivalent or other suitable course is available at Saint Mary's University. A full description of the course(s) for which transfer credit hours are requested must be included with the letter to the Registrar. The description from an academic calendar may suffice. The student will be notified of the Dean's decision and, if permission has been granted, the student must take the approved LOP to the Registrar's Office. The Registrar will forward a Letter of Permission directly to the institution at which students are permitted to study. Students are responsible for completing the proper application and registration procedures at the designated institution.

b. Students who are permitted to take a course(s) at an institution other than Saint Mary's by means of a Letter of Permission are responsible for paying all appropriate fees to the institution at which they are taking the course(s).

c. In cases where the University has entered into a special arrangement with another educational institution for shared instruction in a particular program, the normal application and registration procedures will be followed.

d. In the case of distance education courses (including those by correspondence), the normal procedures for transfer credit hours are to be followed. In addition, proof must be presented that the institution offering the correspondence course also recognizes it for credit hour purposes toward an academic program.

e. Before transfer credit hours can be considered, students must have the institution concerned send to the Registrar an official transcript of the work undertaken.

f. For graduate programs, no transfer credit hours will be given for courses with grades below B (or the equivalent).

g. Except under the above provisions, students may not

register concurrently at Saint Mary's and at another academic institution. Should a student's concurrent registration be discovered, the University, on the advice of the Dean of the FGSR, reserves the right to deny the student any credit hours taken at another institution and to cancel that student's acceptance and/or registration at Saint Mary's University.

h. Letters of Permission will not be authorized on a retroactive basis.

13. Withdrawals from Programs

a. To withdraw from a graduate program for non-academic reasons, students must notify the FGSR in writing through their Program Coordinator. After a withdrawal from a graduate program, if a student wants to be readmitted and is in a position to resume her/his studies, she/he is required to reapply for admission. The Program Coordinator will be responsible for recommending the terms of readmission, including the outstanding academic requirements and the deadline for completion of the entire graduate program. The final decision on approval for readmission will be made by the Dean of Graduate Studies and Research.

b. Failure of any course ordinarily will require withdrawal from the program. In exceptional circumstances, the Program Coordinator and the Dean of the FGSR may allow the student to remain in the program. In such a case, failure of a second course will require withdrawal from the program.

c. Students whose participation, work or progress is deemed to be unsatisfactory may have their registration terminated and be denied the right to continue at the University by the Dean of the FGSR.

Program of Study and Research

14. Language of Instruction and Examination

The language of instruction for all graduate programs is English. Likewise, all theses will be written and examined in English. The only exception to this policy is where the nature of the scholarly topic requires that the thesis be written, in whole or in part, in a language other than English. The rare exceptions for use of a language other than English in a thesis must have approval in writing from the student's supervisor, the Program Coordinator, and the Dean of the FGSR. The Supervisor and Program Coordinator must also ensure that qualified thesis examiners, fluent in the language presented in the thesis, are available for examination of the thesis. Even if the thesis is written, in whole or in part, in a language other than English, the thesis examination will be carried out in English.

15. Program Requirements

a. Students entering with an honours degree (or equivalent) must complete a minimum number of credit

hours of course work as defined by the program (see detailed descriptions of the individual graduate programs in Section 3 of the Graduate Studies Academic Calendar) and, where applicable, submit an acceptable thesis or masters research project (MRP). In some programs, a master's degree or graduate diploma may consist of course-work only and no thesis or MRP (e.g., M.Sc. in Astronomy). The course requirements for such non-thesis programs are described in the detailed description of the program. Courses in all programs must be at the 5000 level or above, but where advisable, courses at the 4000 level may be included in a program, provided that the requirements applying to graduate students in such courses are of a graduate standard.

b. A student may be required to audit a course as part of the program of study (see subsection 8, above).

c. In order to graduate, a student must obtain a degree grade point average (DGPA) of at least 3.00 (see subsections 28 and 29 below)

d. Where required, a student shall submit a thesis on a subject approved by the Program Committee in which research has been conducted under the direction of a supervisor appointed by the appropriate Program Committee. An oral defence in the presence of an Examining Committee appointed by the Program Coordinator and the Dean of the FGSR is mandatory. The minimum requirements for the composition of the Examining Committees are:

- (i) the Thesis Supervisor
- (ii) an examiner who may have been previously involved in the supervision of the student's thesis research
- (iii) an "external" examiner who has not been previously involved in the supervision of the student's thesis research; for PhD Examining Committees, the external examiner must be an expert in the thesis topic, external to Saint Mary's University, and not in a conflict of interest with either the PhD candidate or his/her supervisors.
- (iv) a neutral Chair (normally the Program Coordinator or the Dean of the FGSR or their delegates)

e. The thesis must be ruled acceptable by the Examining Committee. Any suggestions by the Committee concerning corrections, additions and other necessary changes must be either completed or formally refuted by the student to the satisfaction of the Examining Committee before the thesis/major research project can be accepted. For details on the examination/defence procedures for thesis/major research paper/project, students should contact their Program Coordinator.

f. To be eligible for graduation, the student's completed thesis must be submitted with the consent of the Supervisor/Supervisory Committee to the Program Coordinator with enough time for the thesis to be distributed, reviewed, examined in an oral defence, revised, copied and submitted to the Registrar before Senate meets to approve the list of graduates. Although this date varies each year, a good rule is that the thesis should be submitted

to the Program Coordinator one month before the end of classes for a spring convocation or by August 15 for a fall convocation. Students should contact the FGSR Office to be informed of the specific recommended date for submission of the thesis to enable processing time for Convocation.

g. Changes in either the program of courses or the topic of the thesis require the approval of the Program Committee.

16. Thesis Handling – Student's Responsibilities

a. The thesis/major research project must be submitted in the following form:

(i) Paper: Good quality bond paper, 21.5 cm (8 1/2") x 28 cm (11")

(ii) Typescript: Double spaced

(iii) Margins:

Left hand margin: 4 cm (1 1/2")

All other margins: 2.5 cm (1")

(iv) Abstract:

– Length: maximum 350 words for doctoral theses, 150 words for master's theses, and 300 words for Major Research Projects

– Must be in typescript

– Should bear the title "Abstract/Executive Summary" and include the name of the author, the title of the thesis/major research paper/project and the date of submission.

(v) Your title page must include the names of all advisors/examiners but cannot contain any original signatures. You must include a separate Signature Page: A page designed to contain the signature of all members of the Examining Committee, including any external examiners, if applicable. Only one copy of the Signature Page should be submitted. It will not be bound in any copies of the thesis.

b. The student must also meet any additional requirements of the Program concerned.

c. The student must pay the binding fee for three copies of the accepted thesis/major research paper/project at the Financial Services Office at the current rate. These copies are for the library, archives, and department; if the student wants personal copies they must submit and pay for additional copies. Note that EMBA students must submit five copies, one of which is a student copy. After all copies have been paid for, the original binding fee receipt is to be submitted to the FGSR Office along with the three required copies (one original and two (2) copies) of the thesis/major research paper/project, plus any additional personal copies paid for. A duplicate receipt for this amount must accompany the unbound thesis/major research paper/project when delivered to the Library, as proof of payment.

d. All theses must include copyright permission letters (if copyrighted material is being reproduced) and Research Ethics Board Certificates (if issued). For Doctoral and Master's degree students, a completed "Permission to Microfilm" form must also accompany the above. This form, from the National Library of Canada, Canadian Theses Division, is available from Information Services in

the Library. It grants permission for the microfilming of the thesis/major research paper/project and the sale of the microfilm. A UMI form must also be included. All thesis instructions and all required forms are part of the "Format and Binding Procedures"/"Binding Data Sheet" package available at the Library's information desk, and online at www.smu.ca/administration/archives/theses.html.

17. Thesis Handling – The Library's Responsibilities

- a. The Library arranges for the binding of all accepted theses/major research papers/projects.
- b. Original copies of Master's theses/major research paper/projects are sent to the National Library in Ottawa for micro-filming before they are bound and placed in the archives.
- c. Copies of the theses/major research paper/projects are bound and distributed as follows:
 - (a) One copy is sent to the student's Department;
 - (b) One copy is catalogued and made available through the General Collection of the library; and
 - (c) One copy (the original) is placed in archives and remains as non-circulating material.
- d. The Library will accept for binding additional copies of a thesis/major research paper/project only if the student provides the extra copies and pays the additional binding fee. (Proof of payment in the form of a duplicate receipt must accompany additional copies.)
- e. Copies of the student's Signature Page, as well as any REB forms or copyright letters that contain original signatures will be kept of file at the University Archives.

18. Times-for-Completion of Graduate Programs

- a. The normal academic year of the FGSR is composed of three 4-month semesters running from September 1 to August 31. Full-time students will normally complete their studies through a series of consecutive 4-month semesters. (e.g., three semesters will constitute 12 months of continuous full-time study; six semesters will constitute 24 months of continuous full-time study).
- b. The FGSR has established normal minimum (often referred to as residency period) and maximum completion times for each program (see following table). Normally, Full-Time (FT) students will complete their program within the defined time periods. For Part-Time (PT) students, the minimum period will be double that defined for FT students.
- c. If a student (FT or PT) does not complete the program within the minimum period, they must be registered as a FT Continuing or PT Continuing student until they complete the program, provided they do not exceed the maximum time for completion of a program (see subsection 7, above).
- d. If a student (FT or PT) does not complete their program within the maximum period, they are not entitled to continue their program, unless they have applied for and been granted an Extension to their graduate program (see Graduate Academic Regulation 19).

Minimum and Maximum Time-for-Completion of Graduate Programs				
	Minimum number of years (semesters)		Maximum number of years (semesters)	
	Full-time	Part-time	Full-time	Part-time
Graduate Program				
MA Atlantic Canada Studies	2 (6)	4 (12)	6 (18)	6 (18)
MA Criminology	2 (6)	4 (12)	5 (15)	7 (21)
MA History	1 (3)	2 (6)	4 (12)	5 (15)
MA Intrnl. Dev. Studies (Category I)	2 (6)	4 (12)	5 (15)	7 (21)
MA Intrnl. Dev. Studies (Category II)	1 (3)	2 (6)	4 (12)	5 (15)
MA Philosophy	1 (3)	2 (6)	4 (12)	5 (15)
MA Women's Studies	2 (6)	4 (12)	5 (15)	7 (21)
Grad Diploma – Criminology	1 (3)	2 (6)	4 (12)	5 (15)
Grad Diploma – Intrnl. Dev. Studies*	0.67 (2)	NA	0.67 (2)	NA
Masters of Finance*	1.2 (3.5)	NA	1.2 (3.5)	NA
Executive MBA*	2 (6)	NA	2 (6)	NA
MBA	2 (6)	4 (12)	5 (15)	7 (21)
MBA (Accelerated)	1 (3)	2 (6)	4 (12)	5 (15)
MBA – CMA**	NA	3 (9)	NA	6 (18)
MSc Astronomy	2 (6)	4 (12)	5 (15)	7 (21)
MSc Applied Psychology	2 (6)	4 (12)	5 (15)	7 (21)
MSc Applied Science	2 (6)	4 (12)	5 (15)	7 (21)
PhD Astronomy	4 (12)	8 (24)	10 (30)	10 (30)
PhD Business Admin. – Management	3 (9)	NA	6.3 (19)	NA
PhD Ind./Org. Psychology	3 (9)	6 (18)	10 (30)	10 (30)
*Full-time "lock-step" program with defined courses in a prescribed sequence. **Part-time "lock-step" program with defined courses in a prescribed sequence. NA = Not Applicable				

19. Extensions to Graduate Programs

a. Circumstances may sometimes justify an extension to a student's graduate program beyond the normal maximum time-for-completion identified above. An extension to a graduate program may be considered under any of the following conditions which have interfered with the student's ability to complete her/his Program within the normal maximum time-for-completion:

- (i) Illness, family strife, or unforeseen family responsibilities*
- (ii) Pursuit of an employment opportunity which makes a positive contribution to the student's Graduate Program*
- (iii) Unforeseen difficulties in pursuit of the thesis research beyond the control of the student.

***Note:** In cases (i) and (ii) above, it is highly preferable that students apply for Leave of Absences (see below) from their Programs at the time of the incident/situation.

b. A student applying for an Extension should submit a written request on the appropriate FGSR form (available on <http://fgsr.smu.ca/>) to their Program Coordinator. The request should include a letter of support from the student's research Supervisor or Supervisory Committee, together with a letter describing in detail the reasons for the requested leave and supporting documentation, where applicable, certifying the facts surrounding the request. After the Program Coordinator has reviewed and approved the Leave application, it will then be forwarded to the FGSR. The Dean of Graduate Studies and Research will notify the student of the decision on their application.

c. Extension to a Program will be for a maximum of 1 year in length per request. Extensions can be granted only twice for Master's programs and only three times for PhD programs. Students at or beyond their normal maximum Program period who are denied Extensions will not be able to continue their Graduate Programs. Students who do not complete their Programs within the maximum number of allowable Extensions will not be able to continue their Graduate Programs. Extensions will not be granted retroactively to a student who has failed to register for one or more previous semesters and is beyond their normal maximum Program period.

20. Leave of Absences

Leave of Absences from graduate programs for periods of up to a maximum of 1 year may be granted. Requests for a Leave of Absence (forms available from the FGSR office and website) must be supported by documentation explaining exceptional personal circumstances which would prevent research and/or coursework being undertaken during the period of time for which the leave applies. The decision of the Dean of the FGSR is final. If a leave of absence is granted, the student is considered to be inactive in the program during the period of exemption and must pay the appropriate fees as outlined in Section 4 of the Graduate Studies Academic Calendar. Time spent away from one's graduate program while on a Leave of Absence, does not contribute to the time-for-completion. Students returning

from a leave of absence must re-activate their status by filing an application for Visiting, Upgrading and Reactivation Students (available from the FGSR office and website).

Evaluations and Grading

21. Grading System

a. The final grade for a course will be based on the quality of a student's work including, where appropriate, essays and exercises, class tests, end of semester examinations, final examinations, reports, class participation, laboratory work, tutorial sessions, projects and field work.

b. Instructors must inform students in writing of the grading system to be used in each of their courses. The written statement must include the relative weight which will be given to class and/or laboratory participation, examinations, tests, written assignments and other means of evaluation. The statement must also show how these evaluations will be used to determine the final letter grades. This detailed grading system for the course must be given to the students **ON THE FIRST DAY OF CLASS IN THAT COURSE**. Subsequent changes to this system must also be made available to students in writing. A copy of the grading system and any subsequent changes to it must be placed on file in the office of the Dean of the Faculty at the time when they are distributed to the students.

c. Instructors must also inform students in writing on the first day of class of any "in-class" test which will be scheduled outside of the regular instructional hours of the course.

22. Graduate Ratings, Grades and Grade Points

a. Letter grades and grade points for graduate courses will be assigned as follows. These are the grade points for six (6) semester hours. Three (3) semester hour courses carry 50% of these grade points.

A+	= 4.30	= Exceptional
A	= 4.00	= Excellent
A-	= 3.70	= Very Good
B+	= 3.30	= Good
B	= 3.00	= Satisfactory
B-	= 2.70	= Substandard
C	= 2.00	= Marginal
F	= 0.00	= Failure
P	= —	= Pass
IP	= —	= In Progress

b. The P (Pass) grade is only applicable for evaluation of theses in programs which grade the theses according to a pass/fail regime. The P grade is not calculated in grade point averages. The IP (In Progress) grade is applicable for graduate level courses, thesis, dissertation, major research paper/project (MBA), and practicum courses; also for Co-operative Education work terms. For all graduate thesis, dissertation major research paper/projects and practicum courses, this grade can remain in effect until the expiration

of the timeline for the completion of the individual student's entire graduate program. For all other graduate courses, the IP grade is valid only for a maximum of twelve months beyond the last day of classes in the semester in which the course was taught. Thereafter, it becomes an F ("failure") which is calculated into the calculation of a student's grade point averages. The IP grade is not calculated in grade point averages.

c. The following grades shall be given when appropriate but will not be calculated in the grade point or cumulative grade point average:

Aegrotat	AE
Authorized withdrawal from a course	W
In progress	IP
Pass	P
Satisfactory	S

Note: This "S" grade is reserved exclusively for SMBA 0010.1(.2)/0020.1(.2). Grades earned on advanced standing and transfer courses are also not included in the calculation of averages.

d. In cases where through no fault of the student, grades have not been received and processed by the deadline stipulated by Senate, a temporary grade of AI ("administrative incomplete") will be assigned but will not be included in the calculations of grade point and cumulative grade point averages. This temporary grade of AI is assigned by the Registrar.

e. Once a final grade has been submitted to the Registrar, supplementary examinations or any additional assignments for the purpose of changing that grade are not permitted.

23. Examinations

a. At the end of a Fall or Winter semester, at the discretion of the Department concerned, a final test or examination may be held during the special periods set aside for this purpose in December and in April.

b. All final tests and examinations held during the above periods are scheduled by the Registrar. The maximum time allowed for each examination is three hours.

c.(i) In a six (6) credit hour course, no single test given in a regularly scheduled class period (50 minutes or 75 minutes) shall contribute more than 20% of the overall evaluation for that course.

(ii) In a three (3) credit hour course, no single test given in a regularly scheduled class period (50 minutes or 75 minutes) or laboratory/recitation session (up to 3 hours) shall contribute more than 35% of the overall evaluation for that course.

(iii) Test and examinations individually or collectively contributing more than 10% of the overall evaluation of the course are not permitted to be held during the last fourteen calendar days preceding the end of classes. End of term tests and examinations are to be held during the final assessment period as specified in sections, 23a. and b.

d. To be eligible to write any type of test or examination in any course, students must be properly registered in that course. Students must write all such tests or examinations at the designated times and in the designated places.

e. Students are responsible for knowing the date, time and location for writing each of their formal examinations. Students are responsible for ensuring they have up-to-date schedules. This information is posted on Banner Self Service with the student's schedule. While this is accurate when viewed/printed, it is subject to revision without any prior notice; hence students are responsible for ensuring they have up-to-date schedules. Missing an examination for reasons of misreading or misunderstanding the date, time, and location does not constitute grounds for a "special test or examination" or for rescheduling the test or examination.

f. Students are required to present their valid Saint Mary's University student identification cards at all tests and examinations for possible verification of their photographs or signatures.

g. The University acknowledges that due to the pluralistic nature of its community, some students may, on religious grounds, require alternative times to write tests and examinations. Accordingly, a student who requires an alternative test or examination time on these religious grounds should consult with the Dean of the Faculty in which the course is offered regarding alternative arrangements. Such a request must be made in writing within one week of the announcement of the test or examination date.

h. Supplementary examinations are not offered.

i. For those formal examinations written in The Tower, the Vice President, Academic and Research, appoints a Senior Invigilator for each time slot from among the members of faculty whose examinations are being written in that particular venue.

24. Evaluations

a. At the end of each semester, instructors must submit to the Registrar, on the forms provided, their evaluations of all students registered in their courses. For full courses (i.e., designated .0), interim grades will be submitted at the end of the first semester and final grades at the end of the academic year. The time frames for the submission of mid-year and final grades to the Registrar are:

(i) in the case of courses in which no formal examination was scheduled by the Registrar within the period designated by Senate for formal examinations, one week from the beginning of the examination period;

(ii) in the case of courses in which formal examinations were scheduled by the Registrar within the period designated by Senate for such examinations, five days from the day on which the examination was written; and

(iii) the cases of courses taught in Summer Sessions, grades are due in the Registrar's Office no later than one week from the last day of instruction in the course.

Students have the right to expect their grades to be submitted by these deadlines in conformity with the faculty members terms of appointment.

- b. First semester Grade Report forms are not produced.
- c. As soon as possible after the conclusion of the academic year and each summer session, Grade Report forms showing the final grades for all courses in which students were registered are posted online. Please note that the release of transcripts, both official and unofficial, at the end of an academic year can take place only after all grades for all students have been received and processed as well as all assessments for academic probation and required academic withdrawal have been completed.
- d. In the case of courses taught over the first three weeks of a summer session, final grades will not be posted outside the Registrar's Office. Grades will be posted online as soon as possible after the completion of that complete summer session. Transcript requests for such courses cannot be honored until a particular summer session has been completed in its entirety.
- e. Final grades are withheld from students who have money owing to the University or who have either money or books owing the University Library system.
- f. Grades given at the end of a semester shall not be made known to students except by the Registrar. Under the FOI-POP legislation, it is not legal for members of faculty to post grades in any form whatsoever.
- g. Grade changes must be approved by the Dean of the Faculty in which the course is offered **before** they can be accepted for processing by the Registrar. Reason(s) for the change(s) is required at the time of submission.

25. Special Examinations

- a. A special examination may be arranged:
 - (i) if students present a legitimate reason, acceptable to the Dean of the Faculty, for not having taken a final examination on the scheduled date; or
 - (ii) if students have failed a course in exceptional circumstances which the instructor and Dean of the Faculty are satisfied justify a special examination being given; or
 - (iii) if the Committee on Academic Appeals has made a judgement that a special examination be given.
- b. The standard grading system (see subsection 4, above) will be followed.
- c. Special examinations will be scheduled by the individual faculty member at a time mutually convenient to the instructor and student. Except in the case of a (iii) above, a pre-paid processing fee of \$50.00 for each examination will be charged. This fee is to be paid to the Student Accounts Office prior to the examination being written.
- d. The Dean will notify the Registrar officially that permission has been given for a special examination. Before

the examination has been written, the student will present the Registrar with evidence that the mandatory administrative fee of \$50.00 per examination has been duly paid. [See subsection (c) above.]

26. Credit Hours without Final Examination

Students who, for medical or compassionate reasons, have been unable to write the final examination in a course but who have satisfactorily completed the other requirements, may apply to the Dean of the Faculty for credit hours in that course without examination. They must support their request with adequate evidence. If the Dean permits the request to go forward, instructors involved will be asked to assign an estimated final grade. If the instructors judge that the student should be given credit hours for the course but are unable to determine a precise grade point grade, then they will assign the grade of AE (aegrotat). This grade will not be included in computing the grade point average. Students may apply for aegrotat standing for a maximum thirty (30) credit hours during their undergraduate program. This grade of AE is available only as a final grade and therefore cannot be awarded at mid-year for six (6) credit hour courses [i.e., those designated .0].

27. Evaluation of Thesis/Program Progress

- a. A student may be required to provide updates to the Supervisor/Supervisory Committee on the progress of their thesis research or overall graduate program. If required, a student will be given a minimum of thirty (30) days notice to provide an update to the Supervisor/Supervisory Committee. The update will be in the form of a meeting at which the student will present the written report on the research activities/progress and address questions and comments of the Supervisor/Supervisory Committee on the report and research progress.
- b. The Supervisor will prepare a report on the student's progress using the form available from FGSR. The report must be witnessed by the student's signature and the student is free to make comments regarding the report. The report, which will include an evaluation at one of the three assessment levels indicated below, will be sent to the Program Coordinator for signature and forwarded to the Dean of the FGSR. These evaluations become part of the student's record within the FGSR, but are not recorded on the student's transcript.
- c. The progress in a student's program can be assessed at three levels:
 - (i) Satisfactory
 - (ii) Unsatisfactory – In Need of Improvement
 - (iii) Not Acceptable
- d. The actions coming forth from the assignment of the above grades are:
 - (i) Satisfactory: The students' progress in their research relevant to the period of time working pursuing the research is at least sufficient in terms of quality and quantity. In the assessment, leeway must be given for problems that may arise in pursuit of the research which

are beyond the reasonable control of the student. With a Satisfactory rating, the student is recommended for continuation of his/her Program.

- (ii) **Unsatisfactory – In Need of Improvement:** Progress is not satisfactory. The students' progress in their research relevant to the period of time working pursuing the research is insufficient in terms of quality and/or quantity. With an "Unsatisfactory" rating, the Supervisor's report on the progress of the student must include a timeline (minimum of 4 months; maximum of 12 months) with outcomes for the student to achieve within the specified period. After the specified period in the timeline, another update will be provided by the student per the procedures identified above. If the expected outcomes have been achieved successfully, a student will be assigned a "Satisfactory" rating. If the expected outcomes are not achieved in a satisfactory manner, the Supervisor's new report on the student's progress will include an assessment of "Not Acceptable."
- (iii) **Not Acceptable:** If the expected outcomes are not achieved and the Supervisor/Supervisory Committee concludes that the student will not succeed in completing the Program, the Supervisor/Supervisory Committee will note the rating of "Not Acceptable" in the Supervisor's report and forward this report to the Program Coordinator. The Program Coordinator will review the case and make an independent recommendation to the Dean of Graduate Studies and Research. Upon the recommendation of the Dean of Graduate Studies and Research, the student will be required to withdraw from their Program. Students who have received an evaluation of "Not Acceptable" and have received notice of a requirement to withdraw have up to thirty (30) days to make an appeal in writing to the Senate Committee on Academic Appeals. (NOTE: The Supervisor/Supervisory Committee cannot change a student's assessment directly from a "Satisfactory" rating to "Not Acceptable". If a student's progress has been determined to be less than fully satisfactory, the student must be rated "Unsatisfactory – In Need of Improvement" and actions as defined above taken before a rating of "Not Acceptable" could be considered.)

Academic Standing

28. Grade Point Average

a. Each letter grade is given a grade point equivalent as described in 22a above. A grade point average (GPA) is calculated by dividing the number of grade points by the number of equivalent 6 credit hour courses. Grade point averages may be calculated for a semester, year, degree, program or cumulatively. Common grade point averages are described below.

b. The cumulative grade point average (CGPA) is based upon all courses taken for credit hours in any Faculty at Saint Mary's other than those for which grades of AE have been given. Courses for which grades of F have been given

are included in the calculation of the grade point average. In the case of a repeated course, only the most recent grade is included.

c. A degree grade point average (DGPA) is calculated based upon the courses presented in fulfillment of the degree requirements. Since courses without passing grades (W, F, IP) are not used to fulfill degree requirements, they are not included in the DGPA. In the case of a repeated course, the most recent grade is included. Grades for courses in excess of degree requirements are not included.

d. Grades for courses taken at other institutions for which advanced standing is given **are not included** in calculations for a grade point average, a cumulative grade point average, or in calculations for determining awards and distinctions. Grades for courses taken at other institutions for which transfer credit is given are included in these calculations.

29. Standing Required

a. The regulations governing continuance in a program are those in effect at the time student's first register in that program, except as provided below.

b. In the case of students readmitted after an absence of five or more years, or after having been required to withdraw for academic weakness, or in the case of students transferring to a different academic program, the regulations in force at the time of readmission or transfer apply. In addition, the Dean may attach specific and binding conditions to the students' performance to ensure that the normal standards of the degree requirements are met.

c. Good Standing

- (i) Student are deemed to be in "Good Standing" if they have achieved a minimum cumulative grade point average (CGPA) of at least 3.00.
- (ii) Failure of any course ordinarily will require withdrawal from the program. In exceptional circumstances, the Program Coordinator and the Dean of the FGSR may allow the student to remain in the program. In such a case, failure of a second course will require withdrawal from the program.
- (iii) In order to qualify for a graduate degree a student must obtain a degree grade point average (DGPA) of at least 3.00.

d. Eligibility to Continue

Students in Good Standing are eligible to continue. In exceptional circumstances, the Program Coordinator and the Dean of the FGSR may allow students not in good standing to remain in the program. In such a case, students will be required to demonstrate improvement within a define period. Failure to do so will require withdrawal from the program.

e. Required Academic Counseling

Students whose academic performance at the University is unsatisfactory may be required by the Dean of the FGSR to

confer with their Program Coordinators and these Supervisors.

30. Academic Appeals

Students who have good reason to believe they have been subject to mistaken, improper or unjust treatment with respect to their academic work have the right to appeal to the Committee on Academic Appeals. An appeal must be based on solid evidence and not merely on injured feelings. This Committee's jurisdiction extends only to individuals currently enrolled at the University or enrolled during the previous academic year and required to withdraw, (i.e., the Committee's jurisdiction does not apply to individuals whose application for admission to a program at the University has not been accepted). Appeals shall be governed by the following procedures:

a. Appealing of Final Grades

The only grades that may be appealed are official final grades. Students should be aware that when a grade appeal is launched, the grade can be raised, lowered, or remain unchanged.

- (i) Students who wish to appeal a grade must first consult the instructor concerned within one month of receiving the grade and, if unsatisfied, should then consult the appropriate Chairperson and Dean. If the problem is still unresolved, students may forward the appeal to the Committee on Academic Appeals. This must be done in writing, through the Registrar, within three months from the last day of the semester in which the course is taken. This appeal statement must contain specifics as to when the instructor, the Chairperson, and the Dean were consulted, together with any other information the student considers relevant. A form to launch an appeal is available from the Registrar and students are strongly encouraged to use this.
- (ii) It is the responsibility of students and instructors to provide the Committee with all relevant available material on which the grade was based, such as examinations, tests, exercises, papers, reports and other graded material.
- (iii) The Committee will normally appoint two qualified examiners to review the evidence presented and reconsider the grade. The examiners will submit their report and the evidence reviewed to the Chairperson of the Committee.
- (iv) On the appeal for a change of grade, the decision of the Committee shall be final.

b. Other Appeals

On appeals other than those for a change of grade, the procedures shall be as follows:

- (i) Normally within one month of the event or the decision being received by the student, the student shall submit the appeal in writing and direct it to the Committee on Academic Appeals through the Registrar.
- (ii) The Chairperson of the Committee on Academic Appeals shall forward a copy of the appeal to the Dean of the appropriate Faculty, and, if relevant, to the

Chairperson of the Department and the instructor.

- (iii) On 5 May 1993, the Academic Senate of the University passed an Enabling Motion which reads in part "...that the Executive Committee of Senate [be] empowered to deal with all appeals concerning graduation which may be made prior to Convocation." Procedurally, these appeals are made to the Registrar.

c. Decision

If possible, within one month of receiving any appeal under (a) or (b) above, the Committee shall render and communicate its decision through the Registrar to all parties concerned. Pending possible further appeal, the Committee will retain the evidence presented to it for a period of six weeks after rendering its decision.

d. Appeal of Committee's Decision

Except in the case of an appeal for a change of grade, students shall have the right to appeal an adverse decision to the Executive Committee of Senate. Such an appeal shall be governed by the following procedures.

- (i) Within one month of receiving the decision of the Committee, students shall submit their appeal in writing to the Secretary of Senate who shall forward the appeal together with all previously considered evidence to the Executive Committee of Senate for its consideration.
- (ii) Within one month of receiving the appeal, the Executive Committee shall render and communicate its decision through the Secretary of Senate to the Registrar, who in turn shall communicate the decision to the student and to the Committee on Academic Appeals and take any further required action.
- (iii) The decision of the Executive Committee shall be final.

e. Fee

All appeals to the Committee on Academic Appeals must be accompanied by a payment of a \$30.00 fee. Further appeal under (d) above requires an additional payment of \$30.00. In the event of a decision favourable to the appellant, all payments will be refunded.

Notes:

- (a) Appellants may ask or be asked to appear before the committee(s) hearing their appeal.
- (b) Members of a committee cannot participate in the hearing of an appeal arising from an action to which they were a party.

31. Specific Requirements of Individual Graduate Programs

In addition to the requirements stated here, students must comply with any additional requirements of the individual graduate program in which they are enrolled. These are delineated in the individual graduate program descriptions in Section 3 of the Graduate Studies Academic Calendar.

32. Academic Integrity

An academic community flourishes when its members are committed to these fundamental values:

1. **HONESTY:** An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service.
2. **TRUST:** An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
3. **FAIRNESS:** An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.
4. **RESPECT:** An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
5. **RESPONSIBILITY:** An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing¹.

University students are expected to have a reasonable measure of self-discipline and maturity. While the University's teaching resources are available for help and guidance, and instructors and staff will make reasonable efforts to assist students with academic or other problems, the final responsibility for success or failure in academic studies rests with the students.

At times there may be considerable pressure to achieve high grades. Some students may be tempted to obtain grades by dishonest means. The integrity of the University and of the degrees it awards are compromised by practices such as cheating and plagiarism. The University does not condone such acts under any circumstances and will take appropriate disciplinary action.

Examples of Academic Offences

In April of 2005, the Quality of Teaching Committee Sub-Committee on Academic Integrity released a comprehensive report on academic integrity at Saint Mary's. The following examples of academic offences, while not exhaustive, were compiled from information contained in this report.

Plagiarism – “The presentation of words, ideas or techniques of another as one's own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)”.

Examples of plagiarism include:

- quoting, paraphrasing, or summarizing text without proper acknowledgment;
- paraphrasing too closely (e.g., changing only a few words or simply rearranging the text);
- downloading all or part of a paper, journal article, or book from the Internet or a library database and presenting it as one's own work;
- purchasing documentation and presenting it as one's own work;
- sharing papers including the selling of essays, tests, or other assignments.

Cheating – “The attempt to secure a grade by unethical means. Knowingly assisting someone to cheat is itself cheating”.

Examples of cheating include:

- impersonating someone during a test or exam;
- copying or sharing information during a test or exam;
- using or possessing unauthorized materials (e.g., notes, books, calculators) during a test or exam;
- obtaining or looking at a copy of a test or exam before it is administered;
- improper use of technology (e.g., Personal Digital Assistants to store and retrieve information during an exam);
- unauthorized use of communication technology (eg: cell phones, pagers, Blackberries, etc);
- unauthorized collaboration between students when individual work is required.
- submitting the same work for credit in more than one course without the permission of the instructors involved;

Falsification – “It is an offence to falsify any academic record or to use a falsified record”.

Examples of falsification include:

- submitting a false excuse for missing a class, exam, etc. (e.g., forging a medical or death certificate);
- falsifying course work (e.g., altering or making up data, using fake citations in a bibliography);
- changing the answers on a returned assignment and resubmitting it to be reevaluated;
- submitting false information on a university admission form or other documentation;
- misrepresentation of knowledge of a language by providing inaccurate or incomplete information about one's linguistic educational history;
- non-disclosure of previous post-secondary enrolment; presentation of another's credentials as one's own.

Tampering – “It is an offence to tamper with University library materials or computer system resources in any way which would deprive others of their use”.

Examples of tampering include:

- destroying, hiding, or stealing library materials;
- altering or destroying university computer programs or files without authorization;
- accessing and altering official records without authorization.

Assisting someone in the commission of dishonest behavior is an offence subject to penalty.

¹ The Fundamental Values of Academic Integrity, Center for Academic Integrity, Duke University (www.academicintegrity.org)

General Procedures

When a member of the University community (faculty, staff, or student) believes that an academic offence has been committed, s/he shall make a written submission to the department chairperson, Dean and Registrar. The Registrar will advise the instructor whether this is the first instance of academic dishonesty.

Informal Resolution

In the case of a first instance of dishonesty that would normally carry a penalty of zero in the piece of work triggering discipline, the instructor may choose to informally resolve the complaint with the student. If the student and instructor mutually agree to a penalty of a reduction in grade (e.g., a grade of zero on the assignment) or resubmission of the assignment, then this decision is to be communicated in writing to the student, chairperson, Dean and Registrar. The incident and action are to be documented using the Incident Report Form available from the Registrar's Office. The Form requires the signatures of the instructor and student.

All cases that cannot be resolved by the above informal process shall be resolved by the Senate Academic Discipline Committee in accordance with the procedures for resolution of formal complaints (see below).

Appeals of decisions of the Senate Academic Discipline Committee may be made to the Senate Academic Discipline Appeals Board on specific grounds (see below). Students may not appeal decisions that were agreed to through the informal process.

Documentation of all incidents resolved through the informal process and those of the Senate Academic Discipline Committee not overturned on appeal shall be kept in the student's official file. This file is maintained in accordance with the applicable privacy legislation. Documentation on allegations that are not supported by the evidence as determined by the Academic Discipline Appeal Board, shall be destroyed.

Convocation and Academic Records

33. Convocation Dates, Degrees, Diplomas, and Certificates

a. Students **MUST** file an Application for Graduation from a specific academic program with the Registrar by the dates stipulated in the University Calendar of Events. As of 1 September 2001, there is no graduation fee. If, at the discretion of the Registrar, there are circumstances which warrant waiving the stipulated deadline for filing the graduation application, the student will be assessed a \$25.00 administrative fee or permitted to wait until the next Convocation in order to graduate. If during the course of the student's final academic year at the University, a change is made in the Faculty or in the type of program in which the student is enrolled (i.e., from honors to major), it will be necessary for the student to officially withdraw their original

application and reapply for graduation, and the above-noted deadlines will apply as will the Registrar's discretionary authority.

b. Normally there are three Convocations annually, two in May and one October/November. Once all requirements are completed, students must graduate at the next Convocation.

c. Students are required to obtain the academic regalia appropriate to their academic program at the times, dates and locations indicated in the *Graduation Booklet* which is mailed to all students who have filed an application for graduation and who qualify as potential graduates. This mailing occurs approximately six weeks prior to graduation. It is the students' responsibility to ensure that they have received a copy of the publication.

Students will not be permitted to convocate if they are not attired appropriately and in the academic regalia designed for their particular academic program at Saint Mary's University.

d. The parchment shows the academic designation (i.e., degree, diploma, or certificate) as well as any academic distinction which has been conferred but not the major, area of concentration, or minor. This, however, is noted in the students' official academic record and hence appears on any transcript issued, whether official or unofficial. The subject of honors is shown on the parchment.

e. The University grants the following graduate and honorary degrees:

- Master of Arts
- Master of Business Administration
- Master of Finance
- Master of Management – Co-operatives & Credit Unions
- Master of Science
- Doctor of Philosophy
- Doctor of Civil Law, Honoris Causa
- Doctor of Commerce, Honoris Causa
- Doctor of Education, Honoris Causa
- Doctor of Fine Arts, Honoris Causa
- Doctor of Laws, Honoris Causa
- Doctor of Letters, Honoris Causa
- Doctor of Science, Honoris Causa

The University grants the following graduate diplomas:

- Graduate Diploma in Criminology
- Graduate Diploma in International Development Studies

f. Details of the University's policies on the reissuing of parchments are available from the Registrar. If re-issued, the cost is \$50.00 plus applicable taxes for a total of \$57.50 (Canadian).

g. Students whose accounts with either or both of Financial Services or the Library Systems are in arrears may be denied the right to graduate until the debt is cleared.

34. Degree, Diploma, or Certificate in Absentia

Provided that candidates have officially notified the Registrar in writing at least ten days in advance that they will not be present at Convocation, they may receive their parchment in absentia. Failure to give such notification will result in a \$10.00 penalty, which must be paid before the parchment or any other proof of graduation will be prepared and released.

35. University Medals

At each Spring Convocation the following are presented:

a. Governor General's Gold Academic Medal

This medal is awarded annually to the graduate student deemed to be the top candidate at his/her level of study.

b. Faculty and Division Medals

Medals are presented to the students with the highest cumulative grade point averages in the M.A. (IDS); M.Sc. (Applied Psychology); M.B.A., and E.M.B.A. graduate programs.

Notes:

- (i) In the case of graduate degrees, students' entire graduate academic records will be considered.
- (ii) Students who graduate at Fall Convocation will be considered for medals at the next Spring Convocations.

36. Students' Academic Records and Transcripts

a. Students' academic records, including their official University files, are the property of the University. Access to those records and release of information from them will be governed by the University's policies and by the laws of the Province (Nova Scotia's Freedom of Information and Protection of Privacy Act, S.N.S. 1993, chapter 5) and the country (Personal Information Protection and Electronic Documents Act). As the University is committed to the integrity of its student records, students are required to provide, on their Application for Admission, their complete legal name. Any requests to change that name, by means of alteration, deletion, substitution or addition, must be made in writing to the Registrar and accompanied by appropriate supporting documentation. The University's official policy on this subject is contained in the pamphlet entitled, "Policy Regarding the Release of Information about Students". Copies are available from the Registrar.

In addition to the internal policies, procedures, and practices of the University and the requirements of the provincial FOI-POP legislation and the national PIPEDA legislation, as a public institution the University is mandated to collect and report annually to Statistics Canada through the Maritime Provinces Higher Education Commission (MPHEC). The types of information collected in this E.S.I.S. project; the uses to which this data is put; and the opting-out mechanism for those students who do not wish this material about them to be used in any fashion are available on request from

Statistics' Canada's web site: <http://www.statcan.ca> or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, ON K1A 0T6.

b. Students' transcripts of records are privileged information and to that end will not be released by the Registrar to any individual outside the University without the prior written permission of the students. As required by their appointment, academic administrators within the University have access to students' complete academic records.

c. To request a transcript, students must complete the appropriate form obtainable from the Registrar or mail or fax a letter of request to the Records Office. It is not possible to accept a transcript request over the telephone. Transcript requests are processed strictly in the order in which they are received. Although the normal processing time for both official and unofficial transcripts is the same and is approximately ten working days, additional time will be required at peak periods.

Commencing in the February 1998, a "Same Day/Next Day Transcript Service" was launched to provide students/alumni with an express service for ordering and receiving their transcripts. Details on these two services follows.

Same Day Transcript Service

Requests must be received at the Registrar's Office by 10:00 a.m. for pick-up, mailing or faxing by 4:00 p.m. the same day.

Next Day Transcript Service

This is offered within a 24 hour period during regular business hours. For example, if the request is received by 2:00 p.m. the transcript(s) will be ready for pick-up, mailing, or faxing by 2:00 p.m. the following day.

Costs

There is an additional service charge:

- * SAME DAY \$12.00
- * NEXT DAY \$10.00

This fee is **over and above** all other charges, i.e. the \$5 per transcript cost; faxing, and if applicable, courier charges. It is recommended that transcripts be picked-up when ready. Students who wish to have a transcript mailed should be aware that outgoing mail does not leave the University after 1:30 p.m. daily.

Blackout Periods

These express transcript services will not be operational for the first 10 working days of January or May. Next Day and Same Day Transcript Service is **NOT** applicable to those individuals who attended Saint Mary's University prior to the 1973-74 academic year.

Further information as to timeframes and costs is available on request. Transcripts include the following information:

- (i) Faculty, program, major, area of concentration, minor, and/or honors;
- (ii) advanced standing and/or transfer credit hours;
- (iii) grades (failing as well as passing) in respect of all

academic work attempted while registered at Saint Mary's.

- d.** Where appropriate, reference is also made to:
- (i) placement and continuance on, and removal of, academic probation;
 - (ii) requirement to withdraw for academic weakness, or for non-academic (i.e., disciplinary) reasons;
 - (iii) distinctions and scholarships, including placement on the Dean's List.

