

Graduate Academic Calendar of Saint Mary's University 2014-2015

Saint Mary's University

Halifax, Nova Scotia

Canada

B3H 3C3

Tel: (902) 420-5400

(902) 420-5452 TTD

Fax: (902) 420-5102 President

(902) 420-5104 Vice President Academic and Research

(902) 420-5566 Vice President Finance and Administration

(902) 420-5511 Associate Vice President External Affairs

(902) 496-8100 Associate Vice President (Enrolment) & Registrar

(902) 496-8772 Associate Vice President Research Research

(902) 420-5073 Admissions and Recruitment

(902) 420-5151 Service Centre

(902) 420-5103 Continuing Education

(902) 496-8184 Financial Services

Information about Saint Mary's, including this *Academic Calendar*,
is available at <http://www.smu.ca/registrar/calendar.html>

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 2014-2015. Students are therefore advised to consult the academic timetable for those courses which will be taught in the 2014-2015 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
Master of Arts in Criminology
Master of Arts in Geography
Master of Arts in History
Master of Arts in International Development Studies
Master of Arts in Philosophy
Master of Arts in Theology and Religious Studies
Master of Arts in Women and Gender Studies
Master of Applied Economics
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
Master of Science in Applied Sciences
Master of Science in Astronomy
Master of Technology Entrepreneurship and Innovation
Doctor of Philosophy in Business Administration
(Management)
Doctor of Philosophy in Astronomy
Doctor of Philosophy in Industrial/Organizational
Psychology
Doctor of Philosophy in International Development
Studies

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

Bachelor of Arts
Bachelor of Commerce
Bachelor of Science
Bachelor of Environmental Studies
Diploma in Engineering
Diploma in Forensic Sciences
Diploma in Co-operative Management
Certificates of Honours Equivalency
Certificate in Atlantic Canada Studies
Certificate of Chinese Studies
Certificate in Financial Instrument Analysis
Certificate of Proficiency in French
Certificate of German Studies
Certificate of Human Resource Management
Certificate of Linguistics
Certificate in Mathematical Sciences for Education
Certificate of Japanese Studies
Certificate of Spanish Language and Hispanic Culture

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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.*

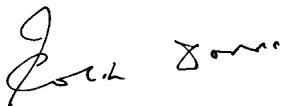
As this Academic Calendar will demonstrate, we offer a broad range of academic programmes, and are extending the number of graduate programmes to add to those currently available. Innovation has always been a hallmark at Saint Mary's and we are continuously upgrading our curricula.

Saint Mary's welcomes students from over 90 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. In 2008 we completed a \$25 million expansion and renovation of the Science Building. The creation of a Global Learning Commons within the new Atrium complex opened in 2010. In the summer of 2011 a \$26 million renovation of the McNally Building was finished, in spring 2012 the Homburg Health and Wellness Centre opened and in September 2013 the start of the revitalization of the northeast corner of our campus was launched with the opening of new facilities for the Teaching English as a Second Language Centre and the Business Development Centre.

You will find academic excellence in our programmes and instructors 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.



J. Colin Dodds, Ph.D.
President
(colin.dodds@smu.ca)

General Information

**History
Calendar of Events
Board of Governors and Senate**

Section 1

History

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 7,200 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 Saint Mary's University 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.

From the Jesuits and their predecessors, Saint Mary's has inherited a strong commitment to meeting community needs and an equally strong tradition of emphasizing 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, Business, and Science. Master's programs are offered in Atlantic Canada Studies, Criminology, Geography, History, International Development Studies, Theology and Religious Studies, Women and Gender Studies, Astronomy, Applied Psychology, Business Administration, Applied Economics, Finance, Management of Co-operatives, and Technology, Entrepreneurship & Innovation. Since 1999, Saint Mary's has introduced doctoral programs in Business Administration (Management), Astronomy, I/O Psychology, and most recently, International Development Studies.

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, and architecture. Through the cooperative 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 Nova Scotia universities and colleges, and "The Homburg Centre for Health and Wellness".

The Homburg Centre for Health and Wellness officially opened April 24, 2012. It consists of a 23,650 square foot state-of-the-art multi-purpose complex that includes the Centre for the Study of Sport and Health, integrated wellness program space, a large community studio/fitness room, community seminar rooms, a mid-size studio, a small studio, support space, and a show piece entrance that includes open space for students and other groups to gather, converse and study.

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 2009 a \$25 million expansion and renovation project was completed on the Science Building. In 2010 the Atrium and the Global Learning Commons was completed at a cost of \$17.5 million. The building features a main floor Global Learning Commons - a wireless, student-centered, barrier-free communal learning space that encourages interaction between faculty and staff, and provides more opportunity for community engagement. The second and third floors house teaching and study space, along with space for offices and computational sciences research.

In spring 2011 a total renovation of the McNally Building was completed. The McNally Building is the oldest structure on the campus and home to the Faculty of Arts and administrative offices.

The newest development on campus is the North East Campus Project. The first phase, completed I 2013, includes a 26,000 square-foot development that connects global and local communities to the Saint Mary's campus by providing modern classrooms and facilities for the English as a Second Language program (TESL) program and the Saint Mary's Business Development Centre.

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 cooperative 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 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 centered around continued academic excellence in teaching and research, accessibility for all Nova Scotians, strong community outreach, and facilities and instruction for the physically challenged.

In early 2012, the Senate approved a revised Academic Plan, entitled *Building a Community of Global Learners: Academic Plan for Saint Mary's University, 2012-2017*, the revised plan was based on campus-wide consultations held in the course of 2011. Key priorities identified in the plan include:

- Enhance Student Learning through Excellence in Teaching
- Enhancing Student Success
- Linking Theory and Practice
- Promoting Research, Creative Activity and Graduate Studies
- Building Thematic Clusters of Teaching and Research
- Enhancing our International Diversity

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. At the beginning of the 21st century, Saint Mary's University and the Atlantic School of Theology entered into a formal Memorandum of Agreement concerning future cooperation and new initiatives, most notably a MA in Theology and Religious Studies. This promises many exciting new developments, including a Centre for Ethics as well as cooperative 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

8 History

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 Jewelry 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

2014-2015

Please note: May - August

Each year Saint Mary's University offers two undergraduate summer sessions. For 2014, the first summer session is May 5 to June 20 and the second summer session is July 7 to August 21. Details will be posted on Banner Self-Service website in January 2014.

Each year Saint Mary's University offers one graduate summer session. For 2014, the summer session is May 5 to August 21. Details will be posted on Banner Self-Service website in January 2014.

Registration Details on registration for the 2014-2015 academic year will be published on the Service Centre's webpage www.smu.ca/servicecentre in March 2014.

2014

June

2 (Monday) Deadline for filing an Application for Graduation for Fall Convocation, 2014.

July

2 (Wednesday) Deadline for filing an Application for Graduation for January Convocation, 2015.

September

3 (Wednesday) **CLASSES BEGIN.**

12 (Friday)

(a) **Last day for registering and changing a Fall term (September – December) course**
(b) Last day for final payment of Fall term tuition fees.

October

1 (Wednesday) Last day for filing Applications for Graduation for degrees, diplomas and certificates to be awarded in May 2015

13 (Monday) Administrative Offices closed and no classes - Thanksgiving Day.

17, 18 (Friday, Saturday) Fall Convocation 2014 (tentative)

November

6 (Thursday) Last day for withdrawing, without academic penalty, from three (3) credit hour or six (6) credit hour courses taught only in the Fall term (Reference: Academic Regulation 16).

11 (Tuesday) Administrative Offices closed and no classes - Remembrance Day.

27 (Thursday) Last day of classes in Fall term.

28 (Friday) Study Day. No classes

December

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

8 (Monday) Patronal Feast of the University. Normally no examinations are scheduled on this day.

18 (Thursday) End of final exams and end of the Fall term. **Note:** Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.

10 Calendar of Events

2015

January

5 (Monday) **CLASSES RESUME.**

14 (Wednesday) (a) **Last day for registering in a Winter term (January – April) course**
(b) Last day for final payment of Winter term tuition fees.

24 (Saturday) January Convocation (tentative)

February

10 (Tuesday) Last day for withdrawing, without academic penalty, from six (6) credit hour courses taught from September to April (Reference: Academic Regulation 16).

16 (Monday) –
21 (Saturday) Winter Break. No classes.

March

12 (Thursday) Last day for withdrawing, without academic penalty, from three (3) credit hour courses or six (6) credit hour courses taught only in the Winter term (Reference: Academic Regulation 16).

April

2 (Thursday) Last day of classes in Winter term.

3 (Friday) Administrative Offices closed and no classes - Good Friday.

6 (Monday) Administrative Offices closed and no classes - Easter Monday.

7 (Tuesday) Start of formal final examinations

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

May

16 (Saturday) Spring Convocation, 2015 (tentative).

May - August

Each year Saint Mary's University offers two undergraduate summer sessions. For 2015, the first summer session is May 4 to June 19 and the second summer session is July 6 to August 20. Details will be posted on Banner Self-Service website in January 2015.

Each year Saint Mary's University offers one graduate summer session. For 2015, the summer session is May 4 to August 20. Details will be posted on Banner Self-Service website in January 2015.

Board of Governors

Chairperson

Mr. John Fitzpatrick

Vice-Chairperson

Ms. Karen Oldfield

Members Ex-Officio

Chancellor

Dr. Robert P. Kelly

Visitor

The Most Reverend Anthony Mancini

President and Vice-Chancellor

Dr. J. Colin Dodds

Vice-President, Academic and Research and Board

Secretary

Dr. David Gauthier

Vice-President (Finance and Administration)

Ms. Gabrielle Morrison

Members Appointed by the Roman Catholic

Episcopal Corporation

Ms. Louise Abraham-Pace

Mr. John Fitzpatrick

Ms. Karen Oldfield

Members Elected by the Alumni Association

Mr. Philip Gaunce

Mr. Myles McCormick

Ms. Shelley Hessian

Mr. Michael McKenzie

Mr. Wayne Crawley

Mr. Matthew Towns

Members Elected by the Academic Staff

Dr. Louis Beaubien

Dr. Tony Charles

Dr. Dawn Jutla

Dr. Peter Twohig

TBA

Dr. Natalia Kochetova-Kozloski

Members Elected by the Students

Mr. Gorba Bhandari

Mr. Michael Coady

Mr. Paul Ridiki

Mr Venktest Sharma

Members Elected by the Board of Governors

Mr. Philip Fraser

Mr. Lawrence Freeman

Mr. Frank Matheson

Mr. Joseph Metlege

Mr. Scott Norton

Mr. Besim Halef

Mr. R. B. Cameron

Ms. Marsha Sobey

Members Appointed by the Lieutenant-Governor in

Council

Mr. Rakesh Jain

Mr. Lawrence Hood

Observer Elected by Support Staff

Ms. Catherine Kilfoil

Academic Senate

Chairperson

Dr. Donald J. Naulls

Vice-Chairperson

Dr. Kathryn Kimery

Members Ex-Officio

Dr. J. Colin Dodds, President
Dr. David Gauthier, Vice-President, Academic and Research
Dr. Esther Enns, Dean of Arts and Acting Dean of Education
Dr. Patricia Bradshaw, Dean of the Sobey School of Business
Dr. Steven Smith, Dean of Science
Dr. Kevin Vessey, Associate Vice President Research and Dean of Graduate Studies and Research
Dr. Paul Dixon, Associate Vice President (Enrolment Management) and Registrar
Mr. Keith Hotchkiss, Director of Student Services
Ms. Marie DeYoung, University Librarian
Mr. Gordon Michael, Director, Division of Continuing Education

Members Elected

To August 2016
Dr. Roby Austin
Dr. Lori Francis
Dr. Debra Gilin-Oore
Dr. Thomas Kozloski
Dr. Madine VanderPlaat

To August 2015

Dr. Donald Naulls
Dr. Jeff Power
Dr. Peter Secord
Dr. Susan Bjornson

To August 2014

Dr. Danika van Proosdij
Dr. Ron Russell
Dr. Veronica Stinson
Dr. Philip Street
Dr. Bill Sewell

Student Senators

Mr. Gorba Bhandari
Mr. James Patriquin
Mr. Michael Coady
Mr. Ermal Loshi
Mr. Mark Slaunwhite

Senate Office

Barb Bell

**Academic Integrity and
Student Responsibility**

Academic Regulations

Section

2

Academic Integrity and Student Responsibility

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

1. to promote and disseminate learning and knowledge.
2. to provide an atmosphere of freedom, responsibility and mutual respect in the University community, and,
3. to aid in the improvement of society in all ways consistent with these objects.

More recently, the University has defined among its Vision, Mission and Core Values as:

Vision

Saint Mary's, building on its strong tradition of accessibility and community engagement, will be the University of choice for aspiring citizens of the world.

Mission

The mission of Saint Mary's University is to offer undergraduate, graduate, and continuing education programs; to engage in research and disseminate its results; and to serve the community from the local to the international level.

Core Values

Saint Mary's University addresses its vision and mission in the context of all of its values:

- In achieving its mission, the Saint Mary's community is guided by core values of academic integrity, the pursuit of knowledge, responsiveness to community needs, openness to change, concerns for a just and civil society, and fiscal responsibility.
- The University is committed to accessibility, diversity and the provision of a positive and supportive learning environment through the effective integration of teaching and research.
- Through promoting the importance of critical enquiry, leadership, teamwork and global awareness, we aim to prepare students for responsible and rewarding lives and to remain engaged with our alumni worldwide.
- We recognize the importance of the contribution and growth of each individual in the University's success.
- Saint Mary's welcomes mutually beneficial partnerships and strategic alliances with all levels of government, with other educational institutions, non-government institutions and the private sector.

The above guide the University in how it conducts its affairs. Two key policies of the University are Academic Regulation 19, governing Academic Integrity, and the Student Code of Conduct governing non-academic standards of behaviour.

Academic Integrity (Academic Regulation 33)

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 honours 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.

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

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.

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 Service Centre. 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.

Senate Academic Discipline Committee

Composition

The Committee is comprised of nine (9) representatives of the Faculty and three (3) representatives of the student body. The Faculty representatives are elected by Senate for a three (3) year term. There shall be three (3) Faculty representatives from each of the Faculties of Arts, Commerce and Science, with no two (2) Faculty representatives from the same Department. The student representatives shall be appointed by the Students Association. The Chair of the Committee shall be a Faculty representative chosen by a vote of the majority of the Committee. The Committee members shall participate in adjudication training annually.

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Formal Resolution of Academic Discipline Complaints

In cases that cannot be resolved informally, the Senate Academic Discipline Committee shall:

- Consider all complaints or allegations in relation to offences or irregularities of an academic nature at both the undergraduate and graduate levels, including but not limited to, those relating to admissions procedures, evaluation procedures, second offences of plagiarism, cheating and other academic dishonesty. The Committee may impose penalties in cases where the Committee finds an offence or irregularity has occurred;
- Have the power to discipline a student who, before or during the disciplinary process involving him or her, but prior to a Hearing or adjudication, has:
 - been compelled to withdraw academically;
 - chosen to withdraw from the University prior to being disciplined; or
 - chosen not to register at the University.
- Assume jurisdiction when a complaint or allegation in relation to offences or irregularities of an academic nature is brought to its attention by the Registrar. Complaints or allegations may be made by Faculty or other evaluators of academic work done by students. The Registrar will provide documentation to the Senate Office. Four copies will be generated and forwarded to the Chair of the Committee.

The Hearing Panel

Upon notification by the Senate Office of an allegation or complaint the Chair of the Committee shall appoint a Hearing Panel from the members of the Committee to hear the allegation or complaint. A Hearing Panel is comprised of two (2) Faculty members and one (1) student. One of the Faculty members shall be from the Faculty in which the offence occurred but not the same department and shall serve as Chair.

Procedures for Formal Complaints

1. The Complainant shall make a complaint in writing to the Registrar.
2. The Registrar shall transmit the Complaint to:
 - (a) the Senate Office;
 - (b) the Department Chairperson and Dean of the Faculty from which the Complaint emanates;
 - (c) the Dean of the Faculty in which the student is enrolled; and
 - (d) the student.
3. The Senate Office shall transmit four copies of the case documents to the Chair of the Senate Academic Discipline Committee (or the Chair's designate).
4. The Chair of the Senate Academic Discipline Committee shall appoint the members of the Hearing Panel to hear and determine the complaint.

5. The Chair of the Hearing Panel shall:
 - (a) request the parties to provide the Hearing Panel with written submissions as set out in paragraph 5. below; and
 - (b) inquire of both parties whether they want a Hearing in person;

The parties shall provide the information requested by the Chair.

6. The written submissions of the parties shall contain:
 - (a) copies of all documents relevant to the Hearing; and
 - (b) a written statement of the Complainant's position.
7. The Complainant shall submit his or her written submission within five (5) working days of being requested to do so by the Chair.
8. The Respondent shall make a written submission within five (5) working days of receiving the Complainant's submission.
9. The Chair shall supply copies of all submissions received to both parties to the Complaint.
10. Where a Hearing in person is requested by either party, the Chair shall set a date for a Hearing within thirty (30) calendar days of the filing of the Complaint and shall notify both parties of the date.
11. If a party intends to be represented or assisted by a lawyer or other person, he/she must inform the Chair at least two working days prior to the Hearing and the Chair will inform the opposing party and allow them time to arrange representation if desired.
12. Where a Hearing in person is held, normally the Complainant and Respondent will be present in person. If reasonable attempts to locate a party have been unsuccessful, the Hearing may take place in his/her absence.
13. Where a Hearing in person is held, the Hearing Panel shall regulate as it considers appropriate in order to achieve an orderly, fair and expeditious resolution of the complaint, with each party to the complaint being given an opportunity to present all relevant evidence and submissions that it wishes to bring forward, an opportunity to comment on the presentations of the other party, and an opportunity to put questions to the other party, directly, or through the Panel.
14. Whether or not a Hearing in person is held, it is the responsibility of the parties to present to the Panel all relevant evidence and submissions that it wishes to bring forward. In addition to considering all such evidence and submissions, the Hearing Panel may consider relevant evidence and submissions from other sources and, on its own initiative, solicit additional information and act upon it, provided that the parties are apprised of the additional evidence, submissions, and information, with an opportunity to respond.

15. The Hearing Panel may specify any remedy that it considers appropriate and that would be within the power of Senate to grant.
16. Decisions of the Hearing Panel shall be made by majority vote. In weighing evidence, the Committee shall base its decisions on “the balance of probabilities”.
17. The Chair of the Hearing Panel shall forward the decision of the Hearing Panel to the Chair of the Academic Discipline Committee. The Chair will record the decision and forward the Hearing Panel’s decision to the Senate Office and the Registrar. The Registrar shall then notify the parties to the Hearing of the decision and will also inform the individuals identified in paragraph 2.
18. If any party to a Complaint fails to comply with these procedures or with any request for information after having been given a reasonable opportunity to do so, the Hearing Panel may, in its discretion, deal with the Complaint in a manner adverse to the interests of the party who has failed to comply.

Penalties

The Hearing Panel may impose the following penalties of an academic nature and, without restricting the generality of the foregoing, may include any one or more of:

- notation of the fact of discipline on the offender’s transcript for a period of one (1) or more years;
- repeat of the assignment that triggered the discipline;
- a failing grade or mark or assessment in the piece of work triggering the discipline;
- failure of the class or course;
- required withdrawal for an academic term or year (to a maximum required withdrawal of three (3) academic years);
- expulsion from the University;
- loss of a current or continuing scholarship, or both, or loss of eligibility to receive or maintain scholarships, prizes or bursaries;
- removal from the Dean’s list;
- reduction in grade; and
- revocation of degree, certificate or diploma.

Appeals

An appeal from the decisions of the Senate Academic Discipline Committee may be made to the Senate Academic Discipline Appeal Board on the following grounds:

- a. A failure to follow the “rules of natural justice”;
- b. A failure to follow University rules, regulations or policies.

The rules of natural justice require that decisions are made by a fair process. The nature and context of the decision being made are important in determining what is a fair process. The rules of natural justice include the right to be heard and the right to an unbiased decision maker.

The processes for filing an appeal are found in the terms of reference of the Senate Academic Discipline Appeal Board.

Senate Academic Discipline Appeal Board

Composition

The Senate Academic Discipline Appeal Board is comprised of 6 representatives of the Faculty and 2 representatives of the student body. The Faculty representatives are elected by Senate for a 3 year term. There shall be 2 Faculty representatives from each of the Faculties of Arts, Commerce and Science, with no 2 Faculty representatives from the same Department. The student representatives shall be appointed by the Students Association. The Chair of the Board shall be a Faculty representative chosen by a vote of the majority of the Board. The Board members shall participate in adjudication training annually.

Function

The Senate Academic Discipline Appeal Board shall:

1. Hear appeals from decisions of the Senate Academic Discipline Committee on the following grounds:
 - (a) a failure to follow the “rules of natural justice”,
 - (b) a failure to follow University rules, regulations or policies.
2. Have the responsibility to ensure the execution of its decisions.

Procedures

Initiation of the Appeal

1. Either party to the original complaint may initiate an appeal under this policy by delivering a Notice of Appeal Form to the Registrar.
2. The Registrar will forward the Notice of Appeal to:
 - a. the Department Chairperson and Dean of the Faculty from which the original complaint emanated;
 - b. the Dean of the Faculty in which the student is enrolled; and
 - c. both parties to the original complaint.

The Notice of Appeal shall be delivered not later than ten (10) working days from the date a final decision being appealed has been communicated in writing to the student. Thereafter no appeal may be brought.

Appointment of an Appeal Board

Upon receipt of a Notice of Appeal, the Registrar shall send a copy of it to the Chairperson of the Senate Academic Discipline Appeal Board. If the Chairperson concludes that the appeal involves the permissible grounds for appeal as set out herein, an Appeal Hearing Panel shall be constituted to

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hear the appeal. The Chair of the Board shall appoint an Appeal Hearing Panel from the members of the Committee to hear the appeal. An Appeal Hearing Panel is comprised of two (2) Faculty members and one (1) student. One (1) of the Faculty members shall be from the Faculty in which the offence occurred but not the same department and shall serve as Chair.

Appeal Hearing Panel Procedure

1. The Appeal Hearing Panel shall be convened to hear the appeal as soon as practical, but not later than fifteen (15) working days after it is constituted or such later date as is acceptable to the Appellant and Respondent.
2. The Appeal Hearing Panel shall determine its procedures subject to the following:
 - a. all parties involved shall be given adequate notice and full opportunity to participate;
 - b. the basis of the appeal shall be presented by the person who made the appeal (the Appellant) or person appointed by such person;
 - c. the Respondent is usually the person who started the initial proceeding;
 - d. the Appellant or Respondent shall be entitled to be represented by one other person, including legal counsel;
 - e. evidence supporting or rebutting the appeal may be given by witnesses;
 - f. witnesses may be questioned by the appellant, the appellant's representative, the Chairperson of the original Academic Discipline Hearing Panel or by the Board;
 - g. the hearing shall be *in camera* unless the student requests that it be open, in which case the number of observers may be limited by the Chairperson. The student is entitled to at most five (5) observers.

Disposition of the Appeal

The Senate Academic Discipline Appeal Board may, by a majority:

- a. deny the appeal;
- b. quash the decision of the Senate Academic Discipline Committee entirely;
- c. quash the decision of the Senate Academic Discipline Committee and recommend a re-hearing on the merits by another panel of the Senate Academic Discipline Committee; or
- d. modify the penalty assessed by the Senate Academic Discipline Committee.

Copy of the Decision

Within five (5) working days from the date the Academic Discipline Appeal Board has rendered its decision, the Registrar shall deliver a copy of the decision to the student who initiated the appeal and to the persons mentioned in item 2 above;

Compliance within Thirty (30) Calendar Days

Where the Academic Discipline Appeal Board has determined that a person or Faculty is to address or act upon a particular matter, the person or Faculty shall within thirty (30) calendar days of the receipt of the decision, advise the Registrar of its compliance, or time table for compliance, with the decision.

No Further Appeal

The findings and ruling of the Academic Discipline Appeal Board shall be binding without further appeal.

Student Code of Conduct

1. Among the objectives of Saint Mary's University are:
 - to promote and disseminate learning and knowledge.
 - to provide an atmosphere of freedom, responsibility and mutual respect in the University community, and,
 - to aid in the improvement of society in all ways consistent with these objects.
2. It is important to recognize that in the fulfillment of these objectives, non-academics standards of behavior on the University Campus are as important as academic standards. The Student Discipline Code is directed towards non-academic standards of behavior and seeks to define the rights and responsibilities of students as members of the University Community.
3. Discipline should encourage students to understand the fundamental values that are essential to the well-being of both the individuals and society, and to accept responsibility for the consequences of their actions.
4. Students will be responsible for their conduct and will accept the consequences for choices made.
5. The Student Discipline Code is adopted by the Board of Governors pursuant to Section 7(1)(g) of the Saint Mary's University Act.
6. **Premises of the Student Discipline Code**
 - a. The Student Discipline Code is committed to fairness in disciplinary and appeal procedures.
 - b. The Student Discipline Code is committed to clarity of form and content, in order to facilitate a fair and timely resolution of problems.
 - c. Notwithstanding the rules and procedures set out in the Student Discipline Code, the President retains his/her authority to exercise general supervision over the students in accordance with the University Act.
 - d. The purpose of this discipline code is instruction. It is a process through which individuals learn to behave in a manner consistent with expectations designed to allow the greatest number of people the opportunity to learn in an appropriate and safe environment.
7. Misconduct for which students of the University will be subject to discipline includes but is not limited to:

- a. conduct which threatens or endangers the health, safety, or well-being of anyone in their capacity as a member of the University community on or off campus,
- b. the use of abusive or offensive language or gestures at University sponsored functions,
- c. theft of, or deliberate or reckless damage to, University property or the property of a member of the University community,
- d. violations of published rules including those governing University residences,
- e. dishonesty, including, but not limited to:
- f. knowingly furnishing false information or failing to verify the accuracy of the information provided, and
- g. fraud, forgery, alterations or misrepresentation of documents, University records or instruments of identification;
- h. use or consumption of intoxicants, including alcoholic beverages, except where specifically authorized under lawful conditions,
- i. unauthorized use of the University's corporate name, crest, or logo,
- j. intentional obstruction or disruption of any University sponsored function, including disciplinary proceedings held in accordance with these regulations,
- k. the entry or attempted entry without lawful authority of any building, facility or dwelling on University property,
- l. failing to comply with the direction of University officials acting in the performance of their authorized duties,
- m. violation of any law of Canada, including but not limited to, acts declared unlawful relating to drugs, alcoholic beverages or gambling or the possession of weapons,
- n. the unauthorized alterations or misuse of any fire fighting equipment, safety equipment or emergency devise,
- o. soliciting or canvassing for commercial purposes without prior written authorization from the University, and
- p. deliberate assault upon a security officer (including without limitation, members of the campus police force, residence assistants, residence security staff or security officers).

Disciplinary Officers and Jurisdiction

- 8. Under the general responsibility and direction of the Director of Student Services, and subject to Senate regulations, the following Administrative Officers at the University (hereinafter called "Disciplinary Officer") shall have jurisdiction in matters of student conduct and discipline in respect of all registered students at the University, both full and part-time, and all student organizations at the University:
 - a. in matters of damage to property or misconduct against the person, occurring within the confines to the residences maintained by the University (the "Residences"), the Director of Residences,
 - b. in matters involving property damage to University property outside the confines of the Residences, the Director of Student Services,

- c. in matters involving misconduct against the person committed on University property, but outside the Residences, and relating to misconduct against the person and/or property outside the University, the Director of Student Services, and
- d. notwithstanding (a), (b), and (c), in respect of all cases of sexual harassment, regardless of location, the Conflict Resolution Officer.

- 9. In the event that the Disciplinary Officer having jurisdiction is unable to act upon any complaint filed with him/her, or must disqualify himself/herself from acting upon any complaint for any reason, that officer shall refer the matter to either of the other Disciplinary Officers who shall, upon referral of any complaint, have jurisdiction to act upon the complaint. Should those other officers also disqualify themselves, the matter may be referred to the Assistant Director of Residences (Residence Life).
- 10. The Disciplinary Officers, when exercising their jurisdiction as set out herein, shall uphold the authority of the Board of Governors, the Senate and the Saint Mary's University Students' Association (the Students' Association).

Sexual Harassment

- 11. Because of the special considerations involved in cases of sexual harassment, the Senate has approved a procedure for dealing with sexual harassment. This Policy contains a complete code with respect to matters of complaints of sexual harassment and shall be used to govern all cases of sexual harassment even where it conflicts with this Policy, except in so far as disciplinary penalties are concerned. The range of disciplinary penalties which can be invoked in cases of sexual harassment are those enumerated in Article 23 of that Policy.

Disciplinary Complaints

- 12. Any member of the University community (i.e., students, faculty, administrators or employees) may lodge a complaint with any of the Disciplinary Officers alleging that a student has engaged in a misconduct. Any such complaint shall set out the facts of the alleged misconduct and shall be made within five days of the complainant having become aware of the misconduct. A Disciplinary Officer shall have the power to extend the time for filing a complaint is he/she deems it appropriate having regard to all the circumstances surrounding the alleged misconduct.