NOTE: All transcripts carry only the student's birth month and day, not the birth year.

e. The cost is \$5.00 per copy which must be received before the transcript is issued. Official transcripts are those forwarded directly from the Registrar's Office to an official third party. If detailed course descriptions are also required, there will be an additional fee of \$1.00 per description. Students whose accounts are in arrears will be denied transcripts until the debt is cleared.

f. Upon prepayment, the University is prepared to fax a transcript which has been ordered in the official manner. Students are advised to check beforehand with the receiving institution to ensure that a transcript received by fax will be acceptable. The prepaid fees for faxing a transcript are: \$7.00 – Halifax Metropolitan Area; \$10.00 – elsewhere in Canada; and \$20.00 – outside of Canada. Transcripts can also be forwarded by courier if the requisite fee has been prepaid and complete instructions have been provided. Transcripts will be faxed or couriered only after the requisite fees have been received and processed at the University.

g. While the University takes every reasonable precaution to ensure the confidentiality of student records, students should be aware that the University is connected to a

number of external electronic systems, and a number of academic and administrative offices have access, at least on a display basis, to the Student Information System. Copies of the "Policy Regarding the Release of Information about Students", as approved by Senate in April 1994, are available from the Registrar. Effective 23 November 2000, all post-secondary institutions in Nova Scotia are also governed by the Freedom of Information and Protection of Privacy legislation (FOI POP).

37. Safety and Responsibility in Officially-Sanctioned University Activities

Saint Mary's University has policies on the safety and responsibility of students in laboratories, on field courses/trips, in exchange programs/courses, and involved in other university-sanctioned activities. Copies of those policies are available through the Offices of the Deans of the Faculties, the Office of the Safety Coordinator, and the Office of the Director of International Activities. In courses where a safety policy is particularly relevant because of the special nature of the course, or because of the place of study, instructors will make it known to students in writing at the first class, or in the case of study programs outside Nova Scotia, before the program begins.

38. University Research Ethics Board

It is the responsibility of all members of the University community – students, faculty, administrators, and staff – carrying out research involving human subjects to seek approval from the University Research Ethics Board (REB) for their research. Student submissions to the REB should be made through the thesis supervisor. For further information, please consult the REB website: www.smu.ca/academic/reb

Faculties and Programs

**Section
3**

Faculty of Graduate Studies and Research

Dean	Dr. J. Kevin Vessey
Secretary to the Dean	Dianne Spalding
Graduate Studies Officer	Heather Taylor
Research Grants Officer	Margaret Schenk

The Faculty of Graduate Studies and Research oversees the programs in graduate studies offered in Arts, Commerce, and Science.

The University offers programs of study leading to graduate certifications in the following academic areas:

Master of Arts in Atlantic Canada Studies
Master of Arts in Criminology
Master of Arts in History
Master of Arts in International Development Studies
Master of Arts in Philosophy
Master of Arts in Women's Studies
Master of Business Administration – Certified
Management Accountant
Master of Finance
Master of Management – Co-operatives and Credit Unions

Master of Science in Astronomy
Master of Science in Applied Psychology
Master of Science in Applied Science
Doctor of Philosophy in Astronomy
Doctor of Philosophy in Business Administration
(Management)
Doctor of Philosophy in Industrial/Organizational
Psychology
Graduate Diploma in International Development Studies
Graduate Diploma in Criminology
Graduate Courses in Geography

Each student's program is administered by the Faculty of Graduate Studies and Research and the academic unit concerned. Each student shall comply with the general regulations, the degree requirements, and any additional requirements of the appropriate academic unit. Academic requirements vary depending on the student's particular academic program.

Immediately following are the descriptions of the graduate programs and the graduate course offering associated with each program.

Graduate Programs: Arts

In collaboration with the Faculty of Arts, graduate programs in six areas are offered – Atlantic Canada Studies, Criminology (both a Master's degree and a Graduate Diploma), History, International Development Studies (both a Master's degree and a Graduate Diploma), Philosophy, and Women's Studies.

Master of Arts in Atlantic Canada Studies

Program Committee on Atlantic Canada Studies

M. Harry, Coordinator	English
G. Barrett	Sociology
J. Chamard	Management
T. Charles	Management Science
L. Christiansen-Ruffman	Sociology
D. Cone	Biology
J. Hill	English
C. Howell	History
R. Hulan	English
M. MacDonald	Economics
A. MacLeod	English
R. McCalla	Geography
H. McGee	Anthropology
H. Millward	Geography
J. Morrison	History
D. Naulls	Political Science
N. Neatby	History
P. Ó Siadhail	Irish Studies
V. Owen	Geology
D. Perrier	Sociology
J. Reid	History
R. Twomey	History
M. Vance	History
M. VanderPlaat	Sociology
H. Veltmeyer	Sociology
P. Twohig	Canada Research Chair in Atlantic Canada Studies

Saint Mary's University offers an interdisciplinary program in Atlantic Canada Studies (ACST) that integrates the teaching and research expertise of a number of faculty members from various Departments in Arts, Commerce and Science.

There are sound intellectual and practical reasons for pursuing an interdisciplinary program of regional studies. It offers a unique combination of social-scientific and cultural-historical perspectives. The program takes an interdisciplinary approach to three areas of specialization: the culture, political economy, and resource development of the region. Students learn to apply the conceptual perspectives and analytical tools of one or more academic disciplines in their research and study.

There are particular advantages to an interdisciplinary approach to further study. This applies, for instance, to people employed by government at various levels. It also applies to managers in public and private enterprise, members of the teaching profession, business people, policy makers, and individuals whose occupation requires them to deal with social, economic, political, or cultural problems. For many of these people, a broad understanding of the region's political economy and culture is vital.

The general requirements for the Master's degree apply to the graduate program in ACST.

Admission Requirements

The MA in Atlantic Canada Studies follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. In addition, the normal qualification for entry into the two-year Master's program is an honours degree in ACST, or an honours degree in another discipline with substantial course content relevant to ACST, or a degree which the ACST Committee deems to be equivalent (i.e., to include at minimum a grade point average of at least B in the candidate's final sixty (60) credit hours taken at university). At the discretion of the Committee, a student may be admitted to the program subject to the prior completion of such qualifying work as the Committee shall prescribe. Once the student has embarked full-time on the Master of Arts program, the normal goal is completion within 24 months, although in some cases thesis work may extend beyond this time period. The degree may also be taken through part-time study.

Financial Support

Students admitted to the MA in ACST may be eligible for funding of a student stipend through funds provided by the Faculty of Graduate Studies and Research. Funding decisions are made by the Program Coordinator in consultation with the ACST Committee and are provided on a competitive basis within the program.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

The ACST Coordinator will work with all Master's students from the earliest stages of their participation in the graduate program to determine the area of a thesis topic and to select a thesis supervisor. The thesis supervisor will be the Graduate Faculty Advisor for the duration of a given student's participation in the program.

For the Master of Arts in ACST, all students must complete an acceptable thesis. It is not possible to satisfy the requirement for a thesis by means of extra course work.

Students are expected to produce a thesis which shows both originality and the analytical-critical skills of sound research and interpretation. The topic must deal directly with an Atlantic Canada subject matter.

All students must present and defend a thesis proposal and ultimately a thesis, before a Thesis Examining Committee. This Committee consists of a thesis supervisor, the ACST Graduate Studies Coordinator (or appointee), and a third reader acceptable to the thesis supervisor and the ACST Committee.

Students must complete twenty-four (24) credit hours at the 6000 level approved for the ACST graduate program. Twelve (12) of these credit hours must be selected from the following ACST seminars:

- ACST 6620.0 Culture of Atlantic Canada
- ACST 6630.0 Seminar on Atlantic Canada Ecology and Resources
- ACST 6631.1(.2) Environmental History of Atlantic Canada
- ACST 6632.1(.2) Atlantic Canada Ecology and Resources — Contemporary Perspectives
- ACST 6633.1(.2) Reading the Landscapes of Atlantic Canada — Ecological Connection to Place
- ACST 6640.0 Atlantic Canada Political Economy Seminar
- ACST 6660.0 History and Society: The Atlantic Provinces Seminar

All students, as part of their twenty-four (24) credit hour program, must complete ACST 6690.0. Credit for the course will be determined when the student satisfies the thesis supervisor that both thesis research and all other preparation for the successful handling of the thesis topic have been completed. Supervisors may require a demonstration of language competence or extra course work as preparation for the treatment of certain thesis topics.

Graduate Courses (ACST)

5991.1(.2) Research Methods

In this seminar students will explore the nature of interdisciplinary research and examine the principles and techniques of different approaches to interdisciplinary topics, focusing on their own proposed thesis research. Research ethics will also be discussed in detail. Practical discussions will include basic bibliographical research and the structure and organization of research papers and theses. At the conclusion of the course each student will present a formal thesis proposal to the ACST thesis committee and class members, and will engage in critical discussion of the proposals made by other students. (Not offered in 2007-08.)

6620.0 Culture of Atlantic Canada

The course will deal with the historical, geographical and linguistic aspects of the culture of the Atlantic Region. This will include the tracing of the development of distinctive cultures within the region. The development of various literary forms within the region from folk-tale and folk-song to more sophisticated written literary materials will be emphasized. The course will also explore regional and federal policies.

6630.0 Seminar on Atlantic Canada Ecology and Resources

This seminar looks at the changing ways nature has been viewed and transformed in the Atlantic Region before and after European settlement. Topics covered include Indians and the land, patterns of animal extinction, Natural Theology and Darwinism, the conservation movement, “technological flaw”, and the ways in which business, politicians and ordinary people have dealt with environmental concerns. A central question asked will be the relevance of ecological insights in an industrialized, yet

underdeveloped, region.

6631.1(.2) Environmental History of Atlantic Canada

This seminar course examines the changing ways nature has been viewed and transformed in Atlantic Canada before and after European settlement, surveying environmental history up to the mid-20th century. Topics include the role of natural history in the struggle for empire; historic aboriginal resource use; ecological patterns of colonial land use and settlement; changing frontier ecology; historical issues in agriculture, fishing, forestry, mining, and urban development; the early conservation movement; local natural history and emerging science; early natural resources policy; and cultural perceptions of nature and the landscape. (Cannot receive credit for both 6630.0 and 6631.1(.2).)

6632.1(.2) Atlantic Canada Ecology and Resources — Contemporary Perspectives

Ecology provides the background for considering the many social, economic, political, and philosophical dimensions of environmental and resource use in Atlantic Canada today. Interdisciplinary in perspective, this environmental studies seminar focuses on contemporary practices, policies, and technological concerns in agriculture, forestry, the fishery, the energy sectors, and urban development. Also covered are the role of environmentalism, concepts of sustainability, environmental governance, and ecological literacy. This interdisciplinary exploration of ecology and culture emphasizes environmental perspectives from the humanities and social sciences and is open to students from all academic backgrounds. (Cannot receive credit for both 6630.0 and 6632.1(.2).)

6633.1(.2) Reading the Landscapes of Atlantic Canada — Ecological Connection to Place

Reading landscapes is an interdisciplinary investigation of the relationship between natural history, ecology, and human activity in regional landscapes. This course examines the ecology and environment of Atlantic Canada through seminar discussion, with an emphasis on field study trips to various sites, both urban and rural. Since direct immersion in landscape can nurture a better understanding of the diversity of life and one’s own culture and environment, this course will accentuate interactive engagement with flora and fauna, as well as contact with individuals and communities concerned with ecological literacy and environmental issues. Interpretive hikes and projects will explore landscapes that include forests, marshlands, beaches, rivers, fields, and urban streets. (Cannot receive credit for both 6630.0 and 6633.1(.2).)

6640.0 Atlantic Canada Political Economy Seminar

This course will involve an interdisciplinary perspective on the region’s economic, political and social institutions and the problems associated with them. On the basis of both a historical and a structural analysis of the region’s political economy, the seminars will focus on a broad range of problems including uneven industrial and urban development, rural decline, regional disparity, economic concentration and corporate power, the role of government in economic and social development, industrial relations and

social conflict, resource extraction and the single-industry community.

6650.0, 6651.1(.2) – 6655.1(.2) Directed Reading

Reading courses will be organized by the instructor(s) involved. In general, each course will centre on a specific theme, and the students will be expected, through their reading, to be familiar with all aspects of the chosen area. Examinations and/or papers will be required at the end of each course.

6660.0 History and Society: The Atlantic Provinces Seminar

This course, intended for master's students in Atlantic Canada Studies and honours and master's students in history, addresses the nature of historical inquiry into issues relating to the social and economic history of the Atlantic region. Topics to be covered will include regional culture, gender and race, the family, processes of development and underdevelopment, scientism and professionalization, health, recreation and sport. Students who have completed ACST 6660.0 are not eligible to enrol in HIST 4560.0.

6671.1(.2) – 6675.1(.2) Seminar: "Special Topic in Atlantic Canada Studies"

Each seminar will explore in depth a specific topic in Atlantic Canada Studies, usually closely related to the current research field of the instructor.

6690.0 Thesis Research

Students will engage in the research and writing of a thesis under supervision of a thesis committee. The student must satisfy the supervisor that thesis research and all other methodological and disciplinary preparation for the successful handling of the thesis topic have been completed. Supervisors may require a demonstration of language competence or extra course work as preparation for the treatment of certain thesis topics. Students will publicly defend their thesis, following which a final grade will be determined by the thesis committee.

Graduate Programs in Criminology

The Graduate Programs in Criminology are offered through the Department of Sociology and Criminology. Departmental members include:

D. Crocker	Graduate Coordinator
E. Tastsoglou	Chairperson
Z. Bayatrizi	
S. Bell	
K. Bonnycastle	
M. Byers	
L. Christiansen-Ruffman	
M. Ighodaro	
V. Johnson	
A. MacNevin	
J. McMullan	
D. Perrier	
M. Rajiva	
S. Schneider	
A. Schulte-Bockholt	
M. VanderPlaat	
R. Westhaver	

Master of Arts in Criminology

The Master of Arts in Criminology will offer students an opportunity for advanced critical work in areas such as the social construction of crime, criminality, policing and punishment; socio-legal studies; social justice; and governance and regulation. The Program will provide students with the analytical and research skills necessary for further graduate study, research, or teaching; policy research and practice; or employment in government/non-government agencies and the private sector. The Department of Sociology and Criminology at Saint Mary's University has established an excellent scholarly and professional reputation in the field of critical criminology involving the analysis of how unequal power relations shape the social and historical construction of regulation, crime/criminality and justice by the state, private groups and academic scholarship.

Admission Requirements

The MA in Criminology follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. In addition, the following conditions must be satisfied:

- Students who have earned an honours baccalaureate undergraduate degree in criminology (or equivalent), or an honours baccalaureate undergraduate degree with a concentration in criminology (or equivalent) may be admitted to a twenty-four (24) credit hour Master of Arts degree program. Only in exceptional circumstances will a student with an undergraduate degree with an advanced major be admitted.
- All applicants must have achieved a minimum cumulative grade point average of 3.30 (B+) in their overall academic record.

- In addition to official transcripts, applicants must submit: a statement that specifies areas of preparation and interest for their thesis; a sample of written work and three letters of recommendation from individuals who can attest to their academic competence and/or ability to pursue graduate work.

The Graduate Criminology Committee of the Department of Sociology and Criminology will review the files of all applicants and make final decisions about admission into the Master of Arts degree program or a qualifying year.

Students may be admitted to a qualifying year in those situations where they meet all the requirements for admission but are lacking sufficient background in criminology to study at the Master's level. In these instances, a program of study will be worked out with the Graduate Program Coordinator and students will be admitted to the Master's program upon successful completion at an appropriate grade level of this qualifying year program. A student in the thirty (30) credit hour qualifying year must make formal application to the Master of Arts degree program by February 1 of their qualifying year and must have attained a minimum cumulative grade point average of 3.30 (B+) to be considered for admission to the Master of Arts degree program.

Financial Support

Students admitted to the MA in Criminology may be eligible for funding of a student stipend through funds provided by the Faculty of Graduate Studies and Research. Funding decisions are made by the Program Coordinator in consultation with the ACST Committee and are provided on a competitive basis within the program. Students are encouraged to apply for external scholarship funding such as the Canadian Graduate Scholarships Program,

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

- Earn at least twenty-four (24) credit hours.
- Receive credit for the following:
 - CRIM 6600.0 Advanced Seminar
 - CRIM 6601.1(.2) Advanced Theory;
 - CRIM 6602.1(.2) Advanced Research Methodology;
 - six (6) credit hours at the 6000 level from among the following Selected or Advanced Topics courses: CRIM 6603.1(.2); CRIM 6604.1(.2); CRIM 6605.0; CRIM 6609.1(.2); CRIM 6610.1(.2); and CRIM 6611.0;
 - CRIM 6615.0 Thesis Research.
- In exceptional circumstances, with the permission of the Graduate Coordinator and the support of an individual faculty member, a student may be granted permission to undertake a Directed Reading course from among

CRIM 6606.1(.2), 6607.1(.2), 6608.0 in place of a Selected or Advanced Topics course.

- Attain a minimum grade of B+ in each course and an overall degree grade point average of 3.30 to graduate.
- Meet the following thesis (CRIM 6615.0) requirements:
 - to produce a thesis which shows both originality and the analytical/critical skills of research and interpretation;
 - to form a Supervisory Committee which will consist of a Thesis Supervisor and one faculty member.
 - to have a thesis proposal submitted to and approved by the Supervisory Committee and Criminology Graduate Studies Coordinator prior to commencement of the research;
 - to defend the thesis before an Examining Committee consisting of the Supervisory Committee, the Criminology Graduate Studies Coordinator, and one outside reader chosen by the Thesis Committee in consultation with the Criminology Graduate Studies Coordinator and the student. In instances where the Criminology Graduate Studies Coordinator is a member of the Thesis Committee, the Criminology Graduate Studies Coordinator will appoint a representative on the Examining Committee; and
 - to defend the thesis publicly.

Graduate Diploma in Criminology

PLEASE NOTE: The Graduate Diploma in Criminology is currently under review and admissions into the program have been suspended for 2007-08.

The Graduate Diploma in Criminology will offer students an opportunity for advanced critical work in areas such as the social construction of crime, criminality, policing and punishment; socio-legal studies; social justice; and governance and regulation. The Program is designed to be completed in two semesters (8 months) and differs from the MA in Criminology by not requiring the completion of a thesis. This program is for students who want graduate-level education in Criminology, but do not intend to pursue a career that requires training in independent research.

Admission Requirements

The Graduate Diploma in Criminology follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outline on pages ___ to ___ in the Graduate Studies Academic Calendar. In addition, the following conditions must be satisfied:

- Hold an honours baccalaureate undergraduate degree in criminology (or equivalent); an honours baccalaureate undergraduate degree with a concentration in criminology (or equivalent); or an advanced major undergraduate degree [minimum of one hundred and twenty (120) credits] with a concentration in criminology (or equivalent);
- Have achieved a minimum cumulative grade point average of 3.30 in their overall academic record;
- Submit, in addition official transcripts, three letters of

reference attesting to their academic abilities.

The Graduate Criminology Committee of the Department of Sociology will review the files of all applicants and make final decisions about admission into the Graduate Diploma in Criminology. Possession of the minimum qualifications does not guarantee admission.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

- Earn at least twenty-four (24) credit hours; twelve (12) core credit hours and twelve (12) elective credit hours (as designated here):
 - Core Courses – twelve (12) credit hours:
 - CRIM 6600.0 Advanced Seminar
 - CRIM 5501.1(.2) or CRIM 6601.1(.2) Advanced Theory
 - CRIM 5502.1(.2) or CRIM 6602.1(.2) Advanced Research Methodology
 - Elective Courses – twelve (12) credit hours (only three (6) of which may be Directed Readings) :
 - CRIM 6603.1(.2)/CRIM 6604.1(.2) Advanced Topics
 - CRIM 6605.0 Advanced Topics
 - CRIM 6606.1(.2)/CRIM 6607.1(.2) Directed Readings
 - CRIM 6608.0 Directed Readings in Criminology
 - CRIM 6609.1(.2)/CRIM 6610.1(.2) Selected Topics
 - CRIM 6611.0 Selected Topics in Criminology
- Achieve a minimum grade of B+ in all courses required of their program

Graduate Courses (CRIM)

6600.0 Advanced Seminar

In the first half of this course SMU faculty and other researchers working in the field of Criminology will be invited to discuss selected topics, including a presentation of their past and current research, which will then be open to discussion and critical analysis by graduate students. In the second half of this course, students will explore various aspects of critical criminology.

The aim of this seminar course is to prepare students for thesis work through an examination of a range of work from those in the field. .

6601.1(.2) Advanced Theory

This seminar course is concerned with examining current themes and debates in criminological and sociological theory. Attention will be given to the influence of critical social theory, postmodernist, and poststructuralist writings for theorizing crime and criminality and other forms of regulation. Students may also be exposed to debates and critical discussions concerning criminology as a body of

knowledge, and the future of criminology as a discipline.

6602.1(.2) Advanced Research Methodology

This seminar course is designed to cover advanced topics, issues and techniques in a range of research methods. Students will be encouraged to apply a reflexive critique and to explore the link between methodology and theory.

6603.1(.2)-6604.1(.2) and 6605.0 Advanced Topics in Criminology

These courses are designed to provide seminars pertaining to particular interests of faculty and students in criminology.

6606.1(.2)-6607.1(.2) and 6608.0 Directed Readings in Criminology

These courses provide intensive readings under the supervision of a criminology faculty member, in areas of

interest related to the student's program of study. These courses are not available to students in the MA unless they present exceptional circumstances and receive approval from a faculty member and the Graduate Coordinator. Graduate Diploma students must also have their Directed Reading courses approved by the Graduate Coordinator.

6609.1(.2)-6610.1(.2) and 6611.0 Selected Topics in Criminology

These courses are designed to provide seminars on topics related to research and scholarship being undertaken by members of the Graduate Program. .

6615.0 Thesis Research

Research conducted under the supervision of an advisory committee.

Master of Arts in History

Chairperson, Associate Professor	T. Stretton
Professors	C. Howell J. Morrison, J. Reid, R. Twomey
Associate Professors	N. Neatby, B. Sewell, T. Stretton, M. Vance
Assistant Professors	R. Barbosa, K. Freeman, L. Warner
Adjunct Professor	L. Codignola, R. Perrins
Professors Emeriti	O. Carrigan, J. MacCormack

The Department of History has a variety of research areas with particular strengths in Atlantic Canada and Quebec, Asia, Modern Europe and the transatlantic region of the Americas, Britain and Europe from the 16th century through to the 20th century. Thematic approaches include: Imperialism, nationalism and colonialism; Sport, health, leisure and tourism; Social, political and intellectual movements; Youth, education, family and gender; Law and society; Public and oral history. The History M.A. program at Saint Mary's combines course work and thesis research and caters to both full and part time students.

Admission Requirements

The MA in History follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. In addition:

- a. To be eligible for admission to the M.A. in History, applicants are normally required to possess a Bachelor of Arts degree with Honours in History, or its equivalent, from a recognized university or college. Candidates with other types of qualifications should contact the Graduate Coordinator of the Department of History before submitting an application.
- b. Applicants to the M.A. in History are asked to submit with their application forms a thesis research proposal, a writing sample, a curriculum vitae, and a list of any scholarly awards, publications or conference papers.
- c. As part of the application process each student accepted into the program is assigned to a Supervisor who is the main point of contact for researching and writing the thesis. Applicants are encouraged to contact the Graduate Coordinator before formally applying to the Program to confirm their eligibility and the availability of potential supervisors.
- d. The deadlines for receipt of applications for those requesting fellowships or financial assistance is **15 March**. The final deadline for applications is **15 May**.

Financial Support

Students admitted to the MA in History on a full-time basis are award fellowships of up to \$15,000 funded by the Faculty of Graduate Studies and Research and the research grants of professors in the department. Funding decisions

are made by the Program Coordinator in consultation with the Program Committee and are provided on a competitive basis within the program. Students are encouraged to apply for external scholarship funding such as the Canadian Graduate Scholarships Program,

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

Program requirements specific to the MA in History include:

- a. Candidates must complete twelve (12) History credit hours at the 6000 level in addition to HIST 6650.0 and 6690.0. The program of each student must be approved by the Department.
- b. All Master of Arts candidates in History, whether studying on a full or part-time basis, must register for HIST 6650.0 and 6690.0 in their first semester.
- c. The student will be required to demonstrate a reading knowledge of at least one language other than English. The Department will accept the equivalent of a satisfactory grade in Saint Mary's 1000-level undergraduate language course, or a pass in the Department of Modern Language's French Proficiency Exam. French is normally required of students intending to write a thesis on any aspect of Canadian history.
- d. The subject of the thesis must be decided in consultation with the thesis advisor.
- e. Upon completion of the thesis, the student undertakes an oral defence open to all members of the university community. Two months prior to this defence, the Department of History will select a thesis examination committee. Student requests for particular examiners will be considered, but cannot be guaranteed.

Graduate Courses (HIST)

6608.1(2) Seminar in Intellectual and Cultural History

This interdisciplinary seminar will adopt a thematic approach in order to explore ideas in history across borders, cultures and centuries. Intended for students in their graduating year, topics for exploration may include the media, the law, liberty, the family, gender and/or sexuality.

6610.0 Global History: History and Historians

This seminar in global history will examine selected topics in world history from 1400 to the present. It is intended for honors and graduate students. Topics to be examined include major themes of global history; historiography; and historians such as W.H. McNeill, L. S. Stavrianos, and A. Toynbee who have taken a global approach to the study of the past.

6611.0 Seminar in East Asian History

Prerequisite: six (6) credit hours in East Asian History.

This seminar course will examine selected topics in the history of East Asia. The topics to be studied will be chosen by the instructor. As part of the course requirements, students will write a major research paper and present it to the seminar.

6615.0 Seminar in Historiography

A specific historical period or topic will be selected by the instructor and each student will be assigned a particular historian or historical school for the purpose of writing a paper. The seminar will address a variety of historical viewpoints and demonstrate the influence of one's milieu on the writing of history.

6619.0 Seminar in Modern European History

A seminar on selected topics in the history of modern Europe, 1800 to present, intended for history majors in their graduating year, honors, and graduate students. Topics to be examined will be selected by the instructor; students will be required to research and write a major paper on the topic selected, and present it to the seminar for discussion and criticism.

6620.0 The Two World Wars

This course will consider the origins of each of the two world wars of the early 20th century, and the diplomacy, war aims, and conduct of the war by each of the principal belligerents. The first semester will be devoted to World War I and the second semester to World War II.

6622.0 Seminar in American History

A seminar on American history from the origins to the present emphasizing major problems in historical interpretation. Special consideration to the Revolutionary and Early Republican eras, the American and transatlantic radical traditions, and the Age of Revolutions.

6624.0 The U.S.S.R.

Prerequisite: at least six (6) credit hours in European history.

A seminar covering the period 1917 – 1991. Topics will include the theory and practice of communism, nationalism, terror, World War II, culture in the totalitarian state, and the dilemma of reforms.

6625.0 Seminar in Irish and Scottish Emigration

This course provides students with an understanding of the relationship between emigration and social change within Ireland and Scotland, from about 1700 to 1900. The focus will be on emigration to North America, but within that broad subject area students will examine the issues of religion, crime, popular protest, gender roles, agricultural change, and industrialization in relation to the movement overseas. The seminar will meet on a weekly basis and students will be expected to give presentations based on assigned readings and one monograph analysis. In addition, a formal presentation of a research paper will be required in the second semester.

6501.0 Public History

This course introduces students to both the field of public history and to the application of history and historical methods in a variety of workplace settings. Public history, which involves the practices and presentation of history outside academia, is the domain of a wide variety of practitioners including historians, museologists, archivists, journalist, museum workers, genealogist, film makers and researchers. This course will examine the evolution of public history as a field of study since the 1960s and will focus on analysis of the presentation of history in a variety of films, presentations, and historic sites. The course content will be primarily Canadian and American, examining questions about ethics, standards and audience. The course will have both a classroom and an applied history or workplace component. Seminar three hours per week, plus successful completion of eight hours weekly of mentored volunteer work in a public history setting.

6527.1(.2) Biography and History

This course will examine the relationship between biography and history, beginning with consideration of how far the essentials of historical methodology can be followed in biographical study. A variety of forms of biography will then be examined, including private and public approaches to biography, autobiography, and popular biography. Specific biographical subjects will be explored in detail as case studies. The central question considered throughout will be whether biography, in any of its forms, can be considered either as a form of historical enquiry or as a valid historical source.

6635.0 Northeastern North America, 1480-1720

This course will examine the history of native and Euro-American societies, and the interaction between them, in the era of early contact and colonization. "Northeastern North America" will be defined to include the territories known to Europeans by 1720 as Newfoundland, Acadia/Nova Scotia, New England, New York and Canada.

6660.0 History and Society: The Atlantic Provinces Seminar

This course, intended for masters students in Atlantic Canada Studies and honors and masters students in history, addresses the nature of historical inquiry into issues relating to the social and economic history of the Atlantic region. Topics to be covered will include regional culture, gender and race, the family, processes of development and underdevelopment, scientism and professionalization, health, recreation and sport. Students who have completed HIS 560.0 are not eligible to enroll in ACST 6660.0.

6670.1(.2) – 6674.1(.2); 6675.0) Selected Topics Seminar

As with other selected topics courses, the subject matter of these seminars will be announced from time to time. Topics to be examined will be determined by the course instructor. Seminars concentrate on group discussion and the presentation of research papers.

6689.1(.2) Reading Course in History – Selected Topics in Irish History

Prerequisite: permission of instructor.

An independent reading course in selected topics in Irish history, primarily social, political, and intellectual history in the 18th and 19th centuries. Topics include: Irish popular and radical movements and ideas in a transatlantic context; Ireland in the Age of the Democratic Revolutions; the Irish in America and Canada; Irish political institutions and political culture. Readings, consultations, and final paper.

6695.1(.2)-6699.1(.2) Reading Courses in History

Prerequisite: permission of instructor.

Each reading course will be organized by the instructor(s) involved. In general, each course will be centered round a specific theme, and the students will be expected, through their reading, to be familiar with all aspects of the chosen area. Examinations and/or papers will be required at the end of each course.

6650.0 Seminar in Advanced Historiography

This seminar will examine selected contemporary historiographical issues and guide candidates in the preparation of their thesis proposals.

6690.0 Thesis Research

Students will engage in the research and writing of a thesis under the supervision of a thesis supervisory committee. The student must satisfy the supervisor that thesis research and all other methodological and disciplinary preparation for the successful handling of the thesis topic have been completed. Supervisors may require a demonstration of language competence or extra course work as preparation for the treatment of certain thesis topics. Students will publicly defend their thesis, following which a final grade will be determined by the supervisory committee.

Graduate Programs in International Development Studies

Graduate Program Committee on International Development Studies	
A. O'Malley, Coordinator International Development Studies	
R. Barbosa	History
J. Chamard	Management
T. Charles	Management Science
A. M. Dalton	Religious Studies
S. Dansereau	International Development Studies
J. Devlin	International Development Studies
M. Doucet	Political Science
M. Ighodaro	Sociology and Criminology
D. Leclair	International Activities
J. Morrison	History
A. Schulte-Bockholt	Sociology and Criminology
N. Sharif	Economics
A. Spires	Modern Languages
E. Tastsoglou	Sociology and Criminology
H. Veltmeyer	Sociology and Criminology
S. Wein	Philosophy
Adjunct Professors	C. Amaratunga, D. Black, J. Kirk, R. McKinnell, J. Parpart, J. Petras, T. Shaw, J. Tellez

Note: In addition to the above IDST Program Committee members and Adjunct Professors, there are several other Saint Mary's faculty members teaching IDST related courses.

The graduate degree program is an interdisciplinary program comprising a core program of development analysis, practitioner skills, and policy-oriented courses in the field of International Development Studies (IDST). The IDST graduate Program makes considerable use of the techniques and concepts of social science disciplines such as Economics, Anthropology, Sociology and Political Science to analyze and assess development problems, but also views the contributions of History, Management, Geography, Philosophy, Religious Studies and Modern Languages, among others, as important sources of explanations and understandings which advance our knowledge of international development. The IDST Program recognizes a significant number of approved, cross-listed courses in other University departments as creditable to its program.

The interdisciplinary IDST Program provides an environment in which a combination of seminars and guided individual research are strongly focused on analyzing the problems experienced by developing countries in the Caribbean, Latin America, Asia and Africa, and Oceania regions. Together with associated courses, the IDST Program focuses not only on practical policies for remedying these problems, but also on the conceptual frameworks that explain how such problems are derived from the social, cultural, economic, historical and political structures and forces that underlie them. An important concern of the program is with evaluating the development strategies pursued by social movements and governments in developing countries and regions. An evaluation of the different models and strategies for national and regional

development, as well as an evaluation of models for local bottom-up development, in an increasingly global context, forms an essential part of a student's training within the Program.

Master of Arts in International Development Studies

The IDST Masters program of study will be useful to those seeking employment in national and international settings, for which knowledge of global development issues, policies and practices is increasingly needed. Such employers would include many federal government offices (CIDA, Foreign Affairs, Industry, Trade), multilateral development agencies, crown and parastatal corporations, immigration services, non-governmental organizations and professions such as teaching, journalism, development planning, public administration and business.

Admission Requirements

The MA in IDST follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. For additional requirements and conditions, see below.

The application should also contain a statement that specifies areas of preparation and interest, and three letters of recommendation from individuals who can attest to the applicant's academic or professional competence relevant to graduate studies in international development.

Students who have earned an honours baccalaureate undergraduate degree (or its equivalent) with a minor concentration in International Development Studies or relevant social sciences, or who have earned a baccalaureate undergraduate degree and can demonstrate to the satisfaction of the Admissions Committee that they have had considerable practical experience in the field of international development, may be admitted into the forty-two (42) credit hour regular program (i.e. the Category I program). The IDST Program reserves the right to add up to three (3) credit hours to this course load should the incoming student show evidence of a specific gap in undergraduate preparation.

Students who have earned an honours baccalaureate undergraduate degree with a major concentration in International Development Studies may be admitted directly into a twenty-seven (27) credit hour accelerated program (i.e. the Category II program). The IDST Program reserves the right to add up to three (3) credit hours to this course load should the incoming student show evidence of a specific gap in undergraduate preparation.

The Admissions Committee of the IDST Program carefully

reviews the files of all applicants, and recommends admission to the Program on a competitive basis. Successful applicants will be advised of the category of their admission and the credit requirements of their program in the Letter of Acceptance.

Due to the sequential nature of many IDST graduate seminars, the IDST Program is unable to accept any students for January admission to the MIDS. Note that the Faculty of Graduate Studies and Research academic year begins on September 1 and ends on August 31, and consists of three, four-month semesters. IDST students are not required to be in residence at the University during the third (summer) semester.

Financial Support

Students admitted full-time to the MA in IDST may be eligible for funding of a student stipend through funds provided by the Faculty of Graduate Studies and Research. Funding decisions are made by the Program Coordinator in consultation with the IDST Committee and are provided on a competitive basis within the program.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

Selected courses offered by associated academic units departments at Saint Mary's University will be chosen from an approved list and/or in consultation with the International Development Studies Coordinator.

The IDST Program may allow a graduate student to take courses for credit at other university-level institutions. However, approval of the IDST Coordinator must be obtained for such courses, and in no case shall such courses exceed two in number without further special permission of the IDST Program.

To obtain a Master of Arts degree in International Development Studies, all students must complete a thesis under the direction of a supervisor and a thesis supervisory committee of at least two readers, and must, with the approval of this committee, provide a public presentation of the results of their research so that the benefits of their study may be disseminated and discussed by the University community and interested members of the public at large. Students whose professional goals require graduate-level studies without a thesis are encouraged to pursue the IDST Program's one-year Graduate Diploma in International Development Studies.

The IDST Program encourages students to pursue thesis topics that cover a wide spectrum of student interests. Topics may range from applied, development practitioner-oriented studies—such as project management assessment of an NGO, assessing local community practices in sustainable waste management, or assessing a regional development agency's policies regarding objectives and deliverables—to broader, structural analyses of the dynamics of the global

order, global sustainable development policies, popular responses to global policy regimes, or national/regional responses to socioeconomic restructuring or migration. Most graduate students elect to carry out fieldwork overseas—using contacts derived from their own initiative or through IDST Program university linkages and networks—so there is ample opportunity to acquire field experience in the context of the student's thesis research.

All graduate students in the IDST Program are required to participate in the IDST Program Speakers Series, which provides a forum for students to discuss central development issues with invited guests from multilateral agencies, NGOs, academia, and the private sector.

Details of Program requirements, current areas of specialization and ancillary matters may be found in the comprehensive International Development Studies Handbook, available from the Program secretary or the IDST website (www.arts.smu.ca/ids).

CATEGORY I (42 credit hours)

The course requirements for this six (6) semester, two-year program are successful completion of the following courses together with nine (9) credit hours in electives chosen for their relevance to the student's intended area of research (see the IDST *List of Approved Courses*):

IDST 5543.1	Seminar: Conceptual Foundations
IDST 5544.2	Seminar: Contemporary Issues
IDST 6601.1	Dynamics of Development: Frameworks of Analysis
IDST 6602.2	Dynamics of Development: Critical Issues
IDST 6644.1(.2)	Macroeconomic Development
IDST 6620.1(.2)	Advanced Research Methods
IDST 6663.1(.2), or 6662.1(.2), or 6661.1(.2)	(Regional Specialization course)
IDST 6664.1(.2), or 6622.1(.2), or 6623.1(.2)	(Area Specialization course)
IDST 6692.1(.2)	Thesis Design
IDST 6690.0	Thesis Course.

CATEGORY II (27 credit hours)

The course requirements for this program are successful completion of the following courses together with six (6) credit hours in electives chosen for their relevance to the student's intended area of research (see the IDST *List of Approved Courses*):

IDST 6601.1	Dynamics of Development: Frameworks of Analysis
IDST 6602.2	Dynamics of Development: Critical Issues
IDST 6620.1(.2)	Advanced Research Methods
IDST 6663.1(.2), 6662.1(.2), or 6661.1(.2)	(Regional Specialization courses)

IDST 6664.1(.2), (Area Specialization course)
or 6622.1(.2), or
6623.1(.2)
IDST 6692.1(.2) Thesis Design
IDST 6690.0 Thesis.

Graduate Diploma in International Development Studies

Please note: Applicants should review their professional needs carefully and choose between pursuing the Graduate Diploma or the Masters of Arts degree in IDST at Saint Mary's. Normally, a Graduate Diploma student will not be eligible to subsequently apply to the MA program. However, exceptionally well-qualified Graduate Diploma students who have demonstrated superior academic performance during their Diploma program may be invited to apply to the MA Program upon completion of their degree.

The IDST Graduate Diploma Program of study will be useful to those wishing to pursue graduate-level studies, and wishing to obtain a graduate degree, with a view to employment in professional settings demanding knowledge of international development issues, analysis and practical skills. Such employment would include many federal government offices (CIDA, Foreign Affairs, Industry, Trade), multilateral development agencies, crown and parastatal corporations, immigration services, non-governmental organizations, and professions such as teaching, journalism, development planning, public administration and business.

The Graduate Diploma is offered to students with professional goals not requiring a masters degree, and to practicing professionals in business, non-governmental organizations and the civil service, at home or overseas, who wish certificated, intensive professional upgrading at the graduate level in the area of international development, but who do not have the time to pursue a program of masters research and have no need of a masters degree.

Due to the sequential nature of many IDST graduate seminars, the IDST Program is unable to accept any students for January admission to the Graduate Diploma. Also note that the Faculty of Graduate Studies and Research academic year begins on September 1 and ends on August 31, and consists of three, four-month semesters.

All graduate students in the IDST Program are required to participate in the IDST Program Speakers Series, which provides a forum for students to discuss central development issues with invited guests from multilateral agencies, NGOs, academia, and the private sector.

Details of Program requirements, current areas of specialization and ancillary matters may be found in the comprehensive International Development Studies Handbook, available from the Program secretary or the IDST website (www.arts.smu.ca/ids).

Admission Requirements

The Graduate Diploma in IDST follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. For additional requirements and conditions, see below.

Applicant must provide:

1. Certified evidence of having completed an undergraduate, baccalaureate degree (or its equivalent) at a recognized, post-secondary institution of higher learning. If the applicant's undergraduate preparation has not been in an IDS-related field (principally, the social sciences), the applicant must provide evidence of having had experience as a development practitioner. The IDST Program interprets this latter requirement broadly, and with sufficient scope to include many forms of personal and professional experience;
2. Aside from the documentation required by the FGSR, any other supporting documentation the applicant feels may be relevant to his/her undergraduate education;

Financial Support

Students accepted into the Graduate Diploma in IDST are not eligible for funding from the FGSR. However, students may be eligible for scholarships or bursaries offered by the Financial Aid and Awards Office of Saint Mary's University.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

The course requirements for this two (2) semester, twenty-four (24) credit hour program are successful completion of the following courses together with twelve (12) credit hours in electives chosen for their relevance to the student's area of interest in international development studies:

IDST 5543.1 Seminar: Conceptual Foundations
IDST 5544.2 Seminar: Contemporary Issues
IDST 6663.1(.2), or 6662.1(.2), or 6661.1(.2), etc. (Regional Specialization course)
IDST 6664.1(.2), or 6622.1(.2), or 6623.1(.2), etc. (Area Specialization course)

The student's electives shall be chosen from the IDST Program's List of Approved Courses. Special requests for permission to take a course not on the List of Approved Courses will be considered, but will be understood as exceptional, and in all cases will require the explicit permission of the IDST Coordinator or his/her delegate.

Please note:

1. Once having completed all coursework, the Graduate Diploma student is no longer required to be in residence at the University. However, some students may wish to lighten their Semester I course load by taking a Directed Reading

or Field Research course during Semester III in place of the second elective in Semester I. These Semester III courses do not require the student to be in residence at the University, although the student may elect to remain in residence in order to make use of University resources. Whatever the case, for all official purposes, the student is considered to be attending Saint Mary's University as a full-time student for one full academic year.

2. Courses taken to fulfill the requirements of an undergraduate program cannot be transferred to fulfill the requirements of the Graduate Diploma in IDS.

3. A minimum average grade of B (or equivalent) is required for graduation.

4. Selected courses offered by associated academic units departments at Saint Mary's University will be chosen from the IDST *List of Approved Courses* and/or in consultation with the International Development Studies Coordinator.

5. The IDST Program may allow a graduate student to take courses for credit at other university-level institutions. However, approval of the IDST Coordinator must be obtained for such courses, and in no case shall such courses exceed two in number without further special permission of the IDST Program.