Disciplinary Hearing

- 13. Complaints will be heard by a Board (the Student Disciplinary Board or "SDB") consisting of three persons as follows:
 - a. the Disciplinary Officer having jurisdiction over the complaint (8. (a), (b), c)),
 - b. one member of the administration staff of the University to be appointed by the President, and
 - c. one student chosen by the Director of Student Services through an interview process, in conclusion with the Saint Mary's Students' Association.

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With respect to the administrative and student members, an alternate for each shall be designated as outlined in 13. b) and c).

14. Disciplinary hearings will be chaired by the Disciplinary Officer having jurisdiction.
15. Upon receiving any complaint, the Disciplinary Officer acting in respect of the alleged misconducts shall set a time and place for the hearing of the complaint. Wherever possible, the hearing of the complaint shall be within ten (10) days from the date of the receipt of the complaint by the Disciplinary Officer acting in respect of the alleged offence.
16. The Disciplinary Officer acting in respect of the alleged misconduct shall serve the student respondent with notice of the time and place of the hearing and the nature of the alleged misconduct not later than 48 hours prior to the time set for the hearing. This notice can be waived by a mutual agreement.
17. A student respondent shall have the liberty to admit to the misconduct with explanation and avoid a full disciplinary hearing. Once the Disciplinary Officer has heard the admission with or without "explanation" he/she shall advise the student of his/her decision regarding a disciplinary penalty. The student may accept this decision or may request a full hearing of the Student Disciplinary Board. In the latter case, the Disciplinary Officer will disqualify him/herself from hearing the case and refer the complaint to the second Disciplinary Officer. A student respondent who accepts the decision made by the Disciplinary Officer shall not have the right to an appeal subject to the complainant's right of appeal.

In the event that a student respondent fails or refuses to comply with the disciplinary penalty and/or fine imposed hereunder, the Disciplinary Officer shall recommend to the Appeal Board the suspension and/or expulsion of the person from the University and shall provide notice of his/her recommendation to the person.
18. At the commencement of any hearing, the Chair of the Student Disciplinary Board shall ask the accused person to admit or deny the allegations of misconduct. In the event that the student respondent neither admits or denies the allegations, the Disciplinary Officer shall consider that the student respondent denies the allegations and require the complainant to provide evidence in support of the complaint.
19. The Student Disciplinary Board shall have the power to determine the procedure to be followed at any disciplinary hearing, but in every case shall provide both the complainant and the student respondent the opportunity to testify personally, to call witnesses and to make representations provided, however, that the complainant's case against a student respondent shall be completed prior to the student respondent's testifying or calling witnesses.

20. Both the complainant and the student respondent will normally present their cases without necessity of legal or other representation. In appropriate circumstances, the Student Disciplinary Board may allow parties to be assisted by an advisor, legal or otherwise, but in any case, where a person wishes to have representation, he/she shall so advise the Chair of the Student Disciplinary Board not less than 48 hours prior to the hearing.
21. In the event that a student respondent, having been given notice thereof, shall fail or refuse to attend the disciplinary hearing at the place and time set therefore, the Student Disciplinary Board shall conduct the hearing in the absence of the student respondent.

Decision

22. The Student Disciplinary Board shall, within five (5) days of the conclusion of a hearing, render the Student Disciplinary Board's decision in writing, setting out the reasons therein for the Student Disciplinary Board's decision. The decision of the Student Disciplinary Board shall be the decision of a majority of the Board. The student respondent and the complainant shall be sent a copy of the decision within two (2) days of the rendering of the decision, and a copy of the decision shall be forwarded to the President of the Students' Association, the President of the University and the other Disciplinary Officers.

Disciplinary Penalties

23. The Student Disciplinary Board shall, on completion of the hearing, have the power to dismiss the complaint if the Board concludes that the student respondent did not engage in the alleged misconduct, or to impose any of the following penalties, if the Board concludes that the student respondent did engage in the misconduct:
 - a. to the matter. Ten (10) dollars will be the amount normally levied in respect of administrative costs, but the University reserves the right to levy such amount as is appropriate in the circumstances of each case,
 - b. to levy such fine or penalty as the Student Disciplinary Board deems appropriate, but no monetary penalty in excess of the actual monetary amount of damage caused by the student respondent plus a fine of \$100.00 shall be levied in a case where the student respondent admits to the misconduct.
 - c. to recommend to the Appeal Board the suspension and/or expulsion of the student respondent from the University, and/or
 - d. to impose any other penalty that is deemed appropriate having regard to all the circumstances surrounding the complaint.
24. In the event that a student respondent fails or refuses to comply with the disciplinary penalty and/or fine imposed hereunder, the Disciplinary Officer shall recommend to the Appeal Board the suspensions and/or expulsion of the person from the University and shall provide notice of his/her recommendation to the person.

25. There shall be an Appeal Board consisting of three persons to be appointed as follows:
- one faculty member to be appointed by the Senate,
 - one member of the Administration Staff of the University to be appointed by the President of the University, and
 - one student to be appointed by the Student's Council.

An alternate for each of these persons shall be designed as in 25. (a),(b) and (c).

26. The following people are not eligible to serve on the Appeal Board:
- Student Security,
 - Residence Assistants,
 - Residence Security, and,
 - Disciplinary Officers.

27. The Faculty member shall act as chairperson of the Appeal Board.

Appeals Procedure

28. If either complainant or the student respondent feels aggrieved by the decision or penalty imposed by the student Disciplinary Board, they may file a written notice for consideration of an appeal with the Appeal Board within five (5) days of receiving notice of the decision of the Student Disciplinary Board. A person filing a Notice of Appeal shall, at the time of filing the Notice, pay to the University a deposit of \$25.00. If the appellant is successful in the appeal, the deposit shall normally be refunded to him/her.

29. The grounds for an appeal shall be limited to:
- disclosure of new and relevant evidence not available at the original hearing, and/or
 - severity of the penalty.

The Chairperson, in consultation with the board members, shall consider the relevance of the student's appeal on these grounds prior to setting an appeal hearing. If the Appeal Board finds that grounds do not exist then the appeal is to be denied and the chairperson shall notify the appellant within 48 hours.

30. Once it has been determined that an appeal is warranted, the Chairperson of the Appeal Board shall set a time and place for the hearing of the appeal. An appeal shall normally be heard within five (5) University business days from the date of the filing of Notice of Appeal. The chairperson shall inform the complainant, the student respondent and the Disciplinary Officer of the time and place for the hearing. He/she shall also make known the grounds for an appeal as outlined in 25. (a) and (b).

31. The Appeal Board shall have the right to determine its own procedure, but in every case shall give both the complainant and the student respondent the right to make representations. Both the complainant and the student respondent will normally present their cases without legal or other representation. In appropriate circumstances, the Appeal Board may allow parties to be assisted by a representative (legal or otherwise), but in any case, where a person wishes to have

representation, he/she shall so advise the Chairperson of the Appeal Board not less than 48 hours prior to the hearing.

32. Upon hearing any Appeal, the Appeal Board may confirm the decision of the Student Disciplinary Board or vary the decision in any manner which it deems appropriate. In any case where the Appeal Board has decided to suspend/expel a person from the University, it shall forward the decision to the President of the University for approval.

33. The decision of the Disciplinary Appeal Board shall be the decision of a majority of the Board, and shall be made known to all interested parties in accordance with the manner set out in paragraph 22 herein.

Fines, Etc.

34. All fines or other money received pursuant to this Student Disciplinary System shall be paid to the general account of the University. The Chairperson of the Appeal Board shall ensure that, where appropriate, any funds so received are credited to the University Department concerned.

Offenses Against Security Officers

35. Where the Student Disciplinary Board has found that a student respondent has committed an assault upon a Security Officer (including, without limitation, members of the Student Security Force, Residence Assistants, Residence Security Officers) the Student Disciplinary Board shall recommend to the Appeal Board the suspension and/or expulsion of the person from the University and shall provide notice of its' recommendation to the person.

General

36. In this Disciplinary System, unless otherwise specified, "days" shall mean University Business days.
37. The Student Disciplinary Board acting in respect of a complaint, or the Appeal Board in the case of an appeal, shall have the power to extend or waive any of the time limits contained herein if it considers that it is necessary in the circumstances and that it would not prejudice any of the parties involved.

University Housing Disciplinary Procedures

38. All students who reside in University housing must abide by the Saint Mary's University Student Discipline Code and by the policies and regulations set out in the Residence Handbook, Residence Agreement, and the University Calendar.
39. Residence Assistants (RA), Residence Coordinators (RC), and Residence Security Officers (RSO) shall be empowered by the Director of University Residences to issue bonding notices for misconduct which would not normally be heard through the Student Discipline Code including:
- non-evacuation during a fire alarm/emergency,
 - excessive noise and/or violation of Quiet Hour Policy,
 - mischievous/disruptive behaviour,
 - violation of Liquor Policy,

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- e. playing hallway games,
 - f. violation of Smoking Policy,
 - g. violation of Guest and/or Visitor Policy.
- 40.** The bonding Notice may be in the form of a warning only or a bond in the amount of \$50.00. The bond becomes payable within two business days of the date of a second bond being issued. One copy of the Bonding Notice goes to the student, a second to the RA, RC or RSO and a third to the Director. Within twenty-four hours of issuing a Bonding Notice, the RA/RC/RSO must complete an incident report copying the student, the RA/RC/RSO and the Director.
- 41.** Appeals of a Bonding Notice will be heard by a Residence Discipline Committee, which shall be scheduled as follows:
- a. the committee will be called together by the Residence Coordinator of the residence in which the bonded student lives,
 - b. the committee shall consist of five residence student members who shall represent a cross-section of all residences. Committee members shall be selected by the Director, University Residences through an interview process (See Article 26 for eligibility requirements).
 - c. three members shall constitute quorum of the committee,
 - d. the Chairperson of the committee shall be chosen by a majority vote of the committee members, and
 - e. the decision of the committee shall be final and shall be communicated to the bonded student, with copies to the Residence Coordinator and Director, within five (5) days of the hearing.

Academic Regulations

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 graduates students at the University. Additional regulations pertaining to graduate programs are in the Section 3 of the Calendar.

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 Master of Applied Economics, Master of Technology Entrepreneurship and Innovation, MBA, Ph.D. Business Administration (Management), MA in IDS and the PhD in IDS have requirements greater than those listed here (see the individual graduate program descriptions for details).

- Test of English as a Foreign Language (TOEFL)
 - minimum 550 on paper-based
 - minimum iBT 80, with no band below 20
- International English Language Testing System (IELTS) – minimum 6.5 with no individual score below 6.0
- CanTEST – minimum 4.5 with no individual score below 4.0
- Canadian Academic English Language Assessment (CAEL) – minimum 60 with no individual band below 50
- University of Cambridge ESOL Examinations Certificate of Advanced English (CAE) with grade of A, B or C
- Pearson PTE score of 58
- English for Academic Purposes Level 6 administered by the TESL Centre at Saint Mary's University

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

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Local Examinations Syndicate
Syndicate Buildings
Cambridge, England

- (iii) 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

- (iv) 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 Regulation 15, 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 official transcripts of their entire post-secondary 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 "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 a 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 (M.Sc.), Philosophy, 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 advanced standing credits is thirty (30) credit hours; for the Ph.D. in Astronomy program, the maximum number is eighteen (18) credit hours; for the MA in History and the M.Sc. in Applied Science, the maximum number is six (6) credit hours; for the MA in Criminology and the MA in Theology and Religious Studies, the maximum number is three (3) 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.

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

c. Except for students on Leaves of Absences, students must register in every semester (including the summer) 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 Regulation 8, 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. Academic Advising

Although students are responsible for ensuring that they meet the requirements of their academic programs, the University makes every effort to provide assistance in the selection of courses. Students will receive primary advising on course selections from their Graduate Program Coordinator and/or their thesis supervisor.

7. 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-CMA and MMCCU programs, 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 a Program-Fee Basis. Program-Fee students are charged a fee for their entire program, charged once, or in multiple installments over the minimum time-for-completion period of their programs (for details see the Minimum Time-for-Completion Table in Regulation 19.b. below, the Annual Program Fee Tables in Section 4 of the Graduate Programs Academic Calendar, the Annual Program Fee Tables on the Financial Services Web Site, or contact the FGSR Office). Graduate students must register in three semesters per year (including summer). Annual program fees will be assessed over these three semesters.

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 program/thesis must register in Program Continuation (FGSR9000) for every semester (including summer) in which they are in their graduate program. MBA students not registered in any courses but completing a major research project (MRP) in a given semester must register in MRP continuation.

8. 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 Regulation 7, above), full-time or part-time status is identified by course load within the semester. Students must formally register for all courses.

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:** Full-Time Continuing: a student who is enrolled in a full-time program of study who is beyond their minimum time-for-completion (see Regulation 19, 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:** 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 Regulation 19, 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 Regulation 19 below) and on Thesis or Program Continuation, the default status of their graduate program is Part-time Continuing.

9. 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'

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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.

10. 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.

11. Withdrawing from a Course

- a. Students may only withdraw from a course with the permission of the Program Coordinator.
- b. In the case of any course, after the time limits indicated in 10c above have expired, and provided the course still has one quarter of the instruction time remaining, 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.

12. Retaking a Course

- a. With the permission of the Program Coordinator, students may retake a course. Only the most recent grade is included in the cumulative GPA, even if this is a lower grade.
- 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.

13. 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 apply to the Dean using the Letter of Permission form, available from the Service Centre. 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. The description from an academic calendar may suffice. 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.** Before transfer credit hours can be considered, students must have the institution concerned send to the Registrar an official transcript of the work undertaken.
- d.** For graduate programs, no transfer credit hours will be given for courses with grades below B (or the equivalent).
- e.** Letters of Permission will not be authorized on a retroactive basis.

14. 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

15. 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.

16. 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. It is the particular responsibility of students to ensure that they meet all their program requirements within the regulated time-for-completion of their graduate programs (see Graduate Academic Regulation 19).
- b.** A student may be required to audit a course as part of the program of study (see Regulation 9, above).
- c.** In order to graduate, a student must obtain a degree grade point average (DGPA) of at least 3.00 (see Regulations 29 and 30 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 defense 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

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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/defense 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 defense, 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.

h. In graduate programs which require a thesis, a person external to Saint Mary's may be appointed as the student's primary thesis supervisor, so long as that person holds the title of Adjunct Professor at Saint Mary's University during the period of thesis supervision. Professors of partner universities who are involved in the delivery of joint programs are excluded from this requirement.

17. Thesis Handling - PhD Dissertations and Master's Theses

a. The thesis/dissertation must be submitted using the formatting requirements found in the "Format Procedures" sheet, available at the Library, at Graduate Studies, and online at the University Archives web site. The formatting requirements include but are not limited to:

i. Typescript: Double spaced

ii. Margins: Left hand margin 4cm (1 1/2"); all other margins 2.5 cm (1"). All text, including page numbers, images, and charts must be within these margins.

iii. Abstract (may be single spaced) must be a maximum of 350 words for doctoral theses, and maximum 150 words for masters theses. Should bear the title Abstract and include the name of the author, the title of the thesis/dissertation, and the date of publication.

iv. The title page must include the names of all advisors/examiners but cannot contain any original signatures. Students 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 paper copy of the Signature Page should be submitted. It will not be bound in any copies of the thesis.

v. The unbound thesis must be printed on good quality paper, measuring 8 1/2" x 11" (21.5 cm x 29 cm)

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

c. Print off two unbound paper copies of the thesis and, along with all required forms and attachments, submit them in-person to the Graduate Studies Office. The attachments include (see the Format Procedures sheet for details):

i. The Thesis or Dissertation Information Sheet, provided by the Library or online at the University Archives.

ii. One signed signature page (see above).

iii. The National Library "Non-Exclusive License to Reproduce" form, and the UMI form. This grants permission for the microfilming or digitization of the thesis as part of the Theses Canada Portal, including distribution or sale of microfilm or digital reproductions.

iv. Certificate of approval from the Research Ethics Board, if one was obtained for the theses dissertation.

v. Copyright permission forms, if required.

d. The student must prepare an electronic copy of their thesis/dissertation, in PDF format (see the "Format Procedures" sheet for more information). Prepare one electronic version of the thesis using the requirements found in the Format and Binding Procedures sheet. This version will be submitted as an email attachment sent to fgsr@smu.ca.

e. Once submitted to Graduate Studies, the two paper copies and one electronic copy of the thesis or dissertation will be forwarded to the University Archives, where it is checked that it meets all required standards, including formatting requirements, required forms, etc. One copy will be bound and added to the library stacks, one unbound copy will remain in the University Archives, and the electronic copy will be made available in the University's Institutional Repository, where it will eventually be harvested by the National Library Thesis program. Copies of the student's Signature Page, as well as any REB forms or copyright letters that contain original signatures will be kept on file at the University Archives.

f. The University does not arrange for the binding of personal copies of thesis or dissertations. A list of outside vendors who provide this service can be found on the University Archives web site.

18. Major Research Project (MRP) Handling

a. The Major Research Project (MRP) must be submitted using the formatting requirements found in the Format Procedures sheet, available at the Library, at Graduate Studies, and online at the University Archives web site. The formatting requirements include but are not limited to:

i. Typescript: Double spaced

ii. Margins: Left hand margin 4cm (1 1/2"); all other margins 2.5 cm (1").

iii. Abstract (may be single spaced) must be a maximum of 300 words. Should bear the title Abstract and include the name of the author, the title of the MRP, and the date of publication.

iv. The title page must include the names of all advisors/examiners but cannot contain any original signatures. Students are required to print off a Signature

Page: A page designed to contain the signature of all members of the Examining Committee, including any external examiners, if applicable. This page must be submitted, with the other paperwork, to Graduate Studies.

- b.** The student must meet any other requirements of the Program concerned.
- c.** The student must prepare an electronic copy of their MRP, in PDF format (see the “Format Procedures” sheet for more information). Prepare one electronic version of your MRP using the requirements found in the Format Procedures sheet. This version will be submitted as an email attachment sent to fgsr@smu.ca.
- d.** The following forms must be submitted to the Graduate Studies Office (see the Format and Binding Procedures sheet for details):
 - i. The MRP Information Sheet, provided by the Library or online at the University Archives.
 - ii. One signed signature page (see above).
 - iii. Certificate of approval from the Research Ethics Board, if one was obtained for the MRP.
 - iv. Copyright permission forms, if required.
- e.** Once the forms are submitted to Graduate Studies, an electronic copy of the MRP will be forwarded to the University Archives, where it is checked that it meets all required standards, including formatting requirements, required forms, etc. The electronic copy will be made available in the University’s Institutional Repository. Copies of the student’s Signature Page, as well as any REB forms or copyright letters that contain original signatures will be kept on file at the University Archives.
- f.** The University does not arrange for the binding of personal copies of MRPs. A list of outside vendors who provide this service can be found on the University Archives web site.

19. 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 Regulation 8, 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 20).

20. 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 Extension and supporting documentation, where applicable, certifying the facts surrounding the request. After the Program Coordinator has reviewed and approved the Extension application, it will then be forwarded to the FGSR. The decision of the Dean of the FGSR is final and (s)he 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.

Minimum and Maximum Time-for-Completion of Graduate Programs				
Graduate Program	Minimum number of years (semesters)		Maximum number of years (semesters)	
	Full-time	Part-time	Full-time	Part-time
MA Atlantic Canada Studies	2 (6)	4 (12)	5 (15)	7 (21)
MA Criminology	2 (6)	4 (12)	5 (15)	7 (21)
MA Geography	2 (6)	4 (12)	5 (15)	7 (21)
MA History	1 (3)	2 (6)	4 (12)	5 (15)
MA International Development Studies (Category I)	2 (6)	4 (12)	5 (15)	7 (21)
MA International Development Studies (Category II)	1 (3)	2 (6)	4 (12)	5 (15)
MA Philosophy	1 (3)	2 (6)	4 (12)	5 (15)
MA Theology and Religious Studies	1 (3)	2 (6)	4 (12)	5 (15)
MA Women and Gender Studies	2 (6)	4 (12)	5 (15)	7 (21)
MAEC	1 (3)	2 (6)	4 (12)	5 (15)
MFin	1.2 (3.5)	NA	2.2 (6.5)	NA
EMBA*	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)
MMCCU	NA	3 (9)	NA	5 (15)
Diploma in Co-operative Management	NA	1.7 (5)	NA	2.7 (8)
M of Technology Entrepreneurship and Innovation	1.3 (4)	NA	2.7 (8)	NA
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)	7 (21)	10 (30)
PhD Business Administration - Management	3 (9)	NA	6.3 (19)	NA
PhD Industrial & Organizational Psychology	3 (9)	6 (18)	7 (21)	10 (30)
PhD International Development Studies	3 (9)	6 (18)	7 (21)	10 (30)
Time-for-completion for Full-time and Part-time refers to students' status when admitted into programs and applies throughout their programs, regardless if their status changes during the programs.				
*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				

21. Leave of Absences

Leave of Absences from graduate programs for periods of up to a maximum of 1 year (3 semesters) may be granted. Leaves of Absences can be granted only twice for Master programs and only three times for PhD programs. 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). Reactivation of a student's program must be approved by the Program Coordinator and the Dean of the FGSR.

Evaluations and Grading

22. 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. **On the first day of class for a course**, instructors must provide students with a written copy of the course outline. The outline must conform to the Senate Policy on Course Outlines. In accordance with the Policy, the outline must include the grading system to be used in the course. The grading system includes 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 final letter grades. Subsequent changes to this system must also be made available to students in writing. A copy of the course outline and any subsequent changes to it must be placed on file in the office of the Department Chairperson and 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. Students who cannot write the test outside of class time must be offered reasonable accommodation. Students must give the instructor a minimum of a two week notice.

23. 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, theses, dissertations, 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 student’s grade point average. 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 0010/0020. 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.

24. 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) In the Fall and Winter terms, tests 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 except as noted below in iv. End of term tests and examinations are to be held during the final assessment period as specified in sections, 23 a. and b.

(iv) Prior to the first class date, the Dean of the Faculty may authorize a lab examination worth more than 10% of the final grade within the last 14 days preceding the end of classes. A lab examination requires the use of lab resources.

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

32 Academic Regulations

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. Participation in university sanctioned activities and events may occasionally conflict with exam schedules. Students experiencing such conflicts should follow the instructions in g. (above)

i. In the case of courses delivered at extension centres, midterms and final examinations will take place at the extension centre. If the location is within the Halifax Regional Municipality, the final examination may be held on the Saint Mary's University campus, with the approval of the Dean of the Faculty.

j. In the case of distance education courses taught via the internet or other means, the course outline will specify if midterms and final examinations will be either held online or at locations in reasonable proximity to the students. Remotely offered examinations must be invigilated by an invigilator (proctor) that is approved by the course instructor. The Division of Continuing Education will be responsible for working with the student to make arrangements for the test location and invigilation.

k. Supplementary examinations are not offered.

25. Evaluations

a. At the end of each semester, instructors must submit to the Registrar, through Self-Service Banner, their evaluations of all students registered in their courses. For six credit hour courses taught over two terms (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, one week from the day on which the examination was written; and
- (iii) in the case of courses taught in Summer Sessions, grades are due 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. Final grades are available on Self-Service one day after submission by the instructor. Grade reports are not produced.

c. 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.

d. 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 publicly post grades without the written permission of the student.

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.

At the start of each term, any blank grades from the previous term will be assigned a grade of F.

26. Special Examinations

A student, who, due to a serious illness or emergency, was detained or rendered unfit to write a required final examination, may appeal for a special examination. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time. A student who wishes to have such an appeal considered must:

- a. Within 48 hours after the end of the final examination, report, or have a representative report (in writing if possible), to the Instructor and the Dean of the Faculty in which the course is offered, intention to appeal for a special examination and
- b. Within one week after the end of the examination submit to the Dean a written request for a special examination. This request must be accompanied by an explanation of the circumstances which made it impossible for the student to write the regular examination and a medical doctor's report, or other document, which supports the appeal.
- c. The Dean's decision will be communicated to the student and the instructor within one week of receipt of the request.
- d. If the Dean approves the special examination, the responsibility for setting and conducting special examinations will lie with the instructor and the department. Special examinations should be completed as soon as possible and normally (i.e. wherever possible) as follows: for first term by Jan 31, for the second term by May 31, for summer session one by July 31 and for summer session two by Sept 30.

27. Credit Hours without Final Examination

Students who, for medical or compassionate reasons, have been unable to finish 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].

28. Evaluation of Thesis/Program Progress

a. In graduate programs which require a thesis, students are required to submit a written annual report to their Program coordinator reporting on their progress over the previous year. Submission dates, formats and approval processes for the annual reports are defined by the individual programs. Assessment of student progress and actions coming forth from such assessments are as defined in regulations 28 d. below.

b. Aside from the annual report defined above, a student may be required to provide updates to the Supervisor/Supervisory Committee on the progress of their thesis research or overall graduate program from time to time. 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.

c. 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.

d. The progress in a student's program can be assessed at three levels:

- (i) Satisfactory
- (ii) Unsatisfactory - In Need of Improvement
- (iii) Not Acceptable

e. 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 relative 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

29. Grade Point Average

a. Each letter grade is given a grade point equivalent as described in 23a above. A grade point average (GPA) is calculated by multiplying each grade by the number of credit hours, totaling the grade points and dividing by the total number of credit hours attempted. 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

34 Academic Regulations

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.

30. 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 theses Supervisors.

31. 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. A student's course documentation should include grade history and any retained graded materials on which the student's grades were based (i.e. exercises, reports, papers, tests, examinations not returned to the student). This documentation shall be retained on-campus for a minimum of twelve months from the deadline of submission of grades.
- (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) The appellants and instructors will be invited to appear before the committee(s) hearing the appeal.
- (b) Members of a committee cannot participate in the hearing of an appeal arising from an action to which they were a party.

32. 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.

33. Academic Integrity

See the section preceding Academic Regulations, entitled Academic Integrity and Student Responsibility

Convocation and Academic Records**34. 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
- b. There are three convocations annually: May, October and January. . 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:

Graduate Diploma in Co-operative Management
 Master of Applied Economics
 Master of Arts
 Master of Business Administration
 Master of Finance
 Master of Management - Co-operatives & Credit Unions
 Master of Science
 Master of Technology Entrepreneurship and Innovation
 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

f. Details of the University's policies on the reissuing of parchments are available from the Registrar.

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.

35. 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.

36. 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 in Fall or January will be considered for medals at the next Spring Convocations.

37. 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 P.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.

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. 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).

38. 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.

39. 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

Programs

**Section
3**

Faculty of Graduate Studies and Research

Dean	Dr. J. Kevin Vessey
Associate Dean	Dr. Diane Crocker
Secretary to the Dean	Shane Costantino
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 Geography
Master of Arts in History
Master of Arts in International Development Studies
Master of Arts in Philosophy
Master of Arts in Theology and Religious Studies
Master of Arts in Women and Gender Studies
Master of Applied Economics
Master of Business Administration
Master of Business Administration - Certified Management Accountant
Master of Finance
Master of Management - Co-operatives and Credit Unions
Diploma in Co-operative Management
Master of Technology Entrepreneurship and Innovation

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
Doctor of Philosophy in International Development Studies

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 seven areas are offered: Atlantic Canada Studies, Criminology, Geography, History, International Development Studies, Philosophy, Theology and Religious Studies, and Women and Gender Studies.

Master of Arts in Atlantic Canada Studies

P. Twohig Program Coordinator, (Atlantic Canada Studies)
 Professor J. Reid
 Adjunct Professor R. Field

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, 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.

For the minimum and maximum time-for-completion of the MA in ACST see the table associated with FGSR Academic Regulation 19 in Section 2 of this Academic Calendar.

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

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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.

All ACST Masters students must complete ACST 6690 **Thesis Research**. Credit for the course will be awarded when the student completes and successfully defends their MA thesis. Supervisors may require a demonstration of language competence or extra course work as preparation for the treatment of certain thesis topics. [ACST 6690 counts for nine (9) credit hours of the total twenty-four (24) credit hours required for the degree].

In addition, all students must complete 5991 **Research Methods** [three (3) credit hours]— preferably in the first semester in which they are enrolled in the program. They must also complete a further twelve (12) credit hours of **course work** that includes **at least** nine (9) credit hours from **three** (3) of the four groups (A,B,C,D) listed below: (course selection must be approved by the ACST Graduate Studies Coordinator).

Group A:

- ACST 6621 Literary Cultures of Atlantic Canada
- ACST 6622 Material Cultures of Atlantic Canada
- ACST 6623 Cultural Studies: Theory and Method

Group B:

- ACST 6631 Environmental History of Atlantic Canada
- ACST 6632 Atlantic Canada Ecology and Resources — Contemporary Perspectives
- ACST 6633 Reading the Landscapes of Atlantic Canada — Ecological Connection to Place

Group C:

- ACST 6641 Atlantic Canada's Economic Development in Context.
- ACST 6642 Politics and Community in Atlantic Canada
- ACST 6643 Indigenous Peoples of Atlantic Canada: Contemporary Issues

Group D:

- ACST 6501 Public History
- ACST 6661 Reappraisals of Atlantic Canada's Past
- ACST 6662 The Atlantic Region, 1720-1870
- ACST 6663 The Atlantic Region Since 1870

Graduate Courses (ACST)

5991 Research Methods

3 credit hours

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.

6400 Health, Illness and Disease in Atlantic Canada,

3 credit hours.

Prerequisite: A minimum of 30 credit hours and completion of ACST 2400, honors or graduate standing or permission of the instructor.