Graduate Courses (IDST)

5525.1(.2)/6625.1(.2) International Justice

This course will consider how major theories of justice such as Kantian constructivism, economic contractarianism, and utilitarianism deal with important issues in international justice such as the law of peoples, distributive justice, human rights, and democratization.

5530.1(.2) Contemporary Development Planning

This seminar will discuss past and current approaches to development planning at the local, regional, national and global levels. Discussions will focus on acquiring an appreciation for the challenges facing contemporary development planners with regard to justifying, formulating and implementing development policies, programs and procedures at all levels.

5540.1(.2)-5542.1(.2) Special Topics in International Development

These courses will explore in depth a particular topic or set of topics in international development. Specific topics will depend on availability of visiting scholars, invited speakers and research plans of associated faculty.

5543.1(.2) Conceptual Foundations of Development: Theories and Perspectives

This is the first part of the core graduate seminar, and will be focused on discussing the spectrum of contemporary perspectives and theoretical approaches forming the foundation of past and current development policies. The seminar will emphasize the acquisition of an analytical and critical appreciation of development perspectives and their

underlying assumptions and commitments, together with a broad panorama of their real-world consequences.

5544.1(.2) Conceptual Foundations of Development: Policy and Practice

This is the second part of the core graduate seminar, and will be focused on the policies, practices and implications of development theories and perspectives with regard to traditional thematic areas in development such as health, gender, education, material well-being, the state and market, overseas development assistance, nationalism, human rights regimes, agrarian and rural livelihoods, etc.

5550.1(.2)-5555.1(.2) Directed Readings

These courses provide an opportunity for students to pursue individually with faculty and researchers topics not normally covered by regular course offerings. Students are expected to demonstrate initiative and independence in pursuing a directed reading, and will normally produce a substantial written document summarizing their literature research.

5560.1(.2)/6660.1(.2) Field Research in Development

This course will provide an opportunity for students to pursue a supervised research program in the field. The research and project report must be approved by the IDST Coordinator.

5561.1(.2)/6661.1(.2) South East Asia: Contemporary Development Issues

This course explores development issues in the context of South East Asia, focusing on the nation-state and its development strategies, as well as issues of economic and social development. Issues include the emergence of the Newly-Industrializing Countries, the impact of the Asian financial crisis and globalization. The course will begin from the perspective of common colonial roots and identify the current sub-regional models of development. The course will explore current alternative approaches articulated by Asian scholars and grassroots organizations.

5562.1(.2)/ 6662.1(.2) Sub-Saharan Africa: Contemporary Development Issues

This course explores development issues specific to Sub-Saharan Africa, focusing on the nation-state and its development strategies, as well as issues of economic and social development. Issues include the impact of structural adjustment, efforts toward political democratization and the ongoing presence of traditional forms of social organization. The overall objective is to present the dynamic nature of the current policy debates as they are being articulated and challenged by a variety of actors in the region, including African scholars and grassroots organizations.

5563.1(.2)/6663.1(.2) Latin America: Contemporary Development Issues

This course explores development issues in the context of Latin America, focusing on the nation-state and its development strategies, as well as issues of economic and social development. Issues include the impact of globalization and liberalization, efforts towards political democratization including the role of popular organizations and alternative approaches articulated by Latin American

scholars and grassroots organizations. Sub-regional differences will be identified.

5564.1(.2)/6664.1(.2) Popular Approaches to Development

This course will examine theoretical debates surrounding the current alternative and people-centered approaches to development and social change. Emphasis is on alternatives articulated by a new civil society or the new social movements in the South including NGOs, community and grassroots organizations, labour groups and others. Issues range from new practices in development based on increased participation by subaltern groups to the more fundamental challenges to national and international structures as they struggle for greater democratization as groups work for economic and political decentralization.

5570.1(.2) Environment and Development

This seminar will explore the implications for world economic development of the rising tide of “environmental problems”, as well as the question of what “economic development” might mean in the context of tackling the growing disruption of the global ecosystem. The importance of a sociological and political-economic analysis of the problems of environmental disruption will be emphasized as the basis for understanding the threat which environmental problems pose for the very existence of human kind and certain patterns of economic development.

6601.1(.2) Dynamics of Development: Frameworks of Analysis and Practice

This senior, core graduate seminar course will review and critically examine the major schools of development thinking with special reference to the social and political implications of economic policies and practice. The basic assumptions, central concepts, theoretical assumptions and public policy or political implications of each approach will be critically examined and placed in their historical context.

6602.1(.2) Dynamics of Development: Critical Issues

Prerequisite: IDST 6601.1(2).

A continuation of IDST 6601, each student in this seminar will prepare a major presentation on the issues and basic literature in the area of the student’s thesis research. The seminar will act as a forum for discussing and critically assessing the issues arising from each presentation in order to strengthen and support each student’s thesis project. A final paper is required and should represent a basic draft of the student’s thesis literature review.

6620.1(.2) Advanced Research Methods

This course in advanced qualitative and quantitative research methods is designed to provide students with the tools needed to select the appropriate methodological approach and techniques for conducting research on development issues. This course will also deal with more general questions of research design, data gathering and analysis.

6622.1(.2) Gender and Development: Theory and Method

This seminar will examine the role of women and development in the Third World. It will discuss the interrelationship of various development and feminist theories; methodological approaches to the study of women and development will also be examined. This course will provide students with a conceptual overview and practical tools for understanding the problems faced by women in developing countries.

6623.1(.2) Gender and Development: Policy and Practice

This seminar will examine case studies of the role of women in the development process in various Third World countries. It will provide an analysis of the gender dimensions of programs and policies that affect women in different international, regional and community contexts. Case studies will focus on a number of specific issues such as work, education, health and empowerment. These will vary from year to year.

6640.1(.2)-6645.1(.2) Special Topics in International Development

These courses will investigate in some depth a particular topic or set of topics in international development. Specific topics will depend on availability of visiting scholars, invited speakers and research plans of associated faculty.

6650.1(.2)-6655.1(.2) Directed Readings

These courses provide an opportunity for students to pursue individually with faculty and researchers topics not normally covered by regular course offerings. Students are expected to demonstrate initiative and independence in pursuing a directed reading, and will normally produce a substantial written document summarizing their literature research.

6690.0 Thesis Research

Students will engage in the research and writing of a thesis under supervision of a thesis committee. The student must satisfy the supervisor that thesis research and all other methodological and disciplinary preparation for the successful handling of the thesis topic have been completed. Supervisors may require a demonstration of language competence or extra course work as preparation for the treatment of certain thesis topics. Students will publicly defend their thesis, following which a final grade will be determined by the thesis committee.

6692.1(.2) Thesis Design

This seminar serves as a forum for addressing the common challenges of writing a thesis research document. General thesis structure, the nature of a literature review, the construction of a research protocol, the nature of the thesis discussion, and the identification of the central issues particular to the thesis problematic will all be discussed in an atmosphere of seminar presentations, constructive peer assessment and instructor-led discussions.

Master of Arts in Philosophy

Graduate Programme Coordinator	
& Associate Professor	C. MacDonald
Chair and Associate Professor	J. MacKinnon
Professor	S. Wein
Associate Professors	S. Crooks
	L. Gannett
	P. March,
	M. Mercer
Assistant Professors	R. Ansell
Professors Emeriti	W. Grennan,
	W.A. Stewart

The Master of Arts in Philosophy allows students who have demonstrated a strong interest in and capacity for philosophical thinking to learn more and to hone their skills. The writing of an M.A. thesis also offers students the opportunity to begin to specialize to a certain extent, through conducting independent (but supervised) research on a philosophical topic of their choosing.

Admission Requirements

The MA in Philosophy follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. In addition:

- a.* Only students who have earned an honors degree in Philosophy, or the equivalent, will be admitted to the one-year program.
- b.* The Departmental Graduate Studies Committee will review applicants' files and make recommendations to the Department on admissions. The Committee must be satisfied that there is a member of the Department able and willing to act as a thesis supervisor.

Financial Support

Students admitted to the MA in Philosophy may be eligible for funding of a student stipend through funds provided by the Faculty of Graduate Studies and Research. Funding decisions are made by the Program Coordinator in consultation with the Departmental Graduate Studies Committee and are provided on a competitive basis within the program. The amount of financial support offered to students varies, but is typically sufficient to support a year of graduate work. More details can be had by contacting the Programme Coordinator.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and additionally:

- a.* The student will take a total of eighteen (18) credit hours at the 6000-level, and in addition will write a thesis (6697.0 Master's Thesis). Typically graduate students will

attend undergraduate classes, and in all cases they will follow an independent syllabus agreed on between the Graduate Programme Coordinator, the course instructor, and the student.

- b.* As soon as possible after acceptance into the Master of Arts program, the student will submit a formal thesis proposal to the Departmental Graduate Studies Committee. In consultation with the student and faculty members concerned, and subject to Departmental approval, the Graduate Programme Coordinator will appoint a thesis supervisor for each graduate student and authorize each student to proceed with the writing of the thesis. Normally the thesis will have a length of approximately 20,000 words (eighty pages). The thesis must exhibit an understanding of the issues with which it deals, an ability to construct cogent arguments concerning them, and an ability to make cogent criticisms of positions and arguments.

- c.* When the thesis is completed, the student will submit it to the Departmental Graduate Studies Committee, which will, subject to Departmental approval, appoint three examiners, one of whom will normally be the thesis supervisor. Copies of the thesis will be made available in advance to the examiners. The Graduate Officer will set a time for the thesis defense, to which members of the academic community will be invited. Following the thesis defense, the examiners will report their assessment to the Graduate Officer and the student in writing.

Graduate Courses (PHIL)

6000.0 Metaphysics

Metaphysics seeks to determine whether we can know any general truths about the world. What is it to exist? What is it to be an individual? What are the fundamental kinds of things and relations? Consideration is given to the principal metaphysical theories that form part of the Western philosophical tradition, e.g., materialism, idealism, dualism and monism. The course will also consider the major problems and concepts of metaphysics, e.g., time, space, substance, essence, free will, determinism, and causality.

6585.1(.2) Feminist Philosophy

This course examines the contributions of feminist philosophers to historical and contemporary thought in diverse areas of inquiry, such as ethics, political theory, metaphysics, epistemology, philosophy of science, and philosophy of mind.

6601.1(.2) Graduate Seminar

Participants will write and discuss research materials which are connected by a common theme. The aim will be to deepen students' knowledge of the topics studied, while developing effective research methods.

6602.1.(2) Philosophy of Language

How is it that words and sentences mean what they do? One answer to this question is that linguistic meaning is determined by the speaker's intentions; another is that it is determined by social practices. Each answer raises issues regarding the relation of language to both thought and reality that this course will aim to address.

6604.1.(2) Theory of Knowledge: Foundations

This course examines the various concepts of human knowledge and attempts to find the limits of that knowledge. Traditional approaches to problems in the theory of knowledge will be considered as well as current work.

6605.1.(2) Theory of Knowledge: Ethics of Belief

We commonly evaluate beliefs as rational or irrational; justified or unjustified; responsible or irresponsible. But what do these terms mean and when are they correctly applied? Can beliefs be ethical? These and related questions are debated by contemporary epistemologists. This course seeks to interpret and assess the main competing views.

6510.1.(2) Advanced Topics in Applied Ethics

This course will deal with advanced issues in applied or practical ethics. The course will focus on ethical issues in a particular domain (e.g., business, health care, the environment, international development) or on a particular ethical problem that might be faced in any of those domains (e.g., conflict of interest, racism, justice). Interested students should contact the Instructor to find out what this year's topic will be.

6611.1.(2) Political Thought: The Classic Texts

A critical examination of some of the core works in the history of political philosophy, such as those of Plato, Aristotle, Augustine, Hobbes, Locke, Mill, Rousseau, Hegel, Marx, and Nietzsche.

6612.1.(2) Contemporary Political Philosophy

This course introduces students to the major schools of contemporary political thought, such as utilitarianism, liberal egalitarianism, libertarianism, Marxism, communitarianism, and feminism. Among the issues addressed are the justification for state power, the role of human nature in determining political arrangements, democracy and the rights of minorities, the tension between liberty and equality, and the just distribution of resources.

6415.1.(2) Argumentation Theory

Contemporary argumentation theory draws upon several disciplines: philosophy of language, cognitive psychology, feminist philosophy and communications theory. This course will examine the concept of argument through the lens provided by argumentation theorists. Alternative conceptions of argument will be critically examined and an overview of the development of argumentation theory will be provided.

6625.1.(2) International Justice

This course will consider how major theories of justice such as Kantian constructivism, economic contractarianism, and utilitarianism deal with important issues in international justice such as the law of peoples, distributive justice, human rights, and democratization.

6627.1.(2) Philosophy of Mind: The Classic Texts

A close study of the philosophies of mind in the work of philosophers such as Plato and Descartes. Students read the original works and then move to modern critiques of these problems.

6628.1.(2) Philosophy of Mind: Contemporary Issues

This course is a study of contemporary theories in the philosophy of mind. Topics include Behaviorism, Mind/Brain Identity theories, Functionalism, Cognitivism, and various theories of consciousness.

6642.1.(2) Early Modern Philosophy: The Rationalists

A critical examination of the works from this movement, focusing on the areas of metaphysics and epistemology. Descartes, Malebranche, Spinoza and Leibniz are among the philosophers typically studied.

6643.1.(2) Early Modern Philosophy: The Empiricists

A critical examination of the works from this movement, focusing on the areas of metaphysics and epistemology. Hobbes, Locke, Berkeley and Hume are among the philosophers typically studied.

6644.1.(2) Later Modern Philosophy: Kant

A lecture and seminar course on Kant's theory of knowledge.

6645.1.(2) Greek Philosophy: The Presocratics and Plato

A brief examination of Greek philosophy before the time of Socrates followed by careful readings of selected dialogues by Plato.

6646.1.(2) Greek Philosophy: Aristotle and the Hellenists

A study of Aristotle's views (focusing on topics in metaphysics, psychology, knowledge and ethics), together with a brief examination of several Hellenistic philosophers.

6648.1.(2) Aesthetics: The Classical Tradition

This course addresses issues central to the history of philosophical aesthetics, including those of representation, expression, and the cognitive aspects of art and aesthetic experience. The course will involve a survey of some of the great works of the tradition, including those of Plato, Aristotle, Kant, Collingwood, Dewey, and others.

6649.1.(2) Aesthetics: Contemporary Debates

This course addresses issues that dominate contemporary philosophical reflection on the arts, including those of form and content, the logic of taste, aesthetic value, art and knowledge, art and emotion, and so on.

6652.1.(2) Philosophy of Science

An introduction to the main problems of the philosophy of science designed to familiarize students with some of the contemporary analyses of scientific concepts and methods.

6653.1.(2) Philosophy of Biology

The course explores methodological, conceptual, metaphysical, and epistemological questions that arise in modern biology. Possible topics include scientific revolutions, experimentation, biological laws, theoretical

modelling, objectivity, reductionism, species concepts, evolution vs. creationism, human nature, and biological theories of gender, race, and sexuality.

6654.1(.2) Philosophy of History

A critical study of the philosophical views on the course of human history (its pattern, purpose and value) and an examination of the aim, nature and validity of historical knowledge.

6655.1(.2) Existentialism: The 19th Century

A lecture and seminar course examining the 19th century origins of the existentialist movement in contemporary philosophy, with specific investigation of the writings of Kierkegaard and Nietzsche.

6656.1(.2) Existentialism: The 20th Century

A lecture and seminar course examining the 20th century expression of the existentialist movement in contemporary philosophy, through close study of the writings of Heidegger, Sartre, Camus, and others.

6665.0 Analytic Philosophy

A lecture and seminar course that examines the origins, expressions, and significance of the contemporary analytic movement in philosophy.

6671.1(.2) Meta-ethics

The course investigates the moral concepts that are used in the formulation and evaluation of ethical theories, including: 'morality', 'moral value', 'virtue', 'vice', 'moral right', 'moral obligation', 'justice', and 'good'.

6672.1(.2) Foundation of Ethics

The course will involve the study of the nature of moral judgments and the logic of moral reasoning.

6679.0 Senior Seminar

The subject matter of the seminar is determined by consultation between instructor and students.

6685.1(.2)-6689.1(.2); 6690.0-6695.0 Reading Courses in Philosophy

The subject matter of these courses is determined by consultation between instructor and students.

6697.0 Master's Thesis

This course accommodates the thesis research and writing required by the Department for any student proceeding to the Master of Arts degree in Philosophy.

Joint Master of Arts in Women's Studies

(offered jointly by Saint Mary's University and Mount Saint Vincent University)

Graduate Program Coordinator(s): Dr. Audrey MacNevin (Sociology); Dr. Teresa Heffernan (English)

Joint Program Committee Chair: Dr. Frances Early (History, MSVU)

The Joint Master of Arts in Women's Studies is offered by Saint Mary's University and by Mount Saint Vincent University. This dynamic program emphasizes the interdisciplinary basis of Women's Studies, its community linkage, and its grounding in feminist theories and methodologies.

The Joint Master of Arts in Women's Studies will appeal to individuals with interests in areas that combine a feminist perspective with global issues; gender in relation to war and peace studies, cultural studies; literary studies; history; theory; research methods; health; sexuality; gender; education; social change; religion/spirituality; human rights and social justice; race and ethnicity; body image, paid and unpaid care-giving labour; family relations; media studies; creative arts; and community activism.

This program is enriched by its access to a variety of library collections at universities in the city, by the presence of the Nancy's Chair in Women's Studies at Mount Saint Vincent University, and by an active local women's community.

Admission Requirements

The MA in Women's Studies follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar.

To be admitted into the program, applicants will normally be expected to have a four-year Bachelor of Arts degree, with a minimum B average or equivalent. Students who do not meet eligibility criteria may be admitted with the requirement to complete a qualifying year or additional courses.

Enrolment is limited and based on the availability of Women's Studies faculty to supervise a student's proposed area of research.

Application is made either to Saint Mary's University or to Mount Saint Vincent University. Upon graduation, students receive a Master of Arts Degree in Women's Studies offered jointly by Mount Saint Vincent University and Saint Mary's University.

Applications should include all letters of reference, transcripts, and other required information. Applications for scholarship consideration will be accepted up to January 31. For applicants who are not seeking a scholarship, the deadline is April 1.

Financial Support

Students admitted to the MA in Women Studies at Saint Mary's University may be eligible for student stipends made available through funds provided by the Faculty of Graduate Studies and Research (FGSR). Funding decisions are made by the Program Coordinator and are provided on a competitive basis within the program.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

The thirty (30) credit hour program includes both course work and thesis and can be pursued either full-time or part-time. The degree can be completed in two years. Graduate students have five years to complete all degree requirements.

All students are required to complete the following courses:

- Feminist Theory (3 credit hours)
- Feminist Methodology (3 credit hours)
- Graduate Seminar (3 credit hours)
- Elective in Theory or Method (3 credit hours)
- Independent Study/Electives (6 credit hours)
- Thesis (12 credit hours)

In consultation with the Women's Studies Program Coordinator, electives and independent study courses are chosen to support the student's special area of interest.

Graduate Courses (WMST)

WMST 6601.1(.2) Theories of Feminism

This class provides an in-depth study of feminist theory. It will look in particular at the development of theories over time and across borders, focusing on common assumptions and debates among feminists.

WMST 6602.1(.2) Feminist Methodologies

This class examines feminist critiques and strategies around knowledge and research methodologies. It explores historical and contemporary debates on important research issues.

WMST 6604.1(.2)-6605.1(.2) and 6606.0 Contemporary Issues of Feminism

These courses provide an opportunity for students to study in considerable depth and detail selected contemporary issues of feminism both within and outside of academia. For example, a course might focus on inequality of women in the labour force, the role of unpaid work, violence and its use against women, the colonization of knowledge within academia, or on technology including the impact of new reproductive technologies and their control of women.

WMST 6609.1(2) – 6611.1(2); 6612.0 – 6613.0 Directed Study

Directed Study will allow students to draw on a range of faculty research interests on topics where classes are not regularly offered.

WMST 6614.1(2)-6615.1(2) and 6616.0 Directed Readings in Women's Studies

These courses offer students an opportunity to pursue advanced readings and research in a particular area of Women's Studies. The students and professors will design the programs of study together.

WMST 6620.1(2) Feminist Traditions in Scholarship

Students will study the emergence of feminist theoretical perspectives, methodologies and analytical approaches in several disciplines in the humanities and social sciences.

WMST 6621.1(2) Feminist Tradition in Contemporary Scholarship

Students will study the role of feminist theoretical perspectives, methodologies and analytical approaches in the contemporary practice of several disciplines in the humanities and social sciences.

WMST 6630.1(2) Graduate Seminar

This seminar will be used to discuss student research proposals and to provide a forum to integrate material from

other classes and colloquia. It will bring together issues of Feminist theory, methodology and praxis with an interdisciplinary perspective.

WMST 6631.1(2) Community-Based Learning

In this course students engage in learning which is community-based and developed in the context of each student's interests and needs. Students explore the theoretical, methodological and practical implications of their experiences from a feminist perspective.

WMST 6698.0/6699.0 Thesis

Students are required to produce a thesis worth two (2.0) credits. Therefore students must register in both these courses simultaneously. The thesis will require a proposal, will demonstrate research and communication skills and must be defended to fulfill the requirements. The thesis must meet the specifications of the institution at which the student is enrolled.

Note: Lists of courses in Women's Studies offered at Mount Saint Vincent are available in the *Academic Calendars* of that institution or from the Saint Mary's WMST Coordinator.

Graduate Programs – Sobey School of Business

The Sobey School of Business offers the following graduate programs: Executive Master of Business Administration, Master of Business Administration, Master of Finance, Master of Management of Co-operatives and Credit Unions, and Doctor of Philosophy in Business Administration (Management).

Executive Master of Business Administration (EMBA)

Associate Dean	Gordon Fullerton
Adjunct Professors	Timothy O'Neill, Alex Faseruk, Sanjay Sharma, P. Downer, J. Young
Program Manager	Bonnie Kirby

The Executive MBA is a four-semester program designed to meet the unique needs of both mid-career managers who have demonstrated the potential to reach senior management positions and senior executives who want to increase significantly their personal and organizational effectiveness. The Executive MBA is structured as an integrative program that will enhance participants' ability to think across functional lines and understand better the "whole enterprise" in its global competitive situation.

Features of the program include:

- Classes will meet on alternating weeks on Fridays and Saturdays during the academic year.
- Managerial experiences and practical backgrounds of participants will be utilized.
- A broad management view of various business and organizational problems will be provided.
- A global perspective of business will be developed with an International Business Trip as a required part of the program.
- An understanding of economic, social, political, and environmental forces that affect the organization and influence managerial decisions will be developed.
- An exchange of information and insights will be encouraged among participants from diverse industries, organizations, functions and responsibilities.
- The sponsoring organization and its participating manager will be able to meet common educational goals without major disruptions of job assignments and home life.

Admission Requirements

The EMBA follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar with the following additional requirements and procedures.

The EMBA Admissions Committee will consider an applicant's prior academic record, scores on the GMAT,

military or work experience, extracurricular activities, letters of recommendation, and the written application. While each of these general criteria is important, the applicant's entire profile will be evaluated, where significant strengths in one area may help compensate for weaknesses in another.

Test scores and academic records will be evaluated as evidence of academic grade; however, the Admissions Committee will also look for personal qualities, such as leadership and motivation, which are important for success as a manager.

A written application, including a statement of the objectives of the student, and interview will be the basis of the Admissions Committee's decision. Applications will not be evaluated until the application is complete, including test scores. It will be the responsibility of the applicant to ensure that the application is complete.

In general, an applicant for admission to the Executive MBA program will have:

1. substantial experience at the senior management level;
2. sponsorship by an employer who agrees to support their employee's participation in the program;
3. a bachelor's degree with high standing or equivalent qualification (in certain cases, consideration will be given to students who do not hold a bachelor's degree);
4. taken and achieved a satisfactory score on the Graduate Management Admissions Test (GMAT), or its equivalent, such as the GRE (may be waived for engineers, accountants and those with a post-graduate degree);
5. two letters of reference from work-related or academic sources.

Prior to starting the program, each student will participate in team-building, accounting and research skills workshops.

Applications to the Executive MBA program should be made as early as possible. Application material and program information may be obtained by contacting:

The Manager, Executive MBA Program
 Saint Mary's at the World Trade Centre
 Suite 801 – 1800 Argyle St
 Halifax NS B3J 3N8
 Tel (902) 420-5175
 Fax (902) 420-5284

Application information and forms are also available on the Internet at www.smu.ca/emba.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

The EMBA program consists of 16 modules of 26 hours each, over a four-semester period, or four modules totaling 104 hours in each semester. Classes are held on alternating weeks on Fridays from 9:00 a.m. to 5:00 p.m. and Saturdays from 8:30 a.m. to 4:30 p.m. Nine subjects (see curriculum below) are covered in the first year. Unless noted in the course description, all EMBA courses are 3 credit hour courses, which meet over 4 day-long sessions.

Year II of the program will follow the class schedule followed in Year 1.

Curriculum

First Year: Required Courses

EMBA 5511.1.(2) Managerial and Financial Accounting
 EMBA 5512.1.(2) Organizational Behaviour
 EMBA 5513.1.(2) Strategic Marketing
 EMBA 5515.1.(2) Leadership
 EMBA 5516.1.(2) Selected Topics in Business Law Ethics and Governance
 EMBA 5521.1.(2) Corporate Finance
 EMBA 5522.1.(2) Managerial Economics
 EMBA 5523.1.(2) Operations Management
 EMBA 5524.1.(2) Human Resource Management

Second Year: Required Courses

EMBA 6631.1.(2) Management Information Systems
 EMBA 6632.1.(2) International Capital Markets
 EMBA 6633.1.(2) Policy I – Business Strategy
 EMBA 6634.1.(2) Business Research Project I
 EMBA 6641.1.(2) International Business (See note a below)
 EMBA 6642.1.(2) Policy II – Public Policy in Business
 EMBA 6646.1.(2) Business Research Project II

Elective Courses

EMBA 6643.1.(2) Industrial Relations
 EMBA 6647.1.(2) Entrepreneurship and Family Business
 EMBA 6690.1.(2) Seminar in Business Studies
 EMBA 6691.1.(2) Directed Study

Summary: 15 required courses; 1 elective.

Note: (a) An International Business Trip of approximately 10 to 14 days is an integral and required part of this course and hence the EMBA Program

An EMBA student who is required to withdraw may, after the lapse of one calendar year, seek re-admission. The application for re-admission shall be evaluated by the EMBA Council (and not the Admissions Committee alone). The Council may deny re-admission or re-admit subject to stipulated conditions. A student may withdraw voluntarily and seek admission in later years. After a lapse of three years, credit for previous EMBA courses will not be recognized.

Custom-Designed Programs

Saint Mary's University can custom design the EMBA program to meet the needs of Canadian or international clients. Instruction can be offered on Saint Mary's premises or on the premises of the client. Program timetable is flexible.

Custom-designed programs observe the regular admission and program requirements and include the option of a specialized focus. Like the regular general program, specialized programs feature a cohort-driven, lock-step curriculum leading to the Master of Business Administration degree.

Courses (EMBA)

5511.1.(2) Managerial and Financial Accounting

This course is designed to improve students' decision-making abilities as managers using accounting information within organizations, and as managers interpreting and using externally published financial statements from other organizations. The use of accounting systems for planning of activities and control of operations with emphasis on the human behavioral aspects will be studied. The course will also develop and further the student's knowledge of accounting techniques and principles and their understanding of accounting data.

5512.1.(2) Organizational Behavior and Theory

This course is concerned with the behavior and attitudes of individuals and groups in organizations and with how organizations are structured to achieve their goals. The course relies heavily on the contributions of psychology, sociology and anthropology, and strong emphasis is placed in those management decisions that contribute to organizational effectiveness. Topics to be covered typically include leadership, motivation, job design reward systems, control systems, group-dynamics, communication and decision-making, designing jobs and reward systems, evaluating organizational effectiveness, conflict management, organizational culture, and change.

5513.1.(2) Strategic Marketing

In this course, students will develop the understanding and analytical skills needed to make strategic choices for achieving sustainable competitive advantage in the global market. Methods of instruction may include seminar discussions, case analysis, simulations, secondary research, and field research projects.

5515.1(.2) Leadership

This course focuses on the theory and practice of leadership in organizations. Contemporary theories of leadership are reviewed in detail and considerable focus is placed on the development and enhancement of individual leadership skills through assessment, feedback and guided practice. (1.5 credit hours.)

5516.1(.2) Selected Topics in Business Law, Ethics and Governance

An introduction to selected topics in business law and ethics in the context of business governance. These areas are increasingly regarded as important for executives and they are not covered in any other course in the EMBA program (1.5 credit hours.)

5521.1(.2) Corporate Finance

The objective of the course is to provide an integrated view of the financing and investment decision of the firm by focusing on how the value of a company is affected by the trade-offs between the returns and risks inherent in all financial decisions. Topics include agency theory signalling and financial compensation schemes and their impact on financial decision making. Students should complete the course having an in-depth appreciation of the nature of the financial markets within which the firm operates together with a solid working knowledge of a wide variety of financial decision techniques.

5522.1(.2) Managerial Economics

This course is designed to provide a foundation of economic understanding for use in managerial decision-making. The major microeconomic topics covered include demand, supply and pricing strategy under different market structures. The theory of demand and the concept of elasticity are developed with emphasis placed on interpreting the empirical estimates of these concepts. Production and cost in both the short run and long run are discussed, and the importance of these factors for managerial decision-making is carefully considered. The appropriate firm pricing policy under perfect competition, monopoly, monopolistic competition and oligopoly is covered as well.

5523.1(.2) Operations Management

This course provides the student with a foundation in the concepts and techniques of operations management, especially the methods used for the planning, organizing and scheduling of operations in both manufacturing and other institutional settings. Students will be introduced to analytic decision making through such techniques as linear programming, decision analysis and simulation. Applications include inventory control, project management, production scheduling and resource allocation.

5524.1(.2) Human Resource Management

This course is about hiring and managing individuals at work. In broad terms, this course exposes a student to the theory and practice of procuring, developing, and utilizing the human resources of an organization. It will help that student to identify several individual, organizational, and environmental factors that influence people at work and

which have a decisive influence on an organization's human resource policies. Specific topics dealt with will include: human resource planning, job analysis, recruitment and selection, orientation, training and development, performance appraisal, compensation management, elements of industrial relations, and quality of work-life improvement strategies.

Year 2: Fall and Winter Semester**6631.1(.2) Management Information Systems**

Information Systems play a critical role in the success of most enterprises. Managing the corporate information systems function has become very challenging, with rapidly changing issues and approaches, and greater requirement for information systems strategy to be aligned with business strategy. This course addresses the major management topics associated with managing the MIS function. Topics include user satisfaction and demand for information, managing service quality of MIS, the successful management of technology, the relationship between automation and productivity, data security, and justification of the MIS budget. Management issues in emerging topics such as office systems and microcomputers are also discussed.

6632.1(.2) International Capital Markets

The objective of this course is to understand the global nature of financial markets and the role of international banking. The course commences with a recapitulation of the make-up of a developed market financial system. Particular attention will be focused on the foreign exchange market. The interrelationships within the domestic system and its interdependence with the "world" system are illustrated and the apparent robustness of the system to withstand shocks is assessed, as well as its ability to innovate in the financial claims it can offer and the financial centres that have developed.

6633.1(.2) Policy I – Business Strategy

Course objectives: This course is designed to develop a general management perspective within the context of current strategic management concepts and techniques. The concept of strategy will be used as the theme to develop this course, and to assist in the integration of materials covered in other parts of the EMBA course activities. The primary teaching vehicle in this course will be the case method. Although some lectures will be given, concept development will take place through case discussions, readings and presentations. Background material will be provided by the instructor.

6634.1(.2) Business Research Project I

The object of this research project course is to give the group the opportunity to examine a particular problem in depth. The individual student's work will be supervised by a faculty member. Students will be required to present the findings of the project in the continuing Business Research Project II course, EMB 646.1(.2).

6641.1(.2) International Business

This course focuses on some critical issues facing the manager in the international business arena. Introductory

sessions examine issues of international trade and foreign market penetration strategies such as exporting, licensing and joint ventures. The multinational enterprise and organizational problems in international operations are also discussed, including the management of foreign exchange rate risk. After discussing issues of strategy and structure in the multinational enterprises, students will examine issues dealing with the nation-state, both in the developed world and in the less developed regions.

6642.1(.2) Policy II – Public Policy in Business

This course examines the operation of the macroeconomy and discusses the fiscal and monetary tools available to the central authorities to affect overall economic activity. The traditional Keynesian model is developed and the debate between the monetarists and the Keynesians is discussed. The purpose and the effect of government regulations of the business environment will be examined as well.

6643.1(.2) Industrial Relations (Elective)

This course will cover the analysis of structure, functions, and government of the Canadian union movement; application of theoretical models to contemporary problems in labour and industrial relations in Canada; a study of the impact of environmental factors on union management relations. Emphasis will be placed on institutional and behavioral aspects of industrial relations. An attempt will be made to identify the objectives, values and motivations of the various parties involved in collective bargaining and the role of industrial conflict and industrial harmony will be examined in the context of collective bargaining goals.

6646.1(.2) Business Research Project II

Business research requires the scientific development, planning, execution and reporting of a business research project. The research will be conducted and reported under the guidance of a faculty advisor. The project must be well

grounded in the current literature, and the report should include a delineation of the problem, method, results, and conclusions. In this course, students will be required to present their research projects to the EMBA students and faculty.

6647.1(.2) Entrepreneurship and Family Business (Elective)

Through independent research, seminars, and lectures, this course covers the two topics of entrepreneurship and family business. The first topic includes: the nature of entrepreneurship, theories of entrepreneurship, characteristics and behaviours of entrepreneurship, the entrepreneur as catalyst for economic activity in developing and developed economics, and applications of the concepts of entrepreneurship to public and non-profit enterprises both large and small. The second topic includes the historical development and importance of family business, issues of succession, and management problems specific to family businesses.

6690.1(.2) Seminar in Business Studies (Elective)

Prerequisite: completion of all required 5000-level EMBA courses.

The course deals with selected topics in business. The topics to be covered will vary depending on the interest of the students and instructors.

6691.1(.2) Directed Study

Prerequisite: completion of all required 5000-level EMBA courses and permission of EMBA Director, Departmental Chairperson, and instructor.

Intended to supplement or provide an alternative to the electives in order to meet the special needs and interests of students.

Master of Business Administration (MBA)

(Saint Mary's University offers an MBA degree as well as a joint MBA-CMA Degree)

Gordon Fullerton	Associate Dean, Masters Programs
Leah Ray	Managing Director
Joan McIntyre	Program Assistant
Crystal Cowie	Career Services Manager

The primary objective of the Master of Business Administration Program is to provide an intellectual and social environment in which students develop their potential as effective managers. The Sobey MBA program will ensure that students develop an understanding of how the different functions of a business interrelate in the business situation. This is a priority in the student's educational experience that is achieved through the emphasis the program places on integration and business simulation activities as well as the focus placed on business strategy and policy. The program also provides students with the flexibility to design a program of study that is general in orientation or more focused and specialized.

Admission Requirements

The MBA follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar with the following additional requirements and procedures.

Admission to the MBA program is competitive. Meeting minimum requirements does not guarantee admission to the program. The following are required for consideration for admission:

Degree: An undergraduate degree in any discipline with at least a "B" average. Official transcripts must be sent from each post-secondary institution attended by the applicant.

GMAT: A satisfactory GMAT score (average in the last two years has been 600, with 550 usually as the minimum). We use GMAT to evaluate both quantitative and verbal skills. A minimum competency in both areas is expected. GMAT essay scores should not be below 5.0. GMAT score must be less than five years old.

English Language Proficiency: The MBA program is fast-paced with much reading, report writing and team work. Strong English language proficiency is important for success in the program. Students whose native language is not English must submit a TOEFL, IELTS, or a CanTest score. A TOEFL score of at least 237 in the Computer-Based TOEFL (or 580 in the paper-based TOEFL or 90 on the internet-based TOEFL (iBt) with no band below 20) and a TWE score of at least 5.0 are required. A IELTS score of at least 6.5 is required, with no band below 6.5. Alternatively, applicants can submit CanTest scores of at least 4.5, with no individual component score (oral communication, listening,

reading and writing) below 4.0. TOEFL or CanTest scores must be less than two years old.

Work Experience: Work experience is not required for admission to the MBA program, but relevant experience from full-time, part-time and cooperative work placements would be considered assets. For applicants submitting work experience as part of their applications, please detail the nature of the work experience, duration in each position, nature of responsibilities and contribution made to the employer.

Motivation and Leadership Potential: Through a combination of academic work, previous experience and extra-curricular activities, applicants must demonstrate a high level of motivation for success and leadership potential. Test scores and undergraduate marks are evaluated for academic ability. The admissions committee will also look for leadership and managerial potential. In addition to evaluating the application, essays, test scores, reference letters and transcripts, the admissions committee may require a personal or telephone interview before a final decision is made.

While each of the five criteria listed above is important, the applicant's entire profile will be evaluated and suitability for our program will be judged. Sometimes strengths in one area can compensate for weaknesses in other areas. We encourage applicants to provide detailed resumés, thoughtfully written essays and any additional information that may assist the admissions committee in making a decision.

In order to be considered for admission to the program, the application file must have the following documents:

- a. Completed application form.
- b. An official transcript from each post-secondary institution where courses or programs were taken. These include completed or incomplete degrees or diplomas, upgrading courses and professional certificates. Transcripts must be sent directly by the institution issuing the transcript and not by the applicant.
- c. Essays and short answers, as required in the application package.
- d. Current and detailed resume. Indicate job title, name of employer, duration of job, nature of responsibilities and contribution made to the employer, education, extra-curricular achievements, volunteer experience and skills. A chronological resumé is preferred.
- e. Official GMAT score report sent directly from ETS (Note: school code for GMAT full-time students is 0M9-5R-11 and for part-time students it is 0M9-5R-06).
- f. Students whose native language is not English must submit either an official TOEFL, IELTS or a CanTest score report. (Note: 0958 is the appropriate TOEFL code for the Sobey MBA Program at Saint Mary's University).
- g. Two letters of reference using the forms provided in the application package. Referees must also write a letter in their official letterhead and attach a business card, if

available. Referees should be current/former professors or current/former supervisors at work who can judge the applicant's suitability for graduate work and leadership potential. Friends and relatives should not be asked to write reference letters. Applicants can submit additional reference letters, if they wish.

h. A non-refundable application fee of \$70.00.

Applications that do not contain all of the above items will **NOT** be processed. Please note that all documents must be originals or notarized.

Completed application forms and all supporting documents (items "a" to "h" in the above list) must be sent directly to the Faculty of Graduate Studies and Research.

Once applications are submitted, contact the Sobey MBA Program if you require further information or in order to find out the status of your application.

A non-refundable confirmation of acceptance deposit of \$100.00 Canadian is applicable to the MBA program. This deposit will be applied to tuition fees on registration.

Applications for admission to the MBA program should be made as early as possible, since admission is competitive. The application deadlines are as follows.

To Start Program in September:

- Canadian Applicants (full or part-time) – 31 May
- International Applicants (except China) – 1 April
- Applicants from China – 31 January

To Start Program in January:

- Part-time Canadian or Landed Immigrant

Applicants Only (part-time) – 15 November

Application materials may be downloaded from www.smu.ca/mba or may be obtained by contacting the MBA Program Office at the following address:

Sobey MBA Program
 Saint Mary's University
 923 Robie Street
 Halifax, Nova Scotia B3H 3C3
 Canada
 Tel: (902) 420-5002
 Fax: (902) 420-5119
 E-mail: mba@smu.ca

For students with a strong academic record in a four-year undergraduate degree program in business (B.B.A., B.Comm.) Saint Mary's offers an accelerated MBA program. This program consists of 13 courses (39 credit hours). Specific program requirements vary according to the academic preparation of the applicant. Required courses are: MGMT5586, MGMT 6689, SMBA 6601, ECON6601, MCP/MRP, any other requirements stipulated by the Associate Dean, Masters Programs, depending on the student's previous academic record.

Saint Mary's University students with significant academic

preparation in functional business subjects may be eligible for exemption from selected foundation year courses. Candidates should contact the MBA Managing Director for details. This is to be done prior to the first registration for MBA courses.

The program is available on a part-time basis for students who wish to complete it in part, or whole, while remaining in full-time employment. If possible, at least two courses from each year of the program will be offered in evening classes each semester. Subject to satisfactory enrolment, courses will also be offered during the summer sessions. Students may change to full-time status but are required to fulfill any additional requirements for the full-time program.

Special or visiting students, i.e., those wishing to study at Saint Mary's on Letters of Permission from their home institution are advised that the 5000 and 6000 level MBA courses are normally open only to Saint Mary's University MBA students. Students in other graduate programs at Saint Mary's or at another post-secondary institution can seek to gain permission from the MBA Managing Director if they wish to enroll in an MBA course. Some courses have restricted enrolment.

Financial Support

In addition to Canada Student and other loans, financial aid is available through University scholarships and assistantships. The number of scholarships is limited and they are granted based on information provided in the student's application. Students are automatically considered for entrance scholarships at time of admission. Applications for assistantships should be made to academic departments in the Faculty of Commerce (see Section 6 for additional information).

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

The Sobey MBA provides an integrative foundation in management principles as well as the opportunity for specialized study in traditional functional areas of accounting, finance, human resource management, marketing, information systems, or in interdisciplinary subjects such as international business, or entrepreneurship. These elements are sequenced as follows:

First Year Core Courses (30 Credit Hours)

- | | |
|----------------|--------------------------------------------|
| SMBA 5502.1(2) | Managerial Economics and Decision Analysis |
| MGSC 5506.1(2) | Statistics for Managers |
| CISY 5521.1(2) | Managing Information and Technology |
| ACCT 5540.1(2) | Financial Accounting |
| MGMT 5586.1(2) | Leadership and Behavioural Processes |
| MKTG 5571.1(2) | Marketing Management |
| MGSC 5515.1(2) | Operations Management |
| ACCT 5548.1(2) | Managerial Accounting |
| FINA 5561.1(2) | Business Finance |
| MGMT 5585.1(2) | Organizational Behaviour |

Non-Credit Requirements

All full-time students are required to complete the following two non-credit courses. For course descriptions, please see Section 5 of this *Academic Calendar*.