This seminar is an examination of health and medicine in contemporary Atlantic Canada through an interdisciplinary perspective. Emphasis is placed on the organization of health services, health policy, the role of voluntary groups and agencies, and the experiences of health and illness in a regional context.

6501 Public History

6 credit hours

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.

6621 Literary Cultures of Atlantic Canada

3 credit hours

This course offers an in-depth study of Atlantic Canadian Literary Cultures. Topics to address may include: aboriginal writing and oral tradition, the rise of the colonial press, early canon formation, the role of the confederation poets, writings by women, the Acadian renaissance, the function and persistence of nostalgia, Africadian literature, and representations of contemporary culture. Students are encouraged to read Atlantic Canada as a cultural geography with a diverse literary inheritance, a place where many different ways of writing the region intersect and influence each other.

6622 Material Cultures of Atlantic Canada

3 credit hours

This course will use the study of physical objects as the means to explore the nature of the various colonial and indigenous cultures found in Atlantic Canada. Students will be introduced to various theoretical approaches to the study of material culture before turning to the study of specific objects drawn from a wide body of items that can range from domestic tools and furnishings to industrial machinery and public architecture.

6623 Cultural Studies: Theory and Method

3 credit hours

This course focuses on the analyses of cultural commodities arising from a history of writing about culture, the means by which this writing about culture is produced, and the audience to which it is directed. The course covers both foundational texts in the history of cultural theories and specific topics of the study of culture (popular culture, media, urban studies, film, gender, sexuality and race studies), to illustrate methods by which culture is interpreted.

6631 Environmental History of Atlantic Canada

3 credit hours

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.

6632 Atlantic Canada Ecology and Resources — Contemporary Perspectives

3 credit hours

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.

6633 Reading the Landscapes of Atlantic Canada — Ecological Connection to Place

3 credit hours

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.

6641 Atlantic Canada's Economic Development in Context.

3 credit hours

This course examines the economic development of Atlantic Canada in its local, national, and international contexts. Emphasis will be placed on issues of particular importance to the region as identified in historical debates and in contemporary scholarship. While specific topics will be selected by the instructor, the course content will explore aspects of the historical pattern of economic development, federal-provincial economic relations, trading relationships and labour market restructuring.

6642 Politics and Community in Atlantic Canada

3 credit hours

This course will explore multiple dimensions of politics and community in Atlantic Canada. It will include an examination of conventional political actors and processes, as well various forms of political mobilization in civil society. Thus, a wide range of political, economic, social and cultural issues, institutions, ideas and identities, relating specifically to Atlantic Canada, will be reviewed and assessed.

6643 Indigenous Peoples of Atlantic Canada: Contemporary Issues

3 credit hours

This seminar course focuses on issues facing Atlantic Canadian First Nations and Inuit communities. Organized thematically, each session will examine a different facet of Indigenous life in Atlantic Canada and conducting research and writing about the First Nations and Inuit. The course will provide an introduction to the challenges facing Indigenous Peoples in an age of increasing globalization,

changes in the environment, a complex economy, and as they reassume self-government.

6661 Reappraisals of Atlantic Canada's Past

3 credit hours

This course will focus on key areas in Atlantic Canada's past that have been re-evaluated by the scholarship of the Acadiensis era, from 1971 to the present. Examples of topics to be explored are: the significance of aboriginal-imperial treaties; the expulsion of the Acadians; women and political history; industrialization and deindustrialization; borderlands; environmental change."

6662 The Atlantic Region, 1720-1870

3 credit hours

This seminar focuses on the Atlantic Region from 1720 to 1870. It will examine the interactions among the colonies in the region, as well as their relationship to other colonies in the New World and to imperial powers. The seminar will also consider the history of ethno-cultural communities within the region, including aboriginal peoples and European settlers. Topics to be covered will be chosen by the instructor. Seminars concentrate on group discussion and the presentation of substantive research papers that use primary sources.

6663 The Atlantic Region Since 1870

3 credit hours

This seminar focuses on the social and cultural history of the Atlantic Region from 1870 to the present. Topics to be covered will include approaches to social and cultural history as they apply to the study of region, regional identity, gender, ethnicity, cultural production, and a range of other topics. Seminars concentrate on group discussion and the presentation of substantive research papers that use primary sources.

6671 – 6675 Special Topic in Atlantic Canada Studies

3 credit hours

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

6685 Directed Reading

3 credit hours

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.

6690 Thesis Research

6 credit hours

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.

Master of Arts in Criminology

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

Graduate Coordinator	S. Schneider
Chairperson	R. Westhaver
Professors	G. Barrett, E. Tastsoglou, M. VanderPlaat
Associate Professors	M. Byers, D. Crocker, R. Hart, V. Johnson, A. MacNevin, S. Schneider, A. Schulte-Bockholt, R. Westhaver
Assistant Professors	J. Livingston, D. Stefanovic
Coordinator of Criminology: Graduate Studies	D. Crocker

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.
- Normally, applicants will have achieved a minimum cumulative grade point average of 3.3 (B+) in their overall academic record. In exceptional circumstances, when an applicant is otherwise qualified, the admissions committee may waive this requirement.
- 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 two 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 CRIM 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

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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 Advanced Seminar
 - CRIM 6601 Advanced Theory;
 - CRIM 6602 Advanced Research Methodology;
 - CRIM 6404 Critical Criminology;
 - three (3) credit hours at the 6000 level from among the following Selected or Advanced Topics courses: CRIM 6604; CRIM 6605, CRIM 6609; CRIM 6610; and CRIM 6611;
 - CRIM 6615 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, 6607, 6608 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 Courses (CRIM)

6404 Critical Criminology

3 credit hours

Critical criminology challenges the dominant paradigms of crime-control, adopting instead a social justice approach to crime. In this seminar students will explore central themes of critical criminology including power; the social construction of crime; governance and regulation; the politicization of crime control; and, the significance of gender, race and class

6600 Advanced Seminar

6 credit hours

The goal of this seminar is to prepare students for thesis writing through workshops on writing and other issues relevant to research. The focus will be on the writing of a thesis proposal. The course will also include presentations from faculty and other researchers. Student will participate in group discussions, and complete written and oral critiques of current research.

6601 Advanced Theory

3 credit hours

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 Advanced Research Methodology

3 credit hours

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.

6604 Advanced Topics in Criminology

3 credit hours

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

6605 Advanced Topics in Criminology

6 credit hours

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

6606-6607 Directed Readings in Criminology

3 credit hours

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

6608 Directed Readings in Criminology

6 credit hours

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

6609-6610 Selected Topics in Criminology

3 credit hours

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

6611 Selected Topics in Criminology

6 credit hours

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

6615 Thesis Research

6 credit hours

Research conducted under the supervision of an advisory committee.

Master of Arts in Geography

Graduate Coordinator	TBA
Chairperson	TBA
Professors	C. Conrad, R. McCalla, H. Millward
Associate Professors	P. Giles, C. Suteanu, D. van Proosdij
Assistant Professors	J. Grek-Martin
Adjunct Professors	P. Bush, H. Chappells, J. Spinney
Professors Emeriti	D. Day, R. McCalla

Master of Arts in Geography

The Master of Arts program in Geography is open to students from both major streams of the discipline (human and physical), and serves the region's growing demand for advanced study in the discipline. The program is designed

- To provide an opportunity for Geography degree graduates to undertake Masters level study and research in Geography at a Maritime Provinces university.
- To provide an opportunity for students to undertake Masters level study and research focused on the geography of the Maritime Provinces.
- To fully utilize and enhance the research capabilities of faculty members within the Saint Mary's University Geography department.
- To fully utilize the research facilities currently existing within the Saint Mary's University Geography department and its cognate disciplines.

The degree combines both coursework and thesis, but the primary focus will be on the production of an original research thesis. Thesis work is weighted at 12 credit-hours, with additional required courses and elective courses at 6 credit-hours each.

Admission Requirements

In addition to the general requirements of the Faculty of Graduate Studies and Research (see Section 2 of this Calendar), the normal qualification for entry will be an honors B.A. or B.Sc. degree in Geography, or an honors degree in a cognate discipline with substantial course content relevant to geography, or a degree which the department deems to be equivalent (to include, at minimum, a cumulative grade point average of at least B). At the discretion of the department, a student may be admitted to the program subject to the satisfactory completion of prescribed qualifying work.

Financial Support

Full-time students admitted to the MA in Geography may be eligible for 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 Department of Geography members. Stipends are provided on a competitive basis within the program. Limited departmental TA funding is also available. In addition it is anticipated that Geography faculty research grants will be available. Students are encouraged to apply for external scholarship funding.

Program Requirements

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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

The Department of Geography Graduate Program 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 Geography, all students must complete an acceptable thesis. It is not possible to satisfy the requirement for a thesis by means of extra course work.

Detailed requirements for the degree are

- Earn at least twenty-four (24) credit hours made up from
 - GEOG 6000 History and Philosophy of Geographic Thought (3 credit hours)
 - GEOG 6001 Research Design and Implementation (3 credit hours)
 - GEOG 6002 Thesis Research I (6 credit-hours)
 - GEOG 6003 Thesis Research II (6 credit hours)
 - At least 6 credit-hours in other 6000/5000 level Geography courses (which may include GEOG 6004 Graduate Practicum, 3 credit-hours).

A typical sequence of study would be

	Courses	Credit Hours	Total Hours
Year 1	GEOG 6000	3	18
	GEOG 6001	3	
	GEOG 6002	6	
	6 credit hour GEOG graduate electives, one of which may be GEOG 6004	6	
Year 2	GEOG 6003	6	6
TOTAL			24

- Note: 5000 level Geography courses at Saint Mary's University may be offered concurrently with a similarly-titled undergraduate course. Students taking such a course for graduate credit are expected to do more work and to a higher standard. The extra work and standard required will be contained in a memorandum from the instructor and approved by the Graduate Program Coordinator.
- In the case where a Saint Mary's University graduate has already taken the undergraduate version of a course,

that student will not be allowed to take the 5000 level version of the course.

- Students are limited to only one 3-credit 5000 level course.

Students are required to meet the following thesis requirements:

- produce a thesis which shows both originality and the analytical/critical skills of research and interpretation;
- form a Supervisory Committee which will consist of a Thesis Supervisor and one faculty member.
- prepare a thesis proposal to be submitted to and approved by the Supervisory Committee and Geography Graduate Program Coordinator prior to commencement of the research;
- present the thesis publicly, and
- satisfactorily defend the thesis before an Examining Committee in accordance with regulation 16 (d). In instances where the Geography Graduate Program Coordinator is a member of the Thesis Committee, the Coordinator will appoint a representative on the Examining Committee.

For the minimum and maximum time-for-completion of the MA in Geography, see the table associated with FGSR Academic Regulation 19 in Section 2 of this Academic Calendar.

Graduate Courses (GEOG)

GEOG 5614 Integrated Coastal Zone Management

3 credit hours

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 Glaciers and Glaciation

3 credit hours

Glaciers have profound effects on landscapes and are an important component of global physical systems. Glaciology, causes and records of fluctuations in glacial coverage, glacial processes, glacial landforms, and the legacy of past glacial activity on earth will be examined. Broader impacts of glacial activity and changes on humans and the environment will also be investigated.

GEOG 5632 Social Geography of the City

3 credit hours

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 Fluvial Geomorphology

3 credit hours

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 Advanced Remote Sensing

3 credit hours

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 Urban Historical Geography

3 credit hours

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 Urban Planning

3 credit hours

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 Natural Hazards

3 credit hours

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 5649 Tourist Geographies

3 credit hours

The course concerns the meanings of tourist places. "Meaning" refers to the symbolic, historic, or natural significance of the geographies involved in attracting people to some places rather than others. The course examples range from theme parks like Disneyland to world heritage sites like Lunenburg. As many examples as possible are taken from Nova Scotia.

GEOG 5652 The Geography of Urban Transportation

3 credit hours

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 Coastal Geomorphology

3 credit hours

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 5659 The Power of Maps: A Social History of Cartography

3 credit hours

Maps are windows on their contemporary worlds, telling us a great deal about the technical proficiencies, economic structures, social relations, political objectives and overarching belief systems of the societies that call them forth. Possible topics for discussion will include: mapping in the ancient world, medieval cosmological cartography, imperial/colonial cartography, cartographies of indigenous resistance, maps and national identity, cartography and literature, and mapping in the digital age.

GEOG 5686 Concepts in Geographical Information Systems (GIS)

3 credit hours

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 Applications in Geographical Information Systems

3 credit hours

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 6000 History and Philosophy of Geographic Thought

3 credit hours

In this seminar, the foundations and development of the discipline of Geography are explored. The focus is on the major approaches to geographic enquiry, and their inter-relationships, strengths, and weaknesses. Particular attention is paid to recent developments and debates regarding philosophy, theory, and methodology.

GEOG 6001 Research Design and Implementation

3 credit hours

In this seminar students consider general issues and procedures in geographic research, related to both philosophical and methodological issues. They subsequently define and justify their thesis question(s), and plan their thesis research project. Thesis proposals will be presented, critiqued, and refined.

GEOG 6002 Thesis Research I

6 credit hours

Students register for this course in the first year of their program. Thesis research is conducted under the guidance of a Supervisor in conjunction with a Supervisory Committee. Successful completion of this course includes a satisfactory evaluation by the Supervisory Committee of the student's Research Progress Report, presented in written and oral forms. This report will normally be submitted in April of Year 1.

GEOG 6003 Thesis Research II

6 credit hours

Prerequisite: GEOG 6602

Thesis II constitutes the second segment of the student's thesis research project. Research is conducted under the guidance of the Research Supervisor in conjunction with the Supervisory Committee. The completed thesis is presented publicly, and examined by the Examining Committee and an External Reader.

GEOG 6004 Graduate Practicum

3 credit hours

Students are required to design, manage, and complete a clearly-defined and practically-oriented research project for an external 'client'. The project is supervised by a faculty member, and the final project report must be submitted to both the client and the Department, and be approved by both. Work submitted for the Practicum may not be credited as part of the student's graduate thesis.

GEOG 6602 Directed Studies in Urban/Regional Geography

6 credit hours

A directed studies course on topics involving urban and regional geography.

GEOG 6603 Directed Studies in Environmental Geography

6 credit hours

A directed studies course on topics involving environmental geography.

GEOG 6604 Directed Studies in Marine Geography

6 credit hours

A directed studies course on topics involving marine geography

GEOG 6605 Directed Studies (General)

6 credit hours

A directed studies course on general topics in geography.

GEOG 6612 Directed Studies in Urban/Regional Geography

3 credit hours

A directed studies course on topics involving urban and regional geography.

GEOG 6613 Directed Studies in Environmental Geography

3 credit hours

A directed studies course on topics involving environmental geography.

GEOG 6615 Directed Studies (General)

3 credit hours

A directed studies course on general topics in geography.

GEOG 6624 Directed Studies in Marine Geography

3 credit hours

A directed studies course on topics involving marine geography.

GEOG 6660 Environmental Pattern Analysis and Modeling [ENVS 6660]

3 credit hours

This course focuses on theory and practical methods for characterizing and modeling the structural and dynamic features relating to environmental systems. These systems are typically complex and often strongly variable in space and in time. A range of advanced approaches to analyze real-world systems, patterns and pattern change, as well as data mining concepts and methods are examined. Practical applications concern models and environmental systems related to rivers, lakes, coastal areas, fisheries, forests, ecosystems, underground mineral distribution, atmospheric variables (wind, temperature), and pollution.

GEOG 6690 to GEOG 6699 Directed Study in Geography

3 credit hours

These courses are intended to supplement the course offerings in geography and allow students to delve deeper into a subject of particular interest to them. Students must show initiative and be willing to work independently.

Master of Arts in History

Program Coordinator	N. Neatby
Professors	J. Morrison, J. Reid, R. M. Vance
Associate Professors	R. Barbosa, B. Brown, K. Freeman, N. Neatby, B. Sewell, L. Warner
Assistant Professor	X. Sun
Adjunct Professors	L. Codignola, R. Perrins
Professors Emeriti	O. Carrigan, C. Howell, J. MacCormack, G.F.W. Young

The Department of History has strengths in Atlantic Canada and Quebec, East Asia, the Americas, Britain and Europe from the 16th century to the present. Research areas include: imperialism, nationalism and colonialism, law and society, emigration and immigration, health, leisure and tourism, social, political and intellectual movements, public and oral history. The one-year M.A. program in History 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 **February 1**. 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

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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

Program requirements specific to the M.A. in History include:

- a. Candidates must complete twelve (12) History credit hours at the 6000 level in addition to HIST 6650 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 and 6690 in their first semester.
- c. To graduate, students 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). 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)

6201 History of Media and Communications in Europe 3 credit hours

In this course on the long history of communications and the media, students will cover topics such as the making of medieval manuscripts, the printing revolution, censorship, the rise of the newspaper, the creation of public libraries, the inventions of photography, the telegraph, telephone and television, and the shift to digital formats and social media.

6501 Public History 6 credit hours

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 Biography and History

3 credit hours

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.

6530 Forced and Free Migration in Latin America

3 credit hours

This course will examine the reasons and consequences of migration to Latin America since the early colonial period. It will emphasize the forced migration of Africans and the free migration of Europeans and Japanese to countries such as Argentina, Brazil, Chile, Cuba and Peru.

6561 Irish Migration

3 credit hours

During the nineteenth century Ireland had the highest emigration rate in Europe. In order to better understand this phenomenon, this seminar course will focus on the literature that discusses the nature of Irish migration and settlement from the eighteenth to early twentieth centuries. While the course will examine Irish immigrants in their various destinations, it will focus in particular on Irish settlement in North America.

6562 Scottish Migration

3 credit hours

From the late eighteenth to the middle of the twentieth century, Scotland had one of the highest emigration rates in Europe. This seminar course will examine a wide range of literature that discusses Scottish migration to various overseas destinations in order to place the Scottish presence in Nova Scotia in historical context.

6608 Seminar in Intellectual and Cultural History

3 credit hours

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

6611 Seminar in East Asian History

6 credit hours

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 Seminar in Historiography

6 credit hours

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 Seminar in Modern European History

6 credit hours

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.

6622 Seminar in American History

6 credit hours

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.

6625 Seminar in Irish and Scottish Emigration

6 credit hours

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.

6635 Northeastern North America, 1480-1720

6 credit hours

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.

6650 Seminar in Advanced Historiography

6 credit hours

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

6661 Reappraisals of Atlantic Canada's Past

3 credit hours

The Department of History has strengths in Atlantic Canada and Quebec, East Asia, the Americas, Britain and Europe from the 16th century to the present. Research areas include: imperialism, nationalism and colonialism; law and society; emigration and immigration; health, leisure and tourism; social, political and intellectual movements; Public and oral history. The one year M.A. program in History at Saint Mary's combines course work and thesis research and caters to both full and part time students.

6662 The Atlantic Region, 1720-1870

3 credit hours

This seminar focuses on the Atlantic Region from 1720 to 1870. It will examine the interactions among the colonies in the region, as well as their relationship to other colonies in the New World and to imperial powers. The seminar will also consider the history of ethno-cultural communities within the region, including aboriginal peoples and European settlers. Topics to be covered will be chosen by the instructor. Seminars concentrate on group discussion and the presentation of substantive research papers that use primary sources.

6663 The Atlantic Region Since 1870

3 credit hours

This seminar focuses on the social and cultural history of the Atlantic Region from 1870 to the present. Topics to be covered will include approaches to social and cultural history as they apply to the study of region, regional identity, gender, ethnicity, cultural production, and a range of other topics. Seminars concentrate on group discussion and the presentation of substantive research papers that use primary sources.

6670 - 6674 Selected Topics Seminar

3 credit hours

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.

6675 Selected Topics Seminar

6 credit hours

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 Reading Course in History - Selected Topics in Irish History

3 credit hours

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.

6690 Thesis Research

6 credit hours

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.

6695 - 6699 Reading Courses in History

3 credit hours

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.

Graduate Programs in International Development Studies

Program Coordinator	A. O'Malley
Professor	H. Veltmeyer
Associate Professors	S. Dansereau, A O'Malley, G. Fridell
Assistant Professors	K. Ervine
Cross-Appointments	A-M. Dalton, S. Wein
Adjunct Professors	K. Ahooja-Patel, W. Bello, D. Black, J. Cameron, G. Foladori, N. Girvan, J. Kirk, J. Petras, L. Read, C. Ryan, J. Sagebien, T. Teivainen, D. Tetreault, J. Tharamangalam, S. Theunissen, R. Delgado Wise, E. Zayago Lau,

In addition to the above faculty complement, Saint Mary's University faculty from many University departments and programs contribute to the IDS Program through research collaboration, thesis supervision, and participation in the IDS Program Committee charged with providing oversight for the general direction of the Program. The IDS Program belongs to a number of international graduate research consortia which amplify considerably the scope of potential supervision for graduate student thesis research projects, and has a nationally recognized Speakers Series in which graduate students are provided with the opportunity to hear and converse with leading researchers in the field. The Program invites two Distinguished Visiting Professors, and an annual Distinguished Visiting Scholar, to take up residence and contribute to the intellectual life of the Program.

IDS (registration code IDST) offers interdisciplinary graduate programs leading to both the Master of Arts and PhD degrees. Both degree programs make considerable use of the techniques and concepts of social science disciplines such as Economics, Anthropology, Sociology and Political Science (among others) to critically analyse the conceptual frameworks underlying development policies in order to situate them in their social, cultural, economic, historical and political context, and to promote potentially lasting solutions and practical policies to remedy the global South's most persistent development problems (e.g., widespread poverty).

Complete details of the Program and currently offered courses or seminars, together with ancillary information regarding student life and networking, may be found in the comprehensive *International Development Studies Handbook*, available from the Program secretary or on the IDS website (www.arts.smu.ca/ids).

Master of Arts in International Development Studies

The IDS Masters of Arts degree is 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 government offices (international cooperation agencies, 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 IDS 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. Additional specific requirements for application to the IDS MA Program are the following.

The application for the MA degree should include, in addition to the standard documents required by the University (such as official transcripts), a statement that outlines the applicant's area of interest in international development studies and any experience or studies which have prepared the applicant to pursue graduate studies in this area, a sample of the applicant's written work, three letters of recommendation from individuals who can attest to the applicant's academic preparedness for graduate studies in international development, and a complete curriculum vitae.

The deadline for submission of applications is February 1st for entry on the forthcoming September 1st. There are no deferred admissions to the MA Program, and there are no mid-year (January) entries into the MA Program.

English: 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. Normal minimum requirements are TOEFL, internet-based (iBT) score of minimum 90; a paper-based TOEFL score of minimum 590; or an IELTS score of minimum 6.5, with no individual score below 6.0.

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 who 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).

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 IDS Program reserves the right to require additional courses should an incoming student show evidence of a specific gap in undergraduate preparation.

The Admissions Committee of the IDS 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. Please note that the assignment of, or prior designation of, a Supervisor is not a requirement of admission to the MA in IDS.

Due to the sequential nature of many IDS graduate seminars, the IDS Program is unable to accept any students for January admission to the MA in IDS. 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.

Financial Support

Students admitted full-time to the MA in IDS are eligible on a competitive basis for financial support through funds provided by the Faculty of Graduate Studies and Research. Funding recommendations to the FGSR are made by the Admissions Committee. In the majority of cases, the Program seeks to provide support at least to the level of domestic student tuition for all entering graduate students.

Program Requirements

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

See the FGSR Program Requirements in Section 2 of the Graduate Studies Academic Calendar for general graduate program requirements. Specific graduate courses offered by other University departments may be chosen in consultation with the International Development Studies Program Coordinator. The IDS Program may allow a graduate student to take courses for credit at other universities if such courses are directly relevant to the student's thesis area and are unavailable at SMU. The approval of the IDS Program Coordinator must be obtained for such courses, and in no case shall such courses exceed two in number.

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 one reader, one of which must be a faculty member of SMU. Upon approval of the Supervisor, a student must publicly defend the results of his or her research before an examining committee made up of the supervisory committee and an external examiner, so that the benefits of the thesis research may be disseminated and discussed by the University community and interested members of the public at large.

The IDS Program encourages students to pursue thesis topics that cover a wide spectrum of student interests. Topics may range from applied, practitioner-oriented studies 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. Many graduate students elect to carry out fieldwork overseas using contacts derived from their own initiative or through IDS Program university linkages and network, so there is ample opportunity to acquire field experience in the context of the student's thesis research.

All graduate students in the IDS Program are required to participate in the Friday Noon 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.

Specific course requirements are the following. When choosing electives, please refer to the current IDS Program timetable (available in the IDS Handbook) for Special Topics courses given by Distinguished Visiting Professors and other visiting research fellows or Program Adjuncts and Associates.

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 twenty-four (24) credit hours, or eight (8) courses in electives chosen for their relevance to the student's intended area of research:

IDST 6601 Dynamics of Development: Frameworks of Analysis

IDST 6692 Thesis Design

IDST 6620 Advanced Research Methods

One of :

IDST 6661 South East Asia: Contemporary Development Issues

IDST 6662 Sub-Saharan Africa: Contemporary Development Issues

IDST 6663 Latin America: Contemporary Development Issues

or Special Topics courses on China or India development issues

IDST 6690 Masters Thesis Research (6 credit hours)

CATEGORY II (27 credit hours)

The course requirements for this 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 6601 Dynamics of Development: Frameworks of Analysis

IDST 6692 Thesis Design

IDST 6620 Advanced Research Methods

One of :

IDST 6661 South East Asia: Contemporary Development Issues

IDST 6662 Sub-Saharan Africa: Contemporary Development Issues

IDST 6663 Latin America: Contemporary Development Issues

or Special Topics courses on China or India development issues
IDST 6690 Masters Thesis Research (6 credit hours)

Doctor of Philosophy in International Development Studies

The PhD in IDS is an interdisciplinary doctoral program emphasizing empirical research over extended course work at the graduate level, leading to an original contribution to the advancement of knowledge in IDS. The core area of Doctoral Research in IDS is the political economy of globalization. Students are encouraged to specialize in a specific sub-area such as development theory, labour, trade, environment, migration, education, or gender studies. The IDS PhD Program is admitting only full-time students.

Admission Requirements

Applicants normally have a Master's degree with a first class standing. The applicant's transcript must demonstrate graduate coursework in the area of IDS; the IDS Program may consider professional experience as a substitute for a portion of the graduate coursework. In addition to the general requirements set out by FGSR for all doctoral applicants, applicants must submit:

- a 2,500 word research plan setting out in detail their proposed dissertation project and area of research
- a Letter of Intent outlining their preparation for pursuing doctoral level research, and
- an up to date curriculum vitae.

English: 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. Normal minimum requirements are TOEFL internet-based (iBT) score of minimum 100; a paper-based TOEFL score of minimum 600; or an IELTS score of minimum 7.0, with no individual score below 6.5.

The deadline for applications is February 1st for entry on the forthcoming September 1st. There are no deferred admissions to the PhD Program, and there are no mid-year (January) entries into the PhD Program.

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.

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.

Financial Support

Students are eligible for financial support on a competitive basis through funds provided by the Faculty of Graduate Studies and Research. Funding recommendations to the FGSR are made by the PhD Admissions Committee. Students are eligible for supplementary funding through faculty research grants.

Program Requirements

Year 1

IDST 7500 (2 semesters)	Advanced Development Theory
IDST 7600 (2 semesters)	Advanced Research Methods
IDST 8000	Doctoral Dissertation

In the Spring of Year 1, PhD students shall publically defend a Dissertation Proposal which will provide a detailed overview of the PhD student's research objectives, methods, argument, literature, and research protocol of the proposed dissertation. Permission to advance to Year 2 of the PhD Program is dependent on a successful outcome of this defense. The IDS PhD Committee will inform the PhD student of the result of the defense, approving movement to Year 2, suggesting a re-defense within one month in clear borderline cases, or, in the case of an inadequate defense, requesting that the student withdraw from the PhD Program.

Year 2

This year is entirely taken up with the student's original research and fieldwork which will form the empirical basis of the dissertation.

Year 3

This year is devoted to writing the dissertation in consultation with the student's supervisory committee, and culminates with a public defense of the dissertation.

For minimum and maximum time-for-completion of graduate programs, see FGSR Academic Regulation 19 in Section 2 of this Academic Calendar.

Graduate Courses (IDST)

5525 International Justice

3 credit hours

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 Contemporary Development Planning

3 credit hours

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 - 5542 Special Topics in International Development

3 credit hours

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.

5550 - 5555 Directed Readings

3 credit hours

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 Field Research in Development

3 credit hours

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.

5570 Environment and Development

3 credit hours

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.

5651 International Comparative Education I

3 credit hours

Examination of concepts underlying a comparative understanding of selected educational systems around the world, including research methodologies used in the field.

The course will emphasize comparisons between mainstream educational understandings in the developed world, the agenda of international education organizations, international educational funders, and the implementation of educational systems, both public and private. Specific reference will be made to access to education, curriculum and language learning, curriculum and culture, gender and education, and similar issues with an emphasis on examples from the so-called developing world in Asia, Africa, Latin America and the Middle East/North Africa.

5652 International Comparative Education II

3 credit hours

A continuation of IDST 5651. Examination and comparison of educational policies in selected countries or regions of the world with a view to assessing educational outcomes, education processes and the relation between education, the public sector, the private sector and international organizations, and the effect of such policies worldwide. Emphasis is on Asia, Africa, Latin America and the Middle East/North Africa.

6601 Dynamics of Development: Frameworks of Analysis and Practice

3 credit hours

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.

6620 Advanced Research Methods

3 credit hours

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.

6625 International Justice

3 credit hours

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.

6640 - 6645 Special Topics in International Development

3 credit hours

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 - 6655 Directed Readings

3 credit hours

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.

6660 Field Research in Development

3 credit hours

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.

6661 South East Asia: Contemporary Development Issues

3 credit hours

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.

6662 Sub-Saharan Africa: Contemporary Development Issues

3 credit hours

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.

6663 Latin America: Contemporary Development Issues

3 credit hours

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.

6676 Education and Development I: Perspectives

3 credit hours

Introduction to concepts and analysis underlying a comparative understanding of selected educational systems around the world. The course will emphasize comparisons between mainstream educational understandings in the developed world, the agenda of international education organizations, international educational funders, and the implementation of educational systems, both public and private. Specific reference will be made to access to

education, curriculum and culture, gender and education, and similar issues with an emphasis on examples from the so-called developing world in Asia, Africa, Latin America and the Middle East/North Africa.

6677 Education and Development II: Policies and Practices

3 credit hours

A continuation of EDUC 6676. Examination and comparison of educational policies in selected countries or regions of the world with a view to assessing educational outcomes, education processes and the relation between education, the public sector, the private sector and international organizations, and the effect of such policies worldwide. Emphasis is on Asia, Africa, Latin America and the Middle East/North Africa.

6690 Masters Thesis Research

6 credit hours

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 Thesis Design

3 credit hours

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.

7500 Advanced Development Theory

6 credit hours

This seminar will explore recent research at the highest level in development theory, and its implications for students' doctoral research sub-areas in the political economy of globalization.

7600 Advanced Doctoral Research Methods

6 credit hours

This seminar will explore traditional and recent methods, both quantitative and qualitative, for collecting data relevant to participating students' doctoral research projects.

8000 Doctoral Dissertation

3 credit hours

All doctoral students approved for entry into Year 2, fieldwork/empirical research, must register for this Dissertation course. The course will carry an IP (in progress) until the dissertation defense, at which time a pass/fail will be entered on the student's transcript.

Master of Arts in Philosophy

Graduate Programme Coordinator	S. Crooks
Chair	M. Mercer
Professors	S. Crooks, M. Mercer, S. Wein
Associate Professors	L. Gannett, J. MacKinnon,
Assistant Professors	R. Ansell, T. Calder, S. Edgar
Professors Emeriti	W. Grennan

The Philosophy Department at Saint Mary's University has a small but thriving M. A. program which typically admits one or two students per year. We have particular strengths in ethics, social and political philosophy, epistemology, aesthetics, philosophy of education, history of late modern philosophy, and philosophy of science and its history. We seek to admit students who have a record of academic accomplishment in their Bachelor's degree, whose research interests match those of our faculty. (See individual faculty members' webpages for details.) Potential applicants are encouraged to consult the Graduate Coordinator, Dr. Shelagh Crooks, at shelagh.crooks@smu.ca to discuss their thesis topic prior to making formal application to the program.

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

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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 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 Metaphysics

6 credit hours

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.

6415 Argumentation Theory

3 credit hours

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.

6510 Advanced Topics in Applied Ethics

3 credit hours

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.

6585 Feminist Philosophy

3 credit hours

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 Graduate Seminar

3 credit hours

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 Philosophy of Language

3 credit hours

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 Theory of Knowledge: Foundations

3 credit hours

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 Theory of Knowledge: Ethics of Belief

3 credit hours

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.

6611 Political Thought: The Classic Texts

3 credit hours

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 Contemporary Political Philosophy

3 credit hours

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.

6617 Philosophy of Economics

3 credit hours

This course examines the basic assumptions on which economic theory rests, asks whether economics is a science and explores the extent to which economic analysis can be used in other areas (for example, in medicine and law). No knowledge of economics is presupposed or required.

6625 International Justice

3 credit hours

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 Philosophy of Mind: The Classic Texts

3 credit hours

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 Philosophy of Mind: Contemporary Issues

3 credit hours

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 Early Modern Philosophy: The Rationalists

3 credit hours

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 Early Modern Philosophy: The Empiricists

3 credit hours

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 Later Modern Philosophy: Kant

3 credit hours

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

6645 Greek Philosophy: The Presocratics and Plato

3 credit hours

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

6646 Greek Philosophy: Aristotle and the Hellenists

3 credit hours

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 Aesthetics: The Classical Tradition

3 credit hours

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 Aesthetics: Contemporary Debates

3 credit hours

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 Philosophy of Science

3 credit hours

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 Philosophy of Biology

3 credit hours

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 Philosophy of History

3 credit hours

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 Existentialism: The 19th Century

3 credit hours

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 Existentialism: The 20th Century

3 credit hours

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 Analytic Philosophy

6 credit hours

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

6671 Meta-ethics

3 credit hours

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 Foundation of Ethics

3 credit hours

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

6679 Senior Seminar

6 credit hours

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

6685 - 6689 Reading Courses in Philosophy

3 credit hours

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

6690 - 6695 Reading Courses in Philosophy

6 credit hours

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

6697 Master's Thesis

6 credit hours

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

Master of Arts in Theology and Religious Studies

This program is offered jointly by Atlantic School of Theology and Saint Mary's University

Program Coordinators:

Saint Mary's University A. Dalton, Religious Studies,
Atlantic School of Theology D. Deane

Religious Studies, Saint Mary's University:

Professors A. Dalton
Associate Professors M. Abdul-Masih, A. Soucy
Assistant Professors M. Hale

Atlantic School of Theology

Associate Professors J. Clarke, A. Faber, D. MacLachlan,
S. Wilhauck
Assistant Professors J. Campbell, D. Deane, R. Fennell,
S. Slater

This program brings together two complementary, interdisciplinary programs, Theology (AST) and Religious Studies (SMU). Graduate students will experience a diverse and rich field of expertise in the study of religion.

Students have a unique opportunity to explore and articulate the relationship between Theology and Religious Studies as the fields have evolved both within Canada and internationally. The program is committed to enabling students to study diverse religious communities as they exist in the Maritimes, in Canada and around the world. Students may also choose to study the traditional religious studies and theological areas, such as comparative religions, comparative ethics, biblical studies, systematic theology and pastoral theology.

Students may pursue a thesis based M.A. designed to qualify for admission to doctoral programs or a course-only program designed for students wishing to develop theoretical and applied skills to work within churches and other religious institutions. One of the objectives of the program is to provide the religious communities in the Maritimes, whether long-established or new, with appropriate expertise that could enhance their understanding of their place in a multicultural society.

Admission Requirements

Applicants may apply to either the Faculty of Graduate Studies and Research at Saint Mary's University or to Atlantic School of Theology. Students applying to Saint Mary's University meet the general admission requirements and follow the 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.

Applicants must have an Honours B.A. in Religious Studies or Theology, or a first degree in Theology (Masters in Divinity, for example), or their equivalent, from an AUCC accredited university or a similarly recognized institution. Students may be admitted on a full-time or part-time basis

(also see "Full-time versus Part-time Status" in Section 2 of the Graduate Academic Calendar).

Financial Support

Full-time students admitted to the M.A. in Theology and Religious Studies may be eligible for funding provided by AST or the Faculty of Graduate Studies and Research, Saint Mary's University. Funding decisions are made by the program coordinators in consultation with the M.A. Program Committee and funds are provided on a competitive basis within the program.

Program Requirements

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

Thesis Stream: Includes the completion of a traditional research-oriented thesis as required for admission to Ph.D. studies. Students may do theses using either field-based or library-based research. Students will complete six (6) credit hours of required courses (GTRS 6000), twelve (12) credit hours of elective courses, and a thesis (six [6] credit hours; GTRS 6020). Thesis proposal submission and thesis writing guidelines will be designed to enable students to complete their programs within three (3) semesters for full-time students (also see "Time-for-Completion of Graduate Programs" in Section 2 of the Graduate Academic Calendar).

Candidates for the Thesis Stream are required to demonstrate a reading proficiency in a modern language, normally French or German. Students may apply to the M.A. Program Committee to be examined in another modern language if it is more relevant to their specialty. Those entering the M.A. are expected to pass the modern language requirements by the end of their second semester. Exemption from these requirements is granted to those who have proof of a reading competence in the language. In fulfillment of a language requirement the acceptable standard of proficiency is the equivalent of a grade of "B" or higher in a SMU 2000 level undergraduate language course. This standard may be demonstrated by completing a university course or by an examination administered by the M.A. Program Committee. Students whose work concentrates on Biblical Studies must have completed, with a grade of "B" or higher, two full university courses of ancient Greek, Latin or Hebrew.

Course Only Stream: Students will complete six (6) credit hours of required courses (GTRS 6000) and eighteen (18) credit hours of elective courses. Students in this stream will be encouraged to include at least one practicum course (GTRS 6400, three (3) credit hours). The program is designed to be completed within three (3) semesters for full-time students (also see "Time-for-Completion of Graduate Programs in Section 2 of the Graduate Academic Calendar).

Graduate Courses (GTRS)

Courses offered at Saint Mary's University

6000 Theory and Methods Seminar

6 credit hours

Both Theology and Religious Studies are multidisciplinary fields of scholarly inquiry with different but overlapping histories, methodologies and theories. This course will require students to examine the theories and methods and engage in conversation about the relationship of the two disciplines. The distinctive ways in which the two disciplines have developed and continue to engage each other in Canada will be the focus of the second part of the course.

6010 Religious Traditions in Canada

3 credit hours

This course is a research seminar examining issues about historical and current issues involving religions in Canada and especially Atlantic Canada. Special emphasis will be given to comparative studies of Canadian themes in relation to North American and International patterns.

6020 Thesis in Theology and Religious Studies

6 credit hours

Students will engage in library and/or field research and the writing of a thesis under supervision of a thesis committee made up of a director and two readers. 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 thesis topics. Students will publicly defend their thesis, following which a final grade will be determined by the thesis committee, reconstituted as the defense jury for an oral defense. This normally includes the recommendation of the external reviewer of the thesis.

6100 – 6130 Special Topics in Religious Studies

3 credit hours

Special topics courses will investigate in depth a specific topic or set of topics in Religious Studies..

6200 – 6220 Directed Reading in Religious Studies

3 credit hours

Directed Reading courses are designed to permit graduate students to do individual course research on topics in Religious Studies.

6400 Practicum

3 credit hours

In lieu of a thesis, student not intending to pursue higher graduate study may choose to do an applied research project (equivalent of 1 semester course) or Practicum. Each student is required to complete a project, under the supervision of a faculty member, involving real-world application of the theory and methods of religion and/or Theology. The project will be undertaken in conjunction usually with a religion affiliated agency working either locally, nationally or internationally. The student, in consultation with her/his

supervisor and the relevant agency, designs and carries out a suitable research activity. The student prepares a suitable proposal beforehand, including a letter of agreement by the host agency, engages in the research and writes a final report on the results.

6410 Religion and International Development

3 credit hours

This course examines the role, both actual and potential of religion in development. The two main objectives are: (1) to examine theoretically what religion has to offer to contemporary debates about the nature of development; and (2) to explore the ways in which religions have contributed and are actually contributing to development on the ground in developing countries.

6420 Religious Pluralism

3 credit hours

In Canada and in countries around the world, interpreters of religious pluralism frequently situate their analysis of religion within social theories about secularism, pluralism, globalization, multiculturalism and human rights. This course will examine those theories and their impact on the social location of religions and religious diversity in multicultural societies.

6440 Gender and Asian Religious Traditions

3 credit hours

In this course we will examine the gender aspects of religious traditions in South, Southeast and East Asia. Women are often portrayed in such roles as daughters, mothers, wives, goddesses, demonesses, temptresses, Buddhas and bodhisattvas. This portrayal is upheld by cultural systems in which both men and women participate, and can best be understood by a critical analysis of the societies in which these religions are embedded. Attention will be given to the ways that gender informs religious institutions, individual identity and practice, and the historical development of Asian religious traditions.

6450 Comparative Religious Ethics

3 credit hours

This research seminar is focused on the issues of “doing ethics” in multicultural, multifait contexts. Students will learn how to conduct critical inquiry into methodological approaches and sources used when religious voices are included in attempts to create a common good.

6460 Religions and Orientalism

3 credit hours

The course will explore Orientalist representations of religious traditions as an objective “other”. Special focus will be given to the ways in which Humane scholars, religious writers and the interpreters of sacred texts contribute to the formation of various forms of Orientalism.

6470 Religion and Society in Atlantic Canada

3 credit hours

An historical examination of the relationship between religion and society in Atlantic Canada from the beginning of European settlement to the present. Themes to be considered include religion and the formation of regional/ethnic identities, religion and politics, religion and movements of social reform, and the impact of

secularization on Atlantic Canadian society. Topics will be examined in the broader context of Canadian history and the evolution of the trans-Atlantic world.

Courses offered at the Atlantic School of Theology

6200 – 6275 Special Topics in Theology
3 credit hours

6300 – 6285 Special Topics in Pastoral Theology
3 credit hours

6430 Christian Theologies of Religious Pluralism & Beyond

3 credit hours

This course explores Christian theologies of engagement with religious pluralism. Christian approaches to inter-religious dialogue are usually categorized as the exclusivist (or particularist) position, the inclusivist position, and the pluralist position. In addition to a critical and constructive assessment of these positions, the course will consider practice-oriented approaches (Ryan) and feminist approaches (Hill Fletcher). Finally, we examine the role of religion or faith in public discourse, particularly those authors who challenge the “secularization thesis”

6480 Religious Vision in Film

3 credit hours

This course considers filmic representations of practices of human flourishing, or “fullness of life” as the Psalmist describes it, that emerge in and through human suffering and the cultivation of human goodness and joy. Throughout the course we ask, what is religious vision in film? The course introduces a number of spectator theories and three religious approaches to film interpretation, and also questions what filmic techniques and narratives are used to communicate religious vision in film.

6490 Wisdom Literature

3 credit hours

This seminar explores key features of biblical wisdom literature through a close study of the book of Job. Job’s struggle with the scandal of his suffering has attracted volumes of reflection and response – first from his narrative companions, and subsequently from a host of others. In this course we, in our turn, will engage with the magnificent poetry and the deep quandary expressed in the book of Job. As a companion piece to our study we will also study the Psalms, so many of which describe the basic struggles of human life.

6500 Storytelling & Spirituality: the Power of Narrative

3 credit hours

Stories and storytelling have a key role in personal and communal identity and spirituality. This course draws on narrative method from several disciplines to explore how stories ‘work’ with us when we listen to them and when we tell them. Special attention is given to the function of storytelling at different times in the life cycle and to cues storytellers offer to help listeners interpret the meaning embedded in their stories. We will also examine ways in which stories form and change in the lives of families, religious communities and cultural groups, shaping new generations in communal identity.

6510 The Moral Subject & Moral Imagination

3 credit hours

This course examines influential theories of the moral subject. In the most schematic of terms, this is often understood as a tension between a liberal focus on the individual rational will (Kant, Rawls, Herman) and communitarian commitments to a moral self formed through historical and communal relations (Hauerwas, MacIntyre). Between the opposing tendencies to focus on either the individual or community lies the ‘middle way’ of envisioning the moral subject developed by philosophers and ethicists like Murdoch, Benhabib, Johnson, among others.

6520 Personality Theory and Five Emotional States

3 credit hours

The purpose of this course is to deepen the participant’s understanding of how people come to experience themselves as human, particularly within the context of anxiety and distress. It will be a particularly useful course for those interested in working intensively with those who are struggling for a sense of meaning in their lives. The first section of the course will be an introduction to theories of personality and some of the central tenets of meta-psychology. In the second part of the course, the class will apply learned theories to five emotional states that often leave people spiritually crippled or paralyzed: anger, grief, guilt, remorse, and love.

6530 Building Faith: Religious Communities in Canada

3 credit hours

This course is a research seminar that explores and assesses norms, values, traditions, and authorities within religious communities. The construction, reception, transmission, and interpretation of these factors will be considered. The Canadian and Maritime contexts will receive special attention.

Master of Arts in Women and Gender Studies

Program Coordinators
Saint Mary's University: Michele Byers, Sociology
and Criminology
Mount Saint Vincent University: Alan Brown, Sociology
and Anthropology

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

The Master of Arts in Women and Gender 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 and media studies; literary studies; history; theory; research methods; health; sexuality; education; social change; religion/spirituality; human rights, law, regulation and social justice; race and ethnicity; body image, paid and unpaid care-giving labour; family relations; creative arts; and feminist 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 its links with active local feminist communities.

Admission Requirements

Applicants may apply to either the Faculty of Graduate Studies and Research at Saint Mary's University, or Mount Saint Vincent University. Students receive a Master of Arts Degree in Women and Gender Studies from the institution in which they are formally enrolled. Students are encouraged to apply to both institutions to maximize their chances of acceptance and funding.

Students applying to Saint Mary's University must meet the general admission requirements and follow the 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 and Gender Studies faculty to supervise a student's proposed area of research.

Application 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 and Gender 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

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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

This is a thirty (30) credit hour program that 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:

- 6601 Feminist Theory (3 credit hours)
- 6602 Feminist Methodologies (3 credit hours)
- 6603 Graduate Seminar (3 credit hours)
- 6604 6604 Contemporary Issues of Feminism (3 credit hours)
- Independent Study/Electives (6 credit hours)
- 6698 and 6699 Thesis (12 credit hours)

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

The core courses (6601, 6602, 6603 and 6604) rotate between Saint Mary's University and Mount Saint Vincent University. Students should carefully read the timetable to identify on which campus each course is taught.

The program offers a wide range of cross-listed, interdisciplinary elective courses every year, which include courses in the areas of global issues; war and peace studies, cultural and media studies; literary studies; history; theory; research methods; health; sexuality; education; social change; religion/spirituality; human rights, law, regulation and social justice; race and ethnicity; body image, paid and unpaid care-giving labour; family relations; creative arts; and feminist community activism.

Prospective students with particular areas of interest or questions about courses should contact the Graduate Coordinators.

Graduate Courses (WGST)

6601 Feminist Theory

3 credit hours

This course is an in-depth study of feminist theory emphasizing theoretical development over time and common assumptions and debates among feminist scholars.

6602 Feminist Methodologies

3 credit hours

This course is an examination of feminist critiques and strategies around knowledge and research methodologies. Students explore historical and contemporary debates on important research issues.

6603 Graduate Seminar

3 credit hours

This graduate seminar is a forum for discussing student research proposals and for integrating insights and material from other venues. In the seminar, students work from an interdisciplinary perspective to bring together issues related to feminist theory, methodology and praxis.

6604 Contemporary Issues of Feminism

3 credit hours

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.

6698 - 6699 Thesis

6 credit hours

Students are required to produce a thesis worth twelve (12) credit hours. 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.

6800 – 6825 Directed Studies in Women and Gender Studies

6 credit hours

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

6826 – 6849 Directed Studies in Women and Gender Studies

3 credit hours

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

6850-6875 Special Topics in Women and Gender Studies

3 credit hours

The topics discussed in these courses will vary from year to year.

Note: Lists of core and elective courses in Women and Gender Studies offered at Mount Saint Vincent are available in the *Academic Calendars* of that institution, the Saint Mary's WMST Coordinator, or the institutional websites of MSVU and SMU.

Graduate Programs – Sobey School of Business

The Sobey School of Business offers the following graduate programs: Graduate Diploma in Co-operative Management, Master of Applied Economics, Executive Master of Business Administration, Master of Business Administration, Master of Finance, Master of Management of Co-operatives and Credit Unions, Master of Technology, Entrepreneurship and Innovation, and Doctor of Philosophy in Business Administration (Management).

Master of Applied Economics (MAE)

Acting Graduate Coordinator Atul A. Dar

This 12-month program provides students with a working knowledge of how to apply the tools of economic analysis to issues involving public policy and business decision-making. Students will develop skills relevant to becoming professional economists ready to take managerial and/or research positions in the public or private sector as well as in international organizations. They will show originality in the application of economic theory and will develop appropriate writing skills required for policy documents and business reports that have an economics focus. They will develop research skills and will also obtain appropriate training to pursue a Ph.D. degree with a focus in applied economics, which has become a growing field both in Canada and internationally.

Admission Requirements

The Master of Applied Economics follows the general admission requirements and procedures of the Faculty of Graduate Studies and Research as outlined in Section 2 of the Graduate Programs Academic Calendar. In addition, all applicants must possess at least a four-year Bachelor of Arts, Bachelor of Science, or a Bachelor of Commerce degree (or equivalent) with a cumulative GPA equivalent to a grade of “B”. Applicants will normally be expected to have taken at least one undergraduate course in statistics at an intermediate level (and preferably econometrics), intermediate microeconomics and macroeconomics, and economic theory at an advanced (fourth-year) level. Students who lack this background may be given an option to acquire equivalent preparation prior to starting the program.

Students whose native language is not English must submit a TOEFL or IELTS score. A score of at least 90 on the internet-based (iBT) TOEFL with no band below 20 or an IELTS score of at least 6.5 with no band below 6 is required. TOEFL/IELTS scores must be less than two years old.

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 theory and econometrics to study at the Master’s level. In these instances, a program of study will be worked out with the Graduate Coordinator and students will be admitted to the Master’s program upon successful completion at an appropriate grade level of this qualifying year program.

To be considered for funding, completed applications must be received by February 1. Self-funded applicants must submit their application by April 1.

Financial Support

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

Program Requirements

Students admitted to the program must successfully complete twenty-four (24) credit hours. This involves successfully completing the following course requirements:

- Twelve (12) credit hours must include the following core courses:

MAEC 6600 Applied Microeconomic Analysis (3 credit hours)

MAEC 6601 Applied Macroeconomic Analysis (3 credit hours)

MAEC 6609 Applied Econometric Modelling and Forecasting (3 credit hours)

MAEC 6698 Seminar in Applied Economics Research (3 credit hours)

MAEC 6600, MAEC 6601 and MAEC 6609 must be taken in the first (fall) term, while MAEC 6698 must be taken in the second (winter) term.

- In addition, students must complete (9) credit hours of electives taken from the following:

MAEC 6607 Monetary Theory and Policy (3 credit hours)

MAEC 6610 Economic Development and Policy (3 credit hours)

MAEC 6613 International Macroeconomics and Finance (3 credit hours)

MAEC 6614 International Trade and Commercial Policy (3 credit hours)

MAEC 6616 Industrial Organization and Applied Game Theory (3 credit hours)

MAEC 6618 Economics of the Public Sector (3 credit hours)

MAEC 6640 Economics of Human Resources and Migration: Issues and Policies (3 credit hours)

MAEC 6649 Social Policy: Economic Analysis and Issues (3 credit hours)

MAEC 6659 Economics of Cooperatives and Social Enterprises Non-Profit Firms (3 credit hours)
 MAEC 6663 Economics of Natural Resources and the Environment (3 credit hours)

Not all elective courses will be offered every year.

Students may be able to take one elective (3 credit hours) from outside of Economics, subject to the approval of the Graduate Coordinator and course instructor.

- Students must complete a major research paper, MAEC 6699 (3 credit hours), under the supervision of a faculty member. Work on the paper can begin at any time during the program, subject to the approval of the student's supervisor.

Graduate Courses

6600 Applied Microeconomic Analysis

3 credit hours

This course builds strong foundations for applied economics courses and for economic research. While dealing with core areas of microeconomics, emphasis will be on applications of microeconomic tools to inform policy-making in important issues of the day, such as regulation, the effects of network externalities in the information economy, and outsourcing.

6601 Applied Macroeconomic Analysis

3 credit hours

This course provides students with a strong grounding in the tools of modern macroeconomic theory, and how those tools can be applied to gain an understanding of macroeconomic events and for the evaluation and design macroeconomic policy and institutions. Topical issues such as the effects of high debt and financial crises will also be discussed.

6607 Monetary Theory and Policy

3 credit hours

This course provides an analytical framework for the study of monetary policy. Issues such as the role of financial markets and institutions, the monetary transmission mechanism, inflation targeting, and financial crises may also be discussed. Empirical studies will be incorporated to enhance student understanding and to highlight the policy relevance of course material.

6609 Applied Econometric Modelling and Forecasting

3 credit hours

This course will provide students with a solid working knowledge of the theory and practice of econometric modelling and forecasting. Topics include regression analysis, violation of classical assumptions, generalized least squares, model selection, dynamic models, time series econometrics, and applied forecasting methods. Applications using appropriate econometrics software will also be shown.

6610 Economic Development and Policy

3 credit hours

This course evaluates the state of knowledge in major policy areas, and how that knowledge can be used for the design and implementation of effective policies. Areas for study could include growth and macroeconomic stability; trade

and aid; education and poverty; environment and sustainable development; health and nutrition; the theory and practice of development planning.

6613 International Macroeconomics and Finance

3 credit hours

The goal of the course is to integrate theories with the empirical literature and recent policy debates on important issues such as optimal exchange rate policy and international financial integration. Topics include current account dynamics, theories of exchange rate determination, open-economy macroeconomic policy, international capital flows, currency crises, and business cycle models.

6614 International Trade and Commercial Policy

3 credit hours

This course shows how trade theory provides insights into controversies in the international economy, as well as for the evaluation and formulation of trade policy with special reference to the role of international institutions and negotiations. Topics covered include the determinants of trade patterns, the impacts of tariffs, strategic trade policy, and the economics of regional integration.

6616 Industrial Organization and Applied Game Theory

3 credit hours

This course develops student skills in the application of game theory to industrial organization issues. Students will learn to set up and solve fundamental game theory models to answer questions relating to product pricing and sales, R & D decisions, the formation of joint ventures, and advertising, to name a few.

6618 Economics of the Public Sector

3 credit hours

This course examines the role of government in market economies, with a focus on expenditure policy, financing of the public sector through taxation, and intergovernmental fiscal relations. Students will work through a comprehensive empirical and theoretical guide that analyzes taxation and expenditure policies at all levels of government, in both the Canadian and international contexts.

6640 Economics of Human Resources and Migration: Issues and Policies

3 credit hours

This course will review the theoretical and empirical literature on labour market issues and international migration. Topics could include household labour supply, labour demand, labour migration and its management, the role of international trade, worker compensation, discrimination, industrial relations and unemployment. Public policy applications of these topics will be emphasized.

6649 Social Policy: Economic Analysis and Issues

3 credit hours

Social policy includes income security policy, family policies, income redistribution and poverty alleviation, health care, education and housing. The course covers alternative models of the welfare state, conceptual issues related to policy design, and empirical evidence of policy impacts. Select policy areas will be examined in depth, and while the emphasis is on Canada, comparative perspectives are included.

6659 Economics of Cooperatives and Social Enterprises

3 credit hours

Drawing on behavioral economics, this course will debate advantages and disadvantages of alternative forms of enterprise and policy implications. Topics include cooperative principles and values; economic theory of cooperative firms and social enterprises; dual motives theory; the social and solidarity economy; cooperative and social networks; best practices and case studies.

6663 Economics of Natural Resources and the Environment

3 credit hours

Through this course, students will acquire a critical understanding of how economic decisions, market forces and government policies can affect the environment, and a sound knowledge of the theory and techniques of non-market valuation of environmental goods and services. Students will also be able to evaluate and design public policies towards the environment and natural resources.

6698 Seminar in Applied Economics Research

3 credit hours

This course builds student skills for conducting sound applied research, and for effectively communicating that research through presentations and written reports. Students will develop their understanding of the various elements of the research process through assigned reading and real-world empirical applications, proposal writing, policy analysis, and dealing with empirical challenges.

6699 Major Research Paper

3 credit hours

In this course, under the guidance of a supervisor, students will undertake a research project that will demonstrate their theoretical and quantitative modelling skills, and their ability to conduct valid empirical research. They will also present their work in the form of a written research paper.

6892 Directed Study

3 credit hours

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 greater depth and detail, and requires from the student some measure of independence and initiative.

Executive Master of Business Administration (EMBA)

Coordinator W. Carroll
 Adjunct Professor T. O'Neill
 Program Manager K. Smith

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.

All students are required to complete the following non-credit course;
 EMBA 0010 Professional Skills

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

Curriculum

First Year: Required Courses

EMBA 0010 EMBA Professional Development Activities
EMBA 5511 Managerial and Financial Accounting
EMBA 5512 Organizational Behaviour
EMBA 5513 Strategic Marketing
EMBA 5515 Leadership
EMBA 5516 Selected Topics in Business Law Ethics and Governance
EMBA 5521 Corporate Finance
EMBA 5522 Managerial Economics
EMBA 5523 Operations Management
EMBA 5524 Human Resource Management

Second Year: Required Courses

EMBA 0010 EMBA Professional Development Activities
EMBA 6631 Management Information Systems
EMBA 6632 International Capital Markets
EMBA 6633 Policy I - Business Strategy
EMBA 6634 Business Research Project I
EMBA 6641 International Business (See note a below)
EMBA 6642 Policy II - Public Policy in Business
EMBA 6646 Business Research Project II

Elective Courses

EMBA 6643 Industrial Relations
EMBA 6647 Entrepreneurship and Family Business
EMBA 6690 Seminar in Business Studies
EMBA 6691 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)

0010 EMBA Professional Skills

0 credit hours

This required non-credit course is intended to provide opportunities to understand management skills and achieve a greater understanding of the role of the chief executive in an organization. Primarily, this course involved required attendance at a speakers series. Students will take this course every semester in which they are enrolled in the program.