SMBA 0010.1(.2) Professional Skills Development
SMBA 0020.1(.2) Integrative Case Competition

Summer: (optional)

Internship or Foreign exchange/study or Elective courses

Second Year Courses (30 Credit Hours)

The objectives of the second year are to foster further integration of functional studies, to develop research skills, and to provide the opportunity for specialized study in a functional or interdisciplinary field of management. The second year consists of thirty (30) credit hours. Required courses are as follows:

SMBA 6601.1(2) Integrative Management Exercise
MGMT 6689.1(2) Strategic Management
ECON 6601.1(2) Economics and Policy in Global Context
SMBA 6698.1(.2) Management Consulting Project (MCP)
or
XXXX 6699.0 Management Research Project (MRP)

The six (6) credit hour MRP course can be taken in one of the following subject areas: ACCT, ECON, FINA, MGMT, MKTG, MGSC or CISY. Students have fifteen (15) or eighteen (18) credit hours in 6000 level electives, depending on whether the MCP or MRP is chosen.

Students are permitted to register in an area of concentration or pursue a program of general studies. A concentration consists of a minimum of twelve (12) credit hours of approved courses in one of the areas listed below:

1. Management Consulting
2. Finance
3. Human Resource Management
4. Marketing
5. International Business
6. Information Systems
7. Accounting

Students can also pursue a support area with a minimum of six (6) credit hours of approved courses in one of the areas listed below:

1. Economics
2. Small Business and Entrepreneurship

Information on approved courses for each concentration may be obtained from the MBA office. Students must formally declare their area of concentration for this to be noted on their academic record. It is recommended that students select a topic for their Research or Consulting Project that complements their area of concentration.

In the event an MBA student is not registered in any course but is completing a major research project (MRP) in a given semester, the student shall register in the MRP Continuation

category and pay the required continuation fees.

Saint Mary's University students may use a Letter of Permission to enroll in graduate courses at other universities and receive credit for the courses in the MBA degree. This flexibility enhances the opportunity for students to develop a program that best serves their careers and draws on the course offerings of other universities. Credit for courses completed using this option will only be granted for courses for which a B or better grade is obtained. In completing the MBA degree, for students enrolled in the regular program (see below) a minimum of thirty-six (36) credit hours must be completed at Saint Mary's. For further information please contact the Managing Director,

Joint MBA-CMA Program

Saint Mary's University has entered into an agreement with CMA Nova Scotia that will permit students to earn the Certified Management Accountant designation (CMA) and the Master of Business Administration degree concurrently. This program is unique in Canada and designed for part-time students. It will normally require 36 months to complete. Interested applicants must visit the CMA website for in-depth information about the MBA-CMA application procedures and to obtain the application package at www.cmans.com.

Admission Requirements

The Joint MBA-CMA Program follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar with the following additional requirements and procedures.

Degree: An undergraduate degree from a recognized university in commerce, business or management. A minimum average of "B" is expected. Official transcripts must be sent from each post-secondary institution attended by the applicant along with the application.

CMA Entrance Exam: Applicants must pass the CMA Entrance Exam in order to qualify for admission to this joint program.

Employment: Applicants must be employed full-time or demonstrate a plan for full-time employment concurrent with the MBA-CMA program in appropriate, progressive management accounting roles.

In order to be considered for admission to the program, please note the following:

- a. A complete application package and detailed information can be obtained at www.cmans.com.
- b. Submit all application materials to CMA Nova Scotia.
- c. The complete files for those who pass the CMA Entrance Exam will be forwarded to the MBA Program Office for processing.
- d. Admission to the MBA-CMA Program will be confirmed

in writing through the Office of The Faculty of Graduate Studies and Research at Saint Mary's University.

e. Questions concerning application procedures should be directed to the CMA Nova Scotia Office located on Brunswick Street in Halifax. (902) 422-5826, ext. 23.

All applicants to the joint MBA-CMA Program should correspond with the CMA Nova Scotia Office. Once admitted to the program, routine questions may be directed to the MBA Program Office at Saint Mary's University.

Program Requirements

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar and below.

Students must satisfy all requirements of both CMA Nova Scotia and Saint Mary's University in order to qualify for graduation and for the designation.

Candidates will be required to complete forty-two (42) credit hours (as listed below) to earn the MBA degree.

Thirty-six (36) of the forty-two (42) credit hours must be taken at Saint Mary's University. A minimum grade point average of 3.0 is required for graduation from the MBA degree.

To meet the requirements for the CMA designation, candidates must obtain a minimum of 60% in the nationally marked CMA case study, "Report to the Board," the capstone of the CMA program. Candidates must satisfy CMA Nova Scotia's practical experience requirements.

Required courses:

ACCT 6626.1(.2) Management Information Systems: Strategy and Practice
 ACCT 6650.1(.2) Integrative Managerial Accounting I
 ACCT 6652.1(.2) Integrative Managerial Accounting II
 MGMT 6682.1(.2) Performance Management
 MGMT 6689.1(.2) Strategic Management
 MKTG 6679.1(.2) Strategic Marketing
 MGSC 6615.1(.2) Strategic Design and Improvement of Operations
 FINA 6663.1(.2) Financial Management
 SMBA 6698.1(.2) CMA Board Report*

*Students must complete the above-listed courses before attempting the CMA Board Report

SMBA 6601.1(.2) Integrative Management Exercise
 ACCT 6690.1(.2) Seminar in Accounting
 Plus nine (9) elective credit hours at the 6000 level.

Graduate Courses

Accounting (ACCT)

5540.1(.2) Financial Accounting

This course provides an introduction to financial accounting and presumes no prior knowledge of the subject. Using a conceptual approach, the student is given a thorough understanding of financial accounting concepts, principles and practices. Emphasis is placed on providing the student with a fundamental knowledge of how to interpret and analyze financial statements and also with an appreciation of the limitations inherent in published financial information.

5548.1(.2) Managerial Accounting

Prerequisite: ACCT 5540.1(.2).

The primary objective of this course is to provide the student with a knowledge of the various types of accounting information which are available for use by managers in decision-making. The student examines selected cost concepts and the appropriateness of their use in diverse areas of decision-making. Product costing, budgeting, profit-planning and performance measurement make up the major portion of the course content.

6624.1(.2) Small Business Accounting Information Systems

Prerequisite: completion of all 5000-level SMBA courses or permission of the MBA Director.

This course examines issues relating to the role, selection, design, and implementation of commercially-developed accounting information systems in small businesses. The course provides students with an opportunity to gain practical experience by utilizing a decision support system to assist in the software selection process for a local small business. Students will also learn to use at least one commercially-developed accounting software package.

6626.1(.2) Management Information Systems: Strategy and Practice

Prerequisite: completion of all required 5000-level SMBA courses or permission of the MBA Director.

This course addresses the rising need of managers to recognize the strategic importance of information systems and to be able to create new work environments which allow their organizations to leverage knowledge globally, organize for complexity, work electronically, and handle continuous and discontinuous change. The concept of information as a corporate resource which must be effectively planned, developed, managed and controlled is emphasized.

6641.1(.2) Financial Reporting and Statement Analysis

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course examines financial statements from the perspective of both preparers and users of financial information. Commencing with analytical models of

information production, the course focuses on various mechanisms of information extraction. Techniques such as ratio analysis, signal extraction, forecasting are used to establish functional relations between the accrual process and the economic position of a firm. Consequently, the course provides a framework for using accounting information to evaluate a firm.

6648.1.(2) Management Control Systems

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

Designed to provide the student with an understanding of the nature of management control systems, this course places particular emphasis on organizational structure and the control process. Various applications of the 'responsibility center' concept are examined as well as planning, budgeting and performance appraisal. The emphasis is on the design of systems suitable to the organization and its objectives and includes consideration of both profit-oriented and non-profit organizations.

6650.1.(2) Integrative Managerial Accounting I

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

Beginning with organizational goals and objectives, and involving strategy, policy, and implementation issues, this course examines the development of management planning and control systems in the modern organization. The focus will be on techniques and processes that lead to improved management decision making. Some of the topics discussed may include activity-based management, target costing, value chains, life cycle costing, principal and agency relationships, and customer value analysis. Integrative problem solving and case-analysis will be emphasized both at a group and individual level.

6652.1.(2) Integrative Managerial Accounting II

Prerequisite: ACCT 6650.1.(2).

This is a continuation of Integrative Managerial Accounting I. Particular emphasis is placed on the study of change management processes and techniques, and performance analysis and evaluation. Some of the topics discussed may include economic value added, balanced scorecard, total quality management, corporate reengineering, and strategic brand valuation. Integrative problem solving and case-analyses will be emphasized both at a group and individual level.

6653.1.(2) Taxation

Prerequisite: completion of all required 5000-level SMBA courses or permission of instructor.

An introductory study of federal corporate and personal taxation, with particular emphasis on the managerial decision making and investment implications of taxation. The course will also introduce students to the basic federal sales tax system.

6654.1.(2) Advanced Financial Accounting Theory

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director, an accounting major undergraduate degree including an accounting theory course, and permission of Chairperson of the Department.

Accounting theory involves conceptual, historical, and empirical developments. Exploration of these issues in light of recent developments will be made in this course. Included are theoretical issues surrounding advanced accounting topics such as not-for-profit organizations, foreign currency, business combinations, non-going concerns, partnerships, and resource industries.

6656.1.(2) Integrative Financial Accounting

Prerequisite: ACCT 6654.1.(2) and permission of Chairperson of the Department.

Theory and practice will be combined to investigate complex financial accounting issues and problems. Recent research and practice will be explored as part of this course.

6657.1.(2) International Accounting

Prerequisite: ACCT 5540.1.(2) and 5548.1.(2).

An introduction to accounting in the international environment and especially within multinational enterprise, which will involve in-depth examination of international accounting issues. Topics will include: international accounting standards; foreign exchange, foreign currency transactions, and translation of financial statements; inter-corporate investments; accounting for changing prices; transfer pricing; international aspects of taxation; culture and accounting; as well as accounting in developing countries.

6658.1.(2) Computer Based Auditing

Prerequisite: completion of all required 5000-level SMBA courses or permission of Chairperson of the Department.

This course investigates internal controls and audit in computer and data communications environments. Topics include hardware and software control features, data security, control evaluation, computer assisted auditing, statistical sampling and working paper preparation and selected current topics. Microcomputer and networked systems will be emphasized.

6660.1.(2) Integrative Public Auditing

Prerequisite: Completion of all required 5000-level SMBA courses or permission of Chairperson of the Department.

Specialized public auditing areas such as forensic audits, environmental audits, and computer systems investigations will be combined with the study of recent audit questions of concern to both practitioners and researchers.

6662.1.(2) Integrative Internal Auditing

Prerequisite: Completion of all required 5000-level SMBA courses or permission of the Chairperson of the Department.

This course covers value-for-money auditing and operational and management audits, investigations of computer systems

and emerging issues in internal auditing. Modern management practices and approaches will constitute necessary background.

6664.1.(2) Advanced Taxation Legislation – Corporate and Sales

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director, an accounting major undergraduate degree including an income tax course, and permission of Department.

Tax legislation is not only complex but subject to continual change. This course will explore the recent changes in both corporate and sales tax legislation and engage in an in-depth study of selected areas of the legislation relevant to business decisions.

6666.1.(2) Taxation and Financial Planning

Prerequisite: Completion of all required 5000-level SMBA courses or permission of the MBA Director.

The tax implications for various complex business decisions such as mergers, capital structuring, investments, and business valuations will be investigated. Recent income tax legislation will also be considered as part of the investigation conducted.

6668.1.(2) Advanced Management Information Systems (MIS)

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director, an Accounting MIS course, and permission of Department.

This course analyzes advanced topics in computerized information systems from an accounting perspective. Systems analysis and design, database design, systems documentation and the role of expert systems and artificial intelligence will be explored.

6680.1.(2) Environmental Accounting

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course is designed to help students understand how to monitor, control, measure, and report the environmental impact of business and public sector organizations. The course will include an overview of sustainable development from an accounting perspective, external reporting of environmental costs and obligations, internal planning, budgeting and control of costs, and an introduction to environmental auditing. The course is oriented toward integration of the concepts of sustainable resource management into the integral planning and external reporting of the organization, and will include case studies and projects which endeavour to integrate the field of accounting with others related to the interaction of the environment with the economy. To the extent possible, applications and cases, as well as the skills of professionals not members of the Department of Accounting, will be used to strengthen this integration.

6690.1.(2) Seminar in Accounting

Prerequisite: ACCT 6652.1.(2) or permission of MBA Director.

The course deals with selected topics in the accounting area. Current development in accounting and other related areas will be studied.

6692.1.(2) Directed Study

Prerequisite: completion of all required 5000-level SMBA courses and permission of MBA Director and instructor.

Intended to supplement or provide an alternative to the regular accounting courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

6699.0 Research Project

Co-requisites: SMBA 6697.1.(2) or permission of MBA Director. – there is no course as SMBA6597? And SMBA5597 was removed from the program – can we remove this and have completion of all 5000 level course and permission of the Chairperson?

Each student is required to complete a project involving the practical application of the research concepts and techniques used in accounting, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

Commercial Law (CMLW)

6601.1.(2) Commercial Law

Prerequisite: completion of all required 5000-level MBA courses or permission of MBA Director.

A survey of the legal aspects of business such as contracts, corporate law, competition, sale of goods and consumer protection, negotiable instruments, employment, real estate, insurance and creditor rights. The workings of the legal system will also be explored.

Computing and Information Systems (CISY)

5521.1.(2) Managing Information and Technology

This course focuses on developing an in-depth understanding of information technology in the workplace (e.g., hardware, software, and networks), organizational implications of information systems, and building and managing information systems. Instructional methods will include class discussions, case analyses, and practical projects for actual businesses.

6624.1.(2) Database Systems

Prerequisite: CISY 5521.1.(2).

Students will examine the design, implementation and management issues associated with database systems. The problems which arise through incorrectly designed databases are identified and their resolutions discussed. Topics on transaction processing and databases on the WWW are also

covered. Labs based on an RDBMS package are given to provide a vehicle for practical implementation.

6625.1(.2) Electronic Commerce

Prerequisite: CISY 5521.1(.2).

This course uses a multi-disciplinary approach to describe issues in Electronic Commerce. E-commerce business models and supporting technologies are described. Deployment platforms, server farms, complementary business strategies for e-commerce adoption and human resource investment in e-commerce are covered. Security issues, payment systems and legal aspects of e-commerce will be detailed. Emerging issues will be discussed.

6636.1(.2) Decision Support Systems

Prerequisite: CISY 5521.1(.2).

This course will introduce students to the specialized use of computer systems for supporting and enhancing managerial decision-making. Students will be introduced to the basic architecture of DSS, as well as issues involving design and implementation of various types of DSS (i.e., data mining, group DSS, expert systems). The course includes instruction in advanced features of Microsoft Excel. An application project will be completed either in teams or individually during the semester.

6690.1(.2) Seminar in Computing and Information Systems

Prerequisite: CISY 5521.1(.2).

This course deals with selected topics in computing and information systems. It is offered when in sufficient demand, and specific topics covered may vary depending on the interest of the students and instructor.

6692.1(.2) Directed Study

Prerequisite: CISY 5521.1(.2) and permission of Chairperson.

Intended to supplement or provide an alternative to the regular computing and information systems courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

6699.0 Research Project in Computing and Information Systems

Co-requisites: SMBA 6597.1(.2) and completion of one CISY 6000-level course (or concurrent). – there is no course as SMBA6597? And SMBA5597 was removed from the program – can we remove this and have completion of all 5000 level course and permission of the Chairperson?

Each student is required to complete a project involving the practical application of the research concepts and techniques used in computing and information systems, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

Economics (ECON)**5500.1(.2) Economics of the Enterprise**

An examination of the economic behaviour of the consumer and the firm, including market demand and structure and the pricing and employment of factor inputs.

5501.1(.2) Economics of Enterprise Environment

The course studies the determinants of and changes in the level of national income, monetary and fiscal theory, and international trade and finance theory and policy.

Note: The prerequisite for all ECON 6000-level courses is SMBA 5502 or permission of the instructor.

6600.1(.2) Issues in Industrial Economics

This course deals with such topics as competition policy, technological change in industry, behaviour under uncertainty, and the economics of regulation. It draws on theories of industry structure, conduct and performance, and emphasizes applications in the Canadian context.

6601.1 (.2) Economics and Policy in Global Context

This course deals with concepts and policy issues which will enable students to better understand national and international economic events, and to follow business and financial market analysis. Topics include the determinants of economic aggregates; economic fluctuations in the global context; monetary and fiscal policy; international finance; international economic organizations; trade agreements and issues.

6609.1(.2) Business Forecasting

Business decision making relies heavily on information, and forecasting is an important tool in the provision and analysis of information. Recent advances in forecasting methodology and computer technology have opened new and challenging avenues for modeling and forecasting in the business area. This course aims to provide students with a working knowledge of forecasting models and methods (with particular emphasis on newer developments) that they may usefully be applied in a real-world setting.

6611.1(.2) Sustainable Resource Management

This course examines the structure and dynamics of natural resource industries and their biological, economic, social, administrative and technological components. The course will cover such topics as: the role of natural resources in society; objectives of integrated natural resource development; the nature of sustainable development and environment-economy interactions in the resource sector; options for management of resources and resource industries; economics of sustainable resource use; methods for analyzing resource use choices; case studies. This will be an interdisciplinary course, drawing on elements of economics, management and management science. It will give the student a grounding in natural resource management, with emphasis on the theoretical and practical application of 'sustainable development' to the resource sector.

Classes and Seminars 3 hrs. a week. 1 semester.

6620.1(.2) Issues in Public Finance and Fiscal Policy

This course deals with selected aspects of public policy. Issues related to public goods, externalities, fiscal federalism, tax incidence theory, direct taxation, indirect taxes, public debt and stabilization policy may be covered.

6622.1(.2) Managerial Economics and Public Policy Issues

This course deals with business and public policy issues. Topics may include the market mechanism, market structures, regulation of industry and competition policy, aggregate economic activity, business cycles, stabilization policy, public debt, and other issues of current interest.

6663.1(.2) Economics of Environment Management

This course focuses on the use of economic principles to understand the environmental impacts of business and household activity. The issues discussed include: causes of air and water pollution; endangered species; and the environmental impacts of human activity in fisheries, forestry and mining industries. Methods of environmental management, with special emphasis on the potential role of economic institutions and instruments, are discussed. Some discussion of current Canadian policy issues is also undertaken.

6665.1(.2) International Economics

An overview of the central themes in international trade and finance, with presentation of current policy issues and debates. Topics include: gains from trade; regional integration; multilateral trade liberalization; scale economies and trade; foreign exchange rate determination; exchange rate regimes; foreign exchange intervention and stabilization policy.

6690.1(.2) Seminar in Economics

This course deals with selected topics in economics. It is offered when in sufficient demand, and specific topics covered may vary depending on the interests of students and instructors.

Classes and independent study. 1 semester.

6692.1(.2) Directed Study

This course supplements and provides an alternative to the regular economics courses in order to meet the special needs and interests of students. It also provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

6699.0 Research Project in Economics

Each student is required to complete a project involving the practical application of the research concepts and techniques used in economics, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

Finance (FINA)**5561.1(.2) Business Finance**

Prerequisite: SMBA 5502.1(.2), MGSC 5506.1(.2), and ACCT 5540.1(.2).

An introduction to financial management and the role of finance, both within the organization and the economy as a whole with emphasis on financial decision-making. The topics considered include investment decisions and subsequent financing, the costs of capital, the management of assets, and dividend policy.

6662.1(.2) Seminar in Real Estate Investment**6663.1(.2) Financial Management**

Prerequisite: FINA 5561.1(.2).

Managerial in emphasis, this course examines financial planning and analysis, working capital management, capital budgeting techniques, and theories of cost of capital and valuation of the firm.

6664.1(.2) Corporate Finance

Prerequisite: FINA 6663.1(.2).

This course is also managerial in emphasis and covers material related to financing both the short and long term assets of the firm: bank borrowings, bonds, preferred stock, common stock, as well as mergers and consolidation.

6665.1(.2) Mergers and Restructuring

Prerequisite: FINA 5561.1(.2).

The course examines financial and economic aspects of corporate mergers, acquisitions, joint ventures, restructuring and other corporate control transactions. Relations between corporate control transactions and performance are explored. This course will expose students to key corporate finance literature.

6666.1(.2) Capital Markets

Prerequisite: FINA 5561.1(.2).

The purpose of this course is to discuss the management of investments. Although a strong theoretical treatment is adopted, the course is developed in the context of Canadian financial markets and available empirical work will be reviewed. Recent advances in option and bond markets will be developed and computer applications stressed. In addition, the asset-liability management of financial institutions – banks, mutual funds, insurance companies and public funds – will be reviewed.

6667.1(.2) Options, Futures and Swap Markets

Prerequisite: FINA 6668.1(.2).

This course is intended to help students understand activities of the financial institutions in the market place and the types of financial innovations taking place in the market place. Topics covered include contemporary issues in the options and futures markets and applications: stock options, stock

index options, foreign currency options, curb options, commodity futures, foreign exchange futures, interest rate futures, stock index futures and interest rate swaps. Applications to hedging strategies are also emphasized.

6668.1(2) Investments and Portfolio Management

Prerequisite: FINA 5561.1(2).

This course presents an overview of the Canadian investment environment focusing on various securities that trade in the money, bonds, and equity markets. Both qualitative and quantitative treatments of risks and returns associated with investments in these markets are discussed. Applications to managed (active) and unmanaged (naive) portfolios, performance evaluation and interest rate risk management from the perspective of financial institutions. Topics covered include market transactions, portfolio theory and analysis, asset pricing models and market efficiency, security analysis, equity and fixed-income portfolio management and performance appraisal.

6670.1(2) Fixed Income Securities

Prerequisite: FINA 6668.1(2)

This course provides a detailed analysis of the bond market and the instruments available therein. Although the emphasis is on North American securities, global portfolios are also examined. Bond valuation and bond portfolio strategies are covered in depth. Treasury securities, corporate bonds, municipal bonds, mortgage backed securities, CMO's and interest rate options are addressed.

6671.1(2) Financial Institutions

Prerequisite: FINA 5561.1(2).

This course will deal with the structure and function of Canadian financial institutions such as: banks, brokers and investment banks, insurance companies and mutual funds. The role of each type of institution in the economy will be discussed as well as regulation of the industry. The main emphasis of the course will be on the institutions as businesses; their profit and risk structure.

6676.1(2) International Business Finance and Banking

Prerequisite: FINA 5561.1(2).

This course is organized around two themes – (i) the concept of the multinational firm and the financial management decisions it takes in a multi-currency world – and (ii) the challenges faced in the international banking system of asset/liability management, offshore financial centres, external debt and rescheduling and increased regulatory and supervisory measures.

6690.1(2) Seminar in Finance

Prerequisite: FINA 5561.1(2) and permission of Chairperson.

This course deals with selected topics in finance. It is offered when in sufficient demand, and specific topics covered may vary depending on the interests of students and instructor. In the past these have included real estate,

investment and portfolio management, and international banking.

6692.1(2) Directed Study

Prerequisite: FINA 5561.1(2) and permission of Chairperson.

Intended to supplement or provide an alternative to the regular finance courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative. Prior to undertaking registration for this course, students must have a detailed course proposal approved by the appropriate instructor. Proof of this approval must be submitted at the time of registration for the course. Students are encouraged to obtain this approval prior to leaving campus in the spring.

6699.0 Research Project in Finance

Co-requisite: SMBA 6597.1(2) and permission of Chairperson. – there is no course as SMBA6597? And SMBA5597 was removed from the program – can we remove this and have completion of all 5000 level course and permission of the Chairperson?

Each student is required to complete a project involving the practical application of the research concepts and techniques used in finance, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

Management (MGMT)

5585.1(2) Organizational Behavior

This course is designed to address theory and practical applications relating to factors that impinge on behavior in organizational settings. Topics covered will focus on theoretical and practical issues relating to organizational socialization, perceptions, attributions, motivation, learning and reinforcement, stress and work, macro organizational factors (structure, design, culture), and organizational change. Teaching methods will include lecture, case analysis, and group and individual projects.

5586.1(2) Leadership and Behavioral Process

This course is designed to address theory and practical applications relating to the processes of management and leadership in organizational settings. Topics covered will include leadership, individual difference (attitudes, personality), communication, feedback, interviewing, negotiations, conflict, team work, persuasion, presentation, power and influence, participative decision making and delegation. The course will consider the relevant theoretical and conceptual models relating to these topics but will also place an emphasis on practical applications involving simulations.

6600.1(2) Entrepreneurship: Theory and Concepts

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course covers the nature of entrepreneurship; theories of entrepreneurship; characteristics and behaviors of

entrepreneurs; the entrepreneur as catalyst for economic activity; application of the concepts of entrepreneurship to public and non-profit enterprises, both large and small; and entrepreneurship in developing and developed economies.

6601.1.(2) Essentials of Management Consulting

Prerequisite: completion of all 5000-level SMBA courses.

This course is an introduction to management consulting for those considering a possible career in the field. It provides an overview of the history, trends, dynamics and competitive structure of the industry. Emphasis will be on the consulting process in action. The course will introduce participants to key practices in undertaking a consulting assignment, including the preparation of proposals and managing the consulting process. Issues facing the consulting profession, including ethical decision making, will also be addressed.

Note: Students are advised to consult with the Chairperson of the Department re: arrangements with the Canadian Society for Managerial Accounts for registration in this particular course.

6681.1.(2) International Business Management

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

The course focuses on the nature and environment of international business management, including the study of multinational corporations and joint ventures and their impact on the host country, inter-cultural differences and their effects on management style, policy, and execution.

6682.1.(2) Performance Management

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

The focus of this course will be in two areas: Performance Evaluation and Reward Systems. In performance evaluation, this course introduces the students to elements of an effective performance appraisal system, types and accuracy of various performance measures and alternate appraisal methods. The course also provides a fairly detailed understanding of the issues involved in job evaluation, designing compensation systems, especially managerial compensation, fringe benefits and application of motivation themes to performance management.

6683.1.(2) Management of Interpersonal Relations

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course aims at improving the individual's ability to interact productively with others in two-person and small group relationships. It seeks to develop an individual's awareness of how a person's behavior affects and is affected by that of others.

6684.1.(2) Management of Organizational Design and Development

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

A study of the evolution of organizational design and the use of current techniques in organizational development. Emphasis is placed upon understanding how the evolution of organizational structures has affected our present ones and how current research can be utilized to improve and develop them in the future.

6685.1.(2) Strategic Human Resource Management

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

An investigation of the role of the personnel manager and the changes in the nature of responsibilities brought about by changes in the legal and technological environments of organizations. The course deals mainly with human resource planning, selection, and compensation and the development of the human resources of the organization.

6686.1.(2) Industrial Relations

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course reviews the development, structure, and operations of labour unions. It introduces the student to the legislation that governs labour-management relations in the unionized context. Included here are laws governing union certification, unfair labour practices, strikes, lockouts and picketing and other key issues. This course also deals with negotiation of collective agreements and various means of conflict resolution, such as conciliation, mediation, and arbitration.

6687.1.(2) New Venture Opportunities

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

Students are led through the development of the major elements required for a business plan for a new venture, as well as developing an appreciation for new venture growth in the economy. As a planning and financing tool, the business plan outlines in detail and specifically finance, management and the overall feasibility of a possible new venture. Attention is given to customizing the plan to specific requirements of different financing (e.g., venture capital, bank finance, angel investors).

6688.1.(2) Social Issues in Business

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course will foster an awareness of the social and ecological impacts of business activity. Topics will include corporate social responsibility and performance, stakeholder analysis, business ethics, corporate governance, consumer and employee welfare, environmental management, sustainable development, multinational corporate power, and distributive justice. This course will help students to better

understand the relevant issues as well as to learn frameworks and tools that can assist them in integrating social, ethical, and ecological issues into strategic management.

6689.1(.2) Strategic Management

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course focuses attention on the role of the senior management function to develop and implement strategy in the context of the resources. It draws upon case material based on companies of differing sizes, technologies and degrees of diversification. By providing an insight into the problems and responsibilities faced by general management at the senior level, it seeks to provide an overall perspective for the remainder of the program.

6690.1(.2) Seminar in Management

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

The course deals with selected topics in the management area. The topics to be covered will vary depending on the interests of the students and instructors.

Seminar 3 hrs. a week. 1 semester.

6691.1(.2) Staffing, Training and Development

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course deals with two important human resource activities: staffing and organization with the right individuals and training them to perform their current and future responsibilities competently. This course would cover topics such as recruitment techniques, selection tools (e.g., tests, interviewing), orientation and training, and management techniques using various learning principles.

6692.1(.2) Directed Study

Prerequisite: completion of all required 5000-level SMBA courses and permission of MBA Director, Departmental Chairperson, and instructor.

Intended to supplement or provide an alternative to the regular management courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

6693.1(.2) Management in Developing Economies**6694.1(.2) Ethical Issues in the World of Business**

Prerequisite: completion of all required 5000-level SMBA courses and permission of MBA Director, Departmental Chairperson, and instructor.

The purpose of the course is to examine some of the problems that arise in business from an ethical point of view. The course objectives will be to develop an

understanding of what moral/ethical issues are, as distinct from practical, legal, or religious matters. Students will acquire a framework for analyzing ethical problems and then consider a number of difficult matters that business people must deal with in their careers. As the topics are introduced, students will see how they stem from issues in accounting, finance, human resources, marketing, and strategic management.

6695.1(.2) Small Business Performance Improvement

Prerequisite: completion of all required 5000-level SMBA courses and permission of MBA Director.

This course requires students to work with a small business owner/manager to identify a small business problem, to develop a workable solution to the problem, and to implement that solution.

6696.1(.2) The Negotiating Process

Prerequisite: MGMT 6686.1(.2) or permission of instructor.

The focus of this course is on the negotiating process with special emphasis on contract negotiation between management and union. It examines the nature of negotiation, planning and preparation for negotiation, negotiating theories, strategies and tactics. It also examines the roles of such key elements in negotiation as communication, persuasion, power and ethics.

6697.1(.2) Family Business

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course is designed to look at the dynamics of family-owned businesses which have problems peculiar to its family orientation. This course would cover issues such as: income vs. inheritance, management and promotion, bringing non-family resources to the firm, harvest and sell-out strategies, succession, deciding to join the family firm, establishing credibility as a daughter or son, stages of family business growth, and strategic planning.

6699.0 Research Project in Management

Co-requisite: SMBA 6697.1(.2) or permission of MBA Director. – there is no course as SMBA6597? And SMBA5597 was removed from the program – can we remove this and have completion of all 5000 level course and permission of the Chairperson?

Each student is required to complete a project involving the practical application of the research concepts and techniques used in management, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

Management Science (MGSC)

5506.1(.2) Statistics for Managers

Emphasis in this course will be on developing the conceptual foundations and an in-depth understanding of the most useful statistical techniques used in marketing and management studies, in financial and economic analysis, and in accounting work. Topics include descriptive and inferential statistics, multiple regression, forecasting and quality control. The focus will be on statistical analysis of real business problems in their full complexity. Extensive use will be made of a computer package such as Excel for exploring sets of data, for testing hypotheses, and for testing assumptions.

5515.1(.2) Management of Operations

Prerequisite: MGSC 5506.1(.2)

This course will provide students with an understanding of the fundamental aspects of managing operations in service and production environments with greater emphasis on services. Significant attention will be given to operations issues relating directly to performance priorities such as cost, quality, flexibility, time and delivery. Topics include: operations strategy, project management, quality management, purchasing and supply chain management, forecasting, and product and service design. The course will make use of cases and will emphasize the use of the spreadsheet modeling as a tool for planning and managing operations.

6603.1(.2) Statistical Applications in Management Science

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course brings together many of the theories and skills which the student has learned and uses them in designing, conducting, analyzing, and reporting the results of research designs. Statistical techniques used are: chi-square, analysis of variance, and multiple regression. Extensive use is made of computer-oriented statistical packages.

6604.1(.2) Statistical Applications in Management Science II

6615.1(.2) Strategic Design and Improvement of Operations

Prerequisite: MGSC 5515.1(.2) or enrolment in MBA-CMA program.

This course is aimed at the student who wants to deepen their understanding of the strategic role of operations and the design of operations to facilitate competitive advantage in both service and production environments. The strategic design and improvement of operations will be examined in the context of key performance priorities such as: cost, quality, flexibility, delivery, and time. Topics include: process design and improvement, implementation of operations improvement strategies, and integration of information technology and operations systems. The course

will make significant use of cases and group work.

6616.1(.2) Project Management

Prerequisite: MGSC 5515.1(.2).

This course introduces students to fundamental issues in managing projects: project definition and scope, networks, risk management, scheduling, monitoring, organizational structure and leadership, and professional requirements. Students are exposed to project management software.

6618.1(.2) Total Quality Management

Prerequisite: MGSC 5506.1(.2) and SMBA 5502.1(.2).

This course introduces the student to the concepts of total quality management, quality improvement, and statistical quality control as key ingredients of a quality strategy. The role of a quality strategy in improving the competitiveness of the firm in both local and international markets is emphasized. Using a case-oriented approach, students will be introduced to the philosophies of Deming, Juran and Crosby, the dimensions of product and service quality, modern statistical improvement tools, and the relationship between quality strategy and the functional areas of the firm.

6690.1(.2) Seminar in Management Science

Prerequisite: MGSC 5515.1(.2) and permission of Chairperson.

This course deals with selected topics in management science. It is offered when in sufficient demand, and specific topics covered may vary depending on the interests of students and instructor.

6692.1(.2) Directed Study

Prerequisite: MGSC 5515.1(.2) and permission of Chairperson.

Intended to supplement or provide an alternative to the regular management science courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

6699.0 Research Project in Management Science

Co-requisites: SMBA 6597.1(.2) and completion of one MGSC 6000-level course (or concurrent). – there is no course as SMBA6597? And SMBA5597 was removed from the program – can we remove this and have completion of all 5000 level course and permission of the Chairperson?

Each student is required to complete a project involving the practical application of the research concepts and techniques used in management science, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

Marketing (MKTG)

5571.1.(2) Marketing Management: An Overview

A course providing managerial introduction to the fundamentals of marketing with primary focus on the planning, organizing, and controlling of product, price, distribution, promotion, and public policy strategies, in both domestic and international markets.

6670.1.(2) Ethical and Social Analysis in Marketing Decisions

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

This course studies the application and integration of ethical and social analysis in marketing decisions. It also considers whether, when, and how to recognize and reconcile the interests of diverse groups of marketing stakeholders when making marketing decisions. The groups include customers and clients, channel members, suppliers, governments at all levels, as well as public-interest groups and society at large.

6671.1.(2) Services Marketing

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

An examination of the marketing management process as applicable to service organizations. Students will develop a marketing framework relevant to services marketing. With emphasis on current literature, service-quality management, managing the customer and marketing mix, designing and managing a marketing-oriented service organization, globalization of services, strategy formulation for profit and non-profit services will be addressed.

6672.1.(2) Marketing Communications: Planning and Strategy

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

A study of communications theory as it applies to the role of interpersonal and mass communication media in marketing. Emphasis is placed on the formulation, coordination and evaluation of the effectiveness of advertising, personal selling, sales promotional, and public relations strategies.

6673.1.(2) Marketing Distribution: Planning and Strategy

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

A systematic analysis of the decision-making factors underlying the development of effective distribution policies and strategies. The course focuses on the institutions and functions of the marketing channel with emphasis placed on distribution regulation, direct selling, retail, wholesale and physical distribution functions.

6674.1.(2) Marketing on the Internet

Prerequisite: MKTG5 5571.1.(2) and CISY 5521.1.(2).

This course will provide students with an understanding of the Internet as a marketplace. Technical as well as managerial issues involved in electronic commerce will be addressed. Using online readings, cases, and assignments, students will develop an understanding of the rapidly developing and changing Web-based market, and the associated consumer behaviour and marketing strategy issues.

6675.1.(2) Multinational Marketing

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

A comprehensive survey of the nature and environment of multinational marketing. This course focuses on the marketing management aspects of multinational business. Emphasis is placed on developing analytical decision-oriented abilities in the area of multinational pricing, product, policy, distribution, promotion, research and development, and market segmentation.

6676.1.(2) Consumer Behaviour: Decision-Making Applications

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

An examination of the buying behaviour of individuals as it is affected by psychological and sociological influences. Emphasis is placed on the understanding of how such behavioral-science concepts as social class, reference group, perception, attitude, motivation, personality and learning can contribute to the improvement of marketing decision-making.

6678.1.(2) Marketing Research

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

A study of the decision-making application of marketing research techniques and procedures. Emphasis is placed on research design, sampling, data collection, analysis and presentation.

6679.1.(2) Strategic Marketing

Prerequisite: completion of all required 5000-level SMBA courses or permission of MBA Director.

In this course, students will develop understanding and analytical skills to make strategic choices for achieving sustainable competitive advantage in global market environments. Method of instruction may include seminar discussions, case analysis, simulations, secondary research and field research projects.

6690.1.(2) Seminar in Marketing

Prerequisites: completion of all required 5000-level SMBA courses or permission of MBA Director.

An in-depth study of selected topics. Selections for discussion are at the discretion of the instructor, with

approval of the Department. Issues to be discussed may include such topics as marketing productivity, marketing auditing, marketing models, social issues in marketing. Topics will vary from year to year. The course may be repeated for credit hours when topics vary.

6692.1(.2) Directed Study

Prerequisite: completion of all required 5000-level SMBA courses and permission of MBA Director, Departmental Chairperson, and instructor.

Intended to supplement or provide an alternative to the regular marketing courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

6699.0 Research Project in Marketing

Co-requisites: SMBA 6697.1(.2), MKTG 6678.1(.2), or permission of MBA Director. – there is no course as SMBA6597? And SMBA5597 was removed from the program – can we remove this and have completion of all 5000 level course and permission of the Chairperson?

Each student is required to complete a project involving the practical application of the research concepts and techniques used in marketing, under the direct supervision of a faculty member. Interdisciplinary projects are acceptable.

MBA (SMBA)

0010.1(.2) Professional Skills Development

This required non-credit course is intended to provide students opportunities to develop and hone career management skills, interpersonal and team skills, cross-cultural skills and communication skills. The course may be delivered on or off-site and may involve seminars and workshops.

Seminar/Workshop – 60 hours.

Note: Successful completion of this course will result in an “S” (satisfactory) grade on the student’s transcript. This will **not** be counted into grade point averages.

0020.1(.2) Integrative Case Competition

Prerequisite: completion of all 5000-level MBA courses.

This required non-credit course is intended to provide students with an opportunity to apply the concepts learned in the first year of the MBA Program. Students will also have to demonstrate team skills, problem solving skills and communication skills. Students, working in teams, will solve several integrative and strategic cases and present the cases to a panel of judges. Feedback on content, team work and communication skills will be provided.

Case Presentations 15 to 25 hours.

Note: See above under the SMBA 0010.1(.2) course description.

5502.1(.2) Managerial Economics and Decision Analysis

This course focuses on optimal decision-making for firms, emphasizing economics and quantitative methods. Topics will include the economic behavior of firms and consumers, analysis of cost, revenue and profit; organization using incremental and marginal analysis; decision-making under risk and uncertainty; analysis of supply and demand; optimizations of production, cost and market/distribution decisions; and market structures and the role of government.

5597.1(.2) Business Research Methods

This course will deal with quantitative research methods, as well as tools applied in business research. Topics may include: research process, primary and secondary data collection, data analysis, econometric modeling and multivariate techniques, use of information technology in research, communicating research findings, and business research ethics. Lectures, cases and lab exercises will be used.

6601.1(.2) Integrative Management Exercise

Prerequisite: completion of all 5000-level MBA courses.

This course will use experimental learning methods such as simulations and/or field projects to integrate the different functional areas of business. Students will work in teams and will formulate/implement business strategies. In addition to emphasizing the inter-relationships between functional areas, the course will also develop critical managerial skills.

6690.1 (.2) Special Topics

Prerequisites: Completion of all 5000 level courses or permission of the Associate Dean – Masters Program

This course will offer an in-depth examination of current or emerging and innovative topics in management. The topics may be of a cross-functional or multidisciplinary nature. The course will provide a balance between theory and application. The course may be repeated for credit when topics vary.

6696.0 Small Business Accounting and Finance

Prerequisite: completion of all required 5000-level MBA courses or permission of MBA Director.

This course will focus heavily on the relevant tools in Accounting and Finance needed to successfully operate day-to-day activities of a small business. The Accounting component of this course will concentrate on the preparation of the financial and managerial accounting information needed to manage a successful owner managed business. The Finance component will concentrate on the use of accounting information for working capital management and capital budgeting. Among the topics to be covered are income and commodity tax system (tax planning), financial reporting, financial statement analysis, capital budgeting for small business (including working capital management), financial forecasting, decision to purchase or lease performance appraisal, banking relationships, employment benefit management and legal environment.

6698.1(.2) MBA Consulting Project (MCP)

Prerequisite: completion of all required 5000-level MBA courses or permission of MBA Director.

This course will provide students with an opportunity to apply concepts and theories learned in the program in a practical setting. Students will be assigned individually or in teams to a business or non-profit organization. Students will work with the client organization, under the supervision of a faculty member, to develop a detailed consulting report.

6699.1(.2) MBA Internship

Prerequisite: completion of all 5000-level MBA courses and permission of MBA Director.

The MBA Internship provides students an experiential learning opportunity through work experience in an organization. Students will be able to apply the concepts learned in the program and will also be able to bring back real life experience into the classroom. Students will be required to submit reports during and at the end of the work term. An employer assessment of student performance will be conducted.

Master of Finance (MFIN)

Program Coordinator Francis Boabang, Finance

The objective of this program is to prepare graduates for professional careers in finance as financial analysts (CFA) or portfolio managers. This is achieved through a combination of classroom instruction, interaction with practitioners in Halifax, and hands on use of financial data and proprietary financial management software. Saint Mary's is the only institution with FRI software used by banks, insurance companies and government banks worldwide to manage their portfolios.

Admission Requirements

The MFIN follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the *Graduate Studies Academic Calendar* with the following additional requirements and procedures:

1. Four year university degree in mathematics, engineering, physics, economics or other mathematical discipline.
2. B average (75%) or higher in undergraduate studies.
3. TOEFL score of at least 550.
4. Two letters of reference.
5. Successful interview with Saint Mary's University representative.

Enrolment is limited. Preference will be given to candidates who exceed the above minimums and those who have relevant work experience.