5511 Managerial and Financial Accounting

3 credit hours

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 Organizational Behavior and Theory

3 credit hours

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 Strategic Marketing

3 credit hours

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 Leadership

1.5 credit hours

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.

5516 Selected Topics in Business Law, Ethics and Governance

1.5 credit hours

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

5521 Corporate Finance

3 credit hours

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 signaling 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 Managerial Economics

3 credit hours

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 Operations Management

3 credit hours

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 Human Resource Management

3 credit hours

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.

6631 Management Information Systems

3 credit hours

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 International Capital Markets

3 credit hours

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 Policy I - Business Strategy

3 credit hours

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 Business Research Project I

3 credit hours

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.

6641 International Business

3 credit hours

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

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dealing with the nation-state, both in the developed world and in the less developed regions.

6642 Policy II - Public Policy in Business

3 credit hours

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 Industrial Relations (Elective)

3 credit hours

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 Business Research Project II

3 credit hours

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 Entrepreneurship and New Venture Development (elective)

3 credit hours

Using lectures, group work, individual work, cases, and guest speakers, this course examines the key theories and elements related to the entrepreneurial cycle. The entrepreneurial cycle includes the idea generation and investigation phase, the start-up, the potential for rapid growth, and harvesting the value created by the firm at exit. The questions addressed specifically investigate: 1) whether it is viable to either start or purchase a business, 2) where and how to secure financing for either option, 3) how to marshal other resources critical for growth, and 4) how to position the firm to capture its wealth when the entrepreneur is ready to exit.

6690 Seminar in Business Studies (Elective)

3 credit hours

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 Directed Study

3 credit hours

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)

Coordinator	X. Song
MBA Coordinator	L. Ray
Program Assistant	J. McIntyre
Career Services Manager	S. Swallow

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). GMAT scores are used to evaluate both quantitative and verbal skills. A minimum competency in both areas is expected (**50th percentile**). GMAT analytical writing 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 an official English language proficiency test score. A paper-based TOEFL score of 600 with a TWE score of at least 5.0 or 100 on the internet-based TOEFL (iBt) with no band below 20 are required. A IELTS score of at least 7.0 is required, with no band below 6.5. A CAEL score of 70 is required, with no individual band below 60.

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 resumé, 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 an official English language proficiency score. (Note: 0958 is the appropriate TOEFL code for the Sobey MBA Program at Saint Mary's University).
- g. 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. An academic reference is preferred but not required.
- 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.

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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) – 15 June
- 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 (**CGPA 3.5 is expected**) 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, MGMT 6694, ECON6601, MCP/MRP, any other requirements stipulated by the Program Coordinator, 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 Sobey School of Business.

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	Managerial Economics and Decision Analysis
MGSC 5506	Statistics for Managers
CISY 5521	Managing Information and Technology
ACCT 5540	Financial Accounting
MGMT 5586	Leadership and Behavioural Processes
MKTG 5571	Marketing Management
MGSC 5515	Operations Management
ACCT 5548	Managerial Accounting
FINA 5561	Business Finance
MGMT 5585	Organizational Behaviour

All students are required to complete the following non-credit course;
SMBA 0010 Professional Skills

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:

MGMT 6689	Strategic Management
MGMT 6694	Ethical Issues in the World of Business
ECON 6601	Economics and Policy in Global Context
SMBA 6698	Management Consulting Project (MCP)
or	
XXXX 6699	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.

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 Coordinator,

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. September 2013 was the last intake of the MBA-CMA program.

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 meet one of the following two criteria: (a) hold a CMA designation, or (b) pass the CMA Entrance Exam or its equivalent 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 review.
- 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 thirty-nine (39) credit hours (as listed below) to earn the MBA degree.

Thirty-six (36) of the thirty-nine (39) 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	Management Information Systems: Strategy and Practice
ACCT 6650	Integrative Managerial Accounting I
ACCT 6652	Integrative Managerial Accounting II
MGMT 6682	Performance Management
MGMT 6689	Strategic Management
MKTG 6679	Strategic Marketing
MGSC 6615	Strategic Design and Improvement of Operations
FINA 6663	Financial Management
SMBA 6698	CMA Board Report*

*Students must complete the above-listed courses before attempting the CMA Board Report
SMBA 6601 Integrative Management Exercise

Plus nine (9) elective credit hours at the 6000 level.

All MBA-CMA students are required to complete the following non-credit course:

SMBA 0010 Professional Skills

Graduate Courses

Accounting (ACCT)

5540 Financial Accounting

3 credit hours

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 Managerial Accounting

3 credit hours

Prerequisite: ACCT 5540.

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 Small Business Accounting Information Systems

3 credit hours

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

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 Management Information Systems: Strategy and Practice

3 credit hours

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

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 Financial Reporting and Statement Analysis

3 credit hours

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

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 Management Control Systems

3 credit hours

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

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 Integrative Managerial Accounting I

3 credit hours

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

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 Integrative Managerial Accounting II

3 credit hours

Prerequisite: ACCT 6650.

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 Taxation

3 credit hours

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

Students will examine the effect of tax law on personal and managerial decision-making and be introduced to the concept and principles of commodity taxation..

6654 Advanced Financial Accounting Theory

3 credit hours

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

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 Integrative Financial Accounting

3 credit hours

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

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 International Accounting

3 credit hours

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

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 Computer Based Auditing

3 credit hours

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

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 Integrative Public Auditing

3 credit hours

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

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 Integrative Internal Auditing

3 credit hours

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

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 Advanced Taxation Legislation - Corporate and Sales

3 credit hours

Prerequisite: completion of all required 5000-level MBA courses or permission of MBA Coordinator, 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 Taxation and Financial Planning

3 credit hours

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

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 Advanced Management Information Systems (MIS)

3 credit hours

Prerequisite: completion of all required 5000-level MBA courses or permission of MBA Coordinator, 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 Environmental Accounting

3 credit hours

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

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,

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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 Seminar in Accounting

3 credit hours

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

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

6692 Directed Study

3 credit hours

Prerequisite: completion of all required 5000-level MBA courses and permission of MBA Coordinator 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 Research Project

6 credit hours

Prerequisite: completion of all required 5000-level MBA courses or permission of MBA Coordinator and instructor.

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 Commercial Law

3 credit hours

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

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 Managing Information and Technology

3 credit hours

This course equips students with processes, models and frameworks to develop IT strategy for organizations. In

addition, the course will focus on environmental scanning of leading business software applications and their strategy maps (e.g., customer relationship management, supply chain management, product lifecycle management, and human capital management). Issues pertaining to technology adoption, emerging technologies, and diffusion of innovations will be covered.

6624 Database Systems

3 credit hours

Prerequisite: CISY 5521.

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 Electronic Commerce

3 credit hours

Prerequisite: CISY 5521.

This course uses a multi-disciplinary approach to describe issues in Electronic Commerce. The course covers business models, management models, and strategic frameworks to aid in managing e-commerce platforms.

6626 Government and Platform-mediated Networks

3 credit hours

Prerequisite: Completion of all required 5000-level MBA-CMA equivalent courses

This course takes a systematic approach to examining governance issues during each stage of the IT-enabled platform life cycle in such industries as energy, finance, and technology. Students examine how industry regulations and platform service(s)/objectives affect business model design and platform mobilization. Students learn how IT platform provider(s) and sponsor(s) are able to influence government regulations, policy-setting, and/or applicable standards, identify risks for platforms due to management inattention to important factors, and identify envelopment opportunities and appropriate defenses.

6636 Decision Support Systems

3 credit hours

Prerequisite: CISY 5521.

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 Seminar in Computing and Information Systems

3 credit hours

Prerequisite: CISY 5521.

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 Directed Study

3 credit hours

Prerequisite: Cisy 5521 and permission of the MBA Coordinator and instructor.

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 Research Project in Computing and Information Systems

6 credit hours

Prerequisite: Completion of all 5000 level MBA courses or permission of the MBA Coordinator and instructor.

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 Economics of the Enterprise

3 credit hours

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 Economics of Enterprise Environment

3 credit hours

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 Issues in Industrial Economics

3 credit hours

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 Economics and Policy in Global Context

3 credit hours

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 Business Forecasting

3 credit hours

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 Sustainable Resource Management

3 credit hours

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.

6620 Issues in Public Finance and Fiscal Policy

3 credit hours

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 Managerial Economics and Public Policy Issues

3 credit hours

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 Economics of Environment Management

3 credit hours

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 International Economics

3 credit hours

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

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integration; multilateral trade liberalization; scale economies and trade; foreign exchange rate determination; exchange rate regimes; foreign exchange intervention and stabilization policy.

6690 Seminar in Economics

3 credit hours

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 Directed Study

3 credit hours

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 Research Project in Economics

6 credit hours

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 Business Finance

3 credit hours

Prerequisite: SMBA 5502, MGSC 5506, and ACCT 5540.

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.

6571 IMPACT Program 1: Applied Financial Analysis

3 credit hours

Prerequisite: Permission of instructor

This is the first of two courses that support the investment management of the Sobey School of Business's IMPACT Fund. Students who are admitted to this program will undertake a comprehensive economic analysis of the Canadian economy and use this to generate top-down portfolio allocation decision. In addition, students learn how to generate advanced financial research reports using state-of-the-art financial tools. Emphasis is on generating, interpreting and applying company comparable analysis reports.

6572 IMPACT Program 2: Applied Portfolio Analysis

3 credit hours

Prerequisite: Permission of instructor and FINA 6571

This is an advanced course in applied portfolio management. The course is the second of two courses that support the investment management of the Sobey School of Business's

IMPACT Fund. Students who are admitted to this program are responsible for making portfolio allocation decisions for the fund. Students use company comparable analysis in conjunction with more advanced financial models, such as cash flow and real options models, in making bottom-up active portfolio management decisions. Advanced financial statement analysis is also covered.

6662 Seminar in Real Estate Investment

3 credit hours

6663 Financial Management

3 credit hours

Prerequisite: FINA 5561.

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 Corporate Finance

3 credit hours

Prerequisite: FINA 6663.

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 Mergers and Restructuring

3 credit hours

Prerequisite: FINA 5561.

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 Capital Markets

3 credit hours

Prerequisite: FINA 5561.

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 Options, Futures and Swap Markets

3 credit hours

Prerequisite: FINA 6668.

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 Investments and Portfolio Management

3 credit hours
Prerequisite: FINA 5561.

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 Fixed Income Securities

3 credit hours
Prerequisite: FINA 6668

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 Financial Institutions

3 credit hours
Prerequisite: FINA 5561.

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 International Business Finance and Banking

3 credit hours
Prerequisite: FINA 5561.

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 Seminar in Finance

3 credit hours
Prerequisite: FINA 5561 or permission of MBA Coordinator.

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 Directed Study

3 credit hours
Prerequisite: FINA 5561 and permission of MBA Coordinator and instructor.

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.

6694 Ethical Issues in the World of Business

3 credit hours
Prerequisite: completion of all required 5000-level MBA courses and permission of instructor.

The purpose of this course is to introduce basic ethical concepts and principles in order to increase understanding and use of ethical reasoning in a managerial context; and to deepen the ability to think critically. The focus is on the individual decision maker; the organization as an ethical agent; the organization as a context and culture that sets the stage for ethical action; and the broader societal, economic, political, and ecological systems that influence moral decision making. The emphasis is on "living ethics" rather than "teaching ethics". Part of the learning process is discovering and applying one's own values through experiential and reflective exercises.

6699 Research Project in Finance

6 credit hours
Prerequisite: Completion of all 5000 level MBA courses or permission of the MBA Coordinator and instructor.

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 Organizational Behavior

3 credit hours
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 Leadership and Behavioral Process

3 credit hours

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 Entrepreneurship: Theory and Concepts

3 credit hours

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

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 Essentials of Management Consulting

3 credit hours

Prerequisite: completion of all 5000-level MBA 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 International Business Management

3 credit hours

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

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 Performance Management

3 credit hours

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

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 Management of Interpersonal Relations

3 credit hours

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

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 Management of Organizational Design and Development

3 credit hours

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

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 Strategic Human Resource Management

3 credit hours

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

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 Industrial Relations

3 credit hours

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

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 New Venture Opportunities

3 credit hours

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

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).

6689 Strategic Management

3 credit hours

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

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 Seminar in Management

3 credit hours

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

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 Staffing, Training and Development

3 credit hours

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

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 Directed Study

3 credit hours

Prerequisite: completion of all required 5000-level MBA courses and permission of MBA Coordinator, 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.

6694 Ethical Issues in the World of Business

3 credit hours

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

The purpose of this course is to introduce basic ethical concepts and principles in order to increase understanding and use of ethical reasoning in a managerial context; and to deepen the ability to think critically. The focus is on the individual decision maker; the organization as an ethical agent; the organization as a context and culture that sets the stage for ethical action; and the broader societal, economic, political, and ecological systems that influence moral decision making. The emphasis is on "living ethics" rather than "teaching ethics". Part of the learning process is discovering and applying one's own values through experiential and reflective exercises.

6695 Small Business Performance Improvement

3 credit hours

Prerequisite: completion of all required 5000-level MBA courses and permission of MBA Coordinator.

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 The Negotiating Process

3 credit hours

Prerequisite: MGMT 6686 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 Family Business

3 credit hours

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

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 Research Project in Management

6 credit hours

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

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 Statistics for Managers

3 credit hours

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 Management of Operations

3 credit hours

Prerequisite: MGSC 5506

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 Statistical Applications in Management Science

3 credit hours

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

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 Statistical Applications in Management Science II

3 credit hours

6615 Strategic Design and Improvement of Operations

3 credit hours

Prerequisite: MGSC 5515 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 Project Management

3 credit hours

Prerequisite: MGSC 5515.

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 Total Quality Management

3 credit hours

Prerequisite: MGSC 5506 and SMBA 5502.

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.

6619 Design and Management of Supply Chains

3 credit hours

Prerequisite: MGSC 5515

This course provides students with the fundamental tools to understand, analyze, and design the supply chain. The supply chain is a strategic driver that has enabled many well-known companies to gain and sustain competitive markets. Heightened customer expectations around product and service quality, speed of delivery, operating costs, and innovation require the careful design and management of a firm's supply chain processes. The course also emphasizes the supply chain as a strategic asset that must be aligned with the firm's corporate strategy.

6690 Seminar in Management Science

3 credit hours

Prerequisite: MGSC 5515 or permission of MBA Coordinator.

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 Directed Study

3 credit hours

Prerequisite: MGSC 5515 and permission of MBA Coordinator and instructor.

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 Research Project in Management Science

6 credit hours

Prerequisite: Completion of all 5000 level MBA courses or permission of the MBA Coordinator and instructor.

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 Marketing Management: An Overview

3 credit hours

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 Ethical and Social Analysis in Marketing Decisions

3 credit hours

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

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 Services Marketing

3 credit hours

Prerequisite: MKTG 5571

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 Marketing Communications: Planning and Strategy

3 credit hours

Prerequisite: MKTG 5571

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 Marketing Distribution: Planning and Strategy

3 credit hours

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

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 Marketing on the Internet

3 credit hours

Prerequisite: MKTG5 5571 and Cisy 5521.

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 Multinational Marketing

3 credit hours

Prerequisite: MKTG 5571

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 Consumer Behaviour: Decision-Making Applications

3 credit hours

Prerequisite: MKTG 5571

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.

6677 Brand Management

3 credit hours

Prerequisites: Completion of MKTG 5571 or permission of instructor.

This course is intended to provide students frameworks, concepts and skills required to launch and manage brands successfully. Students explore consumer-brand relations, and cultural, societal and organizational factors that affect brands. Managerial aspects of brand management such as brand equity, brand extensions and brand portfolio management are a major focus in the course.

6678 Marketing Research

3 credit hours

Prerequisite: MKTG 5571 and MGSC 5506

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 Strategic Marketing

3 credit hours

Prerequisite: MKTG 5571 and ACCT 5541

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 Seminar in Marketing

3 credit hours

Prerequisites: MKTG 5571 or permission of MBA Coordinator.

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 Directed Study

3 credit hours

Prerequisite: completion of all required 5000-level MBA courses and permission of MBA Coordinator, 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 Research Project in Marketing

6 credit hours

Prerequisite: Completion of all 5000 level MBA courses or permission of the MBA Coordinator and instructor.

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 Professional Skills

0 credit hours

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 Integrative Case Competition

0 credit hours

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 course description.

5502 Managerial Economics and Decision Analysis

3 credit hours

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.

6601 Integrative Management Exercise

3 credit hours

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 Special Topics

3 credit hours

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 Small Business Accounting and Finance

6 credit hours

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

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 MBA Consulting Project (MCP)

3 credit hours

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

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 MBA Internship

3 credit hours

Prerequisite: completion of all 5000-level MBA courses and permission of MBA Coordinator.

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	F. Boabang, Finance, Information Systems and Management Science (FISMS)
MFin Program Council	N. Attig, FISMS A. Dar, Economics M. Rahanam, FISMS X. Song, Accounting

The Master of Finance (MFin) program is based on the concepts and theories of financial engineering. The objective of this thirteen to fifteen-month intensive program is to prepare graduates for careers in financial analysis and advising, portfolio and risk management, and corporate finance. This is achieved through a combination of classroom instruction, independent research and hands-on use of financial data and proprietary financial management software. The program is lock-step in sequence and prepares students for Levels 1, 2 and 3 of the Chartered Financial Analyst (CFA) designation through in-depth exploration of finance areas and a CFA Exam Preparation workshop. Enrolment in the CFA program and registration in the CFA Level 1 exam are included in the MFin Program Fee.

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*. Admission requirements include:

1. A four-year university degree in engineering, physics, economics or other quantitative discipline is preferred. The minimum average of quantitative courses must be:
 - a. 75% for students with a degree in engineering, physics, computer science or mathematics/statistics degrees
 - b. 80% for students with a degree in business
 - c. 85% for students with degrees in economics or international trade
2. A bachelor degree with an overall B average (75%) or higher
3. Students whose first language is not English, who have not completed three(3) years of secondary school instruction in English language, or who do not have a previous degree taught completely in English must take one of the standardized English language proficiency tests and meet the minimum standards as defined by FGSR Academic Regulation 1.e., as detailed in Section 2 of this Academic Calendar
4. Two satisfactory letters of reference
5. A GMAT score is not required but a satisfactory score will strengthen the application
6. An interview may be required.

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 outside of China may be made directly to Saint Mary's University. Applications from individuals residing in China must be made through:

Can-Zhong International Education
1251 W 16th St.
North Vancouver, BC
V7P 1R5 Canada,

or one of Can-Zhong's authorized partners.

Application deadlines are March 30 for International applicants (with the exception of Chinese applicants) and April 15 for Canadian and Chinese applicants.

Program Requirements

See the FGSR Program Requirements in Section 2 of the *Graduate Studies Academic Calendar* in addition to the requirements detailed below.

Note: The MFin Program is lock-step in nature and the courses are designed to be taken in sequence.

1. The eight week Pre-MFin English language program at the TESL Centre is designed for students whose first language is not English and who have not previously studied in English. Students may receive conditional or unconditional admission to the Master of Finance program based on their English proficiency score. Students with conditional admission based on English must complete the Pre-MFin program or equivalent to gain admission to the MFIN program. Students with unconditional admission for June must also pass the Pre-MFin program. Should a student with unconditional admission for June/July receive an F in the Pre-MFin, they will be placed on academic probation upon entering the MFin program.

Students whose first language is English or those who have completed a degree at a university where the official language of instruction is English, will be granted admission for the September start of the MFin program.

2. Students who have conditional admission based on English and who do not successfully complete the TESL Pre-MFin program or equivalent cannot move on to the MFin program.

The Pre-MFin is followed by a semester of foundation courses and two semesters of rigorous finance study.

Months 1 and 2

Pre-MFIN

Successful completion of this component is mandatory for students with June/July admission.

1st Semester – Months 3 to 6

MFIN 5500	Microeconomics and Business Strategy
MFIN 5501	Macroeconomics and Public Policy
MFIN 5540	Financial Accounting
MFIN 6603	Applied Statistics and Data Analysis
MFIN 6641	Financial Statement Analysis
MFIN 6663	Financial Management

2nd Semester – Months 7 to 10

MFIN 6609	Econometrics and Business Forecasting
MFIN 6664	Corporate Finance
MFIN 6666	Investments
MFIN 6667	Futures and Options
MFIN 6670	Fixed Income Securities
MFIN 6671	Financial Markets and Institutions
MFIN 6672	Applied Portfolio Management (non-MRP option only)

3rd Semester – Months 11 to 14

MFIN 6669	Risk Management
MFIN 6676	International Business Financing and Banking
MFIN 6690	Special Topics in Finance and Research Methodology
Finance Workshop: CFA Exam Preparation	
MFIN 6691	Investment Banking (non-MRP option only)
MFIN 6692.0	Finance Research Project

Participation in the Finance Workshop: CFA Exam Preparation is mandatory. All students are required to sit the exam in June.

*Students wishing to complete MFIN 6692 Masters Research Project in lieu of MFIN 6665 and MFIN 6691 may do so with permission from the MFin Program Coordinator. For the revised minimum and maximum time-for-completion of the MFin program, see the table associated with FGSR Academic Regulation 19 in Section 2 of this Academic Calendar.

Graduate Courses (MFIN)**5500 Microeconomics and Business Strategy**

3 credit hours

The objective of this course is to provide students with the microeconomic analytical tools 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 Macroeconomics and Public Policy

3 credit hours

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 Financial Accounting

3 credit hours

Financial Accounting 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 Statement Analysis.

6603 Applied Statistics and Data Analysis

3 credit hours

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 Econometrics and Business Forecasting

3 credit hours

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 Financial Statement Analysis

3 credit hours

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 *multiplies* 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.

6663 Financial Management

3 credit hours

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 Corporate Finance

3 credit hours

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.

6666 Investments

3 credit hours

Both qualitative and quantitative treatments of risks and returns associated with investments in the Canadian market are discussed. Topics include: sources of financial information, market indicators, market transactions, margin trading risk aversion, expected utility, risk and return analysis, CAPM, single- and multi-index, models and APT, market efficiency, fixed income, equity securities, derivatives, portfolio management and ethics of investing.

6667 Future and Options

3 credit hours

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.

6669 Risk Management

3 credit hours

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 Fixed Income Securities Analysis

3 credit hours

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.

6671 Financial Markets and Institutions

3 credit hours

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.

6672 Applied Portfolio Management

3 credit hours

Students will analyze the decision-making process of portfolio managers including the aggregate stock market. Different types of investment funds (both active and passive), their objectives, performance evaluation and attribution analysis, bond portfolio analysis, interest rate risk management, and conflicts of interest will be discussed.

6676 International Business Financing and Banking

3 credit hours

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 Special Topics and Empirical Research Methods in Finance

3 credit hours

Students apply statistical model building to topics, such as market efficiency, performance evaluation techniques, performance decomposition (market timing, selectivity and

asset allocation), and option combinations. Analysis of an IPO under pricing and performance persistence measures is also covered.

6691 Investment Banking

3 credit hours

Prerequisites: MFIN 6671, MFIN 6676

This course provides an overview of the world of banking and the interplay of financial regulations, politics, globalization, technology and innovations. Topics include debt and equity financing, corporate mergers and acquisitions, investment banking, private equity funds, sovereign wealth funds and hedge fund activism.

6692 Masters Research Project

6 credit hours

This course builds on tools needed to carry out successful empirical research in functional areas of finance, namely corporate, derivatives, investments and portfolio management. Topics include market efficiency, extensions to single and multiple-index models, performance evaluation models and decomposition of relative performance, performance persistence measurements, and evaluation of IPO's underpricing, an evaluation of boundary conditions for option strategies and pricing models and special issues in behavioral finance.

Note: Under special circumstances and with the approval of the MFIN Director, students may be permitted to replace MFIN 6666 and MFIN 6691 with MFIN 6692.

Graduate Programs in Co-operative and Credit Union Management

Academic Director L. Haiven
Managing Director K. Miner
Program Administrator C. Mason

Saint Mary's University offers two international management programs that provide exceptional management skills to current and future co-operative leaders:

- Master of Management, Co-operatives and Credit Unions
- Graduate Diploma in Co-operative Management

These programs are designed for working professionals seeking a part-time, on line program geared to co-operatives, credit unions, and mutuals. The programs draw students, faculty, and researchers from around the globe and from a diversity of co-operative sector organizations.

Throughout the curriculum, management functions are explored within the context of the co-operative business model while being driven by the purpose, values and principles of cooperation. Beyond the development of a deep understanding of the history and evolution of the co-operative movement, learning encompasses governance, strategy, leadership and people management skills through to accounting finance, marketing, and information technology.

The program is predominantly on line with students and faculty in various countries interacting as part of a co-operative learning community. To facilitate this on line learning experience, strong relationships are forged during a one week face-to-face orientation at the start of the program and during the international study tour in year 2 (for Master program students).

Admission Requirements

These programs follow 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.

Application requirements are the same for the Master and Graduate Diploma. To apply, applicants should:

- Application Form and Fee: Complete the appropriate application form (www.smu.ca/academic/fgsr/grad_pro_app.html) and submit it along with the application fee to the Faculty of Graduate Studies (available at: <http://fgsr.smu.ca/>);
- Transcripts: Two official copies of all transcripts of your academic record from each university or college attended sent by each issuing institution directly to the Dean, Faculty of Graduate Studies and Research. It is the applicant's responsibility to ensure that all transcripts are sent.
- English Language Proficiency Test Result: Students whose first language is not English must submit an English language proficiency test result (TOEFL < IELTS, CAEL, CanTEST, Cambridge First Certificate in

English). This result must come directly to the Dean, Faculty of Graduate Studies and Research from the educational testing centre where it was administered.

- Letter of Intent: A two page description that outlines how the Master or Graduate Diploma program will benefit you and your organization.
- Letter of Support: A letter from the co-operative sector organization (typically your employer) that you will use as a case study, indicating their willingness to have you study various aspects of the organization.

Resume: Submit a current resume and list your most recent experience first;

References: Three completed reference forms. One reference must be from a university professor that has taught you and is familiar with your academic work. The other two will be work experience references.

In screening applications, we require that you:

- Be actively engaged in the co-operative sector (e.g. employed by a co-operative, credit union, mutual, or sector association serving governance roles, consulting) preferably in a supervisory or management position.
- Have completed an under graduate degree or have an equivalent combination of training and experience.
- Have adequate access to the internet and a computer to enable you to handle the demands of computer-based distance education.

We encourage you to apply early as we review and make acceptance decision on applications throughout the year. May 31st is the standard application deadline, and application made later than this date will be accepted if space is available.

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 programs are internet-based, using Blackboard course delivery software, candidates and faculty meet virtually rather than in a classroom setting. There are two exceptions. Candidates gather together in Halifax for a compulsory one week Orientation before beginning their program. While this orientation is not for credit, it is a compulsory part of the program. In addition, during the second year of the Master degree program, part of one class involves a study visit by students to either Spain or Italy for about a week to study integrated cooperative development in action.

The Master degree program consists of thirty-six (36) credit-hours of courses followed by a six (6) credit hour Master Research Project. The program is designed to be completed in three years on a part-time basis. The Graduate Diploma consists of eighteen (18) credit hours of courses followed by a three (3) credit hour Diploma Research Project. The program is designed to be completed in one and a half years on a part time basis.

Master and Graduate Diploma students begin their programs as a combined cohort and remain together for the first eighteen (18) credit hours of courses which are consistent between the two programs. Courses are designed to be taken in sequence by the full entering cohort.

The program has been redesigned for students entering in 2012 and beyond. Students admitted before 2012 will complete the original program requirements, but should note that some course numbers have changed.

Pre 2012 Requirements

Year 1:

- MMCC 5100 Philosophical Origins and Historical Evolution of Cooperative Governance and Business Practice (formerly 5500)
- MMCC 5110 The Emerging Global Economy and Society from a Cooperative Perspective I (formerly 5510)
- MMCC 5520 Comparative Cooperative Practice I: Variety and Range of Cooperative Business
- MMCC 5130 Cooperative Financial Analysis and Management I (formerly 5530)

Year 2:

- MMCC 5210 The Emerging Global Economy and Society from a Cooperative Perspective II (formerly 5540)
- MMCC 5270 Field Research: Study Visits to Exemplars of Excellent Cooperative Business Practice (formerly 5550)
- MMCC 6600 Comparative Cooperative Practice II: Cooperative Innovations and Best Practice
- MMCC 6610 Technology, Communication and Cooperation

Year 3:

- MMCC 6620 Marketing the Advantage
- MMCC 5230 Financial Management II (formerly 6630)
- MMCC 6640 Strategic Analysis
- MMCC 6650 Leading and Managing People
- MMCC 6000 Master Research Project (formerly 6670)

Requirements for 2012 and beyond
(All courses are designed to be taken in the order indicated below. The Academic Director may grant permission to deviate from the order indicated on a case by case basis)

Master of Management, Co-operatives and Credit Unions

Year 1:

- MMCC 5100 Philosophy and History (3 credit hours)
- MMCC 5110 Global Economy and Society I (3 credit hours)
- MMCC 5120 Comparative Practice I (1.5 credit hours)
- MMCC 5130 Financial Management I (3 credit hours)
- MMCC 5140 Marketing the Advantage I (1.5 credit hours)
- MMCC 5150 Management Innovations I (1.5 credit hours)
- MMCC 5160 IT and Communications I (1.5 credit hours)

Year 2:

- MMCC 5200 Strategic Analysis I (1.5 credit hours)
- MMCC 5201 Leading and Managing People I (1.5 credit hours)
- MMCC 5210 Global Economy and Society II (3 credit hours)
- MMCC 5220 Comparative Practice II (1.5 credit hours)
- MMCC 5230 Financial Management II (3 credit hours)
- MMCC 5240 Marketing the Advantage II (1.5 credit hours)
- MMCC 5270 Field Research and Study Tour (3 credit hours)

Year 3:

- MMCC 5300 Strategic Analysis II (1.5 credit hours)
- MMCC 5301 Leading and Managing People II (1.5 credit hours)
- MMCC 5350 Management Innovations II (1.5 credit hours)
- MMCC 5370 Community and Environment (1.5 credit hours)

MMCC 6000 Master Research Project (6 credit hours)

Graduate Diploma in Co-operative Management

Year 1

- MMCC 5100 Philosophy and History (3 credit hours)
- MMCC 5110 Global Economy and Society I (3 credit hours)
- MMCC 5120 Comparative Practice I (1.5 credit hours)
- MMCC 5130 Financial Management I (3 credit hours)
- MMCC 5140 Marketing the Advantage I (1.5 credit hours)
- MMCC 5150 Management Innovations I (1.5 credit hours)
- MMCC 5160 IT and Communications I (1.5 credit hours)

Year 2:

- MMCC 5200 Strategic Analysis I (1.5 credit hours)
- MMCC 5201 Leading and Managing People I (1.5 credit hours)
- MMCC 5205 Diploma Research Project (3 credit hours)

Graduate Courses (MMCC)

5100 Philosophy and History

3 credit hours

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.