Applications from individuals residing in China must be made through:

Can-Zhong Consulting Services Ltd.
2362 Oliver Crescent
Vancouver, BC
Canada, V6L 1S5

or one of Can-Zhong's authorized partners.

Applications from individuals residing outside of China may be made directly to Saint Mary's University.

Program Requirements

See the FGSR Program Requirements in Section 2 of the *Graduate Studies Academic Calendar* in addition to the requirements detailed below.

The program begins with an intensive eight week session of English language instruction and an introduction to Canadian culture. Students whose first language is English or those who have completed a degree at a university where the official language of instruction is English may request a waiver for this portion of the program. This is followed by a semester of foundation courses and two semesters of

rigorous finance study.

Months 1 and 2

English as a Second Language. Successful completion of the English as a Second Language Course is mandatory, except in the cases mentioned above.

Introduction to Canadian Culture and Academic System

1st Semester – Months 3 to 6

MFIN 5500.1(.2) Micro Economics and Business Strategy
MFIN 5501.1(.2) Macro Economics and Public Policy
MFIN 5540.1(.2) Financial Reporting and Analysis
MFIN 6603.1(.2) Applied Statistics and Data Analysis
MFIN 6641.1(.2) Financial Statement Analysis
MFIN 6663.1(.2) Financial Management

2nd Semester – Months 7 to 10

MFIN 6609.1(.2) Econometrics and Business Forecasting
MFIN 6664.1(.2) Corporate Finance
MFIN 6667.1(.2) Futures and Options
MFIN 6668.1(.2) Investments and Portfolio Management
MFIN 6670.1(.2) Fixed Income Securities
MFIN 6671.1(.2) Financial Markets and Institutions

3rd Semester – Months 11 to 14

MFIN 6669.1(.2) Risk Management
MFIN 6676.1(.2) International Business Financing and Banking
MFIN 6690.1(.2) Special Topics in Finance and Research Methodology
Finance Workshop: CFA Exam Preparation
MFIN 6692.0 Management Research Project

In addition, participation in the CFA Preparatory Workshop is mandatory.

Please note: Tuition fees cover all instructional costs, but do not include books, living expenses and health insurance. For more financial information, see Section 4 of the *Graduate Studies Academic Calendar*.

Graduate Courses (MFIN)

5500.1(.2) Microeconomics and Business Strategy

The objective of this course is to provide students with the microeconomic analytical tools which can be applied in managerial decision-making under constraints and uncertainty. The focus will be on the theory of consumer behavior and demand, theory of production and cost in both the short run and long run behavior of the firm, and the appropriate firm pricing strategy under different market structures.

5501.1(.2) Macroeconomics and Public Policy

The course examines the operations of the macroeconomy in the short and long run, and discusses the macroeconomic functions of the public sector in a market economy. Special attention will be given to the interaction between domestic and international asset markets (including the market for

foreign exchange) and the market for goods and services, and to the role of fiscal and monetary tools that can be employed by public policy makers to affect overall economic activity and to influence the operation of business organizations in a global economy.

5540.1(.2) Financial Reporting and Analysis

Financial Reporting and Analysis provides an introduction to reporting to parties external to the organization. Using a conceptual approach, the course gives a thorough understanding of financial reporting concepts, principles and practices and how to interpret and analyze financial statements. An appreciation of the limitations inherent in published financial reports is provided throughout the course. This course is intended to provide the prerequisite knowledge and skill set for a second course, Financial Reporting and Statement Analysis, which in turn can serve as a basis for the Financial Analysts Program.

6603.1(.2) Applied Statistics and Data Analysis

The objective of the course is to provide the student with an in-depth understanding of the most useful applied statistical techniques used in data analysis. Emphasis will be on designing, conducting, analyzing, and interpreting the results of research designs. Topics include a review of statistical inference, basic ideas of linear regression, multiple regression analysis, functional forms of regression models, and several practical aspects of the linear regression model. Extensive use is made of computer-oriented statistical packages.

6609.1(.2) Econometrics and Business Forecasting

The objective of this course is to provide students with a solid working knowledge of the theory and practice of econometric modeling and forecasting. The focus will be on selected topics in econometrics (with emphasis on newer developments) and on the most commonly forecasting methods (such as exponential smoothing, time series decomposition, and AIRMA-type forecasting models) that may usefully be applied in a real world setting to forecast financial as well as non-financial economic variables.

6641.1(.2) Financial Statement Analysis

The course examines financial statements from the perspective of both preparers and users of financial information. The course begins with the conceptual framework underlying the reporting process and proceeds to a structured analysis of the basic financial statements: The income statement, the balance sheet and the statement of cash flows. Here, the supply side (the various models of information production) will be emphasized. The course then shifts to the demand side of the financial information, where the focus is on the myriad mechanisms of information extraction. Modern techniques such as *multiples* and *forecasting* are used to establish a functional relationship between the accrual process and the economic position of a firm. The course will focus on the valuation approach: The informed use of accounting numbers in projecting cash flows and determining fundamental security values. The student will appreciate the judicious use of accrual accounting in all facets of financial decision making.

Classes: 6 hrs a week. 7 weeks. Lab: 16 hrs.

6663.1(.2) Financial Management

This course provides an introduction to financial management and the role of finance, both within the organization and the economy as a whole, with emphasis on financial decision-making. Managerial in emphasis, this course examines financial planning and analysis, working capital management, capital budget techniques, and theories of cost of capital, portfolio theory and valuation of the firm. Other topics considered include investment decisions and subsequent financing such as leverage and capital structure of the firm, and dividend policy. This course is intended to provide the prerequisite knowledge and skill set for a second course, Corporate Finance.

6664.1(.2) Corporate Finance

This course will examine contemporary financial theories and their applications in formulating corporate policies in major areas such as asset allocation, i.e., which capital investments to undertake, how to finance them, i.e., capital structure and dividend policy management and corporate restructuring. Case studies and problems will be used to facilitate the understanding of how financial theories can be applied in practice. The course objectives: students (i) will acquire knowledge and understanding of the concepts and mainstream theories in corporate finance including recent developments in the area; (ii) will be able to evaluate the strengths and limitations of up-to-date theories and practices in corporate finance; (iii) will be able to apply financial theories in corporate financial management and policy making. In summary, this course is designed to develop skills found in competent financial managers.

6667.1(.2) Future and Options

This course is intended to help students understand derivatives, with emphasis on options and futures. It provides a detailed introduction to the markets, characteristics, applications, and valuations of various futures and options. Topics covered include commodity futures, stock market index futures, interest rate futures, foreign currency futures, stock options, stock market index options, interest rate option, currency options, options on futures, and some exotic options. The binomial option pricing model and Black-Scholes option pricing model are covered, including the stochastic processes underlying the Black-Scholes model and derivation of the model.

The course will be delivered in forms of lectures and lab work. While the lectures will introduce the theories, models, and principles, the lab work will expose students to real derivative markets, and help students use financial market databases and option pricing and analysis software.

Classes: 6 hrs. a week. 7 weeks. Lab: 16 hrs.

6668.1(.2) Investments and Portfolio Management

This course presents an overview of the Canadian investment environment. A framework is developed for assessing the merits of various securities that trade in the money and capital markets. Topics covered in this course include sources of financial information, Canadian market indicators, market transactions, and margin trading, portfolio risk and return analysis, CAPM, single index models and APT, market efficiency, the analysis of fixed income and

equity securities and derivatives. An application to portfolio management is given. Major subject areas include the different types of funds, their objectives, performance evaluation and attribution analysis, an analysis of the aggregate stock market, industry, and company. This course is intended to provide the prerequisite knowledge and skill to serve as a basis for the Financial Analysis Program.

Classes: 6 hrs. a week. 7 weeks. Lab: 16 hours.

6669.1(.2) Risk Management

This course introduces students to a very important area: risk management. It will firstly provide an overview of risk management, including the institutional issues, and the concept of firm-wide risk management. Then, various tools and methodologies of risk management will be explored, with focus on using derivatives. It will discuss the management of some major types of risks such as market risk, interest rate risk, currency risk, credit risk, and so on. In addition to lectures, several cases will be studied.

6670.1(.2) Fixed Income Securities Analysis

This course provides a detailed analysis of the bond and money markets and the instruments available therein. Although the emphasis is on North American securities, global portfolios are also examined. Bond valuation and bond portfolio management strategies – duration and convexity – are covered in depth. Treasury securities and STRIPS, corporate bonds, municipal bonds, term structure of interest rates, mortgage market – mortgage backed securities and CMO's, bonds with embedded options, and interest rate risk management and swaps are addressed. This course serves as a basis for the Financial Analysts Program.

Classes: 6 hrs. a week. 7 weeks. Lab: 16 hrs.

6671.1(.2) Financial Markets and Institutions

This course will deal with the structure and function of Canadian financial institutions such as: banks, brokers and investment banks, insurance companies and mutual funds. The role of each type of institutions in the economy will be discussed as well as regulation of the industry. The main emphasis of the course will be on the institutions as businesses; their profit and risk structure.

6676.1(.2) International Business Financing and Banking

This course is organized around two themes – (i) the concept of multinational firm and the financial management decisions it takes in a multi currency world and (ii) the challenges faced in the international banking system of asset/liability management, off shore financial centers, external debt and rescheduling and increased regulatory and supervisory measures.

6690.1(.2) Special Topics in Finance and Research Methodology

This course focuses on the tools needed to carry out successful empirical research in functional areas of Finance, namely, corporate, derivatives, investments and portfolio management. Topics covered include an application of statistical model building to research in Finance focusing on special topics in Finance such as market efficiency, performance evaluation techniques, performance decomposition (market timing, selectivity and asset allocation), option combinations, strategies, implied volatilities and sensitivity analysis. Analysis of IPO under pricing and performance persistence measures are also covered.

6692.0 Management Research Project

This course builds on the statistical and economic tools learned in MFIN 6603 and MFIN 6609 to enable students to carry out successful theoretical and empirical research in functional areas of Finance, namely, corporate, derivatives, investments and portfolio management. The major topics include market efficiency, extensions to single- and multi-index models, performance evaluation models and decomposition of relative performance, performance persistence measurements, an evaluation of IPO's underpricing, an evaluation of boundary conditions for option strategies and pricing models and special issues in behavioral finance.

Master of Management-Co-operatives and Credit Unions (MMCCU)

Program Coordinator John Chamard, Management

The MMCCU program is designed to provide graduates with the management learning and skills needed to run a successful cooperative business. Throughout the curriculum, each management issue and function is explored within the context of the unique cooperative business environment created by the values and principles of cooperation. The program is based on the premise that cooperation among cooperatives is not only “nice” but is essential to ensuring that globalization does not leave cooperative businesses on the periphery of the economy.

Candidates will examine how cooperative values and financial success are not mutually exclusive goals but complementary and interdependent elements of cooperative business success.

“The cooperative and credit union values and principles are not a sea anchor dragging behind a ship and impeding progress, but rather are the mainsail that should provide its power and ensure its business success.”

An international program, the MMCCU draws its candidates, faculty, and research from around the globe. Students may study with managers from different types of credit unions and cooperatives located in different countries (or different continents) linked by information technology and face-to-face learning encounters.

Admission Requirements

The MMCCU follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the *Graduate Studies Academic Calendar* with the following additional requirements and procedures.

Applicants are required to:

- Normally have completed an undergraduate degree or have an equivalent combination of training and experience;
- Be currently employed by a cooperative or credit union preferably in a supervisory or management position (with rare exceptions);
- Submit a letter from their employer indicating their willingness to have the organization used as a “living lab” while the student is in the program;
- Have English as a first language or have demonstrated competence in English.

To handle the demands of computer-based distance education, students have access to a reasonably up-to-date computer with a fast link to the World Wide Web.

To apply to the MMCCU, applicants should:

- Complete the appropriate application form and submit it

and the application fee to the Faculty of Graduate Studies (available at: <http://fgsr.smu.ca/>);

- Submit an up-to-date resume;
- Submit a two-page description of how what the student would learn in the MMCCU program would benefit them and their organization;
- Have their most recent university transcript sent directly to the Faculty of Graduate Studies and Research;

The normal deadline for receipt of a completed application for an “August Orientation, September courses start date” is June 30.

Program Requirements

See the FGSR Program Requirements in Section 2 of the *Graduate Studies Academic Calendar* in addition to the requirements detailed below.

Given that the program is web-based, using WebCT software, candidates and faculty meet virtually rather than in a classroom setting, except that during the second year when the class visits either Spain or Italy for about a week to study integrated cooperative development in action. In addition, candidates gather together in Halifax for a compulsory one week Orientation before beginning their program.

The program consists of 12 three (3) credit-hour courses in addition to a six (6) credit-hour thesis course. Courses are designed to be taken in sequence by the full entering cohort. Thus it is expected that candidates will take almost three years to complete their course work and then begin their thesis. The specific course requirements for the degree are:

First Year Courses

- MMCC 5500.1 (.2): Philosophical Origins and Historical Evolution of Cooperative Governance and Business Practice.
- MMCC 5510.1 (.2): The Emerging Global Economy and Society from a Cooperative Perspective I.
- MMCC 5210.1 (.2): Comparative Cooperative Practice I: Variety and Range of Cooperative Business.
- MMCC 5530.1 (.2): Cooperative Financial Analysis and Management I.

Second Year Courses

- MMCC 5540.1 (.2): The Emerging Global Economy and Society from a Cooperative Perspective II.
- MMCC 5550.1 (.2): Field Research: Study Visits to Exemplars of Excellent Cooperative Business Practice.

MMCC 6600.1 (.2): Comparative Cooperative Practice II: Cooperative Innovations and Best Practice.

MMCC 6610.1 (.2): Technology, Communication and Cooperation.

Third Year Courses

MMCC 6620.1 (.2): Marketing the Cooperative Advantage: Cooperative Education, Member Relations and Marketing.

MMCC 6630.1 (.2): Cooperative Financial Analysis and Management II.

MMCC 6640.1 (.2): The Cooperative Management Approach I: Governance, Planning and Strategic Analysis.

MMCC 6650.1 (.2): The Cooperative Management Approach II: Leadership, Personnel and Management Style.

MMCC 6660.1 (.2) Thesis: Cooperative Management Audit.

Graduate Courses (MMCC)

5500.1(.2) Philosophical Origins and Historical Evolution of Co-operative Governance and Business Practice

This course uses readings, discussion groups, lecturers, seminars and papers to communicate the nature and development of co-operative values over the last 180 years and to indicate their current relevance in our society.

5510.1(.2) The Emerging Global Economy and Society from a Co-operative Perspective

This course uses readings, discussion groups, lectures, seminars, and papers to develop an understanding of the nature of the global economy. Among the topics covered will be monetary and fiscal theory, international trade and finance theory and policy, and the nature and impact of globalization trends.

5520.1(.2) Comparative Co-operative Practice I: Variety and Range of Co-operative Business

Prerequisite: MMCC 5500.1(.2) and 5510.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to explore the range of businesses that are organized as co-operatives and to understand the connection between co-operative forms and the human needs that they serve.

5530.1(.2) Co-operative Financial Analysis and Management I

Prerequisite: MMCC 5500.1(.2) and 5510.1(.2).

This course uses readings, discussion papers, lectures, seminars and papers to explore the strengths and limitations of financial statements so as to understand how performance measurement systems appropriate to management of co-operatives and credit unions can be developed.

5540.1(.2) The Emerging Global Economy and Society from a Co-operative Perspective II

Prerequisite: MMCC 5500.1(.2) and 5510.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to continue the discussion (which started in MMCC 510) of the impact of globalization on the generation of goods and services, the ecology of the planet, the distribution of wealth and the role of governments and the location and nature of decision making in the global economy.

5550.1(.2) Field Research: Study Visits to Exemplars of Excellent Co-operative Business Practice

Prerequisite: MMCC 5520.1(.2), 5530.1(.2) and 5540.1(.2).

This course consists of a study tour, preceded by appropriate readings, to a co-operative or credit union that is perceived to be an exemplar of excellence in management and performance. The trip is to be analysed with reference to the applicability of observed practices to the home institution of the student.

6600.1(.2) Comparative Co-operative Practice II: Co-operative Innovations and Best Practice

Prerequisite: MMCC 5550.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to develop an analysis and understanding of best management practice in co-operatives and credit unions. The principles of benchmarking as well as topics such as socialization, perception, attribution, motivation, learning and organizational design, structure, and culture will lay a theoretical basis for the analysis.

6610.1(.2) Technology, Communication and Co-operation

Prerequisite: MMCC 5550.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to develop an understanding of available advanced technologies and how they have (or have not) been used to advantage by co-operatives and credit unions.

6620.1(.2) Marketing the Co-operative Advantage: Co-operative Education, Member Relations and Marketing

Prerequisite: MMCC 5550.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to develop an understanding of marketing principles from the perspective of a co-operative business. Market research carried out by co-operatives around the world will be reviewed. Research methodology will be explored including member communication, surveys, sales analysis and focus groups.

6630.1(.2) Co-operative Financial Analysis and Management II

Prerequisite: MMCC 5550.1(.2).

Building on MMCC 5530, this course uses readings, discussion groups, lectures, seminars and papers to develop

a strong capacity for financial analysis and financial management. There will be a particular focus on the nature of co-operative capital, its development and retention. The course will enable managers to acquire the tools needed to develop a balanced scorecard approach tailored to the needs of their particular co-operative, community and society.

6640.1(.2) The Co-operative Management Approach I: Governance, Planning and Strategic Analysis

Prerequisite: MMCC 6600.1(.2), 6610.1(.2), 6620.1(.2), and 6630.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to develop student skills in analysing governance issues, planning processes, and approaches to strategy.

6650.1(.2) The Co-operative Management Approach II: Leadership, Personnel and Management Style

Prerequisite: MMCC 6600.1(.2), 6610.1(.2), 6620.1(.2) and 6630.1(.2).

This course uses readings, discussion groups, lectures, seminars and papers to develop an appreciation of basic

personnel functions such as recruitment, supervision, motivation and management issues in terms of how they can be dealt with in a manner consistent with co-operative leadership styles. The role of tools like conflict resolution, conciliation, mediation and arbitration will also be examined.

6660: Thesis: Co-operative Management Audit

Prerequisite: MMCC 6640.1(.2) and 6650.1(.2).

The thesis requires the student to apply the learning from all previous courses in the program to the situation of their home co-operative or credit union by proposing changes to any or all aspects of the organization so as to improve its operations and enhance its value to its members, governance issues, planning processes, and approaches

Doctor of Philosophy in Business Administration (Management)

Director A. J. Mills, Management

The Ph.D. program focuses on the area of management, which broadly encompasses the traditional areas of Organizational Behaviour, Organizational Development, Organizational Theory, Human Resources, Industrial/Labour Relations, Strategic Management and Entrepreneurship.

The program is designed to be completed in 48 months. Coursework and comprehensive exams must be completed within 28 months of enrolment. The length of time spent on the dissertation phase will vary according to the nature of the research involved, but should not exceed 48 months following completion of the comprehensive exams.

Admissions

The PhD program follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar with the following additional requirements and procedures.

Decisions regarding admission to the doctoral program will be made on the basis of the applicant's academic qualifications and achievements, fit with the program's areas of specialization and the availability of an appropriate supervisor. To that end, all of the following will be taken into account:

Qualifications: Students entering the doctoral program must have a Masters degree from a recognized university. Normal minimum requirements for admission are a grade point average of 3.6 on a 4.0 scale (high B+ to A-).

Business studies: At least a minimum breadth in business studies is expected. Ideally, applicants should have an undergraduate and/or Masters degree, which includes a substantial business studies element (e.g., a Bachelor of Commerce, Masters of Business Administration). Students without previous degrees in management education may be admitted as "qualifying" students but could be required to undertake selected management in addition to the normal requirements of the Ph.D. program.

GMAT/GRE: Candidates are required to provide scores from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE). The minimum requirement is the equivalent of a GMAT score above 600.

Proposal: At the time of application, prospective students should submit a four-page outline of his or her proposed area of research. The proposal is designed to help the Admission Committee to determine the research "fit", as well as the research potential, of each applicant.
Letters of Recommendation: All applicants are required to submit three letters of recommendation from persons capable of assessing the candidate's academic ability and research potential.

Career Objectives: A statement of career objectives is required.

English: Applicants who were not educated in English are required to submit official scores on the CanTest, Test of English as a Foreign Language (TOEFL), or recognized equivalent test of written and oral English language proficiency. Normal minimum requirements are TOEFL iBT: A minimum score of 90 overall with at least 22 in Writing; 21 in Reading, 27 in Speaking, 20 in Listening. The iBT overall score is at least 237 or 580 on the previous TOEFL scales.

These are the normal minimum requirements, but each case will be evaluated on its own merits. However, applicants will not be evaluated for admittance where any of the required elements have not been submitted at the time when the application is being considered.

The deadline for applications is February 1st for admission on May 1st of the same year. Successful applicants will normally be notified by March 1st.

Financial Support

A limited number of fellowships are available to students who are not in full-time paid employment. Request for a fellowship should be made at the time of application.

Program Requirements

The program comprises three inter-related elements: coursework, comprehensive examinations and dissertation.

Courses

The courses are divided into the foundation courses and the functional core.

Foundation Courses

MGMT 7701	Management Thought and Management Environment
MGMT 7702	The Nature of Management Research
MGMT 7703	Qualitative Research Methods
MGMT 7704	Quantitative Research Methods

Functional Core

MGMT 7710	Doctoral Seminar in Human Resource Management
MGMT 7720	Doctoral Seminar in Organizational Theory and Design

Any 2 of the following:

MGMT 7730	Directed Readings in Management I
MGMT 7740	Directed Readings in Management II
MGMT 7705	Multivariate Statistics for Management Research

The complete set of courses comprising the Ph.D. program (excluding the comprehensive exams and the dissertation) is offered in the first four semesters of enrolment. That is, students complete 3 courses in the first summer, one reading course in each of the fall and winter semesters and 3 courses in the second summer of the program.

The standard pattern of course offerings is:

1st semester MGMT 7701, MGMT 7702, MGMT 7710,

2nd semester MGMT 7730 or MGMT 7705,

3rd semester MGMT 7740 or MGMT 7705

4th semester MGMT 7703, MGMT 7704, MGMT 7720

The scheduling of the two directed reading courses may vary with individual students.

Comprehensive Examinations

On completion of all coursework requirements, and no later than 28 months after admittance to the program, each student must complete a set of comprehensive examinations. Both examinations must be completed in the same semester. Students may undertake the comprehensive examinations in any semester following the completion of all Foundation and Functional courses.

These comprehensive examinations will take the form of a set of written examinations, set by the Comprehensive Examining Committee. The Examining Committee reserves the right to require an oral examination subsequent to the written portion of the exam. Normally, students will be permitted two attempts at the comprehensives. Successful completion of the comprehensives will move the student to the status of "Ph.D. Candidate".

The purpose of the two comprehensive examinations is to verify that the student possesses both breadth and depth of knowledge in the areas defined by the Functional and Foundation courses described above.

Dissertation

The dissertation requirement is for the successful defence of an original doctoral thesis worthy of publication in reputable academic journals, defended orally before authorities in the discipline, appointed by the Faculty of Graduate Studies and Research. The oral defence will be public. The thesis defence must take place within 48 months of successful completion of the comprehensive examinations.

Residency and Method of Delivery

Students are required to fulfill the equivalent of two semesters of full-time residency. Normally, these semesters will be in the spring/summer period and are composed of intensive classes that run from the beginning of May to the end of June. The months of July and August are devoted to research projects, including the writing of major papers.

The scheduling of required classes during the period of May-June is designed to make the program more accessible

to non-traditional doctoral students.

Advisor/Supervisor

In admitting students to the program, the Ph.D. Program Council will take into account the availability of potential dissertation supervisors. Applicants to the program are encouraged to seek out potential advisors/supervisors prior to admittance to the program. On entry to the Ph.D. program, students will be assigned an advisor who will assist in the development of the student's dissertation topic. The advisor will be appointed on the basis of his or her expertise in relation to the student's dissertation at the time of entry, and will normally be expected to become the dissertation supervisor. Where a successful applicant has already identified an appropriate supervisor, every effort will be made to ensure that he or she is appointed as the advisor/supervisor.

Note: The Ph.D. Advisor/Supervisor should normally be a tenured faculty member at Saint Mary's University or other post-secondary institution in Atlantic Canada. In the latter case, such faculty must be recommended by the Faculty of Graduate Studies and Research as Adjunct Professors at Saint Mary's University.

Graduate Courses (MGMT)

7701.1(.2) Management Thought and the Management Environment

This course focuses on the development of management thought, the factors that shaped the various schools of thought, and the central debates around issues of ontology, epistemology, and methodology. The course is designed to achieve four objectives:

- (i) a working, in-depth knowledge of a range of management theories;
- (ii) an understanding of the relationship between theory, practice and social context;
- (iii) a critical appreciation of the relationship between theory, context and organizational outcomes; and
- (iv) a forum for reflecting on and developing research proposals.

7702.1(.2) The Nature of Management Research

This course comprises an introductory survey of research methods commonly used in management/HR research. Typical topics include framing a research question, research ethics, and both qualitative and quantitative research methodologies.

7703.1(.2) Qualitative Research Methods

This course is designed to introduce students to various approaches to qualitative data collection, description, analysis and interpretation. Students will be exposed to a variety of methods including observation, interviews and textual analysis. Generic issues to be discussed will include conducting and presenting qualitative research, performing convincing data analysis, evaluating the findings of, and developing theory from, qualitative research studies.

7704.1(.2) Quantitative Research Methods

This course focuses on quantitative research methods as used in human resources/organizational behavior research. Typical topics include survey methodology, experimental and quasi-experimental design, longitudinal methods, unobtrusive measures, meta-analysis and psychometric theory.

7705.1(.2) Multivariate Statistics for Management Research

This course reviews multivariate statistical methods commonly used in human resource management. Topics considered include regression models and alternatives to OLS regression, MANOVA and related models, cluster and multidimensional scaling analyses and structural equation modeling.

7710.1(.2) Doctoral Seminar in Human Resource Management

This course comprises a detailed consideration of topics in the current human resource management research literature. The course considers both the technical and strategic research literatures in human resource management.

7720.1(.2) Doctoral Seminar in Organizational Theory and Design

This course focuses on the development of theories of organizational structuring and design over the last century, the factors that shaped those ideas, and the various schools of thought. The course is designed to achieve the following objectives:

- (i) in-depth knowledge of classic theories of organization and their implications for modern-day organizational theory and design;
- (ii) a critical understanding of the relationship between industrial development and theories of organization;
- (iii) a detailed knowledge of a range of current issues and debates within organizational theory and design;
- (iv) a thorough understanding of the relationship between organizational theorizing and practice.

7730.1(.2) Directed Readings in Management I

This is a directed studies course in which a student undertakes a detailed consideration of an area of management research in consultation with a faculty member.

7740.1(.2) Directed Readings in Management II

This is a directed studies course in which a student undertakes a detailed consideration of an area of management research in consultation with a faculty member.

8899.0 Thesis

Empirical research conducted under the supervision of an Advisory Committee.

Graduate Programs: Science

The Faculty of Science offers five graduate programs in the areas of Astronomy, Applied Psychology, and Applied Science.

Graduate Programs in Astronomy

Program Coordinator, Professor	D. Guenther
Chairperson, Assistant Professor	I. Short
Director ICA, Professor	R. Deupree
Observatory Director, Professor	G. Welch
Undergraduate Coordinator, Professor	D. Clarke
Professors	D. Guenther
	D. Turner
	A. Sarty
Assistant Professors	R. Austin
	R. Kanungo
	M. Sawicki
Adjunct Professors	P. Bennett,
	P. Noerdinger
Professor Emeritus	W. Long
	G. Mitchell

Saint Mary's offers degree programs leading to the M.Sc. (Astronomy) and to the Ph.D. (Astronomy). It is the major centre for astronomical and astrophysical research in Atlantic Canada.

Admission Requirements

All students with a B.Sc. or equivalent, whether they intend to pursue a Ph.D. at Saint Mary's or not, enter into the Astronomy graduate program at the M.Sc. level.

Applications to our programs can be made at any time of the year. Highest priority for fall admission will be given to applications received by March 15th of the preceding winter. Applications may be obtained at http://fgsr.smu.ca/grad_pro_app.html, or by contacting the Faculty of Graduate Studies and Research (FGSR) directly. Prospective students who are in doubt about their qualifications should contact the graduate coordinator: graduate.coordinator@ap.smu.ca.

Students may apply for full-time or part-time status. Under special circumstances and subject to department approval, new or existing students may enrol in the program on a part-time basis. Admission and degree requirements for part-time students are the same as for full-time students, but part-time students are not guaranteed full financial support.

Financial Support

Full-time M.Sc. (thesis option) and Ph.D. students receive an annual stipend sufficient to meet the cost of living and tuition for one person in Halifax, provided they continue to

meet the program requirements. Funding is guaranteed for up to four years in the Ph.D. program, providing satisfactory progress is being made.

Sources of funding include fellowships from federally funded faculty grants, University Graduate Fellowships, teaching assistantships, and named graduate scholarships. The latter include the Father Burke-Gaffney Memorial Scholarship (established by Marcia Watts deBlois in memory of her husband, an NRC photographer and avid amateur astronomer), and the Reuben and Helen Hornstein Bursary (established in 1982 by Reuben Hornstein, a former meteorologist in Halifax and an honorary degree recipient of Saint Mary's). Students are encouraged to apply for external fellowships and awards (e.g., NSERC, ACEnet, etc.) and those who are successful can expect financial support higher than the normal minimum level.

Master of Science (Astronomy)

Overview

The Master Program offers both a thesis and a no-thesis option, and is normally of two years duration. Subject to departmental approval and normally after two years of study, students may choose to transfer to the Ph.D. program without formally completing their M.Sc.

Admission requirements

A B.Sc. (HONS) or equivalent in Astronomy, Physics or a related field, with a Grade Point Average (GPA) of 3.00 (B) or better is normally required for admission into the program.

Program Requirements

Students take thirty-six (36) credit hours, eighteen (18) credit hours per year for full-time students. For credit towards the degree, a student must attain a course grade of B- (2.67 GP) or better. A student must attain a GPA of at least 3.00 (B) in the first eighteen (18) hours of course work to continue into the second year of study. A student's GPA over all courses satisfying degree requirements must be at least 3.00 (B) to be eligible for graduation.

Thesis Option

Students take ASTR 5900 (Graduate Seminar I, three (3) credit hours), ASTR 6900 (Graduate Seminar II, three (3) credit hours), ASTR 5980, ASTR 6990 (Thesis, six (6) credit hours), at least four (twelve (12) credit hours) of the six “core courses” listed below, and two other courses (six (6) credit hours) drawn from ASTR courses (excluding research and thesis courses), or graduate level courses in related disciplines from Saint Mary’s or elsewhere, subject to University regulations on transfer credits for off-campus courses for credit and approval of the student’s supervisor.

The thesis is prepared under the supervision of a faculty supervisor and consists of original research performed by the student on a topic chosen and defined by the student and faculty supervisor. When complete, students defend their thesis in front of a Thesis Defence Committee normally scheduled near the end of the second year of study. The M.Sc. defence normally consists of a brief presentation by the student to the academic community, followed by a private oral examination with the Committee.

No-Thesis Option

Students pursuing this option may not be eligible for full financial support.

Students take ASTR 5900 and 6900 (Graduate Seminar I and II, six (6) credit hours), all six core courses (eighteen (18) credit hours) and four half courses (twelve (12) credit hours) drawn from ASTR courses (excluding research and thesis courses), or graduate level courses in related disciplines from Saint Mary’s or elsewhere, subject to University regulations on transfer credits for off-campus courses and approval of the student’s supervisor. With the approval of the student’s advisor, a student may substitute one or both of ASTR 5690 and 6690 (Research Project I and II, three (3) or six (6) credit hours) for one or two of the non-core courses.

Doctor of Philosophy (Astronomy)

Admission Requirements

An M.Sc., or equivalent in Astronomy, Physics, or related field is normally required for admission into the program. Students completing the M.Sc. program at Saint Mary’s who wish to continue in the Ph.D. program may do so with or without receiving the M.Sc. degree. Those who wish to obtain the M.Sc. degree must formally apply to FGSR for admission to the Ph.D. program during the second year of the program. Students who elect not to receive the M.Sc. degree may, with departmental approval, transfer to the Ph.D. program at the end of the second year of the graduate program without applying to FGSR for admission. Students must notify the graduate coordinator of that intention in writing six months prior to the intended transfer.

Program Requirements

Students have two attempts to pass a six-hour written comprehensive examination based on the six core courses listed below, normally near the end of their first year. Students who fail to pass both attempts while in the Ph.D. program are required to withdraw. Students who complete the M.Sc. program at Saint Mary’s before commencing the Ph.D. program are encouraged to take the comprehensive exam during the second year of their M.Sc. program.

Students must submit a written dissertation proposal (normally not to exceed ten pages) and present it to their Supervisory Committee (see section below on supervision) normally during the first year in the program. Students continuing from the M.Sc. program at Saint Mary’s are encouraged to prepare their proposal by the end of the second year of the M.Sc. program. Committee approval of the proposal is required before a student is permitted to pursue their dissertation research. Students should meet with the Supervisory Committee as frequently as the committee deems necessary throughout the duration of the program, and no less frequently than annually, for the purposes of assessing progress. The Committee, at its discretion, may specify what the student should present at such meetings.

Students take a total of thirty (30) credit hours of courses, including all six core courses listed below and four courses drawn from ASTR courses (excluding research and thesis courses), or graduate level courses in astronomy or related disciplines from Saint Mary’s or elsewhere, subject to University regulations on transfer credits for off-campus courses and approval of the student’s supervisor. All such courses taken by students toward the M.Sc. degree at Saint Mary’s, count towards Ph.D. course requirements. Students who have completed M.Sc. programs elsewhere, may transfer courses taken at their former institution, subject to University regulations on transfer credits for off-campus courses and approval of the student’s supervisor. Students wishing to take and receive credit for more than thirty (30) credit hours of graduate courses must obtain prior approval from their supervisors.

Students enrol in AST 8990 the first year after approval of their dissertation proposal and in FGSR 9000 every year thereafter. Students also participate in the Journal Club (taken by M.Sc. students as ASTR 5900 and 6900) every year they are enrolled in the program. Journal Club is normally led by senior Ph.D. students.

For credit towards the degree, a student must attain a course grade of B- (2.67 GP) or better. A student’s GPA over all courses satisfying degree requirements must be at least 3.00 (B) to be eligible for graduation.

Students prepare their dissertation under the supervision of a faculty supervisor, although the majority of the work is expected to be attributable directly to the student. When complete, students defend their dissertation before their Dissertation Defence Committee, normally near the end of the student’s program of study.

Voluntary Withdrawal

A student who wishes to withdraw from the Ph.D. program, who has not completed an M.Sc. program in Astronomy, may apply to the Department to use their progress to date towards the M.Sc. degree. If there are insufficient credits for the M.Sc. degree, the student may elect to transfer to the M.Sc. program to complete those requirements, provided notification is provided in writing to the graduate coordinator and approval is granted by the Department and the FGSR. Financial support for students who transfer from the Ph.D. program to the M.Sc. program is not guaranteed.

Graduate Courses (ASTR)**IMPORTANT**

In the 2004-2005 academic year, courses were renumbered from three digits to four. A new digit was added to the front of the sequence to indicate the year of study in which a student would normally enrol in a course.

In the 2007-2008 academic year, all Astronomy and Physics courses were assigned new four digit numbers.

Students are urged to be extremely careful not to register again for a course for which they have already earned credit. Academic Regulation 17(b) is extremely important to this matter.

In the cases where courses have been renumbered, changed in level, or where a six (6) credit hour course (formerly referred to as "full course") has been split into two three (3) credit hour courses (formerly termed "half courses") or vice versa, a student who received credit recognition for the original course is not entitled to repeat the course in its new format or on its new level for additional credit recognition.

Previous Course #'s	2004-06 Course #'s	2007- Course #'s
AST 435	ASTR 4435	ASTR 5220
AST 445	ASTR 4445	ASTR 5300
AST 602	ASTR 5602	ASTR 5500
AST 604	ASTR 5604	ASTR 5420
AST 607	ASTR 6607	ASTR 5430
AST 608	ASTR 6608	ASTR 6800
AST 609	ASTR 5609	ASTR 5510
AST 611	ASTR 6611	ASTR 6810
AST 614	ASTR 5614	ASTR 5400
AST 615	ASTR 6615	ASTR 6400
AST 616	ASTR 6616	ASTR 5200
AST 619	ASTR 6619	ASTR 5600
AST 620	ASTR 6620	ASTR 5520
AST 622	ASTR 5622	ASTR 5710
AST 635	ASTR 5635	ASTR 5210
AST 637	ASTR 6637	ASTR 5700
	ASTR 6638	ASTR 5410
	ASTR 5690	ASTR 5980
	ASTR 6690	ASTR 5981
AST 695	ASTR 5695	ASTR 5900
AST 696	ASTR 6696	ASTR 6900
AST 697		

AST 698	ASTR 6698	ASTR 6990
AST 699	ASTR 8699	ASTR 8990

Graduate course offerings consist of formal lecture courses, six of which are designated as "core courses" (and indicated below with asterisks), research courses including Master's Thesis and Ph.D. Dissertation, and seminars such as "Journal Club".

5200.1(.2) Astronomical Instruments and Techniques

This course reviews current methods of collecting and interpreting electromagnetic information from the cosmos. It begins by discussing factors which limit the accuracy of light measurement from extremely energetic gamma radiation to decimetric radio waves. The following discussion of astronomical telescopes and detectors shows how those factors have influenced both hardware design and observing techniques. Special emphasis will be given to radio interferometry.

5210.1(.2) Computational Methods

This course introduces students to the details of computational numerical approaches used for solving theoretical problems in astrophysical research. The methods covered are those that students can expect to use for computationally-oriented modelling in theoretical astrophysics. Students should expect to obtain extensive "hands-on" experience and must be able to program in one or more scientific computing languages (preferably FORTRAN or C). Specific approaches discussed include Monte Carlo, finite element, finite difference, and smoothed particle hydrodynamics.

5220.1(.2) Data Analysis in Astronomy

The goal of this course is to instruct the student in the analysis of real astronomical data. Following a general introduction to errors and data reduction, the bulk of the course will consist of the use of computers in data reduction. Student projects will include the analysis of images and spectral line maps.

***5400.1(.2) Stellar Astrophysics I**

An introduction to the theory of stellar atmospheres and interiors. Topics include: the basic equations of stellar structure, nuclear processes, radiative transfer theory, pre-main-sequence evolution, white dwarfs, neutron stars, and black holes.

***5410.1(.2) Introduction to Stellar Atmospheres**

Prerequisite: graduating standing.

This course introduces the physics of stellar atmospheres and the application of atmospheric modeling to the determination of stellar properties. Topics include radiative transfer, gas phase and atomic physics, atmospheric conservation and equilibrium laws, and spectral line profiles. Computer programming in FORTRAN is required for some assignments.

***5420.1.(2) The Interstellar Medium**

Topics covered include: the phases of the interstellar medium, neutral clouds, ionized hydrogen regions, interstellar molecules, dust grains, shocks, gravitational collapse, bipolar outflows, and accretion disks.

5430.1.(2) Binary and Variable Stars

This course is devoted to the study of both binary stars and variable stars. Topics covered under binary stars include: fundamentals of orbital motion and the properties of binary star systems, analytical and practical techniques for studying visual, astrometric, spectroscopic, and eclipsing binaries, the mass-luminosity relation, and classification of close binaries by Roche-lobe filling. Topics covered under variable stars include: light curves and variable star classification, eclipsing variables, pulsating variables and pulsation theory, rotating variables, unique types, and the link between variability and stellar evolutionary stages.

***5500.1.(2) Galactic Astronomy**

This course describes the contents and structure of the Milky Way Galaxy. Topics covered include: historical highlights, reference frames and stellar astronomy, spectral classification, photometric systems, luminosity calibrations, clusters and associations, star counts and stellar density functions, the luminosity function, chemical composition variations in the Galaxy, solar motion, statistical and secular parallaxes, kinematic groups, galactic rotation and structure, spiral arms, and an introduction to galactic dynamics.

***5510.1.(2) Extragalactic Astronomy**

This course summarizes our understanding of nearby galaxies, and of how these galaxies evolved to the objects we see today. A review of our concept of the nebulae introduces the main topics, which include galaxy classification, the nature of the present stellar population and interstellar medium in galaxies, and galaxies as they were in the remote past. The presentation will reflect our growing awareness of the importance of interactions between and among galaxies as an agent of their evolution.

5520.1.(2) Clusters of Galaxies

Clusters of galaxies are the largest gravitationally bound objects in the universe, and their study has yielded valuable insights into such diverse topics as high energy astrophysics, galaxy formation and evolution and cosmology. This course introduces students to clusters of galaxies from both observational and theoretical perspectives. Topics discussed include galaxy populations, dark matters, the intracluster medium, gravitational lensing, and clusters as tracers of the large-scale structure of the universe.

5600.1.(2) Cosmology

Cosmology-the study of the large-scale structure and evolution of the universe-is one of the most exciting and active fields of astronomy today. This course presents a broad overview of observational and theoretical cosmology. Emphasis is on how basic physics, guided by observations, is used to construct a remarkably successful model of the universe. Topics include the Big Bang model, formation of galaxies and clusters of galaxies, the large-scale structure of the universe, quasars and radio galaxies, and dark matter.

5700.1.(2) Magnetohydrodynamics

An introduction to astrophysical fluids and plasmas. Topics covered include the Boltzmann and moment equations, the Navier-Stokes equations, turbulence, gas dynamics, the Vlasov Equation, and BBGKY hierarchy, basic magnetohydrodynamics, magnetic reconnection and dynamo theory, acoustic and Alfvén waves, instabilities, and shocks. Applications to astrophysical phenomena such as stellar winds, solar and stellar activity cycles, accretion, and jets are discussed.

***5710.1.(2) Astrophysical Dynamics**

Topics covered include: the dynamics of the solar system, the origin and evolution of planetary systems, the dynamics and evolution of star clusters, structure and dynamics of our Galaxy, the theory of spiral structure, and the formation and dynamical evolution of galaxies. The course includes an introduction to the dynamical modelling of planetary systems, star clusters, and galaxies.

5900.1.(2) Graduate Seminar I

Articles of interest from the current literature are discussed and critiqued. Students are expected to read articles chosen for discussion, contribute to the critiquing process, and make several presentations during the course. All graduate students must normally enrol in this course in the first year of the Master of Science program.

Seminar 11/2 hrs. a week. 2 semesters.

5980.1.(2) Research Project I

Prerequisite: graduating standing.

This course will introduce students in the M.Sc. Astronomy program to the basic principles and techniques of research. Students will be introduced to a research project (not necessarily related to their thesis topic), and perform the background work required before work on such a project could begin.

5981.1.(2) Research Project II

This course will continue the work begun in ASTR 5980.1.(2). Students will now complete the research proposed as part of ASTR 5980 under the supervision of a faculty member. This research need not be related to their thesis project.

6400.1.(2) Stellar Astrophysics II

An introduction to current topics in stellar astrophysics. Topics include: variable stars and stellar pulsation theory, solar seismology, the solar neutrino problem, globular cluster ages, the theory of stellar rotation, novae, and supernovae.

6800.1.(2) Selected Topics in Astronomy and Astrophysics

One or more selected specialty areas in astronomy will be examined in greater detail than is possible within the broader scope of other courses. Topics will be chosen by the Department and made available to interested students prior to registration.

Seminar 3 hrs. a week.

6810.1(.2) Directed Readings in Current Literature

A topic of current interest in astronomy will be chosen in consultation with a faculty member. After a thorough study of recent work on the topic, a detailed written report with references will be submitted. Extensive use will be made of available research journals.

6900.1(.2) Graduate Seminar II

A continuation of ASTR 5695.1(.2) normally taken by graduate students in the second year of the Master of Science program.

Seminar 1 1/2 hrs. a week. 2 semesters.

6990.0 M.Sc. Thesis

Normally taken during the second year of enrolment in the Master of Science program after successful completion of the comprehensive oral examination. The research will be conducted under the supervision of a faculty member.

8990.0 Doctoral Dissertation

The dissertation consists of an original research topic in astronomy undertaken by the student and prepared as a formal written treatment of their research, which is then defended publicly. The course is normally taken during the third through fifth years of enrolment in the doctoral program after successful completion of the Ph.D. written comprehensive examination and approval of the dissertation proposal. The research is conducted under the supervision of a faculty member. Registration must be approved by a Chair or Supervisor prior to registration and in writing.

Graduate Programs in Psychology

Graduate Coordinator & Chairperson, Professor	V. Catano
Professors	K. Hill K. Kelloway R. Konopasky
Associate Professors	J. Cameron A. Day P. Street S. Smith V. Stinson B. Vulcano
Assistant Professors	N. Conrad M. Fleming L. Francis M. Fisher D. Gilin, C. Holmvall J. Ivanoff M. Patry
Adjunct Professors	L. Methot, S. Newsome
Professors Emeriti	D. Bruce, J. Chadwick-Jones

Industrial/Organizational Psychology

The program in Industrial/Organizational Psychology prepares students to examine and understand the behaviour of individuals and groups in organized environments. Since Industrial/ Organizational psychologists may perform a variety of jobs in industry, business, and the public service, students in the program are expected to have a solid understanding of quantitative and research methods, and to acquire skills that will help them in the training and selection of personnel, the design of jobs, workplaces and habitats, and the development of social skills and work-team structures. Students in this program may also be permitted access to courses and supervisors in the MBA program at Saint Mary's.

Masters of Science in Applied Psychology

The Department of Psychology offers a Master of Science in Applied Psychology in Industrial/Organizational Psychology. Students are admitted with either full-time or part-time status. Full-time status students will need at least two years to complete all degree requirements and must finish these requirements within three years. Part-time status students must complete all requirements within five years. Normally, part-time students are concurrently employed in an occupation related to Applied Psychology. Students completing Master of Science degree requirements in this area are eligible to apply for registration as a psychologist in Nova Scotia and may pursue careers in public organizations, independent practice, or consulting. They may also continue their graduate education in a Ph.D. program. Further information can be obtained from the Graduate Program Coordinator.

Admission Requirements

The MSc in Applied Psychology follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. In addition, admission to the program requires an honours degree in Psychology or its equivalent [the equivalent of sixty (60) credit hours in Psychology including an independent research project]. Applicants must submit a completed application form, official transcripts, 3 letters of reference, and the Graduate Record Exam scores (verbal, quantitative, analytical, and psychology) to the Faculty of Graduate Studies and Research by 1 February. Consideration will be given to relevant work, research, and volunteer experience. The admission materials are available from the Faculty of Graduate Studies & Research (or on-line at http://fgsr.smu.ca/grad_pro_app.html). Any application for change in status (i.e., full-time or part-time) must be made in writing directly to the Graduate Program Coordinator. Change in status is not guaranteed and must be approved by the Department.

Financial Support

Students admitted to the MSc in Applied Psychology may be eligible for funding of a student stipend through funds provided by the Faculty of Graduate Studies and Research and for several other types of University awards and graduate assistantships. Students will be considered for stipends with their application for admission to the MSc in Applied Psychology; application forms for other awards can be obtained from the Director of Financial Aid at Saint Mary's University.

The competition for graduate fellowships is adjudicated by the Psychology Department on the basis of GPA, GRE scores, research experience, and letters of reference. Graduate teaching assistantships are also provided by the Department as remuneration for assisting professors in course and lab instruction.

Program Requirements

Students are required to take the equivalent of twenty-four (24) credit hours, in addition to completing a supervised 500-hour practicum (PSYC 6690.0) and preparing a thesis (PSYC 6695.0). The following first year courses are required for all students: PSYC 6601.0 (Advanced Psychological Statistics) and PSYC 6603.1(.2) (Advanced Assessment), PSYC 6605.1(.2) (Personnel Psychology) and PSYC 6625.1(.2) (Organizational Psychology).

Students must achieve an average of at least B (3.00). A review of students' progress will be undertaken by the Department at the end of the first year of study [eighteen (18) credit hours]. Notwithstanding students' grade point averages, the Department reserves the right to recommend

to the Dean that students be required to withdraw from the program.

Each student must submit a thesis on a topic chosen in consultation with a Thesis Committee, which shall consist of the student's advisor, one other member of the Department, and a third person (either internal or external to the Department). All external members must be approved by the Department, on the advice of the supervisor. The Thesis Committee is normally formed towards the end of the first year of study for a full-time student or after completion of three credits by a part-time student. Each thesis must be orally defended in front of a Thesis Examining Committee, which consists of the Thesis Advisory Committee, plus an external examiner (who has not been involved with the thesis).

Courses

6601.0 Advanced Psychological Statistics and Research Design
6603.1(.2) Advanced Assessment
6605.1(.2) Personnel Psychology
6610.1(.2) Applied Multivariate Analysis
6615.1 (.2) Training & Development
6620.1(.2) Topics in Engineering Psychology
6625.1(.2) Organizational Psychology
6630.1(.2) Attitude and Persuasion
6640.1(.2) Field Research Methods
6645.1 (.2) Ethics and Professional Practice
6670.1(.2) Special Seminar: Topics
6690.0 Practicum and Directed Readings
6695.0 Thesis

Doctor of Philosophy in Industrial/Organizational (I/O) Psychology

Students are admitted to the PhD in I/O Psychology on either a full-time or part-time basis. The program is based on a "scientist-practitioner model" and comprises four elements: coursework, independent research, comprehensive examinations, and the dissertation. The program builds on the existing M.Sc. program in Applied Psychology and, normally, students should complete the program within three years (after a Masters degree). Students who do not have to address any deficiencies in their masters' level training are expected to complete all of their required course work and comprehensive examinations within two calendar years of their acceptance into the program.

This program follows the guidelines for doctoral programs established by the Society for Industrial and Organizational Psychology. Further information about this program can be obtained from the Graduate Program Coordinator.

Admission Requirements

The PhD in I/O Psychology follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Studies Academic Calendar. In addition, admission to the program requires a masters' degree in I/O Psychology or related area (minimum average of B+). Applicants must

submit a completed application form (including letter and personal statement), official transcripts, three letters of reference, and the Graduate Record Exam (GRE) scores (verbal, quantitative, analytical writing, and psychology) to the Faculty of Graduate Studies and Research by February 1st. Consideration will be given to relevant work, research experience, and volunteer experience. The admission materials are available from the Faculty of Graduate Studies & Research (or on-line at http://fgsr.smu.ca/grad_pro_app.html).

Financial Support

Students admitted to the PhD in I/O Psychology may be eligible for funding of a student stipend through funds provided by the Faculty of Graduate Studies and Research. The competition for graduate scholarships is adjudicated by the Psychology Department on the basis of GPA, GRE scores, research ability, and letters of reference. Students are also eligible for Teaching and Research Assistant positions. They may also have the opportunity to teach as part of the program.

Program Requirements

Students will complete twelve (12) credit hours of coursework, a first- and second-year research project (three (3) credit hours each), and a dissertation. Students who have not had internship exposure (or equivalent experience) as part of their master's training will be required to complete Psych 6690.0 (i.e., a 500-hour internship at the end of their first year in the program); other doctoral students may take Psych 6690.0 on an elective basis to enhance their practitioner skills. Students may take one elective [three (3) credit hours] from the list of M.Sc. courses or from courses in the Ph.D. Management Program.

The student will write a written comprehensive examination and give an oral comprehensive presentation. The intent of the Comprehensive Examinations is to ensure that the student has: (a) broad knowledge of the content areas comprising I/O Psychology; (b) in-depth knowledge of a specific topic in I/O Psychology; (c) competency in the scientist-practitioner model applied in organizational settings. Students may write the comprehensive examination in one of two sessions following the completion of all required courses. The Oral Presentation must be completed in the same semester as the written exam. The Comprehensive Examinations must be completed no later than 28 months after commencement of the program.

After successful completion of the comprehensive examinations, students will complete a dissertation. They will form a Ph.D. Dissertation Supervisory Committee comprising of:

- (a) at least four members who hold a Ph.D. (and who normally, although not necessarily, hold faculty positions at a university);
- (b) one of whom must be external to Saint Mary's University;
- (c) two of whom are faculty members designated as core faculty within the I/O program (including the supervisor).

The candidate must successfully defend the dissertation (following the procedures established by the Faculty of Graduate Studies and Research) no later than 48 months (and normally 24 months) after successfully completing the comprehensive examinations. The dissertation will be defended before an examining panel comprising of:

- (a) the supervisory committee, including the supervisor; and
- (b) an external examiner, who is a recognized authority in the area of research and who is at “arm’s length” from the student and all members of the supervisory committee

Courses

7500.1(.2)	Doctoral Seminar in Organizational Psychology
7600.1(.2)	Doctoral Seminar in Personnel Psychology
7800.1(.2)	The Development and Context of I/O Psychology
7900.1(.2)	Independent Research I
7950.1(.2)	Independent Research II
8000.1(.2)	Dissertation

In addition to these courses, students must also complete one elective.

Graduate Courses (PSYC)

6601.0 Advanced Psychological Statistics and Research Design

Statistics applied to psychological research: statistical inference, hypothesis testing, analysis of variance including simple and advanced experimental designs, correlation, and an introduction to regression along with other multivariate methods. Also to be presented will be the logic of experimental and quasi-experimental methods including naturalistic approaches to hypothesis testing.

6603.1(.2) Advanced Assessment

A survey of classical and modern test theory including the study of the principles of psychological testing to provide a basis for technical evaluation of test materials and creation of measures for applied purposes. Topics covered include reliability and validity, generalizability, test bias, scale construction, test development, and other issues related to psychological measurement.

6605.1(.2) Personnel Psychology

An examination of the methods and procedures used to select, place, and evaluate personnel. Students are expected to become proficient in the design of selection systems and evaluation of job performance.

6610.1(.2) Applied Multivariate Analysis

This course assumes a working knowledge of the primary univariate statistical techniques, specifically point estimators, univariate inferential tests, correlation, and analysis of enumerative data. From that base, this course examines the purposes, uses, analysis and inter-relatedness of a sample of the following multivariate techniques: Hotellings T², multivariate analysis of variance and post-hoc procedures, factor analysis, discriminant analysis, and canonical correlation. Considerable use will be made of at least one of the major computerized statistical packages.

6615.1 (2) Training and Development

An examination at an advanced level of topics related to training and systematic organizational development. Students are expected to become proficient in the design and evaluation of training and development systems.

6620.1(.2) Topics in Engineering Psychology

Selected topics related to the application of experimental psychology to the study of human factors involved in work, e.g., the description, evaluation and/or design of jobs and equipment, the psychophysiology of human performance, system development, person-machine interactions, accidents and safety.

6625.1(.2) Organizational Psychology

This seminar course examines theory and research in areas considered to be the domain of organizational psychology. Although topics may vary depending on faculty and student interest, core areas include work attitudes, leadership, motivation, work groups, and stress.

6630.1(.2) Contemporary Issues in Attitudes and Persuasion

This course will: (a) familiarize the student with contemporary research in attitudes and persuasion; (b) familiarize the student with how the concepts in the literature are relevant to applied settings; and applied fields of psychological research such as consumer psychology, health psychology, and industrial/organizational psychology. The course will also focus on developing within the student the ability to critically evaluate theory/research and develop original research ideas.

6640.1(.2) Field Research Methods

Research methods as currently applied to a variety of clinical and organizational problems. These methods consist of such special techniques as interviewing programs, their design and concentration, the analysis of interview material, questionnaire construction and administration, attitude surveys, non-participant and participant observational studies, naturalistic observations and field experiments.

6645.1 (2) Ethics and Professional Practice

An introduction to the Canadian Code of Ethics for Psychologists and to the ethical decision making process. An overview of the basic business skills and knowledge necessary to practice development.

6670.1(.2) Special Seminar: Topics

Presentation of topics not covered in the regular graduate curriculum offered according to student interest and the availability of qualified faculty. May be repeated for credit hours once.

6690.0 Practicum and Directed Readings

Supervised training in the application of psychological principles, techniques, and instruments, in various practical settings. Students are expected to accumulate at least 500 hours of practicum training coordinated with relevant readings.

6695.0 Thesis

Experimental research or field study conducted under the supervision of an advisory committee.

The following courses are available only to students registered in Saint Mary's University's doctoral program in Psychology and with permission of the Chairperson of the Department of Psychology to students registered in other programs.

7500.1(.2) Doctoral Seminar in Organizational Psychology

This in-depth seminar course examines specific issues in Organizational Psychology, such as Organizational Development and Organizational Theory.

7600.1(.2) Doctoral Seminar in Personnel Psychology

This in-depth seminar course examines specific issues in Personnel Psychology, such as recruitment, selection, and placement.

7800.1(.2) The Development and Context of I/O Psychology

This course examines the history of I/O psychology and its relationship with other fields of psychology.

7900.1(.2) Independent Research I

This first-year independent research project will involve the application of research methods, statistical methods and data analysis. It is intended to provide students with first-hand experience in conducting research from the initial idea to final publication.

7950.1(.2) Independent Research II

This second-year independent research project will involve the application of research methods, statistical methods, and data analysis. It is intended to provide students with first-hand experience in conducting research from the initial idea to final publication.

8000.1(.2) Dissertation

Experimental research or field study conducted under the supervision of an advisor committee.

Master of Science in Applied Science with Co-Operative Education Option

Program Co-ordinator: Dr. Malcolm Butler, Dean of Science

Program Committee:

Dr. Hugh Broders	Department of Biology
Dr. Kathy Singfield	Department of Chemistry
Dr. Jeremy Lundholm	Environmental Studies Program
Dr. Hai Wang	Department of Finance, Information Systems and Management Science
Dr. Cristian Suteanu	Department of Geography
Dr. Andrew MacRae	Department Geology
Dr. Norma Linney	Department of Mathematics and Computing Science

The Master of Science in Applied Science Program is an interdisciplinary degree program in applied science with a co-op option. The objective of this program is to provide graduates with the opportunity to undertake a research topic that involves the application of these techniques to solving applied scientific problems related to the environment, natural resources and the high-tech industry. The Program is offered by faculty from Biology, Chemistry, Environmental Studies, Geology, Mathematics and Computing Science, and Engineering (Faculty of Science); Geography (Faculty of Arts); and Finance and Management Science (Faculty of Commerce). The Program is flexible with a Co-operative Education option, and either full-time or part-time studies are possible.

The Program will emphasize an interdisciplinary approach to research, and external organizations play a very important role in the program through the development of collaborative research topics and the provision of placements for co-op students.

Admission Requirements

The following two conditions must be satisfied to be eligible for admission to the Master of Science degree program:

- Applicants must have earned an honours baccalaureate undergraduate degree in Science or the equivalent.
- Applicants must have achieved a minimum cumulative quality point average of 3.0 (B) in their overall academic record.

Financial Support

Graduate Fellowships (value up to \$6,000 per year) and teaching assistantships (approximately \$3,000 per year) are available to eligible students. Students are also encouraged to seek support under the NSERC Industrial Postgraduate Scholarship (IPS) scheme (contact Dean of Graduate Studies and Research). Faculty supervisors, in the absence of an NSERC Postgraduate Scholarship or NSERC IPS or financial support from other external sources, will contribute to the support of accepted students from NSERC operating grants or research contract funds to ensure that students normally have a minimum support from all sources of

\$14,000 for co-op option per annum for two years (this includes the co-op wage which is normally paid to students during the co-op work terms) and \$15,000 for non co-op option per annum for two years.

Program Requirements

The normal duration of the Program for full-time students is two years; part-time students can also be admitted with the permission of the Program Committee. Note, also, that all course work in the program must be approved by the committee before the student enrolls in courses.

To graduate in the program, the student must complete the following requirements:

- All students must take APSC 6600.0 (Graduate Seminar), APSC 6601.1/6602.2 (Research Techniques I and II), and complete the two thesis courses APSC 6603.0/6604.0 (Thesis I and II). The Supervisory Committee will meet to define the thesis project and, where appropriate, meet with the collaborating industrial or public sector partner before research is undertaken.
- Co-op students must take a total of 12 credit hours in work terms. The co-op work terms will be in a cognate field, but not necessarily directly related to the thesis. The co-op work must be appropriate to the Program and must be approved by the Program Coordinator.
- Non co-op students must take an additional 12 credit hours of course work. Courses require the approval of the Supervisory and Program Committees.
- Students must obtain a minimum cumulative GPA of 3.0 (B).

e. All degree requirements must be completed by full-time students within four years, or by part-time students within seven years, of entry into the Master of Science in Applied Science program.

Graduate Courses (APSC)

APSC 6600.0 Graduate Seminar

The instructional part of this course focuses on research project definitions, project planning and scientific writing. Students are expected to read articles chosen for discussion, contribute to the critiquing process and make several presentations during the course. Students are expected to attend a designated number of seminars either at Saint Mary's University or at other Halifax research institutions. Students normally enroll in this course in the first year of the Master of Science in Applied Science program.

APSC 6601.1 Research Techniques I

Research Techniques I is an interdisciplinary course designed to introduce students to a range of issues and concepts in research techniques across a range of scientific disciplines. This course is divided into four modules: 1) Research Design, Scientific Method and Model Building; 2) Data Collection and Experimentation; 3) Data Analysis and Statistics and 4) Data Interpretation and Communication. There are approximately 3 hours of lecture/seminar and associated laboratory/demonstration/seminar work per week.

APSC 6602.2 Research Techniques II

Students will be assigned to two project-oriented modules. Each module will include lectures/seminars and laboratory work/independent study. In each module, students will select a research problem and will be required to understand the theoretical basis underlying the analysis of the problem and the practical procedures necessary to solve the problem.

APSC 6603.0 Thesis I

Students enroll in this course in May after completing APSC 6600, APSC 6601 and APSC 6602. This course is taken during the first year of enrolment in the Master of Science in Applied Science program. The research will be conducted under the supervision of a faculty member and Supervisory Committee.

APSC 6604.0 Thesis II

This course is taken during the second year of enrolment in the Master of Science in Applied Science program. The research will be conducted under the supervision of a faculty member and Supervisory Committee.

APSC 6605.1(2) Directed Studies

This course is taken during the first or second year of enrolment in the Master of Science in Applied Science program. The directed studies will be conducted under the supervision of a faculty member following approval by the Program Co-ordinator.

All of the following courses require permission of the instructor to register.

Biology (BIOL)

6602.1(2) Population Genetics

The measurement of gene frequencies in a population and the factors which affect these frequencies (including mutation, genetic drift, migration, and natural selection) will be considered conceptually and mathematically.

BIOL 6611.1(2) Animal Parasitology

The relationship between parasites and their hosts, emphasizing the taxonomy and life history of protists and helminths of vertebrates including man. Laboratory work is on living and prepared materials, maintenance of life cycles and infectivity to vertebrates.

BIOL 6614.1(2) Environmental Microbiology

A course in the biology of microorganisms highlighting molecular biology (physiology and genetics), ecology, and the exploitation of microorganisms by humans (biotechnology and industrial microbiology).

BIOL 6618.1(2) Plant Physiology

The physiology of higher plants. Topics include photosynthesis, water and resource allocation, transpiration, photohormones, differential growth, photomorphogenesis, photoperiodism, and flowering.

BIOL 6619.1(2) Molecular Biology

Chemistry of genes and history of molecular biology. Structure of DNA, RNA, and proteins. Transcription, translation, and replication of DNA and RNA. Organization of genes and genomes. Laboratory study of DNA preparation and analysis, and gene isolation.

BIOL 6650.1(2) Diversity of Forest Ecosystems

This course introduces students to field research in forest ecosystems of Nova Scotia. This field course covers issues such as the need to protect natural ecosystems, the effects of management practices on all components of the ecosystem and the evaluation of biodiversity. The students will use field techniques such as capture – recapture, soil analysis and vegetation survey to evaluate diversity and measure species responses to environmental changes. This course will give the students a unique opportunity to work in collaboration with wildlife and forest managers. The field work will be conducted outside Halifax, in protected and managed forest ecosystems of Nova Scotia.

BIOL 6690.1(2) to BIOL 6699.1(2) Directed Study in Biology

These courses are intended to supplement the course offerings in biology and allow students to delve deeper into a subject of particular interest to them. Students must show some initiative and be willing to work independently.

Chemistry (CHEM)

CHEM 6611.0 Selected Topics in Physical Chemistry

Prerequisite: this is a final year course for honours students, a recommended additional Chemistry credit for majors in Chemistry in their final year, or MSc in Applied Science students.

CHEM 6612.1(2) Quantum Chemistry

The basic principles of quantum physics are used to develop an understanding of atomic and molecular structure.

CHEM 6613.1(2) Physical Chemistry

An introduction to statistical thermodynamics and the study of chemical reaction rates and mechanisms

CHEM 6614.1(2) Symmetry and Chemical Applications of Group Theory

An introduction to symmetry and group theory for the experimental chemist. Applications of point groups and space groups in organic chemistry, inorganic chemistry, molecular spectroscopy, atomic and molecular structure and crystallography.

CHEM 6621.0 Selected Topics in Inorganic Chemistry

A course dealing with special topics in inorganic chemistry.

CHEM 6622.1(.2) Advanced Topics in Inorganic Chemistry

Current topics and applications of inorganic chemistry will be covered, and may include the following: cluster chemistry, chemistry of the lanthanides and actinides, inorganic and organometallic materials, bioinorganic chemistry and inorganic photochemistry

CHEM 6631.0 Selected Topics in Analytical Chemistry

A course dealing with special topics in analytical techniques.

CHEM 6632.1(.2) Instrumental Analysis I

Emphasis will be placed on i) separation techniques including high performance and gas chromatography; ii) modern electro-chemical techniques including differential pulse voltammetry and stripping analysis; iii) analogue circuits and devices and digital electronics.

CHEM 6633.1(.2) Instrumental Analysis II

Emphasis will be placed on (i) atomic spectroscopy including atomic absorption and emission; (ii) x-ray fluorescence; (iii) neutron activation analysis; (iv) mass spectrometry.

CHEM 6641.0 Selected Topics in Organic Chemistry

Selected topics in organic synthesis including stereochemistry, heterocyclic compounds and natural products.

CHEM 6643.1(.2) Organic Reaction Mechanisms

A study of the more important mechanisms of reactions of organic molecules and the methods by which they are elucidated: applications of kinetic data, isotope effects, linear free energy relationships, orbital symmetry control and acid and base catalysis.

CHEM 6644.1(.2) Synthesis in Organic Chemistry

A study of the principles involved in the planning and execution of the synthesis of organic molecules. Laboratory experiments are designed so that students learn to identify their products by the use of spectroscopic and other techniques.

CHEM 6645.1(.2) Organic Spectroscopy

An introduction to the interpretation of ^1H and ^{13}C nuclear magnetic resonance spectra. Infrared spectroscopy, mass spectrometry, and ultra-violet spectrophotometry will also be applied to the problems of organic and organometallic structural determination.

CHEM 6651.1(.2) Biochemistry

This course reviews and/or presents an introduction to the chemistry and biochemistry of macromolecules such as proteins, enzymes, simple and complex carbohydrates, lipids, nucleic acids, and coenzymes. A relationship between the molecular structure of a given macromolecule, its properties, and its function in the living system is explored. The laboratory work concentrates on the isolation, purification, and analysis of naturally occurring macromolecules and includes study of their properties, using micro chemical measurements.

CHEM 6652.1(.2) Biochemistry: Metabolism

A course presenting principles of metabolism of biomolecules involved in energy production, formation of biosynthetic substrates and metabolism of nucleic acids. Both catabolic and anabolic processes as well as transport of biomolecules within cells and organs are considered.

CHEM 6653.0 Selected Topics in Biochemistry

A course that deals with special topics in biochemistry.

Environmental Studies (ENVS)**ENVS 6630.1(.2) Directed Studies in Environmental Science**

Students will pursue a short term research project in such areas as: oceanographic sampling and analysis, policy development or environmental impact assessment. Students must identify an appropriate supervisor; provide a project proposal; and at the end of the project, submit a written report

ENVS 6650.1(.2) Natural Resource Management

This interdisciplinary course examines the management of natural resource industries such as fisheries, forestry, mining and energy, focusing on interactions between biophysical, ecological, socioeconomic, and technological components. The course will cover such topics as sustainable development and environment-economy interactions in the resource sector; approaches to integrated natural resource development; theoretical and practical aspects of managing resources and resource industries; economics of sustainable resource use; methods for analysing the impacts of resource use.

ENVS 6660.1(.2) Methods of Environmental and Natural Resource Analysis

This interdisciplinary course provides a "tool-kit" of methods for planning and evaluation in natural resource and environmental management. Emphasis is placed on methods to assess dynamics of change in biophysical, ecological, socioeconomic, and technological aspects of resource and environmental systems, and for analysing the impacts of management interventions. Topics to be covered include computer-based techniques to acquire and manage information; bio-economic and simulation models; statistical and forecasting methods; economic valuation and ecological economics; sustainability indicators in resource and environmental systems; analysis of real-world case studies.

Finance, Information Systems & Management Science (MGSC/CISY)**MGSC 6603.1(.2) Statistical Applications in Management Science I**

This course brings together many of the theories and skills which the student has learned and uses them in designing, conducting, analyzing, and reporting the results of research designs. Statistical techniques used are: chi-square, analysis of variance, and multiple regression. Extensive use is made of computer-oriented statistical packages.

MGSC 6615.1(.2) Strategic Design and Improvement of Operations

This course is aimed at the student who wants to deepen their understanding of the strategic role of operations and the design of operations to facilitate competitive advantage in both service and production environments. The strategic design and improvement of operations will be examined in the context of key performance priorities such as: cost, quality, flexibility, delivery, and time. Topics include: process design and improvement, implementation of operations improvement strategies, and integration of information technology and operations systems. The course will make significant use of cases and group work.

MGSC 6618.1(.2) Total Quality Management

This course introduces the student to the concepts of total quality management, quality improvement, and statistical quality control as key ingredients of a quality strategy. The role of a quality strategy in improving the competitiveness of the firm in both local and international markets is emphasized. Using a case-oriented approach, students will be introduced to the philosophies of Deming, Juran and Crosby, the dimensions of product and service quality, modern statistical improvement tools, and the relationship between quality strategy and the functional areas of the firm.

CISY 6624.1(.2) Database Systems

Students will examine the design, implementation and management issues associated with database systems. The problems which arise through incorrectly designed databases are identified and their resolutions discussed. Topics on transaction processing and databases on the WWW are also covered. Labs based on an RDBMS package are given to provide a vehicle for practical implementation.

CISY 6636.1(.2) Decision Support Systems

This course will introduce students to the specialized use of computer systems for supporting and enhancing managerial decision-making. Students will be introduced to the basic architecture of DSS, as well as issues involving design and implementation of various types of DSS (i.e., data mining, group DSS, expert systems). The course includes instruction in advanced features of Microsoft Excel. An application project will be completed either in teams or individually during the semester.

MGSC 6690.1(.2) Seminar in Management Science

This course deals with selected topics in management science. It is offered when in sufficient demand, and specific topics covered may vary depending on the interests of students and instructor.

MGSC 6692.1(.2) Directed Study

Intended to supplement or provide an alternative to the regular management science courses in order to meet the special needs and interests of students, the course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

Geography (GEOG)**GEOG 5614.1 (.2) Integrated Coastal Zone Management**

Spatial approaches to the integrated planning and management of the coastal zone within a sustainable development framework will be discussed and analyzed using case studies from intensively developed coastal zones in Europe, the Mediterranean, Southeast Asia, and North America. Emphasis will be placed on the use of geographical information systems as management and planning tools.

GEOG 5623.1 (.2) Glacial Geomorphology

The study of geomorphological processes and landforms in glaciated environments. Emphasis will be placed on descriptions and explanations of glacial processes and glacial landform development. Glacial history will form a minor component of the course.

GEOG 5632.1(.2) Social Geography of the City

Examines the location of residential areas in cities, and the differentiation and segregation of those areas by income, occupation, race, ethnic status, and religion. Emphasis is placed on the historical evolution of social patterns, on the link between social areas and the physical fabric of the city, on competition between groups for amenity locations and facilities, and on the conflicts over noxious facilities.

GEOG 5633.1 (.2) Fluvial Geomorphology

This course examines processes and landforms associated with rivers. Topics include channel processes and morphology, sedimentology and depositional environments. Case studies of human impacts on river systems are also presented.

GEOG 5636.1 (.2) Advanced Remote Sensing

A course in advanced topics in remote sensing building upon the basic concepts and image processing skills learned in GEOG 3356.1(.2). At the advanced level, remote sensing involves more numerical processing and statistical analysis, and greater understanding of physical principles of remote earth observation. Recent studies in remote sensing will be examined and discussed critically. Students will develop projects based on their background and interests using remote sensing for applied studies.

GEOG 5639.1(.2) Urban Historical Geography

The geography of the city (its morphology and function) is employed as an indication of the landscape impression produced by various historical periods (conceived as cultures) during the evolution of urban forms in Europe and North America. Examples are taken in historical sequence from Greek to Industrial times.

GEOG 5642.1(.2) Urban Planning

Examines the physical and environmental planning of urban areas, with special reference to current practice in Nova Scotia. Topics include the emergence of modern town planning, the Planning Act, planning process, structure plans, general and partial urban allocation models, municipal plans, zoning, subdivision control, site planning, urban renewal, and new towns. The costs and benefits of planning are appraised.

GEOG 5643.1 (.2) Natural Hazards

This course considers natural hazards as a part of human-environment relations characterized by changing geographical patterns. Earthquakes, volcanic eruptions, landslides, severe weather, floods, coastal hazards, extraterrestrial body impacts are analyzed in a multi-scale perspective, along with their functional relationships. The human impact of natural hazards is discussed, with an emphasis on environmental perception, public awareness and action. Possibilities of forecasting are examined, as well as risk assessment and mitigation strategies.

GEOG 5652.1(.2) The Geography of Urban Transportation

This course focuses on patterns and processes of movement within cities. Topics for consideration include: the role of transportation in shaping urban form, transportation problems in cities today, the urban transportation planning process, patterns of public transit and automobile use, environmental impacts of urban transportation, the communications-transportation trade-off.

GEOG 5653.1(.2) Coastal Geomorphology

This course discusses both the physical processes that operate in the coastal zone and the resulting landforms. The actions of waves, tides, currents, sea level changes, wind, and humans in the formation of coastal features are considered. Additional topics include the long-term development and classification of coasts.

GEOG 5686.1 (.2) Concepts in Geographical Information Systems (GIS)

This course provides an introduction to geographic information systems (GIS). Consideration is given to GIS data structure, data input, quality, storage and editing, GIS analysis functions and an introduction to the implementation of a GIS. Although the course has a strong technical component, the central underlying theme is using GIS to improve decision making in natural, human and management sciences.

GEOG 5696.1 (.2) Applications in Geographical Information Systems

This course allows students to develop further their understanding of GIS and its applications. The course allows students to further develop their understanding of GIS and its applications. This course is project-oriented, focusing on the use of geographic information systems (GIS) to address practical problems in areas such as resource management, marketing, regional planning, natural hazards and geomorphology. Students will undertake a major research project using various GIS analytical functions, and develop skills relating to data creation, manipulation, quality assessment and presentation.

GEOG 6602.0 Directed Studies in Urban/Regional Geography.

A directed studies course on topics involving urban and regional geography.

GEOG 6603.0 Directed Studies in Environmental Geography

A directed studies course on topics involving environmental geography.

GEOG 6604.0 Directed Studies in Marine Geography

A directed studies course on topics involving marine geography.

GEOG 6605.0 Directed Studies (General)

A directed studies course on general topics in geography.

GEOG 6612.1(.2) Directed Studies in Urban/Regional Geography

A directed studies course on topics involving urban and regional geography.

GEOG 6613.1(.2) Directed Studies in Environmental Geography

A directed studies course on topics involving environmental geography.

GEOG 6615.1(.2) Directed Studies (General)

A directed studies course on general topics in geography.

GEOG 6624.1(.2) Directed Studies in Marine Geography

A directed studies course on topics involving marine geography.

Geology (GEOL)**GEOL 6630.1(.2) Directed Study in Geology**

Intended to supplement or provide an alternative to the regular geology courses in order to meet the special needs and interests of students. The course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

GEOL 6641.1(.2) Mineral Resources

A study of Earth's mineral resources, particularly metallic and some non-metallic mineral deposits, their classification, genesis and distribution in time and space. Important examples from Canada and abroad will be discussed. Topics will also include mineral exploration, mining, and the environmental impact of resource exploitation.

GEOL 6642.1(.2) Economic Mineral Deposits

The course examines the geology, mineralogy, economic geology and origin of major types of metallic and some non-metallic deposits in Canada and elsewhere. Laboratory includes investigation of suites of samples from the deposits.

GEOL 6654.1(.2) Applied Geochemistry

The application of geochemistry to prospecting for minerals and oil fields; methods of sampling and analysis; statistical evaluation of geochemical data; cycling of geochemical species in the environment; environmental geochemistry.

GEOL 6666.1(.2) Petroleum Geology

The origin, migration and accumulation of oil and natural gas. Types of oil bearing structures and basic principles in oil exploration.

**Mathematics & Computing Science
(MATH/CSCI)****CSCI 6623.1(.2) Cryptography**

This course provides an introduction to various aspects of data security. Possible topics: classical encryption methods such as Vignere and Vernan ciphers; the Data Encryption Standard; key distribution methods and public key encryption; and authentication using digital signatures. Applications of these methods in the design of protocols for data privacy and security will also be studied.

CSCI 6651.1(.2) Theory of Computation

This course provides an introduction to some of the fundamental theoretical concepts in computing science. Students will be introduced to the concepts of decidable, P, NP, NP-complete, and NP-hard problems. Two classes of languages of interest to computing scientists, namely, regular and context free languages, and corresponding automata for recognizing these languages, will also be studied. A brief discussion on the semantics of programming languages will be included. The concept of automata will be further extended using Turing machines. Turing machines will be used to explore the concept of decidability along with examples of decidable and undecidable problems.

CSCI 6652.1(.2) Algorithm Analysis

This course will build on the concepts of algorithm analysis introduced in CSCI 2341. Some of the key techniques of efficient algorithm design that will be discussed: divide and conquer; greedy methods; dynamic programming; graph traversal; and change of representation. Measuring algorithm performance and lower bounds for various problems will be studied. An introduction to complexity theory-P, NP, polynomial time reducibility, and NP-completeness- will also be provided

CSCI 6661.1(.2) Database Systems

This course provides an introduction to the design, implementation, use and maintenance of databases. Topics will include: data models such as the entity-relationship model, the relational model, and the object-oriented model; relational languages such as relational algebra, relational calculus, and SQL; the theory of normal forms of database design; use of indexes for efficient data retrieval; and database implementation using a commercial database management system. Other topics may be included, such as query optimization, database control, and distributed database systems.

CSCI 6663.1(.2) Numerical Software

This course will study the software development process in the area of numerical software. Emphasis will be placed on software development and implementation aspects of a variety of numerical algorithms. The course will also examine a substantial number of software packages including some which are currently available in some of the

large commercial software libraries, as well as a number of published software packages which have yet to appear in libraries and even a few experimental codes which have not yet appeared in the literature. The main project in the course will be the development of a large software package by the class working in programming teams in a selected area of numerical algorithms. Other projects to be undertaken during the course include the modification of one or more existing mathematical software packages and the critical analysis of several existing software packages. A number of assignments related to the software packages considered will also be given.

CSCI 6671.1 (.2) Computer Graphics

This course provides an overview of the principles and methodologies of computer graphics, including the representation, manipulation, and display of two- and three-dimensional objects. Subtopics may include characteristics of display devices (i.e., raster, vector); representing primitive objects (lines, curves, and surfaces) and composite objects; two- and three-dimensional transformations (translation, rotation, scaling); hidden lines and surfaces; shading and colouring; interactive graphics and the user interface; animation techniques.

CSCI 6674.1(.2) Information Retrieval

This course considers manipulations on a bibliographic database. Topics to be covered include an introduction and basic definitions, inverted file structures, automatic indexing, prototype systems, retrieval and refinements and natural language processing.

CSCI 6676.1 (.2) Computer Vision and Digital Image Processing

This course provides an introduction to the concepts used in computer vision and digital image processing. Computer vision techniques extract information from an image, while image processing techniques modifies the image for viewing by the human eye. Topics covered include the following: sampling and resolution, image processing, edge detection, segmentation, discrete image transforms, restoration and enhancement, and image compression.

CSCI 6677.1(.2) Data Mining

Data mining refers to a family of techniques used to detect interesting knowledge in data. With the availability of large databases to store, manage and assimilate data, the new thrust of data mining lies at the intersection of database systems, artificial intelligence and algorithms that efficiently analyze data. The course will use concepts from pattern recognitions, statistics, data analysis and machine learning. The size of databases and high complexity of techniques present many interesting computational challenges.

CSCI 6682.1(.2) Artificial Intelligence

This course provides a general introduction to artificial intelligence (AI). The course will consider philosophical, mathematical, experimental, and implementation aspects of such topics as problem solving, searching, game playing, genetic algorithms, learning, neural networks, natural language processing, vision, knowledge representation, logic, expert systems, reasoning under uncertainty, fuzzy sets, planning, and robotics. In addition to a theoretical

introduction, students will also gain experience using one or more of the popular AI tools.

CSCI 6691.1(.2) to CSCI 6699.1(.2) Special Topics in Computing Science

This course covers advanced topics in computing science chosen according to the interests of the students and instructor, and requires some measure of independence and initiative from the student.

MATH 6690.1(.2) to MATH 6699.1 (.2) Directed Study in Mathematics

This course is intended to supplement or provide an alternative to the regular mathematics courses in order to meet the special needs and interests of students. The course provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

Graduate Programs in Education

Acting Dean, Professor Dr. Esther E. Enns

The Faculty of Education offers opportunities for practicing teachers to pursue post-degree credentials.

Master of Education in Curriculum Studies: Teaching English as a Second Language (TESL)

This program is offered by Mount Saint Vincent University in collaboration with the Faculty of Education at Saint Mary's University. Saint Mary's University teaches half of the courses constituting this program. These courses provide an introduction to the principles and practices of second or foreign language teaching.

The courses which Saint Mary's teaches as part of the M.Ed. (TESL) program are also suitable for inclusion in Integrated Programs for the professional development of teachers dealing with students living in more than one language.

Post-Degree Certification

Saint Mary's offers two post-degree Certificate programs for the professional development of teachers which have been approved for the upgrading of Nova Scotia Teachers Certificates.

Certificate in the Mathematical Sciences for Education

The Certificate in the Mathematical Sciences for Education is described under Mathematics and Computing Science in Section 5 of the Saint Mary's University *Undergraduate Academic Calendar*.

Certificate in Linguistics

The Certificate in Linguistics is described under Linguistics in Section 5 of the Saint Mary's University *Undergraduate Academic Calendar*.

Graduate/Post-Degree Courses (EDUC)

5639.1(.2) The Application of Learning Theory in Education

Selected theories of learning and classroom practices are analyzed with the purpose of determining how theories of learning are used, and how educational practices are informed and altered by them.

5656.0 Curriculum and Instruction in Teaching English as a Second or Foreign Language

Intended for teachers of English as a second or foreign language (ESL/EFL), this course focuses on the curriculum

and methods used in teaching English to non-native speakers both in Canada and abroad. Specific topics include the notion of method in foreign language teaching, the evaluation of popular teaching methods, teaching for communication, integrated language teaching, ESL/EFL in the content areas, and individual instruction.

5658.1(.2) Pedagogical Grammar for ESL Teachers: Theory and Practice

This course, intended for teachers of English as a Second or Foreign Language, is designed to provide a review of the syntactic structure of English, as well as ideas for how grammar can be integrated into the communicative language classroom. Topics covered in the course include contrasting types of grammatical analysis; awareness of grammar functions; different approaches to the teaching of grammar; identification, analysis, and remediation of student errors; grammatical difficulties for ESL/EFL learners; selection and evaluation of commercial texts; and preparation of pedagogical materials for students in a variety of contexts and instructional settings.

5659.1(.2) Seminar and Practicum in Teaching English as a Second/Foreign Language

This course consists of a series of professional seminars designed to examine issues related to contemporary English as a Second/Foreign Language pedagogy. Topics include, but are not restricted to, needs analysis, lesson planning, classroom management, and classroom interaction. Students will use a variety of methods, techniques, and strategies to promote second language acquisition, while, at the same time, encouraging reflective practice. This course includes a twenty-five hour supervised practicum during the semester.

5661.1(.2) Language, Culture, and Education

This course focuses on the personal aspects of intercultural communication – what happens when people from different cultures interact face-to-face. Topics include foundational issues of culture and communication including culture shock, adjustment, re-entry shock, verbal and non-verbal communication, gender, race and class, children's ethnic socialization, the status of families as cultural units, and multicultural and anti-racist education. The course emphasizes the development of strategies for successful intercultural education.