5110 Global Economy and Society I

3 credit hours

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.

5120 Comparative Practice I

1.5 credit hours

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.

5130 Financial Management I

3 credit hours

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.

5140 Marketing the Advantage I

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore Co-operative Education, Member Relations and Marketing...

5150 Management Innovations I

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to review of successful and not-so-successful co-operative business practices.

5160 IT and Communications I

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore communications technology, the Web, the Internet and impact and barriers to e-business including privacy, security and payment systems.

5200 Strategic Analysis I

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore strategic analysis: identity crisis, co-op equilibrium and new co-operative paradigm

5201 Leading and Managing People I

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore the foundations of personnel management and leadership in co-operatives.

5205 Diploma Research Project

3 credit hours

Prerequisite: completion of Year 1

Students are required to apply the learning from all previous courses in the program to the situations 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.

5210 Global Economy and Society II

3 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore 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 and the potential of co-operatives to play a constructive role.

5220 Comparative Practice II

1.5 credit Hours

This course uses readings, discussion groups, lectures, seminars and papers to explore participation within co-

operatives; co-operatives and the state; governance and stakeholders

5230 Financial Management II

3 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore the essentials of a strong capacity for financial analysis and financial management in a co-operative, a particular focus on the nature of co-operative capital, and a balanced scorecard approach required in accounting for co-operative business purpose.

5240 Marketing the Advantage II

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore managing the co-operative brand, its potential, challenges, opportunities, risks and benefits.

5270 Field Research and Study Tour

3 credit hours

This course consists of a study tour, preceded by appropriate readings, discussion groups, lectures, seminars and papers, to a co-operative or credit union network that is perceived to be an exemplar of excellence in management and performance.

5300 Strategic Analysis II

1.5 Credit hours

This course uses readings, discussion groups, lectures, seminars and papers to explore business strategy, diagnostic, formulation and implementation.

5301 Leading and Managing People II

1.5 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to further explore features of personnel management and leadership in co-operatives begun in MMCC 5201

5350 Management Innovations II

1.5 credit hours

This course builds on 5550 and involves small group work to prepare a paper on an innovative co-operative based on detailed research carried out by the group.

5370 Community and Environment

1.5 credit hours

The seventh co-operative principle is "Concern for Community" which also encompasses the environment. Students will examine how the co-operative difference relates to community and the environment, such as working in the social economy, environmental stewardship, and social responsibility. Through a mix of readings, case studies, and discussion, students explore how the co-operative model is ideally suited for community and environment leadership coupled with economic strength.

6000 Master Research Project

6 credit hours

Prerequisite: Completion of all other required Master program courses

Students are required 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.

6690 – 6700 Special Topics

3 credit hours

This course is an in-depth examination of current or emerging and innovative topics related to the co-operative business model. The topics may be of a cross-functional or multidisciplinary nature, and the courses provide a balance between theory and application. The courses may be repeated for credit when topics vary.

The following courses are part of the pre 2012 program and will be discontinued after current students have completed them.

5520 Comparative Co-operative Practice I: Variety and Range of Co-operative Business

3 credit hours

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.

6600 Comparative Co-operative Practice II: Co-operative Innovations and Best Practice

3 credit hours

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 Technology, Communication and Co-operation

3 credit hours

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 Marketing the Advantage: Co-operative Education, Member Relations and Marketing

3 credit hours

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.

6640 The Co-operative Management Approach I: Governance, Planning and Strategic Analysis

3 credit hours

This course uses readings, discussion groups, lectures, seminars and papers to develop student skills in analyzing governance issues, planning processes, and approaches to strategy.

6650 The Co-operative Management Approach II: Leadership, Personnel and Management Style

3 credit hours

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.

Master of Technology Entrepreneurship and Innovation

Program Coordinator (Acting) P. Bradshaw
Program Faculty L. Beaubien, C. de Fuentes, E. Farrell,
D. Jutla, C. Loughlin, R. Venkat
Part-time Faculty E. Crowell
Program Manager M. Braithwaite

The Master of Technology Entrepreneurship and Innovation (MTEI) program is a graduate professional program intended to develop professional, nimble, and investable T-shaped technology entrepreneurs and innovators. The program takes interdisciplinary knowledge and skills from a synthesis of information technology, management, marketing and sales, leadership, finance, accounting, communications, and economics disciplines, and integrates these with best practices from industry to produce an innovative and unique learning environment. The principles from the lean entrepreneurship movement are interwoven through the MTEI program's courses.

Features of the program include:

- Stimulating, innovative, and cross-disciplinary classes with rigorous graduate-level standards.
- Classes meet on alternating weeks on Fridays and Saturdays for 8 months. Students complete 8 courses in 8 months.
- After the completion of 8 required courses, students take ONE of THREE options (Internship, Project, or Thesis). Options provide flexibility for meeting students' goals.
- The Internship Option is 8-months in duration, the Project Option can be completed in 8 months, and the thesis option may take from one year to 16 months to complete.
- Technical and business experiences and practical backgrounds of participants will be further developed.

Admission Requirements

The MTEI 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 MTEI Admissions Committee will consider an applicant's prior academic record, scores on the GMAT/GRE, 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. When an applicant is otherwise qualified, the admissions committee may waive the GMAT / GRE requirement.

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 accomplishments, and leadership and motivation, which are important for success as an innovator and entrepreneur.

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 MTEI program will:

1. Have completed an undergraduate degree or have an equivalent combination of training and experience.

N.B. The MTEI student's undergraduate degree can be in any discipline, although an undergraduate degree in a technology-related discipline is preferred. This open requirement allows us to accept students who have the ability to partner with technologists for increasing innovation and entrepreneurial capability and capacity.

2. Have attained a valid Graduate Management Admission Test (GMAT) score of 550 OR a valid score of at least 153 in both verbal and quantitative sections of Graduate Record Examination (GRE). For those submitting valid GRE scores under the old scoring system, we normally expect a score of at least 500 and 680 in the verbal and quantitative sections respectively. When an applicant is otherwise qualified, the admissions committee may waive the GMAT / GRE requirement.
3. Have an undergraduate degree with at least a "B" average and attained a minimum grade point average (GPA) of at least a 3.0 in the candidate's final sixty (60) credit hours taken at university. In exceptional circumstances, when an applicant is otherwise qualified, the admissions committee may waive this requirement.
4. Submit official transcripts from post-secondary institutions directly to the Faculty of Graduate Studies and Research at Saint Mary's University.
5. Submit a one-page description of how and what the student expects to learn in the MTEI program will be of benefit to her/him and/or to her/his organization.
6. Submit an up-to-date curriculum vitae.
7. Have English as a first language, or completed a first degree entirely in English, or attained a minimum score of 92 (Internet based) on the Test of English as a Foreign Language (TOEFL) with no individual band below 20 or a minimum score of 7 on the International English Language Testing System (IELTS) with no individual score below 6.5, or equivalent.
8. Complete the appropriate application form and submit an application fee as specified by the Faculty of Graduate Studies.
9. Submit Recommendation for Graduate Studies forms and, if necessary, two letters of reference, with at least one being from an academic referee.
10. Agree to a telephone or Skype interview.

Applications to the MTEI program should be made as early as possible. The application deadline for students who want to be considered for funding is April 1. The application deadline for students who are self-funded is June 1. Application information and forms are also

available on the Internet at
http://www.smu.ca/academic/fgsr/grad_pro_app.html.

An MTEI student who is required to withdraw for academic reasons or voluntarily withdraws may, after the lapse of one calendar year, seek re-admission by submitting a new application to the Faculty of Graduate Studies and Research. The application for re-admission shall be evaluated by the MTEI Program Council (and not the Admissions Committee alone). The Program Council may recommend re-admission to the FGSR subject to stipulated conditions.

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 teaching assistantships should be made to individual academic departments (see Section 4 for additional information).

Program Requirements

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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

The program offers 8 consecutive (24 credit hours) over an 8-month period from September to April, which includes 8-week semesters. This will be followed by 6 credit hours taken from either (1) applied business development project (Project Option) OR (2) a technology-based thesis (Thesis Option), OR (3) an 8-month internship (Internship Option). All the 8 courses are required and there are no options for course substitutions (i.e. a lock-step program).

Curriculum

First Eight Months: Required Courses

MTEI 5510	Entrepreneurial Finance
MTEI 5520	Technology Entrepreneurship
MTEI 5530	Innovation Processes and Management
MTEI 5540	Entrepreneurial Marketing
MTEI 5550	Leading Technology Innovation and Change
MTEI 5560	Technology Strategy and Productivity
MTEI 5570	Accounting for Innovation
MTEI 5580	Globalization and Innovation Systems

Project Option

The applied business development project option leverages the practice of the business and/or technology profession. Students choosing this option will be required to take 6 credit hours from the following courses: MTEI5585:

Applied Project: Investor-Ready Business Plan and MTEI5586: Applied Project: Launching and Growing.

Internship Option

Students will benefit from immersion at entrepreneurial and innovative organizations through further industry exposure and opportunities for experiential learning. Internship students will need to write and submit a report of their internship activities and measured achievements one month before the end of their internship. An academic supervisor will assess whether the scope of the reported work is sufficient to fulfill the requirements of the degree program.

Thesis Option

The thesis option will enable students to acquire enhanced research skills that will prepare them to carry out independent research in their future careers. Students will research and write a thesis that is in an area of technology entrepreneurship and innovation. A topic is eligible for development into an MTEI thesis if it identifies a complex problem(s) relevant to a technology discipline or a business discipline, related to technology entrepreneurship and innovation, and is completed under the supervision of an approved faculty member.

Graduate Courses (MTEI)

5510: Entrepreneurial Finance

3 credit hours

This course is designed to inform founders, policy makers, support organizations, and key new-venture team members about key elements of new venture finance, while adopting a special focus on cash flows and private equity, from inception to IPO or acquisition. Topics include sources of capital (such as venture capital); business angels; CPCs and public fund raising activities; valuation; deal structuring; term sheets; issues related to management compensation; and types of harvest and their consequences for the new venture team and investors.

5520: Technology Entrepreneurship

3 credit hours

5530: Innovation Processes and Management

3 credit hours

Innovation is a complex process requiring an aggregation of knowledge, a variety of technologies and competences. Guiding this process is the main challenge to fostering and benefiting from innovation. This course focuses on guiding the innovation process, especially when seeking to manage and benefit from innovation in uncertain environments. The course combines theory of innovation management, including business models for innovation, with an introduction to innovation management tools.

5540: Entrepreneurial Marketing

3 credit hours

Students will consider marketing strategies for entrepreneurial and early stage firms. Topics usually include: (1) value creation and product development, (2) customer selection, (3) brand development and positioning, (4) capturing value through pricing, (5) go-to-market strategies and (6) customer profitability, lifetime value and

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marketing metrics. Successful entrepreneurs will be invited as guest speakers. The course requires applied learning through cases, simulations and hands-on projects in entrepreneurial settings.

5550: Leading Technology Innovation and Change

3 credit hours

Ironically, many of the skills required to lead innovation (e.g., associating, questioning, observing, networking) run counter to highly valued skills in tech industries (e.g., subject matter expertise, problem solving ability, singular pursuit of excellence). Students will question traditional models of leadership and power and discuss some 'fatal flaws' that leaders must avoid to excel in this area.

5560: Technology Strategy and Productivity

3 credit hours

5570: Accounting for Innovation

3 credit hours

Students examine management planning and control and reporting systems in the entrepreneurial organization. Emphasis is on processes and techniques of performance analysis in the technology and innovation context, leading to improved management decision-making. Some topics may include; variance analysis, capital structures and governance and analysis metrics. Integrative problem solving and case-analysis are emphasized at both group and individual levels.

5580: Globalization and Innovation Systems

3 credit hours

Global innovation networks are rapidly changing to include developed and developing countries. Understanding innovation systems and the dynamics of establishing global innovation networks is key for tapping into new forms of knowledge production and exploitation. Students will focus on how firms connect with local and global networks, and how firms can engage in global value chains.

5585: - Applied Project – Investor-Ready Business Plan

3 credit hours

5586: - Applied Project - Launching and Growing

3 credit hours

5590: - Graduate Internship

6 credit hours

5591: - Master's Thesis

6 credit hours

Doctor of Philosophy in Business Administration (Management)

Coordinator 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-) and GMAT (or GRE) above 600.

Business studies: At least a minimum breadth in business studies (or other cognate discipline) 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.

Proposal: At the time of application, prospective students should submit a six-page (single spaced) 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 internet-based (iBT): A minimum score of 100 overall with at least 22 in Writing; 21 in Reading, 27 in Speaking, 20 in Listening. The minimum score on the paper-based TOEFL is 600.

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.

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.

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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Courses

The courses are divided into the foundation courses and the functional core.

Foundation Courses

MGMT 7701	Management Thought and the 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:

1 st semester	MGMT 7701, 7702, 7710
2 nd semester	MGMT 7730 or 7705
3 rd semester	MGMT 7740 or 7705
4 th semester	MGMT 7703, 7704, 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 defense 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 defense will be public. The thesis defense 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.

Graduate Courses (MGMT)

7701 Management Thought and the Management Environment

3 credit hours

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 paradigms and their relationship to research methods;
- (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 The Nature of Management Research

3 credit hours

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 Qualitative Research Methods

3 credit hours

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 Quantitative Research Methods

3 credit hours

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 Multivariate Statistics for Management Research

3 credit hours

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 Doctoral Seminar in Human Resource Management

3 credit hours

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 Doctoral Seminar in Organizational Theory and Design

3 credit hours

This course focuses on the development of theories of organizational structuring and design, 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 Directed Readings in Management I

3 credit hours

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 Directed Readings in Management II

3 credit hours

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 Thesis

6 credit hours

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	D. Guenther
Chairperson	R Austin (Acting)
Director ICA	R. Deupree
Observatory Director	D. Lane
Undergraduate Coordinator	L. Gallo
Professors	D. Clarke, B. Deupree, D. Guenther, A. Sarty, M. Sawicki, R. Thacker
Associate Professors	R. Austin, L. Gallo, R. Kanungo, I Short
Adjunct Professor	P. Bennett
Professor Emeriti	W. Lonc, G. Mitchell, D. Turner, G. Welch

Saint Mary's University is the major centre for astronomical and astrophysical research in Atlantic Canada. It offers degree programs leading to the M.Sc. (Astronomy) and to the Ph.D. (Astronomy).

Admission Requirements

All students entering the Astronomy graduate program require a B.Sc. or equivalent, in Astronomy, Mathematics, or Physics. Students with a B.Sc. or equivalent intending to pursue a Ph.D. enter the Astronomy graduate program at the M.Sc. level. Students with an M.Sc. may enter the Astronomy graduate program at the Ph.D. level, and may be given course transfer credits for equivalent Saint Mary's University graduate level astronomy courses taken elsewhere.

Applications to the Astronomy graduate programs can be made at any time of the year. Highest priority for fall admission will be given to applications received by February 28th 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 the Saint Mary's University Alumni Association), the John Depard deBlois 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.

Before starting the second year of study, a student may apply to enter the PhD in Astronomy Program. Applications will be subject to approval by the Department and the Dean of the FGSR. If approved, the student does not take the M.Sc. thesis course, and no M.Sc. degree is conferred. On the start of the second year, the student would enter the first year of the Ph.D. program.

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, excluding Graduate Seminar I, Research Project I and Research Project II courses, of at least 3.00 (B) in the first year 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

Note: Students not registered in any course work but working on their thesis must register in Program Continuation (FGSR9000) for every semester (including summer) in which they are in their graduate program.

Students take ASTR 5900 (Graduate Seminar I, three (3) credit hours) during their first year and ASTR 6900 (Graduate Seminar II, three (3) credit hours) during their second year. Students complete ASTR 5980 (Research Project I, three (3) credit hours) and ASTR 5981 (Research Project II, three (3) credit hours) normally by the end of the first year. They may be taken together in the same semester. Students must take ASTR 6990 (Thesis, six (6) credit hours) in their second year. Students must take at least four (twelve (12) credit hours) of the six core courses listed below, and two other courses, (six(6) credit hours) drawn from the ASTR courses numbered 5000 and above (but excluding the Research Project, Graduate Seminar and Thesis courses). Graduate level courses in related disciplines, subject to University regulations on transfer credits for off-campus courses and approval of the graduate coordinator and the student's supervisor, may be taken in substitution for the two other courses.

Currently the Core Courses are:

- 5400 Stellar Astrophysics I
- 5410 Introduction to Stellar Atmospheres
- 5420 The Interstellar Medium
- 5500 Galactic Astronomy
- 5510 Extragalactic Astronomy
- 5600 Cosmology

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, the student defends their thesis in front of a Thesis Defense Committee normally scheduled near the end of the second year of study. The M.Sc. defense consists of a brief presentation by the student to the academic community followed by an in camera oral examination with the Thesis Defense Committee.

No-Thesis Option

Students pursuing this option may not be eligible for 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 courses (twelve (12) credit hours) drawn from ASTR courses numbered 5000 or above (excluding thesis courses), or graduate level courses in related disciplines, subject to University regulations on transfer credits for off-campus courses and approval of the student's supervisor.

Doctor of Philosophy (Astronomy)

Overview

The Ph.D. program is a four year program including dissertation research.

Admission Requirements

Students applying for admission into the astronomy Ph.D. program are normally required to have an M.Sc., or equivalent in Astronomy, Physics, or related field. Students, who do not yet have an M.Sc. degree, are required to enter the astronomy M.Sc. program first and then reapply for admission to the Ph.D. program when they have completed their M.Sc. degree. Optionally, before starting the second year of the M.Sc. degree, a student may apply to enter the PhD in Astronomy Program. Applications will be subject to approval by the Department and the Dean of the FGSR. If approved, the student does not take the M.Sc. thesis course, and no M.Sc. degree is conferred. On the start of the second year, the student would enter the first year of the Ph.D. program.

Program Requirements

Students take a total of twenty-four (24) credit hours of courses. Students must take six core courses (18 credit hours) and two courses (6 credit hours) drawn from ASTR courses numbered 5000 and above (excluding Research Projects, Graduate Seminars, and thesis courses), or graduate level courses in astronomy or related disciplines, subject to University regulations on transfer credits for off-campus courses and approval of the student's supervisor.

All ASTR courses taken by students toward the M.Sc. degree at Saint Mary's (excluding Research Project, Graduate Seminar, and thesis courses) 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.

Under special circumstances, upon approval by the graduate coordinator and the student's supervisor, a non-core course may be substituted for a core course. Students wishing to take and receive credit for more than twenty-four (24) credit hours of graduate courses must obtain prior approval from the graduate coordinator and their supervisor.

Students also attend the Graduate Seminar courses (taken by M.Sc. students as ASTR 5900 and 6900) every year they are enrolled in the program. The Graduate Seminar courses are normally led by the 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 are required to pass a comprehensive exam and a dissertation proposal defense exam. Students are given a maximum of two attempts to pass each examination. Students who complete the M.Sc. program at Saint Mary's

University before commencing the Ph.D. program are encouraged to take the comprehensive exam and the dissertation proposal defense exam before commencing the Ph.D. during the second year of their M.Sc. program. Both exams must be completed by the end of the second year of the Ph.D. program.

The purpose of the defense of the dissertation proposal is to ensure the student is ready to commence the dissertation phase of their Ph.D. program. The student should demonstrate a clear understanding of a credible proposal for original research and have sufficient knowledge of the background material to begin the research. The student must submit a written dissertation proposal (normally not to exceed ten pages, single sided, double spaced) and present it to their Exam Committee at least three weeks prior to the defense of dissertation proposal exam. Committee approval of the proposal is required before a student is permitted to pursue their dissertation research.

The purpose of the comprehensive exam is to determine if the student has an acceptable level of understanding of general astronomy, physics, and astrophysics at the undergraduate astronomy majors level and a graduate level understanding of fields related to the proposed thesis research.

Once a student enters the dissertation phase of their research, they are required to meet with their Supervisory Committee at least once a year to have their progress assessed.

Students enrol in AST 8990 the first year after approval of their dissertation proposal and in FGSR 9000 every year thereafter.

When the dissertation is complete, students defend their dissertation before their Dissertation Defence Committee, 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)

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 Astronomical Instruments and Techniques

3 credit hours

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 Computational Methods

3 credit hours

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 modeling 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 Data Analysis in Astronomy

3 credit hours

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.

5300 Solar System Astronomy

3 credit hours

Prerequisite: graduate standing or permission of the instructor.

Topics covered include fundamental data for planets and satellites, orbital mechanics, rocks and minerals, age dating of rocks by radioactive decay, meteorites and tektites, comets, asteroids, and remote sensing techniques, cosmogony and the early history of the solar system, planetary and satellite interiors, surfaces and atmospheres, and comparative planetology.

***5400 Stellar Astrophysics I**

3 credit hours

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 Stellar Atmospheres and Spectra**

3 credit hours

Prerequisite: graduating standing.

The astrophysics necessary for modeling the structure and spectra of equilibrium gaseous structures, such as stellar and planetary atmospheres are introduced. Topics may include radiative transfer, statistical mechanics, atomic processes and opacity, structure equations and their solutions, atomic line profiles, and the application of modeling to the determination of stellar parameters and chemical composition.

***5420 The Interstellar Medium**

3 credit hours

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 Binary and Variable Stars

3 credit hours

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 Galactic Astronomy**

3 credit hours

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 Extragalactic Astronomy**

3 credit hours

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 Clusters of Galaxies

3 credit hours

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 Cosmology**

3 credit hours

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 Magnetohydrodynamics

3 credit hours

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 Astrophysical Dynamics

3 credit hours

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 Graduate Seminar I

3 credit hours

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 1 1/2 hrs. a week. 2 semesters.

5980 Research Project I

3 credit hours

Prerequisite: graduating standing.

This course prepares students in the M.Sc. Astronomy program for basic scientific research. Students will normally complete background readings from the current literature and undertake preparatory training in research methods.

5981 Research Project II

3 credit hours

This course introduces students in the M.Sc. Astronomy program to the basic principles and techniques of research. Students will be introduced to a research project, normally, but not necessarily, related to their thesis topic.

6400 Stellar Astrophysics II

3 credit hours

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 Selected Topics in Astronomy and Astrophysics

3 credit hours

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 Directed Readings in Current Literature

3 credit hours

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 Graduate Seminar II

3 credit hours

A continuation of ASTR 5695 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 M.Sc. Thesis

6 credit hours

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 Doctoral Dissertation

6 credit hours

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

Chairperson	M. Patry
Graduate Coordinator	L. Francis
Professors	V. Catano, M. Fleming, K. Kelloway, R. Konopasky, S. Smith, V. Stinson
Associate Professors	J. Cameron, N. Conrad, M. Fisher, L. Francis, D. Gilin-Oore, C. Holmvall, J. Ivanoff, M. Patry, P. Street
Assistant Professors	D. Bourgeois, L. Closson, L. Kocum, D. O'Keefe
Lecturer	S. Carroll
Adjunct Professors	M. Aftenas, J. Hurrell
Professor Emeritus	J. Chadwick-Jones

Industrial/Organizational Psychology

The programs in Industrial/Organizational Psychology prepares students to examine and understand the behaviour of individuals and groups in organized environments. Industrial/Organizational psychologists may perform a variety of jobs in industry, business, public service, and the academy. 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.

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. For definitions of full-time and part-time status, and minimum and maximum times-for-completion of the MSc in Applied Psychology, see FGSR Academic Regulations 8 and 19, respectively, in Section 2 of the Academic Calendar. 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. Students in this program may also be permitted access to courses and supervisors in the MBA Program.

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,

and analytical) to the Faculty of Graduate Studies and Research by 1 December. 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 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

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

Students are required to take the equivalent of twenty-four (24) credit hours, in addition to completing a supervised 500-hour practicum (PSYC 6690) and preparing a thesis (PSYC 6695). The following first year courses are required for all students: PSYC 6601 (Advanced Psychological Statistics) and PSYC 6603 (Advanced Assessment), PSYC 6605 (Personnel Psychology) and PSYC 6625 (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 nine (9) credit hours 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 is not a member of the Saint Mary's University Psychology Department and who has not been involved with the thesis).

Courses

6601 Advanced Psychological Statistics and Research Design
6603 Advanced Assessment
6605 Personnel Psychology
6610 Applied Multivariate Analysis
6615 Training & Development
6620 Topics in Engineering Psychology
6625 Organizational Psychology
6630 Attitudes and Persuasion
6635 Occupational Health Psychology
6640 Field Research Methods
6645 Ethics and Professional Practice
6670 Special Seminar: Topics
6690 Practicum and Directed Readings
6695 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 PhD 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 28 months of commencement of 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, and analytical writing) to the Faculty of Graduate Studies and Research by December 15th. 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 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 in the Psychology Department.

Program Requirements

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

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 (i.e., a 500-hour internship at the end of their first year in the program); other doctoral students may take Psych 6690 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.

Students are required to pass the comprehensive examination. The intent of the comprehensive examination is to ensure that the student has: (a) broad knowledge of the content areas comprising I/O Psychology and (b) competency in the scientist-practitioner model applied in organizational settings. Students may take the comprehensive examination once they have completed all required courses. The Comprehensive Examination 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:

- (a) at least four members (who normally, although not necessarily, hold a Ph.D. and faculty positions at a university);
- (b) one of whom must be external to Psychology (and may be external to the 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 successful completion of 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	Doctoral Seminar in Organizational Psychology
7600	Doctoral Seminar in Personnel Psychology
7800	The Development and Context of I/O Psychology
7900	Independent Research I
7950	Independent Research II
8000	Dissertation

In addition to these courses, students must also complete three (3) credit hours of PSYC graduate-level courses.

Graduate Courses (PSYC)

6601 Advanced Psychological Statistics and Research Design

6 credit hours

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 Advanced Assessment

3 credit hours

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 Personnel Psychology

3 credit hours

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 Applied Multivariate Analysis

3 credit hours

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 Training and Development

3 credit hours

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 Topics in Engineering Psychology

3 credit hours

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 Organizational Psychology

3 credit hours

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 Attitudes and Persuasion

3 credit hours

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.

6635 Occupational Health Psychology

3 credit hours

Theory, research, and professional practice in the domain of Occupational Health Psychology will be examined. Specific topics will vary across offerings however discussions will cover topics in stress, workplace health interventions, work-life balance, workplace mistreatment, and occupational safety. Emphasis will be placed on applying scientific knowledge to organizational practice.

6640 Field Research Methods

3 credit hours

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 Ethics and Professional Practice

3 credit hours

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- 6679 Special Seminar: Topics

3 credit hours

Presentation of topics not covered in the regular graduate curriculum offered according to student interest and the availability of qualified faculty.

6690 Practicum and Directed Readings

6 credit hours

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 Thesis

6 credit hours

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 or with permission of the Chairperson of the Department of Psychology to students registered in other programs.

7500 Doctoral Seminar in Organizational Psychology

3 credit hours

This in-depth seminar course examines specific issues in Organizational Psychology, such as Organizational Development and Organizational Theory.

7600 Doctoral Seminar in Personnel Psychology

3 credit hours

This in-depth seminar course examines specific issues in Personnel Psychology, such as recruitment, selection, and placement.

7800 The Development and Context of I/O Psychology

3 credit hours

This course examines the history of I/O psychology and its relationship with other fields of psychology.

7900 Independent Research I

3 credit hours

This first-year independent research project will involve the application of research methods, statistical methods and data analysis resulting in a written report.

7950 Independent Research II

3 credit hours

This second-year independent research project will involve the application of research methods, statistical methods, and data analysis, resulting in a written report..

8000 Dissertation

3 credit hours

Experimental research or field study conducted under the supervision of an advisor committee.

Master of Science in Applied Science

Program Coordinator: Dr. J. Lundholm

Participating Departments & Program Executive Representatives:

G. Sun	Biology
J. Masuda	Chemistry
A. Merebet	Engineering
A. Wiacek	Environmental Science
H. Wang	Finance, Information Systems and Management Science
C. Suteanu	Geography
A. MacRae	Geology
P. Muir	Mathematics and Computing Science
T. Peckmann	Anthropology
R. Kanungo	Astronomy & Physics
M. Patry	Psychology

General Information

The Master of Science in Applied Science Program is a research thesis-oriented, multidisciplinary degree program. The objectives of the program are to provide graduate students with the opportunity to conduct research in a single or a multidisciplinary field of study with practical application; to produce graduates with valuable skills in research and communication preparing them for careers in related fields of research and development in industry or government, as well as for further graduate studies at the doctoral level. The normal duration of the Program for full-time students is two years. Students may also be admitted for part-time study with the permission of the Program Executive. Students may pursue their degree through a series of work and study terms; this Co-operative option is available for both full and part-time students in the Program. Students benefit from the able guidance of experts in related fields of study within the institution and from outside, as the composition of the supervisory committee reflects the Program's emphasis on the multidisciplinary approach to research. Collaborative research projects with experts at recognized external research institutions are encouraged and, in the case of Co-operative option of study, essential to the success of the student.

Admission Requirements

The MSc in Applied Science 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, in order to be eligible to make an application for admission to the Program, applicants must have:

- successfully completed an honours Bachelor's degree in Science from a recognized institution or the equivalent.
- achieved a minimum cumulative quality point average of 3.0 (a 'B' standing) in their overall academic record.

Financial Support

Graduate Fellowships (value up to \$6,000 per year) and teaching assistantships (approximately \$3,400 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 \$16,000 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 \$16,000 for non co-op option per annum for two years.

Program Requirements

Note: Students not registered in any course work but working on their Program/Thesis must register in Program Continuation (FGSR 9000) for every semester (including summer) in which they are in their graduate program.

- Students must successfully complete the required core courses, which include the successful completion and defense of the research thesis: APSC 6600.0; APSC 6601; APSC 6603.0; and APSC 6604.0.
- Non co-op students must successfully complete a total of 6 credit hours of graduate-level courses in addition to the required core courses.
- Co-op students must successfully complete a total of 6 credit hours (one semester) in work terms in a cognate field.
- Students must achieve a minimum cumulative GPA of 3.0 (B) in the Program.
- The Supervisory Committee consists of the research thesis Supervisor and two other faculty members, not all of whom are from the same department and with at least one member an expert in a discipline sufficiently removed from the primary research focus. The Supervisory Committee membership should be submitted to and approved by the Program Executive within one month of the commencement of the program.
- The student must make an oral presentation of his/her research proposal to the Supervisory Committee and obtain approval of the proposed work and schedule by such Committee within eight months of commencing the Program.
- The student must meet with his/her Supervisory Committee in September beginning in their second year to assess the student's progress in research and course work. The annual assessment should be submitted and approved by the Program Executive by September 30.
- As stated in the Academic Regulations Section of the Graduate Programs Academic Calendar, all degree requirements must be completed within 5 years and not sooner than 2 years for full-time students; and within 7 years and not sooner than 4 years for part-time students, after entry into the Master of Science in Applied Science Program.
- Students must submit and successfully defend their research thesis before an Examination Committee, comprised of the Supervisory Committee and an External Examiner. Details on this process and the events leading to it are outlined in the *Graduate Student Handbook*, available on the FGSR website.

Graduate Courses Applied Science (APSC)

6600 Graduate Seminar

6 credit hours

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 surrounding research institutions. Students normally enroll in this course in the first year of the Master of Science in Applied Science program.

6601 Research Techniques I

3 credit hours

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.

6603 Thesis I

6 credit hours

Thesis I constitutes the first segment of the student's thesis research project. Students normally register for this course in their first year in the program. Research is conducted under the guidance of the research thesis Supervisor in conjunction with the other Supervisory Committee members. Successful completion of APSC 6603 includes a satisfactory evaluation and Annual Assessment of the student's written and oral presentation of his/her Research Progress Report by the Supervisory Committee. The Supervisor normally submits the completed evaluation to the Program Committee on or before September 30th of that year.

6604 Thesis II

6 credit hours

Prerequisite: APSC 6603.0

Thesis II constitutes the second segment of the student's thesis research project. Students normally register for this course in the Fall semester of their second year in the Program. Research is conducted under the guidance of the faculty Research Supervisor in conjunction with the Supervisory Committee.

6876 - 6899 Directed Studies

3 credit hours

These courses are 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 Coordinator.

All of the following courses require permission of the instructor to register.

Biology (BIOL)

6606 Current Topics in Biology

3 credit hours

A journal article-based examination of developments in biology that are relevant to all biology graduate students.

NOTE: This course is compulsory for all graduate students in biology and is normally taken in the first year.

6607 Advanced Molecular Biology

3 credit hours

The application of molecular techniques to broad biological problems is the focus of this course. It is suitable not only for students pursuing a degree in molecular biology but also to those who will use advanced techniques such as DNA sequencing, bioinformatics and genomics to approach larger aspects of biology, for example population genetics, taxonomic problems, paternity identification, etc.

6608 Biostatistics for Graduate Students

3 credit hours

Analysis of biological data at the advanced level. The course will build on previous biostatistics experience and include multivariate analysis, nonparametric methods, and model selection as well as manipulation and analysis of large, complex databases.

6609 Field Methods and Experimental Design

3 credit hours

Students will be exposed to standard methodologies for data collection under field conditions, including sampling protocols, technical devices available and types of numerical and descriptive data that are typically collected. Design of both experimental and ecological research projects will be discussed.

6625 Theoretical Plant Ecology

3 credit hours

This course offers an advanced treatment of plant ecology, starting with theoretical principles but moving into empirical tests of theory. Topics covered include competition, facilitation, coexistence, ecosystem functioning, plant traits and modeling. Students will collaborate on a common experiment or field study during the course.

6690 - 6699 Directed Study in Biology

3 credit hours

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)

6611 Selected Topics in Physical Chemistry

6 credit hours

This is a graduate-level directed study course in a specific area of physical chemistry. Topics can vary but reflect the expertise of the instructor and the research interests of the student(s).

6612 Quantum Chemistry

3 credit hours

The advanced principles of quantum physics are used to develop an understanding of atomic and molecular structure. This is a modified version of undergraduate course CHEM 4412. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6613 Physical Chemistry

3 credit hours

An advanced course on statistical thermodynamics and the study of chemical reaction rates and mechanisms. This is a modified version of undergraduate course CHEM 4413. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6614 Symmetry and Chemical Applications of Group Theory

3 credit hours

An advanced course on 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. This is a modified version of undergraduate course CHEM 4414. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6621 Selected Topics in Inorganic Chemistry

6 credit hours

This is a graduate-level directed study course in a specific area of inorganic chemistry. Topics can vary but reflect the expertise of the instructor and the research interests of the student(s).

6622 Advanced Topics in Inorganic Chemistry

3 credit hours

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. This is a modified version of undergraduate course CHEM 4422. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6631 Selected Topics in Analytical Chemistry

6 credit hours

This is a graduate-level directed study course in a specific area of analytical chemistry. Topics can vary but reflect the expertise of the instructor and the research interests of the student(s).

6632 Instrumental Analysis I

3 credit hours

Emphasis will be placed on i) separation techniques including high performance and gas chromatography; ii) organic mass spectrometry; iii) analogue circuits and devices and digital electronics. This is a modified version of undergraduate course CHEM 3432. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6633 Instrumental Analysis II

3 credit hours

Emphasis will be placed on (i) atomic spectroscopy including atomic absorption and emission; (ii) x-ray fluorescence; (iii) modern electro-chemical techniques including differential pulse voltammetry and stripping analysis;; (iv) inorganic mass spectrometry. This is a modified version of undergraduate course CHEM 4443. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6641 Selected Topics in Organic Chemistry

6 credit hours

This is a graduate-level directed study course in a specific area of organic chemistry. Topics may include organic synthesis, stereochemistry, heterocyclic compounds and natural products, and reflect the expertise of the instructor and the research interests of the student(s).

6643 Organic Reaction Mechanisms

3 credit hours

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. This is a modified version of undergraduate course CHEM 3443. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6644 Synthesis in Organic Chemistry

3 credit hours

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. This is a modified version of undergraduate course CHEM 4444. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6645 Organic Spectroscopy

3 credit hours

An advanced course on 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. This is a modified version of undergraduate course CHEM 3445. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6651 Biochemistry

3 credit hours

This course reviews and/or presents an advanced course on 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. This is a modified version of undergraduate course CHEM 3451. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6652 Biochemistry: Metabolism

3 credit hours

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. This is a modified version of undergraduate course CHEM 4452. Students attend the undergraduate lectures and are expected to complete at least the course requirements of the undergraduate course as well as any supplementary graduate requirements as specified by the instructor.

6653 Selected Topics in Biochemistry

6 credit hours

This is a graduate-level directed study course in a specific area of biochemistry. Topics can vary but reflect the expertise of the instructor and the research interests of the student(s).

6690 - 6699 Directed Study in Chemistry

3 credit hours

These courses are intended to supplement the course offerings in chemistry 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.

Computing and Information Systems (CISY)

6624 Database Systems

3 credit hours

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.

6636 Decision Support Systems

3 credit hours

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 Seminar in Computing and Information Systems

3 credit hours

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 interests of students and instructor.

6692 - 6699 Directed Study in Information Systems

3 credit hours

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, these courses provides an opportunity to study a particular subject in detail and requires from the student some measure of independence and initiative.

Computing Science (CSCI)

6623 Cryptography

3 credit hours

An advanced course in the 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.

6651 Theory of Computation

3 credit hours

An advanced course in 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.

6652 Algorithm Analysis

3 credit hours

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

6661 Database Systems

3 credit hours

An advanced course in 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.

6663 Numerical Software

3 credit hours

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.

6671 Computer Graphics

3 credit hours

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.

6674 Information Retrieval

3 credit hours

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.

6676 Computer Vision and Digital Image Processing

3 credit hours

An advanced course in 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.

6677 Data Mining

3 credit hours

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.

6682 Artificial Intelligence

3 credit hours

An advanced course in 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.

6691 - 6699 Special Topics in Computing Science

3 credit hours

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.

Engineering (EGNE)

6690-6699 Directed Study in Engineering

3 credit hours

These courses are intended to supplement the course offerings in engineering and allow students to delve deeper into a subject of particular interest to them. Students must show initiative and be willing to work independently.

Environmental Science (ENVS)

6470 Environmental Remediation and Restoration

3 credit hours

Current approaches to remediating damaged ecosystems, including such topics as mine reclamation, invasive species control, ecological restoration and constructed ecosystems are examined. Emphasis is placed on the scientific and socioeconomic bases for remediation and restoration, including the following: theoretical approaches, the role of traditional ecological knowledge; gaps between theory and practice; and hands-on training in local ecological restoration projects.

6487 Environmental Contaminants

3 credit hours

The focus of this course is on key environmental contaminants, including mercury, other metals, and selected volatile organic compounds. Emphasis is placed on experiential approaches, including field work and laboratory research, to study these environmental contaminants. Students are expected to participate in the critical analyses of literature, and in the discussion and presentation of their own research results.

6620 Restoration Ecology

3 credit hours

This course offers an advanced treatment of contemporary issues in restoration ecology, including conservation genetics, invasive species, phytoremediation, restoration ethics, and ecological integrity. Experiential learning is emphasized and there may be opportunities for hands-on experience in actual restoration projects or in experimental microcosms. Students will also develop scientific writing skills by writing real grant proposals or review papers.

6650 Natural Resource Management

3 credit hours

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 analyzing the impacts of resource use.

6660 Environmental Pattern Analysis and Modeling [GEOG 6660]

3 credit hours

The focus of this course is on theory and practical methods for characterizing and modeling environmental systems, which are complex and often strongly variable in space and/or time. It includes approaches to patterns and pattern change evaluation, data mining, and dynamic system modeling. Geoscience and life science applications are studied, such as rivers, coastal areas, fisheries, forests, mineral distribution, geomorphologic features, geohazards, ecosystem dynamics, atmospheric variables.

6690 - 6699 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.

Forensic Science (FRSC)

6690-6699 Special Topics in Forensic Sciences

3 credit hours

This course covers advanced topics in forensic science chosen according to the interests of the students and instructor, and requires some measure of independence and initiative from the student.

Geography (GEOG)

5614 Integrated Coastal Zone Management

3 credit hours

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.

5623 Glaciers and Glaciation

3 credit hours

Glaciers have profound effects on landscapes and are an important component of global physical systems. Glaciology, causes and records of fluctuations in glacial coverage, glacial processes, glacial landforms, and the legacy of past glacial activity on earth will be examined. Broader impacts of glacial activity and changes on humans and the environment will also be investigated.

5632 Social Geography of the City

3 credit hours

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.

5633 Fluvial Geomorphology

3 credit hours

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.

5636 Advanced Remote Sensing

3 credit hours

A course in advanced topics in remote sensing building upon the basic concepts and image processing skills learned in GEOG 3356. 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.

5639 Urban Historical Geography

3 credit hours

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.

5642 Urban Planning

3 credit hours

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.

5643 Natural Hazards

3 credit hours

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.

5652 The Geography of Urban Transportation

3 credit hours

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.

5653 Coastal Geomorphology

3 credit hours

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.

5686 Concepts in Geographical Information Systems (GIS)

3 credit hours

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.

5696 Applications in Geographical Information Systems

3 credit hours

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.

6602 Directed Studies in Urban/Regional Geography.

6 credit hours

A directed studies course on topics involving urban and regional geography.

6603 Directed Studies in Environmental Geography

6 credit hours

A directed studies course on topics involving environmental geography.

6604 Directed Studies in Marine Geography

6 credit hours

A directed studies course on topics involving marine geography.

6605 Directed Studies (General)

6 credit hours

A directed studies course on general topics in geography.

6612 Directed Studies in Urban/Regional Geography

3 credit hours

A directed studies course on topics involving urban and regional geography.

6613 Directed Studies in Environmental Geography

3 credit hours

A directed studies course on topics involving environmental geography.

6615 Directed Studies (General)

3 credit hours

A directed studies course on general topics in geography.

6624 Directed Studies in Marine Geography

3 credit hours

A directed studies course on topics involving marine geography.

6690 - 6699 Directed Study in Geography

3 credit hours

These courses are intended to supplement the course offerings in geography 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.

Geology (GEOL)

6400 International Field Camp

3 credit hours

This course is offered on an irregular basis in the form of a Geology field trip abroad, allowing the students to be exposed to geological features that cannot be found in Canada. In practical terms, this course will acquaint the student with modern methods of structural, stratigraphic, petrologic and/or geophysical analysis. After mastering these skills, students will undertake an independent geological report project. Students may be required to travel at their own expense.

6414 Tectonics

3 credit hours

This course describes the major features of the Earth and its place in the solar system. The evidence for plate tectonics, the analysis of plate movements, and the characteristic rock associations formed in different tectonic environments are presented. Aspects of global change will be considered, including the evolution of tectonic processes through geologic time, changes in the atmosphere and oceans, and the importance of meteorite impacts.

6441 Mineral Resources

3 credit hours

A study of Earth's mineral resources, their classification, genesis and distribution in time and space. Important examples from Canada and abroad will be discussed. Topics will also include mineral exploration techniques, mining methods, metallurgical recovery, net smelter return, and ore reserve estimation/classification. Laboratories will examine a variety of base and precious metal ore deposit types. Mining/exploration practice and resource exploitation are also examined in terms of their environmental impacts.

6450 Advanced Igneous and Metamorphic Petrology

3 credit hours

The topics covered in this course include magmatic petrogenesis; magma types; petrographic provinces and their relations to their tectonic setting; differentiation indices; variation diagrams; distribution trends of major and trace elements; equilibrium and fractional crystallization in selected synthetic systems; phase equilibria in metamorphic systems; reaction balancing methods; porphyroblast-matrix relations; quantification of pressure-temperature-time trajectories. Laboratory work is centered on the acquisition and manipulation of microprobe data.

6465 Advanced Sedimentology

3 credit hours

This course examines current research on sedimentary rocks and basins and the methods used to understand them. The course is taught as a series of modules by multiple instructors who introduce the students to selected areas of research. Among the topics to be covered are modern carbonate and evaporite environments, exotic chemical sedimentary rocks and diagenetic cements, volcanogenic sedimentary rocks, sequence stratigraphy in carbonate and siliciclastic successions, applications of ichnology (trace fossils), the use of stable isotopes in the study of terrestrial carbonates, and the use of detrital minerals to interpret basin evolution.

6654 Applied Geochemistry

3 credit hours

The application of graphical and numerical tools for classifying Earth materials according to their chemical composition is studied through field-based and computer-based laboratories. This course examines geochemical sampling, instrumental analysis, statistical evaluation of real geochemical data, and the methods of proper reporting and quality control. The students are introduced to novel methods (fluid inclusion microanalysis, alteration mapping in ore deposits, reaction path modeling) and their application in characterizing geochemical processes on Earth.

6666 Petroleum Geology

3 credit hours

The origin, migration and accumulation of oil and natural gas. Types of oil bearing structures and basic principles in oil exploration.

6690 - 6699 Directed Studies in Geology

3 credit hours

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.

Management (MGMT)

6687 New Venture Opportunities

3 credit hours

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).

Management Science (MGSC)

6603 Statistical Applications in Management Science I

3 credit hours

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.

6615 Strategic Design and Improvement of Operations

3 credit hours

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.

6618 Total Quality Management

3 credit hours

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 Seminar in Management Science

3 credit hours

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 - 6699 Directed Study in Management Science

3 credit hours

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

Mathematics (MATH)

6690 - 6699 Directed Study in Mathematics

3 credit hours

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.

Physics (PHYS)

Students should consult with the supervisor and the program representative before registering for any of these courses.

6701 Radiation Detection Techniques

3 credit hours

This course introduces the students to sources of radiation and some of the basic detection techniques. The topics may include interaction of radiation with matter, general detector characteristics, and introduction to gas filled detectors, semiconductor detectors and scintillator detectors.

6790-6799 Special Topics in Physics

3 credit hours

This course covers advanced topics in physics chosen according to the interests of the students and instructor, and requires some measure of independence and initiative from the student.

Psychology (PSYC)

6790 - 6799 Directed Study in Psychology

3 credit hours

These courses are intended to supplement the course offerings in psychology 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.

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 teachers which received general approval for the upgrading of Nova Scotia Teachers Certificates. Teachers are advised to seek individual certification approval from the Registrar of Teacher Certification, Nova Scotia Department of Education, PO Box 578, Halifax, N.S. B3J 2S9 prior to enrolment in the certificate program.

Certificate in the Mathematical Sciences for Education

The Certificate in the Mathematical Sciences for Education is described under Mathematics and Computing Science in Section 4 of the Saint Mary's University *Undergraduate Academic Calendar*.

Certificate in Linguistics

The Certificate in Linguistics is described under Linguistics in Section 4 of the Saint Mary's University *Undergraduate Academic Calendar*.

Graduate/Post-Degree Courses (EDUC)

5523 Methods in Mathematics for In-Service Teachers

3 credit hours

Intended for teachers from junior and senior high schools in Nova Scotia, students will learn to integrate mathematical skills acquired in other Certificate in the Mathematical Sciences for Education courses into their teaching practice,

using these skills to create a more effective learning climate in the math classroom, create and use problem-solving strategies and cooperative learning techniques, make appropriate use of technology, and develop a deeper understanding of the role of secondary school mathematics in lifelong learning. Students will examine a variety of teaching strategies and instructional resources for designing, implementing, and enriching mathematical instruction. They will engage in reflection on their conceptions of math and their teaching approaches, examine and present recent research, share examples of exemplary practice, study students' learning needs and curriculum design and develop a personal and professional growth plan.

5525 Curriculum and Instruction in Elementary School Mathematics: Applications of Mathematical Theory

3 credit hours

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 Curriculum and Instruction in Elementary School Science: Applications of Scientific Theories and Results

3 credit hours

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.

5638 Principles of Learning Theory in Education

3 credit hours

A seminar course dealing with those aspects of learning theory as developed through the findings of experimental psychology that are particularly relevant to curriculum, pedagogy and evaluation across a range of academic disciplines.

5639 The Application of Learning Theory in Education

3 credit hours

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.

5641 Principles of Language Acquisition for Education

3 credit hours

Intended primarily for teachers of English as a second or foreign language (ESL/EFL), this course focuses on the nature of language acquisition. An overview of first language acquisition, including the written language, is followed by an examination of factors involved in the acquisition of an additional language by older learners.

5651 International Comparative Education I

3 credit hours

Examination of concepts underlying a comparative understanding of selected educational systems around the world, including research methodologies used in the field. The course will emphasize comparisons between mainstream educational understandings in the developed world, the agenda of international education organizations, international educational funders, and the implementation of educational systems, both public and private. Specific reference will be made to access to education, curriculum and language learning, curriculum and culture, gender and education, and similar issues with an emphasis on examples from the so-called developing world in Asia, Africa, Latin America and the Middle East/North Africa.

5652 International Comparative Education II

3 credit hours

A continuation of IDST 5651. Examination and comparison of educational policies in selected countries or regions of the world with a view to assessing educational outcomes, education processes and the relation between education, the public sector, the private sector and international organizations, and the effect of such policies worldwide. Emphasis is on Asia, Africa, Latin America and the Middle East/North Africa.

5656 Curriculum and Instruction in Teaching English as a Second or Foreign Language I

3 credit hours

Prerequisite: at least thirty (30) credit hours of University courses.

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. Focus is on analysis and evaluation of selected curricular approaches and pedagogical methods in foreign language teaching.

5657 Curriculum and Instruction in Teaching English as a Second or Foreign Language II

3 credit hours

A continuation of EDUC 5656. Topics may include trends and issues in foreign language education, and critical examination of selected approaches, e.g. teaching for communication, content-based ESL/EFL.

5658 Pedagogical Grammar for ESL Teachers: Theory and Practice

3 credit hours

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 Seminar and Practicum in Teaching English as a Second/Foreign Language

3 credit hours

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 Language, Culture, and Education

3 credit hours

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 Comparative Perspectives on Innovations in Education – Reforms

3 credit hours

This course will assess, compare and contrast variations and reforms to mainstream educational systems, and will emphasize the conditions out of which such reforms are initiated. Special emphasis will be given to contrasting public systems of education with privatization initiatives, together with public/private partnerships and changes that affect access to education, gender and education, and so on. This course will draw on the considerable body of literature and concrete case studies throughout the world; however, considerable emphasis will be given to examples and case studies from regions or sub-regions of Asia, Africa, Latin America and the Middle East/North Africa.

5674 Comparative Perspectives on Innovations in Education – Alternatives

3 credit hours

Introduction to concepts and analysis underlying a comparative understanding of selected educational systems around the world. The course will emphasize comparisons between mainstream educational understandings in the developed world, the agenda of international education organizations, international education funders, and the implementation of educational systems, both public and private. Specific reference will be made to access to education, curriculum and culture, gender and education, and similar issues with an emphasis on examples from the so-called developing world.

5695 - 5697 Directed Study in Education

3 credit hours

Prerequisite: Permission of the Program Coordinator and/or Dean

Independent study courses organized by a faculty member in consultation with a student. They enable a student to pursue independent research in a specific theme in education that is not normally covered by regular course offerings. A major paper or research report is required.

5691 - 5693 Selected Topics in Education

3 credit hours

These courses will investigate in some depth a particular topic or set of topics in Education. Specific topics are related to research interests of faculty members and visiting scholars.

6676 Education and Development I: Perspectives

3 credit hours

Introduction to concepts and analysis underlying a comparative understanding of selected educational systems around the world. The course will emphasize comparisons between mainstream educational understandings in the developed world, the agenda of international education organizations, international educational funders, and the implementation of educational systems, both public and private. Specific reference will be made to access to education, curriculum and culture, gender and education, and similar issues with an emphasis on examples from the so-called developing world in Asia, Africa, Latin America and the Middle East/North Africa.

6677 Education and Development II: Policies and Practices

3 credit hours

A continuation of EDUC 6676. Examination and comparison of educational policies in selected countries or regions of the world with a view to assessing educational outcomes, education processes and the relation between education, the public sector, the private sector and international organizations, and the effect of such policies worldwide. Emphasis is on Asia, Africa, Latin America and the Middle East/North Africa.**6691 - 6697 Directed Study in Education**

3 credit hours

These courses will investigate in some depth a particular topic or set of topics in Education. Specific topics are related to research interests of faculty members and visiting scholars.

6695 - 6697 Directed Study in Education

3 credit hours

Prerequisite: Permission of the Program coordinator and/or Dean.

Independent study courses organized by a faculty member in consultation with a student. They enable a student to pursue independent research in a specific theme in education that is not normally covered by regular course offerings. A major paper or research report is required.

Section

4

Financial Information

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 2014-2015 academic year had not been determined. The fees and financial policies listed in this Section are those for 2013-2014 and are subject to change before September 1, 2014. All fee calculations are made at registration without prejudice and are subject to confirmation and adjustment at a later date.

Payment dates for the upcoming 2014-2015 year are:

Fall Term: September 12, 2014
Winter Term: January 14, 2015
Summer Term: TBD

1. Tuition Fees – Graduate Level Courses

1.1 Graduate students are generally charged a program fee except students in the MBA and MMCCU programs who are charged a per-course fee.

1.2 Graduate Tuition Fees

Program fees are assessed over 3 terms (including summer) per year. Fees are provided in the Fee Schedule tables below.

1.3 Other Fees

Other fees that may be charged to graduate students include the MBA Program Fee, the Thesis/Program Continuation Fee, the MBA Major Research Paper Continuation Fee, Leave of Absence Fee, and the Master of Finance, EMBA and MBA non-refundable seat deposit fees.

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. The details 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 Differential Fee:

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 with details 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 Service Centre. The international differential fee will be dropped for the term 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 will 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 Financial Deadline Dates:

Withdrawal deadlines for financial adjustment of tuition and related fees differ from the academic withdrawal scale.

4.2 Official Withdrawal: Non-attendance in class does not constitute an official withdrawal. Students must drop their courses online through Self Service <http://selfservice.smu.ca> or they will be responsible for all tuition and related charges.

4.3 Withdrawal on or before last day to add/drop courses: 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 Withdrawal after last day to add/drop courses:

Students who officially withdraw from all courses 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 Refund Schedule: The following tuition and differential refund schedule will be in effect for 2013-2014.

Refund	1 st Term Fall -2014	2 nd Term Winter 2015	3 rd Term Summer 2014
70%	Sep 13 - Sep 19	Jan 15 - Jan 21	TBA
55%	Sep 20 – Sep 26	Jan 22 - Jan 30	TBA
40%	Sept 27- Oct 3	Jan 31 - Feb 4	TBA
25%	Oct 4 - Oct 10	Feb 5 - Feb 10	TBA

4.6 Credit Balance:

Where a student withdrawal results in a credit balance, the student may be eligible for a refund. Prior to refunding a credit balance, the Service Centre determines 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 or if the credit balance exceeds those claims, a refund will be made upon request.

4.7 Retroactive Withdrawal:

Students who leave the University without officially withdrawing and who subsequently officially apply for and are granted a retroactive withdrawal by the Service Centre, 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, Dental, Metro Transit Pass, Student Association and Journal fees are non-refundable for retroactive withdrawals.

4.8 Exceptions to Refund Schedule:

Withdrawal scales as outlined above do not apply to the Executive Master of Business Administration, the PhD program in Management, the Master of Finance degrees and some special courses with condensed meeting times. Please contact the Faculty of Graduate Studies and Research for further information.

5. Special Fees

Complete Withdrawal – processing fee	\$50.00
Academic Appeal	30.00
NSF Cheque Fee	20.00
Identification Card Replacement	15.00

Parking - Sept 1, 2012- Aug 31, 2013

Students	General	\$366.00
	Underground	\$605.00

6. Residence Fees

6.1 Accommodations and Meal Plans are described in Section 6 of the Calendar. The residence application fee is \$25.00.

6.2 Room Rates:

The following are the rates for 2012-2013. Rates for 2013-2014 had not been set at time of printing this *Calendar*.

Room and Board*	Per Term	Per Academic Year
Single Room plus		
10 Meal Plan	\$4,622.50	\$9,245.00
14 Meal Plan	4,852.50	9,705.00
7 Day Freedom Plan	4,960.50	9,920.00
Double Room plus		
10 Meal Plan	\$4,022.50	\$8,045.00
14 Meal Plan	4,252.50	8,505.00
7 Day Freedom Plan	4,360.00	8,720.00

*Meal Plans are Mandatory for single and double rooms

Room Only – Apartments

Rice		
Double room	\$2,500.00	\$5,000.00
Single room,	3,100.00	6,200.00
Super single	3,200.00	6,400.00

Senior Apartments

Single Room,		
Shared Bath, kitchen	\$3,100.00	\$6,200.00
Single Room,		
Private Bath, no kitchen	\$3,050.00	\$6,100.00
Super Single Room,		
Shared bath, kitchen	\$3,200.00	\$6,400.00

6.3 Residence Withdrawal and Refunds:

Students who withdraw from the University at any point during the first term will be assessed room fees for the entire first term and will forfeit the \$500 residence confirmation deposit. Students who withdraw from the University during the second term will be assessed room fees for the entire academic year. Students who withdraw from residence and do not simultaneously withdraw from the University, or who are dismissed by the University from residence, are not

eligible for an adjustment of room fees and will be assessed fees for the entire academic year.