5673.1(.2) Innovations in Education I

A critical examination of selected past innovations in education aimed at isolating aspects of them which might be incorporated in future education programs.

5674.1(.2) Innovations in Education II

A critical examination of selected current innovations in education intended to develop in the teacher and school administrator an understanding of and an appreciation for significant promising practices which seem likely to affect the design of future education programs.

5523.1(.2) Methods in Mathematics for In-Service Teachers

Objectives, programs, methods in junior and senior high school mathematics.

5525.1(2) Curriculum and Instruction in Elementary School Mathematics: Applications of Mathematical Theory

This course deals with the application of the student's understanding of mathematical theory to the improvement of curriculum and methods of instruction in elementary school mathematics.

5526.1 (.2) Curriculum and Instruction in Elementary School Science: Applications of Scientific Theories and Results

This course deals with the application of the student's understanding of scientific theories and results to the improvement of curriculum and methods of instruction in elementary school science.

**Financial
Information**

**Section
4**

Financial Information

It is the responsibility of all students to be familiar with university regulations pertaining to financial matters.

At the time of publication, fees and financial policies for the 2007-2008 academic year have not yet been determined. The fees and financial policies listed in this Section are those for 2006-2007 and are subject to change before September 1, 2007. All fee calculations are made at registration without prejudice and are subject to confirmation and adjustment at a later date.

Payment due dates will be similar to 2006-2007 which were as follows:

Fall Term: September 15, 2006

Winter Term: January 12, 2007

(Fees and Policies listed below were those in effect for 2006-2007)

1. Tuition Fees – Graduate Level Courses

1.1 Graduate students who commenced their program prior to August 31, 2004 are generally assessed tuition fees on a per course basis. Graduate students who commenced their program on or after September 1st, 2004 are generally charged a program fee except for students in the MBA and MMCCU programs who are charged a per-course fee. If you are unsure of your status, please contact the Faculty of Graduate Studies & Research (FGSR).

1.2 Graduate Tuition Fees

The tuition fees for graduate programs, either as Annual Program Fees and Per-Course Fees, are provided in Fee Schedule tables below.

1.3 Other Fees

Other fees that may be charged to graduate students include the MBA Program Fee, the Thesis Continuation Fee, the MBA Major Research Paper Continuation Fee, Leave of Absence Fee, and the EMBA and MBA non-refundable seat deposit fees. The details on these fees are provided in the Fee Schedule tables below.

2.0 Compulsory Student Fees

2.1 Campus Renewal Fee

To provide for campus renewal and renovation, all students are assessed a Campus Renewal Fee. For students in Per-Course-Fee based graduate programs, the fee is assessed based on the number of course registrations. For students in Program-Fee based graduate programs, the fee is set on an annual basis. The details on these fees are provided in the Fee Schedule tables below.

2.2 Student Fees

Students' Association and Journal fees are compulsory for all students. The details on these fees are provided in the Fee Schedule tables below. Compulsory medical plan details are described in Section 6 of this *Calendar*.

3.0 International Differential Fees and International Status

3.1 Any student who is not a Canadian Citizen or a Permanent Resident must pay an international differential fee.

3.2 The fee is assessed in the same manner as tuition fees. That is, if the student is assessed on a per course basis then the differential is assessed on a per course basis. On the other hand, if the student is assessed on a program fee basis the differential will be assessed in the same manner. The details on these fees are provided in the Fee Schedule tables below.

3.3 Landed Immigration or Permanent Citizenship papers that support a change to a student's file must be presented to the Registrar's Office. The international differential fee will be dropped for the semester following the receipt of notification of change in immigration status.

3.4 International students who send money in advance and withdraw from the University after registration or do not register may have the funds returned to their country of origin less any required University administrative fee assessment and less any service charges assessed by financial institutions.

4.0 Class Withdrawals and Refunds

4.1 The deadlines for academic withdrawal differ from those for financial adjustment of tuition and related fees. Please refer to the refund schedule.

4.2 Non-attendance in class does not constitute an official withdrawal. You must drop your courses online through Self Service (<http://selfservice.smu.ca>) or you will be responsible for all tuition and related charges.

4.3 Students who officially withdraw on or before the last day to add or drop courses will receive a refund less a \$50.00 administrative processing fee.

4.4 Students who officially withdraw after the last day to add or drop courses are eligible for a proportional adjustment of tuition and differential fees over a four week period. See the refund schedule for details.

4.5 The following tuition and differential refund schedule was in effect for 2006-2007.

Tuition, campus renewal and differential refund schedule:

	1st semester Fall – 2006	2nd semester Winter – 2007
Refund 70%	Sept 16 – Sept 22	Jan 13 – Jan 19
Refund 55%	Sept 23 – Sept 29	Jan 20- Jan 26
Refund 40%	Sept 30 – Oct 6	Jan 27 – Feb 2
Refund 25%	Oct 7 – Oct 13	Feb 3 – Feb 9

4.6 Where a student withdrawal results in a credit balance, the student may be eligible for a refund. Prior to refunding a credit balance, Financial Services will review the student's funding arrangements to determine if a third party (e.g., Canada Student loans, US Student loans – FFELP program, sponsors etc) has a first claim on the credit balance. Where the credit balance has no priority claims against it or if the credit balance exceeds those claims, a refund will be made upon request.

4.7 Students who leave the University without officially withdrawing and who subsequently officially apply for and are granted a retroactive withdrawal by the Registrar's Office, will be charged a \$50.00 administration processing fee in addition to the regular University fees assessed to the student's official withdrawal date established by the Registrar. Student service fees such as Medical, Metro Transit Pass, Student Union and Journal fees are non refundable for retroactive withdrawals.

4.8 Withdrawal scales as outlined above do not apply to all programs, for example, the Executive Master of Business Administration, the PhD program in Management, the MBA – CMA, and the Master of Finance degrees. Please contact the Faculty of Graduate Studies and Research for further information.

5.0 Special Fees

Complete Withdrawal – processing fee	\$50.00
Binding of Master's Thesis (3 copies) (Per-Course Fee programs only)	50.00
Official Transcript (see Section 2, Subsection 36)	5.00
Special Examination	50.00
Late Registration	50.00
Academic Appeal	30.00
NSF Cheque Fee	20.00
Identification Card Replacement	15.00
International File Fee	50.00
Income tax duplicate receipts	5.00
Parking – General	
Students	\$150.00 (HST included)
Faculty	\$225.00 (HST included)
Parking – Residence	
Tenant Underground	
\$170.00 (No HST) for 8 months	
\$250.00 (No HST) for 12 months	
Non-Tenants Underground	
\$200.00 + HST for 8 months	
\$300.00 + HST for 12 months	
Other Outside	\$140.00 per year (HST included)

6.0 Residence Fees

6.1 Accommodations and Meal Plans are described in Section 7 of the Calendar. The residence application fee is \$25.00.

6.2 Room Rates

	Per Semester	Per Academic Year
Room and Board		
Single Room		
Meal Plan 1	\$3,547.50	\$7,095.00
Meal Plan 2	3,707.50	7,415.00
Meal Plan 3	3,812.50	7,625.00
Meal Plan 4	4,025.00	8,050.00
Double Room		
Meal Plan 1	\$3,195.00	\$6,390.00
Meal Plan 2	3,355.00	6,710.00
Meal Plan 3	3,460.00	6,920.00
Meal Plan 4	3,672.50	7,345.00
Room Only		
Apartment	\$1,862.50	\$3,725.00
Senior Suites		
Shared Bath	2,600.00	5,200.00
Private Bath	2,475.00	4,950.00

6.3 Residence Withdrawal and Refunds

Students who withdraw from residence, and simultaneously from the University, are eligible for an adjustment of room and meal plan fees on a proportional basis, calculated in weekly units. The minimum charge for residence is \$250.00 regardless of the date of withdrawal. No fee adjustment is granted after 14 November in the first semester and 13 March in the second.

7.0 Payment of Fees:

Payment due dates for 2006-2007 were as follows

Fall: September 15, 2006

Winter: January 12, 2007

7.1 Fee payments for graduate programs may either be on a Per-Course-Fee Basis or a Program-Fee Basis. For all MA and MSc students who started their programs prior to September 2004, and for all current students enrolled in the MBA and MMCCU programs, fees per term are based upon the enrolled courses that term (i.e. a Per-Course-Fee Basis). All other graduate students (i.e. those who have started their MA and MSc programs after September 2004, and students in PhD, MBA-CMA, EMBA and Masters of Finance programs) have their fees assessed on Program-Fee Basis. Program-Fee students are charged a fee for their entire program (see Annual Program Fee Schedule, below). Tuition is charged in equal amounts at the beginning of each term during the period of the program, except for the MBA-CMA (see below), the Executive MBA and the Master of Finance programs.

Collection of fees from MBA-CMA students shall be on a program basis and will include tuition, the MBA Program Fees, and all other mandatory University fees as stipulated annually by the Board of Governors. These fees are collected at three intervals throughout the program: August 31 of the first year, August 31 of the following year and April 30 of the final year. The distribution of the fees shall be weighted first year: 50%; second year: 40%; and final

year: 10%. Tuition increases shall be determined annually and applied to each new group of students on a program basis. Once the program fee is determined for a group, the tuition and Program fee rates are frozen and only the other mandatory University fees may fluctuate which include, but are not limited to, student fees, medical fees, and campus improvement fee.

To enable the proper assignment of fees and scholarship funds to students in Program-Fee Based graduate programs, students must be registered in FGSR9000 for every term in which they are in their graduate program. This includes all terms within students' maximum time-for completion, as well as terms within extension periods (i.e. for students who are granted extensions to their graduate programs).

To enable the proper assignment of fees and scholarship funds to students in Per-Course-Fee Based graduate programs, students must be registered in course work, or for those who have completed their in-class course work, in the appropriate Thesis Continuation course (e.g. THES9999).

7.2 Methods of Payment

Payment can be made by debit bank card, money order, draft, Visa, MasterCard, American Express or cheque. Cheques should be drawn on a Canadian Financial Institution and made payable to "Saint Mary's University". Web credit card payments can be made through Self Service – visit <http://selfservice.smu.ca>.

Students whose fees are to be paid by government or third party sponsor (excluding Student Loan Programs) are required to present a signed statement, certificate or other appropriate supporting document to the Student Accounts office before the payment due date.

7.3 Students paying all or part of their tuition with a loan must meet University fee deadlines.

7.4 Students paying with Canada Student Loan Assistance are strongly encouraged to make application early so the loan arrives before the payment due date. Loans arriving after the deadline are subject to interest charges.

7.5 The University reserves the right to require full payment at the time of registration. Example: In the fall, students are required to bring their Student Loan assessment with them when their loan is signed. If the assessment shows sufficient funding for the winter term the loan will be signed for fall fees only. If the assessment indicates there is no winter funding, the loan will be signed for an amount to cover the winter tuition.

7.6 Second Semester Fee Payment:

Students continuing their studies in the second semester are required to pay their tuition on or before January 13. **(T.B.C.)**

7.7 Registration for Second Semester

Students who register for the first time in January are required to pay a deposit of \$ 200.00 if registering for 9

credit hours or more and \$100.00 if registering for less than 9 credit hours. The balance of fees are due January 13 **(T.B.C.)**

7.8 Late Payment or Unpaid Accounts

Students who have not paid all fees may have their registration cancelled at the discretion of the Registrar and upon the recommendation of the Manager, Accounting. A student whose registration has been cancelled for non-payment of fees must pay all outstanding fees and an additional fee of \$50.00 prior to consideration of reinstatement by the Registrar.

Students whose accounts are in arrears will not be permitted to register until the account has been paid in full.

7.9 Interest Charges

Accounts outstanding after 16 September **(T.B.C.)** in the first semester and/or after 13 January **(T.B.C.)** in the second will be charged weekly interest at a rate of (12.68% per annum).

Students who do not pay summer school fees by the dates published in the Summer Session Registration Book will be charged interest.

Students paying with loans should note University fee deadlines are applicable and interest charges apply equally to all students. Students planning to pay their fees with Canada Student Loan Assistance are strongly encouraged to make application in sufficient time to ensure that the loan will be available prior to the payment due date.

Students whose accounts are in arrears will be denied marks, transcripts, tuition tax receipts and may be denied graduation.

8.0 Receipt of Fellowship and Scholarship Funding

Graduate students who have been awarded University administered fellowships and scholarships (e.g. an FGSR Fellowship, FGSR Graduate Award, Tri-Council Scholarship/Award) will receive their funds (less fees) in three installments, one at the beginning of each term, provided they have registered early. Students who have registered by August 23, 2007 may collect their first installment (1/3 of scholarship less fees) on September 7 2007. Students who have registered by December 17, 2007 may collect their second installment (1/3 of scholarship less fees) on January 11, 2008. Students who have registered by April 16, 2008 may collect their third installment (1/3 of scholarship less fees) on May 2, 2008. MBA students will receive their scholarships in two installments (1/2 of scholarship less fees) on September 7, 2007 and January 11, 2008 provided they have registered early.

Annual Program Fee Schedule – 2006/2007

Applies to all Full-time¹ students registered in Program-Fee Based graduate programs after August, 2004

Graduate Program ²	All Students			Domestic Students		International Students	
	Program Length	Campus Renewal Fee	Student Fees ³	Tuition	Medical Fees ^{4,5}	Tuition (Differential Fees included)	Medical Fees ⁵
MA – Atlantic Canada Studies and Criminology	2 Yr	124.00	244.50	3,075.00	134.00	5,307.00	590.00
MA – History and Philosophy	1 Yr	248.00	244.50	6,150.00	134.00	10,614.00	590.00
MA – International Development Studies							
Category 1	2 Yr	217.00	244.50	3,700.00	134.00	7,606.00	590.00
Category 2	1 Yr	279.00	244.50	6,150.00	134.00	11,172.00	590.00
MA – Women's Studies	2 Yr	155.00	244.50	3,075.00	134.00	5,865.00	590.00
Graduate Diploma – Criminology	1 Yr	248.00	244.50	5,000.00	134.00	9,464.00	590.00
Graduate Diploma – I.D.S.	8 Mos	248.00	244.50	5,000.00	134.00	9,464.00	590.00
M.Sc. – Astronomy, Applied Psychology and Applied Science (Includes Co-op Option)	2 Yr	186.00	244.50	3,700.00	134.00	7,048.00	590.00
Master of Finance (US\$)	1 Yr			26,600.00		26,600.00	
Executive Master of Business Admin.							
New	2 Yr			20,000.00		20,000.00	
Continuing	2 Yr			19,000.00		19,000.00	
Ph.D. Business Admin. (Management)	3 Yr	124.00	244.50	5,000.00	134.00	7,232.00	590.00
Ph.D. Industrial/Organizational Psychology	3 Yr	124.00	244.50	5,000.00	134.00	7,232.00	590.00
Ph.D. Astronomy	4 Yr	124.00	244.50	3,750.00	134.00	5,982.00	590.00
Thesis Continuation/Supervision			244.50	450.00	134.00	900.00	590.00
Leave of Absence Fee per term				30.00		30.00	

¹Annual tuition for part-time students is one-half of the full-time amount. The length of part-time programs is double the full-time length.

²The MBA -CMA program is covered by separate fee and payment schedule. See *Payment of Fees* section above for details..

³Full-time fee includes SMUSA Fee, contribution to the Endowment Fund, U-Pass Metro Bus Pass, Journal Newspaper. Part-time fee of \$46.50 includes SMUSA Fee, contribution to the Endowment Fund and Journal only.

⁴Part-time domestic students will qualify for the Saint Mary's University Medical Plan ONLY if they were enrolled in the plan last year.

⁵ Fee is based on single coverage: Family plan is \$289 for domestic students and \$1,209 for international students .

Per Course Fee Schedule – 2006/2007

Applies to all MBA, MMCCU, Visiting and Upgrading Graduate Students, and all students who began their MA or MSc programs prior to September, 2004

Graduate Programs	All Students		Domestic Students		International Students	
	Campus Renewal Fee	Annual Student Fees ¹	Per Course (6 Credit Hours) Tuition Fee	Annual Medical Fees ^{2,3}	Per Course Tuition Fee (Differential Fees included)	Annual Medical Fees ³
MA – Atlantic Canada Studies, Criminology, History and Philosophy	62.00	244.50	1,526.00	134.00	2,642.00	590.00
MA – International Development Studies and Women's Studies	62.00	244.50	1,225.00	134.00	2,341.00	590.00
M.Sc. – Astronomy, Applied Psychology, and Applied Science (includes Co-op Option)	62.00	244.50	1,225.00	134.00	2,341.00	590.00
Graduate Diploma – Criminology	62.00	244.50	1,526.00	134.00	2,642.00	590.00
Graduate Diploma – I.D.S.	62.00	244.50	1,225.00	134.00	2,341.00	590.00
Master of Business Administration⁴	62.00	244.50	1,150.00	134.00	2,266.00	590.00
Master of Management						
Co-operatives & Credit Unions	62.00	46.50	2,338.00		2,338.00	
Thesis Continuation/Supervision						
Master and Ph.D Programs (excluding MBA)		244.50	150.00	per term 134.00	300.00	per term 590.00
MBA – Major Research Paper (MRP)			35.00	per term	70.00	per term
Leave of Absence Fee			30.00	per term	30.00	per term

¹ Full-time Fee includes SMUSA Fee, contribution to the Endowment Fund, U-Pass Metro Bus Pass, Journal Newspaper. Part-time fee of \$46.50 includes SMUSA Fee, contribution to the Endowment Fund and Journal Newspaper ONLY.

²Part-time Domestic students will qualify for the Saint Mary's University Medical Plan ONLY if they were enrolled in the plan last year.

³Fee is based on single coverage: Family plan is \$289 for domestic students and \$1,209 for international students .

⁴In addition, full-time MBA students are assessed a \$600 per year program fee for the first two years of the program. Part-time MBA students are assessed a one-time \$600 program fee at the beginning of their program.

Student Awards and Financial Aid Programs

1. Graduate Student Funding Support from the Faculty of Graduate Studies and Research.

Upon admission, full-time graduate students within their minimum time for completion (see Section 2, Subsection 18) may be eligible to receive funding through the Faculty of Graduate Studies and Research. Students do not need to apply for this funding, but should indicate in their application for admission to a graduate program that they would like to be considered for such funding.

Scholarships/fellowships are taxable income. A T-4A form will automatically be prepared by the University.

2. Demonstrators and Teaching Assistantships In some departments, positions as laboratory demonstrators or research/teaching assistants are available for Saint Mary's University students. For more information please contact the appropriate department.

3. Awards Administered by the Donor (External Awards)

For information concerning these external awards application procedures, eligibility, and addresses, please contact the Financial Aid Office or access Student Services through the Saint Mary's University homepage. Student should also contact their Graduate Program Coordinator in regard to any program-specific scholarship or bursaries.

4. Canada Student Loans Program

Students requiring financial assistance to help meet their educational expenses should apply for Canada Student Loans. (Exception: Residents of Quebec apply for Quebec Student Loans.) Application is made to the province in which the student is a resident.

Students are encouraged to apply before 30 June (30 May for Quebec) to avoid late payment charges at the University. Applications are available directly from the provincial Student Aid Offices. Nova Scotia residents should pick up forms from the Provincial Student Aid Office, 2021 Brunswick Street, Suite 409, Trade Mart Building (see mailing address below).

Notification of Award

Students found eligible for Canada Student Loans from Nova Scotia will be sent their notification and documents in the mail. Canada Student Loans and/or bursaries from most other provinces are sent directly to the University.

Students should check the **Provincial Awards Board** located in Student Services on the fourth floor of the O'Donnell-Hennessey Student Centre. Notices of any funds received are posted here as well as relative information or special instructions pertaining to each province. Funds will be held at the Financial Services, McNally Main, until students sign for them.

Canada Student Loans Program: Part-Time Loans Plan
Guaranteed loans for part-time students attending post-secondary institutions are available under this program funded by the Federal Government. Students apply to the Provincial Student Aid Office in their Province of Study.

Canada Student Loans Programs: Interest Relief Plan
The Canadian Government will pay the interest on full-time or part-time Canada Student Loans on behalf of the debtor if he/she is experiencing financial hardship due to unemployment or disability. Applications for Interest-Relief forms are available in local banks.

Detailed information regarding financial aid eligibility, application procedures, and appeals may be obtained from the appropriate Provincial Student Aid Office. Assistance with more complicated appeals is available by contacting the University Financial Aid Counsellor.

Nova Scotia

Student Aid Office
Telephone 902-424-8420 General Inquiries
Voice Response Unit 902-424-7737
TDD 902-424-2058
Toll free in Nova Scotia
1-800-565-8420 General Inquiries
1-800-565-7737 Voice Response Unit
<http://www.ednet.ns.ca/educ/student/menu.htm>.

New Brunswick

Student Financial and Support Services
Voice Response: 506-453-4796 (Fredericton area) or
1-800-667-5626 (Atlantic Provinces, Ontario, and Quebec only)
<http://www.gov.nb.ca/acl/stuaid/guide.htm>.

Newfoundland

Student Aid Division
709-576-2648 Recording
709-576-4235 Information and Assistance
1-800-563-2000
<http://www.edu.gov.nf.ca/studentaid/>

Ontario

Student Awards Branch
Ministry of Colleges and Universities
Student Support Board
189 Red River Road, 4th Floor
PO Box 4500
Thunder Bay, Ontario
P7B 6G9
1-807-343-7260
1-800-465-3013 (within Ontario)
<http://osap.gov.on.ca>

Prince Edward Island

Student Aid Office
902-368-4640
http://www.gov.pe.ca/educ/resources/stu_aid/index.asp

Quebec

Direction generale de l'aide
financiere aux etudiants
1035, de la Chevrotiere
Quebec, Quebec
G1R 5K9
418-643-3750
24-hour automated service 514-864-4505 or
418-646-4505
<http://www.meq.gouv.qc.ca/afe>

Note: Addresses for Student Aid Offices in other provinces
are available upon request from the Financial Aid Office.

United States Student Loan Programs

Saint Mary's University is a certified institution for the
United States FFELP (Family Federal Education Loan
Program). Specific documentation is required from students
to administer this loan program. Please contact the Financial
Aid Office for detailed instructions on qualifying for the
FFELP Program.

**Centres, Institutes, and
Special Programs**

**Section
5**

Centres, Institutes, and Special Programs

Atlantic Canada Centre for Environmental Science

The Atlantic Canada Centre for Environmental Science was established at Saint Mary's University in 1991. Its primary function is to foster interdisciplinary research related to the environment.

Objectives

The purposes and functions of the Centre are to provide:

1. a mechanism for interdisciplinary research relating to the environment;
2. opportunities for interaction of faculty and departments in a common theme; and
3. a focal point to facilitate discussions with business and government agencies for research grants and contracts relating to environmental subjects.

Structure

Membership of the Centre is open to Saint Mary's faculty members and other qualified professionals interested in any aspect of Environmental Science in the broadest sense of the term.

Research

Members of the Centre are engaged in a wide range of activities including studies of climate change and its impacts, air, soil and water pollution, geothermal energy, hydrocarbon separation processes, impacts of mining on the landscape, weathering of rocks and treatment of mine tailings, environmental impacts on ecosystems, conservation, habitat restoration, coastal zone management, fisheries management, effects of pollution on fish parasites, microbial insecticides, and palaeoenvironment analysis. Contact: G. Pe-Piper. Phone: 902-420-5744; fax: 902-496-8104; e-mail: gpiper@smu.ca.

The Atlantic Metropolis Centre for Research On Immigration, Integration and Diversity

The Metropolis Centre in Atlantic Canada is a consortium of academic researchers, government representatives, and non-governmental organizations dedicated to pursuing policy-relevant research related to immigration, population migrations and cultural diversity. Established in January, 2004, the Atlantic Metropolis Centre is a catalyst for inter-jurisdictional and inter-sectoral cooperation in Atlantic Canada. Building on the strength of the region's universities, the Centre's eight regionally distributed research clusters or "domains" bring together researchers, community organizations, immigrant service providers and federal, provincial and municipal policy makers.

Collectively, the domains are investigating "pull" and "push" factors that influence population migrations to and from the region, including cultural and family networks; economic opportunities; educational and linguistic barriers; access to culturally sensitive health and legal services;

security, safe community, and human rights issues; gender and immigrant women; political structures; international refugee flows; and the increasingly complex nature of citizenship and national identity in a period of accelerating globalization.

Through its affiliations with four other national Metropolis Centres (established in 1996), the Atlantic Metropolis Centre brings the perspectives and concerns of the Atlantic region into play in addressing the national policy priorities of the Metropolis Project. Facilitated by these networks and the transnational linkages arising out of the international arm of the Metropolis Project, Centre research teams contribute to new knowledge concerning population migrations, investigate models for influencing migration of particular relevance to Atlantic Canada, and contribute to effective policy development and practices in the region.

The primary objectives of the Centre are as follows:

- develop the Centre as a regional clearing-house for research on immigration and diversity;
- stimulate capacity-building for policy-relevant research on these issues in the region, train graduate students, and create forums and materials for public education and debate;
- enhance recognition of the rich history of migration and of cultural diversity in Atlantic Canada;
- investigate the complex relationships between the size of immigrant communities, the rate of integration, and the degree of cross-cultural dialogue;
- ensure that policy makers and service providers in Atlantic Canada are provided with timely research drawing on experiences in other regions and/or other countries; and
- provide a window on global developments that might impact the region, such as refugee flows, attitudes towards multiculturalism in other countries, and images of Atlantic Canada abroad.

The AMC's Halifax administrative office is located at 5670 Spring Garden Rd., Suite #509, Halifax N.S. B3J 1H6. Tel. 902-422-0863; Fax. 902-420-5121; Email metropolis@ns.aliantzinc.ca

The Canadian Centre for Ethics and Public Affairs

In the spring of 2003, Saint Mary's University and the Atlantic School of Theology (AST) established the Canadian Centre for Ethics in Public Affairs (CCEPA), located on the AST campus in Halifax. CCEPA provides an arena for critical thinking, public discussion and research into current ethical challenges in our society. The platform is a collaborative one, focusing on building connections across disciplines and communities. CCEPA partners with the major shapers of public life – government, business, NGOs and public service agencies.

The Centre joins the expertise of academics with the experience of community leaders and policy-makers to assist its partners as they seek to integrate ethics into their public practices and policies. CCEPA advances ethical practices in public affairs through five program areas: research, education, information brokering, consultation and training as well as public discussion and awareness. The first of its kind in Atlantic Canada, the Centre has been designated as a high priority in the strategic plan of both AST and Saint Mary's; is sponsored jointly by the two institutions; and is a direct result of the formal affiliation, achieved in 2002.

The Centre is located at 630 Francklyn St., Halifax, NS, B3H 3B5; Tel 902.428.4731; Email: info@CCEPA.ca ; Website: www.ccepa.ca

Business Development Centre

The Saint Mary's University Business Development Centre (SMUBDC) was established in 1989 as part of the University's community outreach initiatives. Two basic objectives guide SMUBDC in its operations:

1. introducing the challenges and opportunities facing today's organizations to Saint Mary's Commerce and MBA students while providing career training to these students; and
2. providing private and public sector clients with cost-effective business consulting and counselling services.

Involvement at SMUBDC, either through the Business Consulting course and/or part-time or summer employment, allows students to experience the impact that business planning and financial management have on an organization. By working with SMUBDC and its clients, students are better able to understand the relationship between management, marketing, accounting, and finance in a practical business setting. Past students have said that participation at the Centre "is definitely a positive working experience for any business student" and "provides excellent grounds for students to apply their business knowledge in today's marketplace."

SMUBDC focuses on giving students hands-on experience and linking them with both the business community and with potential employers. By combining students with experienced business consultants and university resources, SMUBDC offers students a unique chance to collaborate with potential and existing business ventures. SMUBDC offers a wide range of business consulting and counselling services including business planning, market and promotional planning, financial statement preparation, community development planning, customized training, and special projects.

SMUBDC's office is located in downtown Halifax at 1546 Barrington Street close to Spring Garden Road. For more information about SMUBDC or its Business Consulting course, visit the SMUBDC's website at www.smu.ca/smubdc; or call SMUBDC at 902-429-2992. We look forward to working with you.

CN Centre for Occupational Health and Safety

The CN Centre for Occupational Health and Safety was created in 2002. The CN Centre is the only centre of its kind in Canada and fits the missions of both CN and Saint Mary's. Building on Saint Mary's strengths in human resource management and industrial and organizational psychology, the CN Centre conducts interdisciplinary research in occupational health and safety. Faculty members and students from a diverse range of disciplines such as psychology, sociology and management, collaborate to conduct innovative research.

Occupational health and safety research focuses on the protection and promotion of the safety, health, well-being and work-life quality of the workforce. Saint Mary's has the largest concentration of occupational health psychology workers in the country. Two Canada Research Chairs and a Senior Research Fellow specializing in occupational health and safety research are appointed to the Centre. The CN Centre has expertise in assessing occupational stress, safety leadership training, promoting a positive safety culture, and investigating workplace violence.

The activities of the CN Centre can be classified under three broad headings, namely, Research, Education and Intervention. As a Saint Mary's University centre of research excellence, our primary role is to coordinate and conduct research and build research capacity through education. In addition, the CN Centre undertakes intervention projects in order to directly influence occupational health and safety. Through these activities the CN Centre aims to be a 'centre of influence' to enhance the health and safety of Canadians.

Public and private sectors benefit from educational, job training, assessment and program development opportunities provided by the CN Centre for Occupational Health and Safety.

The Centre is located at Saint Mary's University, 960 Inglis St., Halifax, NS, B3H 3C3; Tel: 902-491-6253; Fax: (902) 496-8135; Email: cncohs@smu.ca; Website: www.smu.ca/CN/

Centre for Leadership Excellence

The Centre for Leadership Excellence (CLE) at Saint Mary's University is unique in Atlantic Canada.

The Centre was co-founded by the Department of Psychology, which maintains the largest faculty in Industrial/Organizational Psychology in the country, and the Department of Management at the Sobeys School of Business, renown for its expertise in human resource management programmes.

The CLE is supported in part by the Strategic Initiative Fund of the Office of the Vice-President, Academic and Research.

Leadership is essential if businesses are to achieve and sustain productivity and growth, inspire investor confidence and attract and retain talent.

Globalization and technological advances have produced an environment in which business and government continually need respond rapidly to changing demands. Developing and executing an effective corporate strategy in such an environment requires leadership excellence.

Demographic data show that we are moving towards a leadership shortage. Identifying and developing the leaders of tomorrow must be at the top of today's business agenda.

The CLE:

- helps business, industry, government and other organizations identify and develop leadership potential among their current workers and new recruits;
- assists leaders in learning new skills and enhancing those they already have so that they can better respond to the challenges they face every day in a business environment that is constantly shifting and making new demands;
- provides best practice advice and information in organizational development, giving leaders the people management infrastructure they need to sustain a motivating, productive and healthy workplace;
- offers opportunities for graduate students in Industrial-Organizational Psychology, Management and the EMBA programme to gain experience in consulting and applied research.

The expertise of the CLE is leadership. The CLE provides consulting and research services in the fields of leadership identification, leadership development and leadership performance.

- Identify leadership needs
- Define promotion and recruitment needs
- Develop and train leaders
- Assess leadership effectiveness
- Plan strategic succession
- Provide leadership coaching

The CLE also provides a diverse range of services to help leaders maximize the performance of managers and employees while building a better workplace.

- Develop performance assessment, review and performance processes
- Measure and increase motivation, morale and job satisfaction
- Assess and improve team function
- Manage culture and diversity
- Assess and minimize workplace stress
- Measure and enhance occupational health and safety

Further information is available at www.smu.ca/cle and from Richard Allon, Ph.D., Director of the Centre, who can be reached at leadership@smu.ca.

Centre for Spirituality in the Workplace

The newly created Centre for Spirituality in the Workplace at Saint Mary's University is the first academic-based centre for work and spirituality in Canada. The Centre is a catalyst for work and spirituality research, teaching, and service through collaboration across departments, disciplines, and sectors; to promote, foster and nourish the idea of spirituality in the workplace. The Centre encourages the academic community to discover the means to implement spirituality and work through teaching, research, and community service. The Centre participates in the development of courses and conferences on work and spirituality for interested local and regional community members. The Centre also partners with other academic-based centres on Spirituality and Work.

Gorsebrook Research Institute for Atlantic Canada Studies

The Gorsebrook Research Institute for Atlantic Canada Studies was established at Saint Mary's University in 1982 to enhance and strengthen the research component of the University's Atlantic Canada Studies program. The Institute is an interdisciplinary research centre concerned with social, economic, and cultural issues specific to Canada's Atlantic Region. The Institute offers research associate positions to visiting professors, post-doctoral fellows, and graduate students. The Institute offers a graduate research fellowship each year to a full-time graduate student in ACS.

Objectives

The aims of the Gorsebrook Research Institute are to encourage and facilitate social, economic, cultural, and environment-related research pertaining to the Atlantic provinces; to act as an Atlantic Canada resource base and data centre for universities, governments, and the private sector; to facilitate university and other-sector research cooperation; to promote interdisciplinary and interuniversity cooperation, and to encourage university community outreach through collaborative research projects.

Resources

The Institute's resource centre includes regional data sets, audio-visual materials, theses, Atlantic Canada bibliographies and relevant manuscripts, periodicals and articles, and is a distribution point for all Gorsebrook publications.

Research Activities

This past year has seen the establishment, under the auspices of the Canada Research Chair in Atlantic Canada Studies, of the **Centre for New Media Qualitative Research**. The Centre facilitates inter- and transdisciplinary qualitative research using traditional and new media. It provides a secure comfortable setting for collecting information from focus groups or individual interviews. It has the ability to generate high-quality audio and video records of those interviews, complete with transcripts. The facility serves as a training centre for students and researchers interested in building their qualitative research skill set, and offers learning and training opportunities for

community partners.

The **Centre for the Study of Sport and Health** encourages interdisciplinary research on issues relating to sport, physical activity and healthful living; enhances communication between researchers, the sporting community and government; disseminates research on sport and health issues through conferences, symposia and public forums; and fosters interdisciplinary undergraduate and graduate degree programming relating to sport, health, and society.

The **Austin Willis Moving Images Centre** is a multimedia service facility and research centre focusing on the application of new technologies to education and scholarship. It is presently involved in documentary video production, and a history of the moving image in Nova Scotia.

Ongoing research initiatives include the creation of the **Office of Aboriginal and Northern Research** which is an expansion of the **Labrador Project**, a collaborative effort involving the Institute, the Innu Nation of Labrador and the Department of the Environment. This project provides research input relating to environmental and educational issues, and is involved in helping the Innu Nation prepare for self-government. This new Office now includes collaborative research projects with other Aboriginal groups in Atlantic Canada, as well as ongoing participation in international networks such as the University of the Arctic.

Additional activities include faculty seminars, workshops, public forums, and conferences. The Institute has published more than a dozen books over the past ten years, and has national and international links with various universities, institutes, publishers, and government departments. The Institute is located on the Saint Mary's campus, and can be reached at 902 420-5668; fax: 902 496-8135; or email: gorsebrook@smu.ca

Institute of Human Values

The supporters of the Institute believe that knowledge, morality, and freedom form an interdependent triad, and that the contemporary break-down of this relationship threatens all three aspects of human development. The Institute seeks to restore these vital links through discussion, teaching, research, and publication.

The contemporary crisis to which the Institute addresses itself is fourfold:

1. A crisis in the humanities, the social and the natural sciences, stemming from the failure to produce a theory of knowledge consonant with their characteristic functions and activities, and with their essential complementarity.
2. A moral crisis deriving from the divorce of personal morality from knowledge on the one hand, and from personal and social well-being on the other.

3. A crisis of leadership in all aspects of human activity, deriving from a widespread inability to make any meaningful connection between knowledge and judgment.
4. A crisis in the area of political freedom which derives, at least in part, from a loss of the sense of the historical relationship between moral values and the winning and defence of that freedom.

The Institute does not attempt to grapple with these problems as a self-sufficient entity, but acts rather as a catalyst through which the human and physical resources of Saint Mary's and other universities are brought to bear upon them.

Institute Activities

1. The coordination of the work of the members of the Institute in the various disciplines.
2. Research on all aspects of the relationship between knowledge, values and freedom, as well as upon urgent contemporary problems in which values are deeply involved.
3. The advising of students who wish to supplement their majors with problem and theme oriented core programs.
4. Liaison with faculties and departments with the object of implementing and improving such programs.
5. The advising of students who wish to follow a program related specifically to human values.
6. The arranging of special lectures and symposia designed to explore all aspects of knowledge, values and freedom.
7. The editing of *The Vital Nexus*, a journal concerned with the relationships between conscience, justice, and freedom.
8. The production of video and sound tapes on values problems for distribution to the University Community and to the public at large.
9. The organizing of interdisciplinary symposia at the annual meetings of the Canadian Learned Societies.
10. The establishment of a clearing house of information on questions related to knowledge, values and freedom, as a service to its members within the University and throughout the world.

The Institute is located in Room 308, Burke Building. Contact numbers are 902-420-5753; fax: 902-420-5181; and e-mail: john.mackinnon@smu.ca.

The Institute for Computational Astrophysics (ICA)

The Institute for Computational Astrophysics was established in December, 2001 as a partial fulfillment of Saint Mary's new vision for research and graduate studies. The ICA has five full time faculty members, all of whom are members of the Department of Astronomy and Physics. The faculty members include the University's sole Tier 1 Canada Research Chair (CRC) and a Tier 2 CRC. Other members currently include three post doctoral fellows, six graduate students, and two external scientific members.

The ICA is also the focus of ACEnet at Saint Mary's. ACEnet is a consortium of nine Atlantic Canadian universities formed to provide high performance computational facilities for academic researchers. The Director of the ICA serves as the Principal Investigator of ACEnet and serves as part of the national organization to manage jointly the activities of ACEnet and the other six consortia covering the other regions of the country. While Saint Mary's researchers may use any ACEnet computational capability, Saint Mary's is distinguished by having ACEnet high quality visualization tools on campus, including an immersive environment called a data cave. One key ability of a data cave is to allow the three dimensional visualization of complex astrophysical calculations performed by ICA members.

The aim of the ICA is to utilize the highest levels of computational capability to model objects of astronomical interest from the relatively small sizes of objects in the solar system to the size of the universe as a whole. Members of

the ICA work to develop and utilize state of the art computational tools to simulate astrophysical phenomena on these scales. Unlike most other areas of science in which the researcher can actively design and perform experiments to test hypotheses on how the items being experimented upon respond, astronomers and astrophysicists can only examine the information that comes to us from the object. Progressively better models of astrophysical phenomena produced by computer simulations allow us to compare with observed results to confirm or reject the models and to deduce new observations to make. The interactions between ICA members and observationally oriented faculty of the Department of Astronomy and Physics allow us to continually refine, improve, and understand our simulations.

The ICA is located in the McNally Building, MM311 and can be reached by phone at 902-420-5105; by fax at 902-496-8218; or by email at icaadmin@ap.smu.ca. The ICA home page may be found at www.ica.smu.ca

Regional Geochemical Centre

The Regional Geochemical Centre at the Department of Geology is an integrated research service facility that provides high-quality chemical analyses to earth and environmental scientists at universities and in government and industry throughout the region. The facility was established in 1983 and is equipped with an X-ray fluorescence spectrometer, and various other instruments for chemical analyses. The Centre is located on the fourth floor of the Science Building at Saint Mary's University. Phone number: 902-420-5743; fax: 902-420-5261; e-mail: gpiper@smu.ca.

Resources and Services

**Section
6**

Resources and Services

Alumni Association

When you graduate from Saint Mary's University, you become part of one of the most active and loyal alumni networks in the country boasting more than 38,000 members around the world. The Alumni Association is committed to helping you stay connected to Saint Mary's and to your fellow graduates through a wide range of events, programs and services.

In 2006, the Saint Mary's University Alumni Association affirmed a commitment to become "the best connected Alumni Association in Canada within ten years." This goal is supported by four key pillars that drive all Association activities: 1. Raising the profile of our alumni; 2. Increasing opportunities to work with current students, thereby building strong ties with future alumni; 3. Support of University fundraising initiatives; and 4. Support of Saint Mary's profile in both the business community and the community-at-large so that student enrolment will flourish.

The Alumni Association Executive is a group of volunteers who are selected by their alumni peers. They are responsible for planning and implementing the Association's programs and services. The Association Executive consists of a President, Past President, Vice-President, Treasurer, and eleven other members. Members of the Executive normally serve three-year terms, meeting once a month. Six of the Association representatives also serve on the University's Board of Governors.

The Alumni Association hosts an Annual Meeting and Dinner which is usually held in September each year as part of Alumni Weekend. All alumni are encouraged to attend the Annual Meeting/Dinner which is one of the most anticipated events each year.

The Association consists of a number of committees:

- **Alumni Benefits & Services Committee:** This committee reviews all current alumni benefits and services. These include, but are not limited to, diploma/degree framing, special insurance group rates, and a discounted Alumni Association credit card. A full listing of benefits and services may be found on the Alumni website at www.smu.ca/alumni.
- **Student / Young Alumni Committee:** This newly established committee is focused on providing current students with direction, mentoring and support by connecting them with recent graduates.
- **Awards Committee:** The Awards Committee reviews current awards programs and makes recommendations to the Executive as a whole. (Examples: Father William A. Stewart, S.J. Teaching Medal recipient, Leadership Awards, and Distinguished Community Service Award recipient)
- **Golf Tournament Committee:** This committee reviews current venue/price and considers alternatives. It assists in the planning and organization of the annual Alumni Tournament

- **Nominations Committee:** This committee considers and submits names to the University for honorary degrees. Members prepare a list of candidates to serve on the Alumni Executive and as alumni representatives on the Board of Governors.
- **Alumni Dinner Committee:** Plans and organizes the Alumni Dinner, a highlight event of the year, which is usually held in the Fall.
- **Ad Hoc Committees:** These committees are formed as necessary.

The Alumni Association is always pleased to hear from alumni members who are interested in participating. For further details, contact the Alumni Office at 902.420.5420 or email; us at alumnioffice@smu.ca

Art Gallery

Metcalf, Robin, B.A. (Hons.) (Dalhousie), Director/Curator
Zingone, Robert, B.A. (Toronto), M.F.A. (NSCAD),
Assistant Curator

Constructed to National Gallery of Canada standards and opened in October, 1971, Saint Mary's University Art Gallery was the first purpose-built university art gallery in Halifax. It is located on the ground floor of the Loyola Building.

The gallery focuses on contemporary art, featuring both emerging and established artists active on the regional, national and international levels. Occasional historical exhibitions provide depth and context. New exhibitions open every 6-8 weeks, with a total of 10-12 exhibitions a year. The gallery produces publications for all temporary exhibitions that it originates, and hosts frequent panels, lectures and artists' presentations. Boasting one of the finest pianos in the region, the gallery also serves as a venue for performances, concerts, readings and lectures on various subjects.

From its inception, the gallery has maintained a permanent collection, currently comprising over 1,500 individual works, primarily by contemporary Canadian artists. The collection houses many works by Nelly Beveridge Gray, including watercolours and rubbings of historic reliefs in Mesoamerica, Europe and Asia. Gray's collection of pre-Columbian ceramics is complemented by works of Nova Scotia ceramists such as Alma and Ernst Lorenzen. Many works from the collection are on display on campus, including commissioned works by John Greer and Matthew Reichertz. Recent acquisitions represent contemporary artists associated with the Nova Scotia College of Art and Design University, such as Gerald Ferguson, Kelly Mark, and Mitchel Wiebe and Lucy Pullen.

Gallery hours are Tuesday to Thursday, 12:00-7:00 p.m. and Friday to Sunday, 12:00-5:00 p.m.

Athletics and Recreation

The Department of Athletics and Recreation organizes and operates a variety of activities, providing an opportunity for all students at Saint Mary's University to participate on a number of different levels. The intramural and recreational programs are designed to promote competition, fitness, fun, recreation, and sportsmanship. Emphasis is placed on participation. The club sports program provides an opportunity for all students to participate and/or compete in sports not included in the varsity program.

Saint Mary's is a member of the Atlantic University Sport (AUS) and the Canadian Interuniversity Sport (CIS). Our varsity teams compete in regularly scheduled league play with other universities in the Atlantic region and non-conference competitions with teams across Canada and in the United States.

Varsity (Men)

Basketball, Cross Country, Football, Ice Hockey, Soccer, Track & Field.

Varsity (Women)

Basketball, Cross Country, Field Hockey, Ice Hockey, Rugby, Soccer, Track & Field, Volleyball.

Club (Men)

Baseball, Golf, Lacrosse, Rugby.

Club (Women)

Dance Team.

Intramural (League)

Basketball*, Coed Basketball, Coed Soccer, Coed Softball, Coed Volleyball, Broomball, Touch Football*, Hockey, Men's Soccer, Men's Softball, Volleyball*, and Ultimate Frisbee.

*men and women

Intramural (Tournament)

Badminton, Basketball, 3/3 Basketball, Coed Broomball, Golf, Squash, Volleyball.

Recreation (Unstructured)

Badminton, Basketball, Hockey, Jogging, Skating, Squash, Table Tennis, Tai Chi, Volleyball, Weight Training, Yoga.

Recreation (Instructional)

Boxing, BoxFit, Group Exercise Classes, Personal Training, Pilates, Running Clinics, Social Dance, Squash, Step Training, Tai Chi, Walking Clinics, Weight Training, Yoga, Fitness Instructor Certification.

On-Campus Facilities

The Tower

Alumni Arena

Huskies Stadium (artificial field and 400 meter track)

Saint Mary's Athletics and Recreation Tower was opened in June 1987. This centre houses a double-sided gymnasium with retractable seating, running track, squash courts, conditioning centre, peak performance weight room, group

fitness room, sauna, steam room, offices, lounge, locker rooms, sports medicine clinic, and equipment distribution area.

Sport Hall of Fame and Heritage Centre

Saint Mary's University officially opened its Sport Hall of Fame and Heritage Centre in an inaugural ceremony on 14 October 1995.

This long awaited Centre has a permanent home on the 2nd floor of The Tower. As the Centre grows there will be many photographs and numerous articles of sports memorabilia. To realize their achievement of excellence and dedication to Saint Mary's, each year during Homecoming Weekend new athletes, builders, leaders and teams will be inducted in this Sport Hall of Fame.

INDUCTEES

1995	Reverend John J. Hennessey, S.J. Robert G. Hayes
1996	1973 Men's Basketball Team Bob Lahey Reverend Michael O'Donnell, S.J.
1997	Frank Baldwin
1998	Bob Boucher Jim Pineo 1973 Football Team
1999	Jamie Bone Elizabeth A. Chard Bob Warner 1964 Football Team
2000	Roy Clements Mickey Fox Kathleen Mullane
2001	Chris Flynn Elmer MacGillivray Angelo Santucci 1973 Hockey Team
2002	Frank Archambault Harold "Babe" Beazley Dianne Chiasson Michael Hornby
2003	Al Keith Dr. Greg McClare Larry Uteck 1978 Men's Basketball Team
2004	Susan Dunbrack Beazley Les Goodwin Bill Robinson Ross Webb
2005	Frank Arment

Brian Heaney
Bill Mullane

2006 Mike Curry
Reg MacDougall
Dr. Robert Ruotolo

Please feel welcome to view the displays during The Tower's operation hours.

Bookstore

Situated on the second floor of the O'Donnell-Hennessey Student Centre, the Bookstore is owned and operated by Saint Mary's University. Our textbook specialists work year-round to provide course-related materials in this convenient location.

The Bookstore also carries supplies, crested clothing and giftware. Our website bookstore.smu.ca has more detailed information about how to find your course-material, operating hours, refund deadlines, as well as our web-catalogue for crested items.

Used Book Program – Choose our used copies to save at least 30%. Current titles re-adopted by instructors are purchased from students for half price during our Used Book Buy-Backs in December, April and August. They are then made available on our shelves at 25% off the new price, and are tax-free. Watch for our advertisements in *The Journal* and on campus posters.

Special Orders – Personal copies of any book in print can be ordered through the Bookstore.

Ring Days – Saint Mary's rings may be ordered at the Bookstore at the following times: Wednesdays 3:30-5:30 pm in February, March, April, October and November. Watch for campus posters for other special Ring Days during each semester.

Parchment/Diploma Framing – Customized frames are available year-round in two styles, each with crested mattes. Following Spring and Fall Convocations, an on-site framing service is provided jointly with the Alumni Office.

Operating Hours -

September to May: Monday, Thursday, Friday 9:00-4:30
Tuesday, Wednesday 9:00-6:00

June to August: Monday to Friday 9:00-4:30

Extended Hours: At the beginning of each semester see our web-site, flyer, and bookmarks.

Christmas to New Year's – closed

Contact – Telephone 902-420-5562
(customer service, recorded information also available)
E-mail: bookstore@smu.ca

Center for Academic & Instructional Development (CAID)

In October, 1998, Saint Mary's University established the Office of Instructional Development to support teaching and learning, both on and off campus. Through workshops, newsletters, mentoring, grants and linkages to programs and expertise locally, regionally, and nationally, the Office has provided opportunities for professional development in teaching to full and part-time faculty. The Office also expanded its services in recent years by establishing the Center for Academic Technologies (CAT) to help faculty obtain or upgrade their skills in the use of technology in teaching. In 2007, the Office of Instructional Development became the Center for Academic and Instructional Development (CAID) to reflect a decade of growth, and to recognize the expanded role of the Center in areas of academic planning, program reviews, strategic initiatives and faculty relations. The Center is located in McNally Main (MM202), Phone: (902) 420-5088; Fax (902) 420-5015 or visit: www.smu.ca/administration/caid

Information Technology Systems and Support

Information Technology Systems and Support (ITSS) is pleased to provide Saint Mary's with a technologically advanced environment, lending its support to a variety of services spanning the campus. ITSS is responsible for the campus network serving student residences and over 1,500 computer workstations in computer labs, classrooms, and faculty and administrative offices on campus. ITSS manages SMUport, the university's web portal, from which students can access SMU email, get connected with the campus community, and obtain on-line course information through course tools and WebCT. The department also oversees classroom media technology, equipping lecture rooms with the latest multimedia presentation tools. Telephone and voice mail services are provided to students living in residence, allowing them to benefit from a competitive long distance calling rate. Students may take advantage of centralized support offered by the ITSS Help Desk in person, by telephone or email, or through the department-provided documentation.

Eight general access computer labs and several departmental labs across campus hold over 350 workstations. Some general access labs are open 24 hours per day, 7 days a week. Lab security provided by Campus Security through a closed circuit TV security system and a staffed 24 hour security desk. In the labs, students and faculty can find a wide range of software for their purposes including statistics, graphics, charting and map drawing, CAD, financial and mathematical applications, and business productivity suites. Labs are also equipped with several types of printers for draft and final printing, and access to colour printers is available. Lab assistants are on hand through the day and evening during the academic year to aid students.

The University's Evergreen program allows computer systems to be replaced on a scheduled basis to keep technology current. As a result, all computer lab, classroom

and office systems are less than 3 years old.

Technology is easily accessible to students in many common areas with wired network access. Wireless internet access is also available in many locations on campus, including all student common areas.

The primary desktop technology supported is Microsoft Windows based but Apple Macintosh is also supported. Desktop systems connect to a variety of file, web, email, and other servers using a mix of Windows, Linux, Sun Solaris, OpenVMS and AS400 operating systems.

For further information, please phone ITSS at (902) 420-5480, or email at FrontDesk@smu.ca.

International Activities Office

The International Activities Office is the focal point within the University for international projects, short-term training programs for international clients, and international learning experiences for students. Its primary role is to support the broader goal of the internationalization of Saint Mary's campus. In achieving this goal, it assists in coordinating a number of programs to facilitate study abroad and international group training.

The International Activities Office coordinates a wide range of activities, serves as liaison with governments, non-governmental organizations and international agencies, and assists in developing and managing the University's international contacts. These contacts and activities strengthen Saint Mary's competitive position in securing international contracts and projects, sponsored research, international linkages, and employment opportunities for students.

The International Activities Office is responsible for managing international projects; works in conjunction with members of faculty who implement those projects; and provides administrative and logistical support to project activities.

The International Activities Office is located in The Oaks, 5920 Gorsebrook Avenue, and can be reached at 902-420-5177, fax: 902-420-5530, and e-mail: international.activities@smu.ca

Observatory

The Rev. Michael W. Burke-Gaffney Observatory at Saint Mary's University was opened in 1972. It is named for the late Professor Emeritus, Rev. Michael W. Burke-Gaffney, S.J., astronomer, engineer, and educator, who was at Saint Mary's University from 1940 until his death in 1979.

The revolving aluminium dome measures five metres in diameter and rests upon an elevated pad atop the 23-storey academic-residence building. The Observatory's 0.4-metre reflecting telescope, among the most powerful in Eastern Canada, is used primarily for student instruction. The telescope is controlled by a computer located in the

adjoining observer's office. A second computer operates an electronic camera capable of recording stellar spectra, or images of star clusters and galaxies. You can learn more about the Observatory by contacting its Web site at <http://apwww.smu.ca>.

The Observatory is open to the general public for viewing sessions on the first and third Saturday evening of every month, weather permitting. Further information is available from the Department of Astronomy and Physics, or by telephoning 902-496-8257.

Office of Conflict Resolution

To ensure and facilitate the pursuit of knowledge, Saint Mary's University is committed to the provision of an equitable environment for work and study for all University Community members. Sexual harassment/sexual assault can seriously undermine the fulfillment of this primary goal by destroying the trust that is necessary for personal and educational freedom. In 1986, the Senate established procedures to discourage the presence of sexual harassment through education, and to investigate and resolve complaints of sexual harassment expeditiously and with fairness to all concerned. In 1995, Senate revamped this policy to include Sexual Assault.

Saint Mary's provides an advisory service to all members of the University Community. The Office of the Conflict Resolution Advisor is located on the fourth floor of the Students Centre. The Advisor is available by appointment by calling 420-5113.

The Advisor is available to answer all inquiries concerning sexual harassment and to provide educational programs for all campus groups. The Advisor is also available to consult with concerned individuals on a confidential basis, to suggest and explore a number of informal problem solving methods. She is also able to mediate formal disputes, and will advise complainants and respondents of correct procedures if involved in an investigation of sexual harassment. All inquiries are welcome.

Patrick Power Library

The Patrick Power Library is the main research centre at Saint Mary's, dedicated to meeting the needs of the University's students, faculty and staff. It houses approximately 400,000 books, journals, microforms, rare books and special collections. In addition, we can now offer Saint Mary's researchers 24/7 access to more than 15,000 scholarly journals in the arts, business and science disciplines, either on-campus or remotely, via our web site. To facilitate this access, the library makes 60 computers available for student use and it is also part of the university's wireless environment for those with a laptop.

Because of its membership in the Novanet Library Consortium, Saint Mary's students can also borrow from the collections (over two million items) of other universities in the Halifax region and throughout Nova Scotia. As well as in-person borrowing, graduate students can also avail

themselves of a specialized service which will deliver books or photocopies of journal articles from any of these libraries within a few days. The library is also home to the Ferguson Library for print-handicapped students and the University Archives, the official repository of historical documents related to the University and its areas of research.

In the library you will find knowledgeable staff who are eager to help you get the most out of its resources. Reference service is available more than 90 hours per week during each semester. An extensive information literacy program offers classroom or individual instruction for students to help them learn how to use both traditional and electronic information sources. Food and drinks are permitted in the library and there are quiet study areas as well as separate rooms for group work, helping to create an informal and welcoming space where you can do your research in a variety of environments. During semester the library is open seven days a week, most evenings until 11pm.

For more information, phone (902) 420-5544 or visit www.smu.ca/library.

Saint Mary's University Students Association, Inc.

Incorporated in 1966, the Saint Mary's Students' Association (SMUSA) is the official representative organization of the students of Saint Mary's University. All registered full and part-time students, paying student fees, are members of this organization.

The goal of the Association is to promote and represent the interests of its membership. Through its services, representation, and advocacy, SMUSA works with the University on academic issues, lobbies government through its affiliation with provincial and federal organizations, and ensures the coordination of artistic, literacy, educational, social and recreational activities intending to promote the highest quality of life for Saint Mary's students.

The Mission

The Association strives to maximize the positive university experience for its students and provide assistance in overcoming any challenges they may face. As "Students working for Students", the Association makes an ongoing commitment to maintain open communication with its members while providing valued services, dedicated representation, and effective advocacy.

The Vision

Saint Mary's University Students' Association shall ensure the highest quality of life for each and every student at Saint Mary's University.

The Association is governed by an 18 member Students' Representative Council, which includes 5 Executive members (President, VP Internal Affairs, VP Academic, VP External Affairs and VP Finance & Operations) and 13 Councilors elected by the student body. Through its various service departments, SMUSA also employs over 100 student

staff. All students are encouraged to get involved by running for Council, seeking employment, or volunteering in the many other capacities of SMUSA.

Although SMUSA is the official representative body of the students of Saint Mary's University, there are also many clubs and societies and other organizations students can get involved with that are governed and funded by the Association.

In addition to involvement opportunities, SMUSA also offers many services that students can take advantage of. We operate the Gorsebrook Lounge and Liquor Services; the Information Desk; our Husky Patrol Safe Drive program; the Marketing Department and Advertising Department; the Communications Department; we produce the Yearbook, coordinate Orientation Week and Winter Carnival activities along with other programmed events throughout the year. One of SMUSA's most significant events is the annual Charter Day Awards Night which honors and recognizes those students, student groups and faculty who have made outstanding contributions to student life and teaching throughout the year. SMUSA, Inc. also offers a U-Pass for the transit system of the area as well as a student Health Plan. Contact SMUSA Inc. for further information at www.smusa.ca or call 496-8700.

SMUSA places a strong emphasis on ensuring the academic success of its members. In mid-November, a day of advising known as the **Academic Fair** brings together as many as possible of the University's services which seek to aid students in making wise and prudent decisions relating to their educational and career ambitions. This event is free and open to all students who would prefer to talk to a real person rather than read their departmental "FAQ's".

For more information, please visit SMUSA's offices located on the 5th floor of the Student Centre; contact SMUSA by phone at (902) 496-8700; or visit our website at www.smusa.ca.

Medical Insurance (Student Health Plan)

The Saint Mary's University Students' Association coordinates and provides a Health Plan for all full time Canadian students and all International students each year. The policy year begins September 1st and ends August 31st. The Students' Association, in consultation with the Health Plan Committee, administers the plan through the Student Health Plan Office (Room 524 – 5th floor Student Centre). This program is compulsory for all full time Canadian students and all International students and students are assessed the medical fee upon registration, however students with comparable and alternative coverage may opt out of the plan. Students can opt out on-line at <http://www.studentwise.ca/home.aspx> or by visiting the Health Plan Office and signing a medical waiver form and providing proof of their own coverage. The deadline to complete a waiver form is always one week after the deadline to add/drop courses in the fall and winter terms. The opt out deadline for academic year 2007/2008 will be September 21, 2007 for first semester enrolments and January 24, 2008 for second semester enrolments. Canadian

students who were part time in the fall semester but register as full time in the winter semester are automatically enrolled into the Health Plan beginning in January. Inquiries about the opt out process can be made by calling 496-8754.

1. Full-Time Canadian Students and Non-Canadian Students

An Extended Health Care Plan arranged by the Students' Association, in consultation with the Health Plan Committee, is compulsory for all full-time Canadian students (3 or more courses), and all full and part time registered Non-Canadian students. Extended Health Care can be defined as medical coverage supplementary to any provincial or provincial equivalent medical coverage and include benefits such as prescription drugs, physiotherapy, massage therapy and eye exams.

a.) Full-Time Canadian Students

Full-time Canadian students should have coverage by, or have access to, provincial hospital and medical care. It is the responsibility of the student to ensure that he or she is in good standing with his/her provincial health care system. For premium amounts, see Section 6 of this *Calendar*.

b.) Non-Canadian Students

The Student Health Plan coverage for Non-Canadian students consists of two parts:

The first part being the Basic Health or Provincial Health Care coverage equivalent (e.g. hospital care and surgical care) and the second part being the Supplemental Health coverage (e.g. prescription drugs and physiotherapy).

Students not covered by Provincial Health Care will be insured under the Student Health Plan's comprehensive health and hospital coverage. If Non-Canadian students have provincial health insurance (such as MSI) they may waive that portion of the Health Plan by October 31st by visiting the Health Plan Office (Room 524 Student Centre) and completing a waiver form. Non-Canadian students who waive the provincial health care portion will still be covered under the supplemental portion of the Health Plan unless they have waived that portion as well.

For premium amounts, see Section 6 of this *Calendar*. For information on how to be eligible for Nova Scotia Provincial Health Care (MSI) please call MSI at 902-468-9700.

c.) Family Coverage (Canadian and Non-Canadian students)

Students covered by the Students' Association Health Plan may add their spouse and eligible dependents to the Health Plan by completing an "Application for Family Coverage" form. These forms are available on the website <http://www.studentwise.ca/home.aspx> or at the Student Health Plan Office (Room 524 Student Centre) and must be completed by the September 21, 2007 for fall semester enrollment or by January 24, 2008 for eligible winter semester enrolments.

For premium amounts see Section 6 (Financial Information) of this calendar.

2. Part-Time Canadian Students

Part-time Canadian students are not eligible for the Students' Association Health Plan coverage.

For additional information on medical premiums, benefits, waivers, claims processing, family coverage and general inquiries please contact the SMUSA (Students' Association) Student Health Plan Office (Room 524 Student Centre); Tel: (902) 496 8754 – Email: healthplan.smusa@smu.ca

U-Pass

The U-Pass is a special transit pass that provides full-time students with unlimited access to Metro Transit's buses and ferries for the academic year, from September through April.

This is a mandatory program for all full-time students. Part-time students are not eligible. There is no opt-in or opt-out for this program.

Student Services

At Saint Mary's University the Department of Student Services includes the Office of the Director, Chaplaincy, Counselling Services, Career Services, Atlantic Centre of Support for Students with Disabilities, Financial Aid & Awards, Health Services, First Year Advising, Black Student and Aboriginal Student Advising, Student Employment Centre, University Residences and Food Services, International Student Advising, and Child Care Services. Student Services provides a wide range of services and programs that support student development. A full description of all services can be viewed on our web site: www.smu.ca/students

Chaplaincy

Because of its traditional commitment to Christian education, Saint Mary's University continues to emphasize personal and social values derived from the experience of Christian civilization. Its students and educators represent a diversity of cultural and religious backgrounds and the University encourages participation in activities related to all faiths.

The Roman Catholic chaplaincy is found in Room 145 of the Loyola Residence; weekday Mass is provided in the Loyola Chapel. In addition, a special University Mass is held every Sunday in Canadian Martyrs' Church located on the edge of campus. Other faith services are available in nearby churches, synagogues, and mosques.

Pastoral guidance is available from the University Chaplain and from clergymen of all major denominations.

Counselling Services

Saint Mary's University Counselling Services staff provide free, professional counselling services to full and part-time Saint Mary's University students using a short term therapy modelo (up to 8, 50 minute sessions). To make an appointment, students may drop by the Office (4th Floor,

Student Centre) between 9:00 a.m. and 5:00 p.m., Monday to Friday, or call 420-5615. Students may come to Counselling Services on their own, or they may be referred by a member of the University or outside community. Counselling is not an emergency walk in clinic and all emergencies will be referred to the local emergency department.

A variety of services are offered through Counselling Services. While some students request counselling to deal with personal problems, others to improve their study skills, or define their career goals. The following describe the various services available through Counselling.

Personal Counselling

Students are seen individually for assistance with a range of personal problems including anxiety, depression, difficulties in relationships, family conflicts, sexual orientation, poor concentration, drug and alcohol abuse, eating disorders, and other issues. Both male and female Counsellors work with students to help them feel better about themselves and develop healthy ways of achieving their goals.

Educational Counselling

Educational counselling is useful for students on academic probation or those who need advanced study skills education.

Career Services

Career Services provides access to services and resources that will assist students in making decisions throughout their academic career. Career Services will work with students individually or via the Career Development Centre to discuss identified areas of concern. Various career assessment instruments are used to help students better understand themselves and determine their future, with respect to academic and career related goals. All full and part time students of Saint Mary's University can access Career Services.

Career Services is located on the 4th floor of the Student Centre and we are open from 9 a.m. to 4:30 p.m. (Monday – Friday). The Career Development Centre will be located on the 3rd floor of the Student Centre. To schedule an appointment please contact us at 420-5615.

First Year Advisor

Students new to the University are encouraged to join Extreme FYI (first year information), to learn valuable strategies and information to succeed at Saint Mary's. Through workshops, social gatherings and interaction with staff, first year students find the transition to campus easier. The Advisor is also available to teach any student study skills both one on one or in small groups. The Advisor's Office is Room 418 of the Student Centre.

Black Student Advisor/Aboriginal Student Advisor

Separate Advisors are available during the academic year to Black and Aboriginal Students studying at Saint Mary's University. Fellow students provide support, education and resources to students seeking information and referrals.. Both Advisors work to educate the University community

on cultural issues, promote understanding among groups and create awareness in all students.

Atlantic Centre of Support for Students with Disabilities

The Atlantic Centre, located on the third floor of the O'Donnell-Hennessey Building, assists in transforming the campus into an environment that is accessible to all students. Services through the Atlantic Centre consist of a variety of supports and facilities designed to enhance the educational experience for students with disabilities attending Saint Mary's.

The Atlantic Centre staff are qualified to provide counseling services to students with disabilities ranging from personal to academically related issues. They are also available to faculty members for advice and intervention on behalf of faculty or students.

A variety of reading enhancement and other technologies along with a knowledgeable staff enable students with motor impairments, Learning Disabilities and Sensory deficits to gain access to academically related materials that most students take for granted.

Visual Language Interpreting and the use of augmentative technologies offer a Total Communications approach for those students who are Deaf or Hard-of-Hearing.

The LIBERATED LEARNING PROJECT is a revolutionary approach in the use of Speech Recognition. This world first initiative uses Speech Recognition in the classroom for real-time display of text and follow-up production of detailed and accurate class notes for those students who, for physical or sensory reasons, cannot take notes for themselves. Further information on the LIBERATED LEARNING PROJECT is available on the web at: www.liberatedlearning.com.

Traditional Note Taking with No Carbon Required paper is also provided by a dedicated group of student volunteers who are administered through the Atlantic Centre.

The Atlantic Centre, the Fitness and Recreation Centre, the Ferguson Tape Library for Print-handicapped Students, and other features such as accessible buildings, demonstrate the commitment of Saint Mary's to a totally accessible educational experience.

Please visit us on the web at: www.stmarys.ca/administration/student_services/atlcentr/atlantic.html. Alternatively, you may call us at (902) 420-5452 (Voice)/(902) 425-1257 (TTY).

Financial Aid and Awards Office

Please refer to Section 6 of this *Academic Calendar* for further details on the following services offered through the Financial Aid & Awards Office.

- **Scholarships and Bursaries**
- **Provincial Government Student Aid Programs**
- **Budget Assistance**
- **International Students** (cost of education letters)

Student Health Services

Student Health Services is located on the 4th floor of the Student Centre and is a scent-free clinic. It provides students with the same service they would receive from their family doctor ie referrals to specialists. Bloodwork is done by the nurse by appointment (496-8778).

Staff consists of 4 doctors, 1 RN and 2 secretaries. Office hours are 9 a.m. to 12 noon and 1:30 to 4:30p.m., Monday through Friday. Appointments are required. After hours the nurse can be reached for medical advice or information. For a medical emergency only, please go directly to the Halifax Emergency Department at the QEII, 1796 Summer Street. Confidentiality is guaranteed.

International Centre

The International Student Advisor (ISA) provides information and referral services in response to questions or problems international students may encounter during their adjustment to a new country and university. The ISA organized orientations and social programs for international students. International students with questions, financial concerns, or immigration problems are encouraged to meet with the ISA. The International Centre, located on the 3rd floor of the Student Centre, houses the office of the International Student Advisor, the Program Officer and provides a comfortable meeting space.

International Student Advisor : Alana Robb

Tel: 902-420-5436

Program Officer: Ysaac Rodriquez

Tel: 902-491-8692

Email: international.centre@smu.ca

Web site:<http://www.smu.ca/administration/international>

University Residences

The University does not require students to live in residence; however, it highly recommends residence life and encourages all first year students to reside on campus. Living in residence puts you at the centre of University life. Friends, activities, advice and support are right there on your doorstep. Advantages include no damage deposits, no hook up fees; nor monthly power, phone cable or internet charges. Residence students sign an eight month lease so there is no need to sublet during summer months. Saint Mary's University is committed to providing a living environment that is comfortable, secure and conducive to the academic and personal growth of students. The residences are much more than a place to eat, sleep and study; they are a great place to develop lasting friendships and share social and educational activities with people of different backgrounds.

There are three residences. The Edmund Rice Building is coed and has 17 floors of apartments, each with two double bedrooms, kitchen, bathroom and living room. Students in Rice can either opt for a meal plan or cook for themselves. The Loyola Residence houses men and women and has 19 floors with single and double rooms in suites for six with shared bathrooms. Students must purchase a meal plan. Vanier House is a co-ed residence which provides

accommodation in suites containing two double and two single rooms with shared washrooms. There is a common lounge on each floor. Residents must purchase a meal plan. All residence rooms have basic furniture and drapes; students need only bring the personal items that will turn a room into a home. All rooms are wired for high speed internet, cable, and telephones (included in fees)

Family/Graduate Housing (Ignatius Loyola Residence)

One and two bedroom unfurnished apartments are available for student families on a 12-month lease basis. These are available to married students, single parents, graduate and mature students.

There are also Senior Suites which are designed for graduates and students in their senior year who want the convenience of living on campus with more privacy. These suites feature private, lockable single bedrooms in an apartment-like unit with a self-contained bathroom and kitchenette. They include the latest technological upgrades. Further information is available from the Director, Residence Department.

Application for Residence Accommodation

Further information and applications for residence are available from the Director, Residence Department or the Residence website at www.smu.ca/students/resoffic.

Fees for accommodation in each of these residences and for various food plans are specified in the Financial Information section of this Calendar.

Off-Campus Housing

Saint Mary's University Off-Campus Housing Office is a resource office that assists students who do not want to live on campus or who have been unable to find a place in residence. The office is designed to help students find privately-owned accommodations.

The Off-Campus Housing Office provides centralized information on a searchable database with available housing in the Halifax metro area, which includes apartments, shared accommodations, rooms, condos, and houses. Information regarding the Nova Scotia Tenancies Board, a walk-through of the standard NS lease, frequently asked questions regarding roommates, landlords, setting-up utilities, a list of streets within 15 minutes walking distance of Saint Mary's University and more.

Off-Campus Housing website: <http://www.smu.ca/och>. You can search for accommodations as well as list your own place.

The Off-Campus Housing Office is a resource centre only, and cannot arrange, inspect or guarantee accommodations. Students are responsible for arranging their own housing; however, we can assist you in your search for suitable housing.

Food Service

The University provides a complete food service program during the academic year. Food Service outlets include the

Residence Cafeteria, Student Centre Cafeteria, Easy Go, Convenience Store, and two Tim Horton outlets.

Meal Plans

Residents of Vanier House and Loyola Residence are required to purchase a meal plan.

The Declining Balance Plan

The Declining Balance Plan features a computerized meal card with a declining balance. With each food purchase you make, the amount will be deducted from your account balance. You may receive an update of your balance at any cashier outlet.

The Residence Dining Room features an a-la-carte food service program. At other outlets on campus service is a-la-carte. Fees for meal plans are specified in the Financial section of the *Calendar*. (Meal plan features are reviewed annually in consultation with students and hence may vary from year to year.)

Information describing the Declining Balance Meal Plan is sent to residence students each summer. Inquiries may be directed to the Food Services Office at 420-5604.

Child Care Services

Childcare services are available from two sites on campus, and one site located a short distance away. The newest campus site provides care for twenty -three children, six months to two years of age. This facility is located in the hallway between Loyola and Rice. The Rice Residence facility is located at the base of this residence and caters to children two to four years of age. There are thirty-six spaces at this site. The off-campus site, located on Ogilvie Street, provides care for forty-five children , eighteen months to five years of age.

All programs are licensed and inspected regularly by fire, health and Early Childhood Development Services officials. Programs are developmentally appropriate, child centred and delivered by qualified Early Childhood staff. The Centre employs a Special Needs Resource Coordinator to provide support to children and families with special needs.

A limited number of subsidized seats are available to families who qualify. Priority is given at all locations to Saint Mary's University students, staff and faculty.

Child care services are provided by Point Pleasant Child Care Centre, a non profit organization. Information may be obtained by contacting the Executive Director at 422-2293 or by visiting the childcare centre's web site at www.pppccc.ca.

Teaching English as a Second Language (TESL) Centre

English as a Second Language Programs

Many international students who speak English as a second (or additional) language begin their studies at Saint Mary's in the TESL Centre's Intensive English Program (IEP). The IEP is accredited by the prestigious Canada Language

Council and offers a range of full-time study options to meet individual needs such English for Academic Purposes (EAP), English for Personal and Professional Communication (EPPC), a One-month Immersion program (IMM) and the University Bridging Program (UBP). Students may also select from a variety of part-time evening ESL programs. In addition to regularly-scheduled programs, the TESL Centre provides custom-designed general language and culture or discipline specific language programs for individuals, companies and educational institutions. In addition to the language component, programs may include academic, social, and cultural components and provision for either on-campus residence or homestay accommodation. Interaction with the surrounding English-speaking community is emphasized in all programs so that students feel at home in their new environment.

Teaching English as Second Language Programs

The TESL Centre also offers a certificate course and diploma program in Teaching English as a Second or Foreign Language for those who wish to gain knowledge and skills in the field of teaching ESL or EFL. Students in these programs gain practical experience working with students learning English in the TESL Centre. The diploma program is recognized by TESL Canada.

English Language Testing

The TESL Centre is an official test site for the Canadian Test of English for Scholars and Trainees (CanTEST) which is offered four times yearly.

Conversation Partner/Language Exchange Program

Saint Mary's students who wish to learn more about and practice cross-cultural communication are welcome to join this program which matches them with students learning English in the TESL Centre. Students learning a foreign language on campus also find this a wonderful way to exchange conversation and fluency practice.

The TESL Centre is located at 980 Tower Road and can be reached at 902-420-5691; fax: 902-420-5122; and email: tesl@smu.ca.

University Security

The maintenance of order, conduct, and safety on campus is the responsibility of University Security. Under the supervision of the Manager, University Security, this department includes full-time security officers, a contracted force of Canadian Corps of Commissionaires and Campus Security (student component) composed of full-time Saint Mary's University students. As well, in partnership with Saint Mary's University's Students Association, a drive home service, the Husky Patrol, is provided to the University Community. Interested students may apply for a position with University Security by forwarding a resume to the office of the Manager, University Security.

The student component of University Security provides students with an opportunity to obtain valuable experience in the field of security and people management skills, as well as providing funds to defray their education costs.

The Manager, University Security, can be contacted at 902-420-5578; Fax: 902-491-8641; Email: bill.promaine@smu.ca

Writing Centre

The Writing Centre was established in 2003 with the mandate to promote and support the development of strong academic literary skills by all Saint Mary's students. The Writing Centre also provides consultation and support to faculty, including regular workshops on developing writing curriculum and pedagogical methods.

The Centre is staffed by a Director, an Office Coordinator, and trained Writing Assistants who provide facilitative approaches to the writing process. Free, scheduled appointments and workshops to develop strong writing and critical reading and thinking strategies are available to all students. In addition, the Centre collaborates with other Saint Mary's departments and works with the community through outreach programs designed to promote literacy and communication skills.

The Centre is located in the Burke Building, Room 115, and can be reached at www.smu.ca/academic/writingcentre or by telephone: 902-491-6202.

Women's Centre

The aim of this Centre is to educate the University community about women's issues and feminism and to celebrate women through ongoing initiatives and special events. The Centre aims to provide material resources and service referrals to students, staff and guests of the University, a safe space for women and a space for women to organize on behalf of a variety of political and social causes. Further, the Saint Mary's Women's Centre aims to advocate with and on behalf of women on campus pertaining to a diversity of contemporary issues and challenges.

The Centre is located in room 526 of the Student Centre.

**ACADEMIC OFFICERS AND
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PRESIDENT, DEANS,
PROFESSORS, AND ATHLETIC
DIRECTOR
EMERITUS/EMERITA;
ADMINISTRATIVE
OFFICERS; AWARDS TO
FACULTY AND STAFF**

**Section
7**

Academic Officers and Faculty

Academic Officers

Vice-President, Academic and Research

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Instructional Development

Bennett, Margaret-Anne, B.A. (Saint Mary's), B.Ed., M.Ed. (Dalhousie), Director

International Activities

Leclaire, Denis, B.A. (Loyola), M.A. in International Affairs (Carleton), Director

Library

Lefebvre, Madeleine, M.L.S., M.A. (Alberta), M.A. (Edinburgh), AALIA, FCLIP, University Librarian

Bentley, Brenda, Coordinator, Library Administration

Clare, Ken, B.A. (King's), Head of Access Services

Cook, Hansel, B.A. (Dalhousie), M.L.I.S. (British Columbia), Archives, Special Collections and Records Librarian

Cook, Robert, B.A. (Hons.) (Wales), M.A. (Lancaster), M.A. (Saskatchewan), M.L.S. (Dalhousie), Cataloguing Systems Librarian

Harrigan, Cindy, B.A., B.Ed. (Saint Mary's), M.L.S. (Dalhousie), Instructional Development Librarian

Houlihan, Ron, B.A. (Saint Mary's), M.L.I.S. (Dalhousie), Promotional Services Librarian

Manning, David, Head of Acquisition Services

Sanderson, Heather, B.A. (Hons.) (King's), M.A. (Queen's), Ph.D. (Queen's), M.L.I.S. (Dalhousie), Information Literacy Librarian

Saunders, Heather, Acting Head of Acquisition Services

Thomson, Joyce, B.A., M.L.S. (Dalhousie), Head of User Education

Vaisey, Douglas, B.A. (Trent), M.L.S. (Dalhousie), Reference and Research Librarian

Webster, Peter, B.A. (Alberta), M.L.S. (Dalhousie), Information Systems Librarian

Wood, Sally, B.A. (Saint Mary's), LL.B., M.L.I.S. (Dalhousie), Head of Database Management

Registrar's/Records Office

Wilson, Murray J., B.A., B.Ed. (Saint Mary's), Associate Registrar

Peters, David, B.Comm. (Saint Mary's), Director of Registrarial Services

Residence

Fowler, P. Clay, B.A. (Saint Mary's), M.Ed. (Acadia), Director

Sobey School of Business Advisory Council

Keith, John (Jack) R., Hon. D.Comm. (Saint Mary's), C.M., Chairperson

Security

Promaine, William J., B.A. (Carleton), Manager

Senate Office

Bell, Barb, Secretary to Senate

Conflict Resolution Advisor

Brownlow, Bridget, B.A. (Dalhousie), Con. Res-Cert. (JIBC)

Student Recruitment

Wood, Monica, Dip. Community Recreation (Mount Royal College), Therapeutic Recreation, (Arizona State University), BA. (University of Winnipeg), Canadian Securities Institute (Toronto), Business Admin./Acc. (Success Business College), Director

Student Services

Hotchkiss, Keith, B.A. (Saint Mary's), Director

Leitch, David, B.A., B.Ed., B.Sc., M.A., Ph.D. (Dalhousie), Director, Atlantic Centre for Support of Students with Disabilities

The Teaching English as a Second Language Centre

Sargent, Maureen, B.Ed. (University of Swaziland), M.Ed. (Saint Mary's), Director

The Writing Centre

Stodolny, Julie-Anne, B.A. (Hons.) (McMaster), M.A. (Western Ontario), M.A. (Waterloo), Director

Awards to Faculty and Staff

Annually there are three prestigious awards presented to members of faculty and staff.

a. The Reverend William A. Stewart, S.J., Medal for Excellence in Teaching

In 1983, the Alumni Association, in cooperation with the Faculty Union and the Students' Representative Council, established the Reverend William A. Stewart, S.J., Medal for Excellence in Teaching. This award is open to faculty members who have made an extraordinary contribution to the education of Saint Mary's students through teaching in the University's tradition of quality undergraduate education. Nominations are invited from alumni, students, and faculty members. This medal is presented at Spring Convocation together with a cheque for \$1,500. Previous winners of this prestigious award are:

1983 Professor David Hope (Accounting)
 1984 Professor Dermot Mulrooney (Engineering)
 1985 Dr. David Perrier (Sociology)
 1986 Dr. John Young (Chemistry)
 1987 Professor Edward McBride (Political Science)
 1988 Dr. Jack Ginsburg (Chemistry)
 1989 Dr. Peter March (Philosophy)
 1990 Dr. Andrew Seaman (English)
 1991 Dr. Phil Street (Psychology)
 1992 Dr. Francis Phillips (Education)
 1993 Dr. Janet Baker (English)
 1994 Dr. Cyril Byrne (English)
 1995 Professor Nicola Young (Accounting)
 1996 Dr. Ronald Landes (Political Science)
 1997 Dr. Paul Muir (Mathematics and Computing Science)
 1998 Dr. David Cone (Biology)
 1999 Dr. Robert Singer (Chemistry)
 2000 Dr. Eric Lee (Finance and Management Science)
 2001 Dr. Janet Gregory (Finance and Management Science)
 2002 Dr. Gillian Thomas (English)
 2003 Dr. Janet Hill (English)
 2004 Dr. Porter Scobey (Mathematics and Computing Science)
 2005 Dr. Adam Sarty (Astronomy and Physics)
 2006 Dr. Edna Keeble (Political Science)

b. President's Award for Excellence in Research

Established in 1989, this annual award honors outstanding research conducted by a full-time faculty member who has been employed at the University for at least three years. Presentation of the award takes place at Convocation. A rigorous nomination procedure has been delineated whereby each Dean of a Faculty may select one member of his/her Faculty who has been nominated by a faculty research, and whose candidacy he is prepared to support. Other sponsors must be researchers, at least two of whom must be from outside Saint Mary's University. The award is adjudicated

by the Research Committee of the Faculty of Graduate Studies and Research, which has the authority to decide which nominee, if any, is deserving of the award. The selection criteria consists of two component parts, namely productivity, whereby the nominee must have a record of continued exceptional contribution to research/scholarship; and secondly, recognition. The nominee must have attained national or international recognition as an authority in a major field of knowledge. The President's Award for Excellence in Research consists of a framed certificate presented at Fall Convocation together with a cheque for \$1,500. Previous winners of this significant award are:

1989 Dr. George Mitchell (Astronomy)
 1990 Dr. John Chadwick-Jones (Psychology)
 1991 Dr. John Reid (History/Atlantic Canada Studies)
 1992 Dr. Jaroslav Dostal (Geology)
 1993 Dr. Arthur Monahan (Philosophy)
 1994 Dr. Michael Zaworotko (Chemistry)
 1995 Dr. John Young (Chemistry)
 1996 Dr. Terry Wagar (Management)
 1997 Dr. David Turner (Astronomy)
 1998 r. Colin Howell (History/Atlantic Canada Studies)
 1999 Dr. Georgia Pe-Piper (Geology)
 2000 Dr. Henry Veltmeyer (Sociology)
 2001 Dr. Bert Hartnell (Mathematics and Computing Science)
 2002 Dr. Andrew Harvey (Economics)
 2003 Dr. Stephen Davis (Anthropology)
 2004 Dr. J. Victor Owen (Geology)
 2005 Dr. David Guenter (Astronomy and Physics)
 2006 Dr. Kevin Kelloway (management and Psychology)

c. The President's Awards for Exemplary Service

Created in 2004, the President's Awards for Exemplary Service at Saint Mary's University are presented each year to recognize employees who have demonstrated outstanding service and/or who have made significant contributions to the University community beyond that normally expected for their positions.

The awards are open to full-time employees of Saint Mary's University who have served a minimum of five (5) years of continuous service prior to nomination and who have not previously received the award. A person may be nominated multiple years providing he/she hasn't received an award.

The awards will be based on outstanding service to the University in any one or more of the following areas:

1. Providing continued excellent service to the Saint Mary's community.
2. Enhancing the quality of life for students, employees, and/or visitors to the University.
3. Having a demonstrated record of innovation within the University in new programs/services or making significant improvements to existing programs or service, and

4. Advancing the reputation of Saint Mary's University regionally, nationally and/or internationally.

One award of \$1,500 may be presented annually to a faculty member and two awards of \$1,500 each may be presented annually to support and administrative employees.

2004

Elizabeth Chard (Registrar)

Joan Whitney (Office of the Dean of Arts)

Richard Chesley (Accounting)

Diane Gorman (Facilities Management) – Honorable
Mention