7. Payment of Fees

Payment due dates for 2014-2015 are as follows

Fall: September 12, 2014

Winter: January 14, 2015

Summer: TBA

7.1.1 Program Fee Students: Fee payments for graduate students paying program fees are generally paid in 3 installments. Students are required to register in three terms which include the fall, winter and summer and pay their fees on or before the applicable due date each term.

Some program fee exceptions include the Executive MBA and Master of Finance programs which have their own unique payment schedules outlined in the Fee Schedules below.

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).

7.1.2 Per Course Fee Students: MBA, MMCCU and visiting students are required to pay on the applicable due date each term. In order to receive scholarship funds, students must be registered in a course or if you have completed in-class course work, in the appropriate Thesis/Program Continuation course (e.g. THES9999).

7.2 Methods of Payment:

9.1 Methods of Payment:

Interac Online payment solution through **Self Service Banner**: Quickest and easiest way to pay your account in Canada if you bank with the Bank of Montreal (BMO), Scotiabank, TD Canada Trust or Royal Bank (RBC). Payments are posted to your student account immediately. Visit <http://selfservice.smu.ca> to make a payment.

Online Banking or Telebanking: Saint Mary's University can be set up as a *payee* at most Canadian banks. Your Banner "A" number is your customer or account number. Allow 48 hours for your payment to appear on your Self Service Banner account.

International Payments – Western Union:

If you are an international student who is making a payment from outside Canada, use our Western Union service to pay in your own currency. <http://www.smu.ca/epayment/western-union.html> and pay at your local bank.

Third party sponsors: 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 Service Centre **before** the payment due date.

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7.3 Student Loan and Payment Due Dates:

Students paying all or part of their tuition with a loan must meet University payment deadlines.

7.4 Applying for a Student Loan:

Students paying with Canada Student Loan Assistance are strongly encouraged to make application in June so the loan arrives before the fall payment due date. Loans arriving after the deadline are subject to interest charges.

7.5 University right to Require Payment:

The University reserves the right to require full payment at the time of registration.

7.6 Second Term (winter) Fee Payment:

Students continuing their studies in the second term are required to pay their tuition on or before January 14th, 2015.

7.7 Late Payment or Unpaid Accounts:

Students who have not paid all fees may have their registration cancelled at the discretion of the Associate Registrar. A student whose registration has been cancelled for non-payment of fees must pay all outstanding fees plus \$50.00 prior to consideration of reinstatement.

Students whose accounts are in arrears will not be permitted to register until the account has been paid in full.

7.8 Interest Charges

Accounts outstanding after September 12th in the fall term and/or after January 14th in the winter term and after the applicable due date in the summer term, will be charged weekly interest at a rate of (12.68% per annum).

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 awarded University administered fellowships and scholarships (e.g. an FGSR Fellowship, FGSR Graduate Award, Tri-Council Scholarship/Award) will receive their funds (less tuition and associated fees) in three installments, one at the beginning of each term, provided they are registered early in full time studies and are in good academic standing and request their refunds by email as follows:

Fall Term – Register by August 15, 2014 and request your refund cheque by emailing Service.Centre@smu.ca by August 29th to receive your 1st installment to be mailed on September 5, 2014

Winter Term – Register by December 12, 2014 and request your refund cheque by emailing Service.Centre@smu.ca by December 20th to receive your 2nd installment to be mailed on January 9, 2015

Summer Term – Register by April 10, 2015 and request your refund cheque by emailing Service.Centre@smu.ca by April 24th to receive the 3rd installment to be mailed on May 8, 2015

MBA students will receive their scholarships in two installments in September and January provided they have registered early as outlined above.

Students registering or requesting their refund cheques late, will experience delays receiving their funds.

Annual Program Fee Schedule - 2013/2014

Applies to all Full-time¹ students registered in Program-Fee Based graduate programs

Graduate Program ¹	Program Length	All Students				Student Fees ²	**Nova Scotia students are expected to receive a discount. See below		International Students	
		Campus Renewal Fee	Copyright	Recreation Facilities Renewal	Tuition		Medical & Dental Fees ³	Tuition (Differential Fees included)	Medical & Dental Fees ³	
MA - Atlantic Canada Studies and Criminology	2 Yr	136.00	12.00	45.00	289.00	3,360.00	235.00	5,920.00	918.00	
MA - Geography	2 Yr	306.00	27.00	45.00	289.00	5,000.00	235.00	10,760.00	918.00	
MA - History, Philosophy, Theology & Religious Studies	1 Yr	272.00	24.00	45.00	289.00	6,720.00	235.00	11,840.00	918.00	
MA - International Development Studies Category 1	2 Yr	238.00	21.00	45.00	289.00	4,043.50	235.00	8,523.50	918.00	
Category 2	1 Yr	306.00	27.00	45.00	289.00	6,720.00	235.00	12,480.00	918.00	
MA - Women & Gender Studies	2 Yr	170.00	15.00	45.00	289.00	3,360.00	235.00	6,560.00	918.00	
M.Sc. - Astronomy, Applied Psychology and Applied Science (Includes Co-op Option)	2 Yr	204.00	18.00	45.00	289.00	4,043.50	235.00	7,883.50	918.00	
Master of Finance (Includes TESL - \$2700)	1 Yr			45.00	289.00	35,985.00	235.00	35,985.00	918.00	
Master of Finance (Without TESL)	1 Yr			45.00	289.00	33,285.00	235.00	33,285.00	918.00	
MTEI - Master of Technology Entrepreneurship & Innovation	16 Mos	306.00	27.00	45.00	289.00	15,500.00	235.00	25,000.00	918.00	
Executive Master of Business Admin.	2 Yr			45.00		22,500.00		22,500.00	918.00	
Ph.D. Business Admin. (Management); International Development Studies and Industrial Organizational Psychology	3 Yr	136.00	12.00	45.00	289.00	5,464.00	235.00	8,024.00	918.00	
Ph.D. Astronomy	4 Yr	136.00	12.00	45.00	289.00	4,098.00	235.00	6,658.00	918.00	
Thesis Continuation/Supervision ⁴					49.50	2,001.00		4,101.00	918.00	
Leave of Absence Fee						30.00 per semester		30.00 per semester		

**Nova Scotia residents who are full time will receive the "Nova Scotia University Student Bursary" which reduces tuition fees up to \$ 1283.00. Part time students receive a prorated amount. Canadian students who do not receive the NS University Student Bursary receive a bursary up to \$261.00. The bursary is not available to the Master of Finance, Executive MBA or Masters Management & Cooperatives⁵

¹ Annual tuition for part-time students is one-half of the full-time amount. The length of part-time programs is double the length of full time programs.

² Full-time fee includes SMUSA Fee, U-Pass Metro Bus Pass, Journal Newspaper. Part-time fee of \$49.50 includes SMUSA Fee and Journal.

³ Fee is based on single coverage: Family plan Medical & Dental is \$485 for domestic students and \$1,850 (International family of 2) \$2,533 (International family of 3)

⁴ Thesis is shown with part time fees. Students must apply for full time status each term.

⁵ Definition of Nova Scotia Resident - Visit: http://www.smu.ca/servicecentre/ttn_undergrad.html#NSResident

⁶ The annual fee is charged equally over four terms and is subject to fee increase in the fourth term

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Per Course Fee Schedule - 2013/2014								
Applies to all MBA, MMCCU, Visiting and Upgrading Graduate Students								
Graduate Programs	All Students				**Nova Scotia Students are expected to receive a discount - See below		International Students	
	Campus Renewal Fee	Copyright Fee	Recreation Facilities Renewal	ANNUAL Student Fees ¹	Per Course (3 Credit Hours) Tuition Fee	ANNUAL Medical & Dental Fees ²	Per Course Tuition Fee (Differential Fees included)	ANNUAL Medical & Dental Fees ²
MA - Atlantic Canada Studies, Criminology, History, Philosophy, Theology & Religious Studies	34.00	3.00	5.00	289.00	834.00	235.00	1,474.00	918.00
MA - Geography	34.00	3.00	5.00	289.00	1,250.00	235.00	1,890.00	918.00
MA - International Development Studies, Women & Gender Studies, Education courses	34.00	3.00	5.00	289.00	669.50	235.00	1,309.50	918.00
M.Sc. - Astronomy, Applied Psychology, and Applied Science (includes Co-op Option)	34.00	3.00	5.00	289.00	669.50	235.00	1,309.50	918.00
Master of Business Administration ³	34.00	3.00	5.00	289.00	628.00	235.00	1,268.00	918.00
MBA - CMA ⁴ and ⁵	34.00	3.00	5.00	49.50	767.00		1,407.00	918.00
Master of Management Co-operatives & Credit Unions and Grad Diploma in Cooperative Management ⁴	34.00	3.00	5.00	49.50	1,420.00		1,420.00	918.00
PHD Per Course Fee (Visiting Student) ⁴	34.00	3.00	5.00	49.50	1,093.00		1,733.00	918.00
Thesis Continuation/Supervision ⁴								
Master and Ph.D Programs (excluding MBA)				49.50	667.00 per term		1,307 per term	918.00
MBA - Major Research Paper (MRP)					83.00 per term		170.00 per term	918.00
Leave of Absence Fee					30.00 per semester		30.00 per term	
**Nova Scotia residents will receive the "Nova Scotia University Student Bursary" which reduces domestic tuition fees by \$ 128.30 per half credit. Canadian students who do not receive the NS University Student Bursary receive a bursary of \$26.10 per half credit. ⁶								

¹ Full-time Fee includes SMUSA Fee, U-Pass Metro Bus Pass, Journal Newspaper. Part-time fee of \$49.50 includes SMUSA Fee and Journal Newspaper ONLY.

² Fee is based on single coverage: Family plan Medical and Dental is \$485 for domestic students and \$1850 (International family of 2) \$2533 (International family of 3)

³ In 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.

⁴ Student fees are based on part time studies

⁵ Not Eligible for the NS University Student Bursary

⁶ Definition of Nova Scotia Resident - Visit: http://www.smu.ca/servicecentre/ttn_undergrad.html#NSResident

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 reportable income. A T4A 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 and Awards in the Service Centre. 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 apply online through the Provincial Student Aid Office, 2021 Brunswick Street, Suite 409, Trade Mart Building (see 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.

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 or through Provincial Student Aid offices.

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 Financial Aid & Awards in the Service Centre.

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
www.studentloans.ednet.ns.ca

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)
www.studentaid.gnb.ca

Newfoundland and Labrador

Student Financial Services
709-729-4244 Recording
709-729-5849 Information and Assistance
1-888-657-0800
www.edu.nov.nl.ca/studentaid

Ontario

Student Assistance Program
Ministry of Colleges and Universities
Student Support Branch
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
www.studentloans.pe.ca

Quebec

Direction generale de l'aide
financiere aux etudiants
1035, de la Chevrotiere
Quebec, Quebec
G1R 5K9
418-643-3750
24-hour automated service 418-646-4505 or
1-888-345-4505
www.meq.gouv.qc.ca/afe

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Note: Addresses for Student Aid Offices in other provinces are available upon request from the Financial Aid and Awards in the Service Centre.

United States Student Loan Programs

Saint Mary's University is a certified institution for the United States Direct Loan Program. Specific documentation is required from students to administer this loan program. Please contact the Financial Aid and Awards in the Service Centre for detailed instructions on applying for the United States Direct Loan Program.

Section
5

Centres and Institutes

Centres and Institutes

Atlantic Centre for Green Chemistry

The Atlantic Centre for Green Chemistry was established in March, 2010 to advance basic and applied research in the area of Green Chemistry and to provide opportunities for both undergraduate and graduate students to study and innovate in Green Chemistry, both in the classroom and research lab. Contact the Office of the Dean of Science for more information.

The Canadian Centre for Ethics in 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 public awareness, programming, education, research, resource access, as well as consultation and training. The Centre has been designated as a high priority in the strategic plans of both AST and Saint Mary's and is sponsored by the two institutions.

The Centre is located at 630 Francklyn St., Halifax, NS, B3H 3B5; Tel 902.428.4731; Email: info@CCEPA.ca; Website: www.ccepa.ca

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 Sobey School of Business, renown for its expertise in human resource management programs.

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 program 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

Centre for the Study of Sport and Health

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 Centre maintains an active program of attracting short-term visiting research associates. It is located in Room 202 at the Homburg Center. Telephone: 491-6454 Fax: 420-5844 e-mail: cssh@smu.ca.

Centre of Excellence in Accounting and Reporting for Cooperatives (CEARC)

CEARC was formed in 2007 and is located in the management department of Sobey School of Business, Saint Mary's University, Halifax, Nova Scotia. The Centre's work is overseen by a Board of Directors, with an Executive Director managing the day to day work of CEARC. An advisory board directs the research goals and oversees the use of resources.

The Centre's research work is a collaborative effort and includes partnering with other researchers and universities on particular projects. One example is the Centre's involvement in an international research project looking at the issue of classification of cooperative member's shares as equity or liabilities and in particular in identifying the characteristics and economic behaviour of cooperative member shares. A major project being undertaken by CEARC over the next three years is the development of a draft voluntary international Statement of Recommended Practice (iSORP) for Accounting and Reporting by Cooperatives.

The CEARC approach to research is one aimed at improving communication and discourse between researchers and practitioners. The dissemination of papers, encouragement of comment and suggestions from the cooperators and accountants, and reconsideration of papers and proposals following analysis, forms an integral part of the process of researching and developing understanding of cooperative accounting. Website: www.coopaccounting.coop

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 academic occupational health psychologist 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, 5960 Inglis St., Halifax, NS, B3H 3C3; Tel: 902-491-6253; Fax: (902) 496-8135; Email: cncohs@smu.ca; Website: www.smu.ca/CN/

The Confucius Institute

The Confucius Institute was established at Saint Mary's University in the fall of 2010. It is a joint venture between the Office of Chinese Language Council International (Hanban), Xiamen University, and Saint Mary's University. The institute provides students and the community access to learning opportunities focused on the Chinese language, culture and business. The Institute builds upon the strengths of the long-established Asian Studies Programme in the Faculty of Arts and reflects long-standing linkages between Saint Mary's and Xiamen Universities. The Institute is located in McNally Building (MM205), Tel: 902-496-8255; FAX: 902-491-6230; Email: confucius.institute@smu.ca; Website: www.smu.ca/ci.

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 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 interdisciplinary 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 collaborative research; to promote interdisciplinary and interuniversity cooperation, and to encourage university community outreach through collaborative research projects.

The Gorsebrook Research Institute houses the Canada Research Chair in Atlantic Canada Studies, a Senior Research Fellow, and affiliated researchers. The GRI also has a number of inter-related research centres.

The Centre for New Media Qualitative Research

facilitates inter- and transdisciplinary qualitative research using traditional and new media. 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 **Austin Willis Moving Images Centre** is a multimedia service facility and research centre focusing on the collection, preservation and analysis of film.

The **Office of Aboriginal and Northern Research** is 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 of the Institute 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 at 5960 Inglis Street on the Saint Mary's campus, and can be reached at 902 420-5668; fax: 902 496-8135; or email: gorsebrook@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 six full time faculty members, all of whom are members of the Department of Astronomy and Physics. The faculty members include the University's first Tier 1 Canada Research Chair (CRC) and a Tier 2 CRC. Other members include post doctoral fellows and graduate students, and two external scientific members. The ICA graduated its first Ph. D. in 2008.

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 and is part of the national organization, Compute Canada, 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 Atrium 319G 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 Analytical Centre

The Regional Analytical Centre is administrated directly under the Faculty of Science. The centre consists of two units: the Electron Microscopy Unit and the Geochemical Unit. With state-of-the-art analytical facilities, the centre provides high-quality micro-morphological, micro-structural and chemical analyses to researchers and teaching groups at universities as well as scientists in government and industry throughout the region.

The EM lab is equipped to perform scanning and transmission electron microscopy analyses of most geological, chemical and biological materials. The geochemical lab is equipped with an X-ray fluorescence spectrometer and a Carbon Nitrogen, Sulfur analyzer. The principal focus of the geochemical lab is to utilize non-destructive analytical x-ray fluorescence (XRF) to determine elemental concentrations in environmental samples.

Professional assistance is available for consultation, service needs, customization of techniques, and training. The main office of the centre is located in the Science Building, Room 422. The technician can be reach by telephone at 902-420-5709; fax: 902-496-8268; or e-mail: xiang.yang@smu.ca. Website – Electron Microscopy lab: <http://fgsr.smu.ca/emc/> - Geochem. Lab: <http://www.smu.ca/institutes/rgc/>

Section

7

Resources and Services

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 40,000 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.

The Mission of the SMU Alumni Association is to create value, goodwill and affinity with Saint Mary's University and is supported by five key pillars that drive all Association activities:

1. Connect alumni to Saint Mary's and to each other
2. Build solid relationships to support student recruitment and contribute to the financial health of Saint Mary's
3. Raise the profile of Saint Mary's alumni and increase the worth of a Saint Mary's degree
4. Provide support and inspiration to current students and alumni
5. Participate in university governance and advance the mission of Saint Mary's University

The Alumni Association Council 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 Council consists of a President, Past President, Vice-President, Treasurer, and up to 20 other members. Members usually serve three-year terms, and meet quarterly as well as do committee work. Six 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 Homecoming Weekend. All alumni are encouraged to attend what has become one of the most anticipated events each year.

The Association is involved in and oversees a wide range of activities and events to help alumni stay connected. They are:

- **Alumni Benefits & Services.** These include, but are not limited to, access to or discounts to services on campus, diploma/degree framing, and special insurance group rates for health, auto and life. A full listing of benefits and services may be found on the Alumni website at www.smu.ca/alumni.
- **Student / Young Alumni** Alumni volunteers focus on providing current students with direction, mentoring and support by connecting them with recent graduates.
- **Awards** The Alumni Association recognizes faculty and alumni through an awards program. They include: Father William A. Stewart, S.J. Teaching Award, Leadership Awards, and Distinguished Community Service Awards

Golf Tournament : The annual tournament happens in August and is always a sold out and fun event. More than 20 students receive bursaries thanks to this event

Homecoming/One World Alumni Dinner This weekend provides an opportunity for alumni to come back to campus and celebrate a major milestone of graduation, see their old classmates, take in a football game and attend the alumni dinner. Lots of great memories and a good time is guaranteed. The Alumni Association is always pleased to hear from alumni members who are interested in participating. To make sure you receive the latest happenings and are up to date on Alumni Association activities and events, please send us your updated address and email. You can always check out the latest information at www.smu.ca/alumni or for further details or to become more involved, contact the Alumni Office at 902.420.5420 or email us at alumnioffice@smu.ca.

Art Gallery

Metcalfe, Robin, B.A. (Hons.) (Dalhousie), Director/Curator
Pam Corell, M.A. Museum Studies (UNL), Assistant Curator

Harry Hamm, B.F.A. (NSCAD University), Collections Coordinator

Brigitte Aucoin, M.A. Fine Arts (Universite de Provence), Administrative Assistant

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 multicultural events 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. Saint Mary's University Art Gallery is also home to a collection of Irish High Cross rubbings by Aileen Meagher.

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 NSCAD University, such as Gerald Ferguson, Kelly Mark, Mitchel Wiebe, Lucy Pullen and Matt Wedel.

Gallery hours are Tuesday to Friday, 11:00 a.m. to 5:00 p.m., and Saturday and Sunday 12:00 to 5:00 p.m.

Website: www.smuartgallery.ca

Phone: 902.420.5445

Athletics and Recreation

The Department of Athletics & Recreation organizes and runs a variety of activities, providing an opportunity for all students, faculty and staff of Saint Mary's University to participate on a number of different levels. For complete details on the Department of Athletics & Recreation, please visit our website at www.smuhuskies.ca

Varsity Sports

Saint Mary's University 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. We compete in the following sports: Men's & Women's Soccer, Basketball, Hockey, Cross Country & Track & Field, Women's Volleyball, Rugby, Field Hockey and Men's Football.

Athletic Facilities

The centre of activity at Saint Mary's University is the **Homburg Centre for Health & Wellness**. The Centre provides for the total wellbeing of its students and the University community. The Centre houses a double-sided gymnasium with squash courts, cardio centre, weight room, studios, Centre for the Study of Sport & Health, Sports Medicine Clinic, classroom, seminar rooms and offices. Along with the **Alumni Arena** and **Huskies Stadium**, these facilities are home for the Huskies' 12 varsity programs and also serve as the location for Intramural & Club Programs.

Intramurals and Recreation

Intramural and recreational programs focus on participation, fun and the opportunity to meet new people! Whatever type of activity you are looking for you will find in Intramural and Recreation sports. From beginners to advanced, all are welcome to participate in these programs. For a complete list of intramural teams, please visit our website.

Club Sports

Sport Clubs are organized and led by Saint Mary's University students motivated by a common interest to participate in a specific sport or physical activity.

Different Sports Clubs have different focuses, such as league or tournament play, socialization, or instruction and skill development.

Joining a club is a great way to meet new people, learn new skills, and enjoy a sport or activity that interests you! They are also a great way for student-organizers to gain valuable leadership, management and organizational skills.

Clubs are responsible for their own internal organization and conduct, following policies and procedures established by the Department of Athletics & Recreation. For a complete list of Club Sports, please visit our website.

Sport Hall of Fame and Heritage Centre

Established in 1995, the Saint Mary's University Sport Hall of Fame & Heritage Centre is located on the 2nd Floor of the **Homburg Centre for Health & Wellness** and was designed to celebrate the rich tradition and heritage of sport and recreation at Saint Mary's University. The Induction Ceremony is normally a part of Homecoming Weekend. Inductions are held annually with anywhere from one to four individuals or teams being honored.

Since its inception, the Sport Hall of Fame has been generously supported, especially financially, by the Presidents of the University and the Directors of Athletics.

A Sport Heritage Centre is also an integral part of the operation of the Sport Hall of Fame and Heritage Centre. This provides a space to house memorabilia depicting the rich tradition and success of athletes and builders at Saint Mary's University.

The three categories of inductees are – individual varsity athletes; varsity teams; builders – all of whom have contributed immensely to the solid reputation of Saint Mary's University in the field of athletics and recreation. Deadline for submission of Nominations is March 31st of each year. For a complete listing of SMU Hall of Fame Inductees or to download the Nomination Form, please visit our website.

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	Leslie K. Goodwin Ross Webb Susan Beazley Bill Robinson
2005	Frank Arment

	Brian Heaney
	Bill Mullane
2006	Mike Curry
	Reginald Joseph MacDougall
	Dr. Robert (Bob) Ruotolo
2007	Fr. George Leach, S.J.
	John Gallinaugh
	Lee A. Thomas, Jr.
2008	Paul Puma
	Andrew Conrad
	1956 Football Saints
2009	Ken Clark
	Doug Wright
	1979 Men's Basketball Team
2010	Brian Burgess
	Charles (Chuck) Goddard
	1988 Football Team
2011	Dr. David Petrie
	Al Brown, Jr
	1977-78 Field Hockey Team – “The Belles”
2012	Robert “Puddy” Reardon
	Don Murphy
	Bill Scollard
2013	Carl Boswick
	Will Njoku
	Hector Pothier
	Brian Ross

Bookstore

Situated on the second floor of the O'Donnell-Hennessey Student Centre, our campus store is owned and operated by Saint Mary's University.

Our course material specialists work year-round to provide required and recommended textbooks, coursepacks, e-books and access codes for Fall, Winter and Summer semesters.

The campus store also carries a wide range of stationary, course supplies, crested clothing and imprinted giftware. Our website, smu.ca/campus-life/bookstore.html, provides detailed information on selecting your course-material, operating hours, refund deadlines, as well as our web-catalogue for clothing and giftware.

Used Book Program – Used books are bought and sold during annual Buy Backs for each semester. Current titles, re-ordered by instructors, are purchased from students for half price during our Used Book Buy-Backs in December, April, June and August. Titles that have not been confirmed for upcoming semesters may be bought back at lower wholesale prices and shipped off-campus. All half-price course material purchased during the Buyback is sold at 25% off the new price, and used books are tax-free.

Special Orders - Personal copies of any book in print can be ordered through Customer Service.

Graduation Rings - Saint Mary's graduation rings may be ordered from the campus store's ring representative by appointment at the following times: Wednesdays, 2:30 pm – 4:00 pm in February, March, April, October, November and December. Appointments can also be made during the summer months. Watch for campus posters and our website for special Ring Days during each semester.

Parchment/Diploma Framing - Customized diploma frames are available in three styles, each with crested mattes. Following Spring and Fall Convocations, an on-site framing service is provided during the convocation reception.

The campus store is open -

Sept. to May: Monday to Friday 9:00-4:30
June to August: Monday to Friday 9:00-4:00

Extended Hours:

During the first two weeks of each semester, we are open extended hours as posted on our website.

Like us on Facebook for current information on buybacks, refund deadlines and extended store hours.

Contact:

902-420-5562

E-mail: bookstore@smu.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.

Center for Academic & Instructional Development (CAID)

University Teaching Centres are designed to address the needs and interests of all members of an academic community in the education of students. In keeping with this mandate, the Centre for Academic and Instructional Development (CAID) has played a key role in the support of teaching and learning at Saint Mary's since its inception in October, 1998 (formerly called the Office of Instructional Development).

The Centre, located within the Global Learning Commons in the Atrium Building, provides programs and services for professional development in teaching to full and part time faculty. In addition to administrative offices, the Centre consists of a Resource Library (AT106); a Studio Classroom (AT212) for pedagogical training, workshops, and meetings; and the Centre for Academic Technologies (CAT) a computer training lab.

The CAT (AT107) is a division of CAID focused on providing support and services to faculty, staff and students in the development and use of technology for teaching and learning.

For more information on programs and services:
<http://www.smu.ca/administration/caid/welcome.html>

Information Technology Systems and Support

Information Technology Systems and Support (ITSS) provides the technology and related services to support the teaching, learning, and research of students. Technology is viewed as a basic necessity and spans the campus from the classrooms to residence rooms.

Data communication and Internet services are provided through a network providing students with ready access to wired and wireless connections in all buildings and many outdoor spaces on campus. This network supports over 6,700 student devices in addition to the 1,900 university computers in labs, classrooms, and faculty and administrative offices. As well as the network services, students living in residence are provided with telephone and voice mail services.

Most on-line services are supported by ITSS including SMUPort and Self-service. In SMUPort, the university's web portal, students can connect with the campus community, and obtain on-line course information through Blackboard. Self-service provides students with on-line course information and registration.

The department supports the classroom learning environment by equipping them with the latest multimedia presentation tools.

Six general access computer labs and several departmental labs across campus hold over 400 workstations. Some general access labs are open 24 hours per day, 7 days a week. 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 laser printers, and colour printing is provided through the campus Print Centre.

The University's Evergreen program allows our technology to be replaced on a scheduled basis to keep it current. As a result, all computer lab, classroom and office systems are less than 3 years old. Audio Visual projectors and large TV's or monitors in teaching classrooms are on a 4 year refresh cycle.

Assistance is provided to all students by ITSS in a number of ways. The department maintains documentation on how to use the technology services on campus. Lab assistants are on hand through the day and evening during the academic year to aid students in the labs. ITSS operates two Help Desk locations to provide support in person, by telephone or email.

For further information visit the ITSS web page (www.smu.ca/itss), phone (902) 496-8111, or email HelpDesk@smu.ca.

International Activities Office

The primary role of the International Activities Office is to support the broader goal of the internationalization of the Saint Mary's campus. We are dedicated to enriching the lives of students, faculty and staff through the development and enhancement of international experiences and perspectives. We create opportunities for you to select the exact international experience to suit your needs, whether on campus or in other parts of the world. Through our international network of contacts, we are able to provide a high level of support to anyone in the Saint Mary's community who is interested in becoming involved in a broad range of activities with an international focus.

What do we offer?

- Student mobility – For students looking for an international learning experience, either on-campus or elsewhere.
- Group training – Saint Mary's offers short-term training programs (language, cultural, academic, and professional) to a variety of clients. These programs can be offered either in Halifax or on an external site selected by the client.
- International projects – Throughout the years, Saint Mary's has participated in international projects with partners in more than 25 countries, generally funded by external agencies.
- International consultancies and research – Faculty and staff interested in opportunities for international research funding, consulting/ volunteer placements, or international teaching possibilities can contact us for information.
- Travel information – Our office provides pre-departure briefings and a travel registration service to Saint Mary's travelers.

For more information, please visit our website or contact us by telephone at 902-420-5177 or by e-mail at international.activities@smu.ca. We look forward to

hearing from you. Or you can visit us in person – our offices are in The Oaks, 5920 Gorsebrook Avenue.

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 aluminum dome measures five meters in diameter and rests upon an elevated pad atop the 23-storey academic-residence building. The Observatory's new 0.6-metre reflecting telescope, among the most powerful in Eastern Canada, is used primarily for student instruction and public outreach. 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://www.ap.smu.ca/bgo>.

The Observatory is open to the general public for viewing sessions on many Friday evenings throughout the year, 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.

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 organizational conflict, discrimination, harassment and to provide educational programs for various departments and groups on campus. 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, such as mediation, facilitation and/or conciliation.

Patrick Power Library and Global Commons

The Patrick Power Library is the main research centre at Saint Mary's, dedicated to meeting the academic needs of the University's students, faculty and staff. Its three floors are home to more than 400,000 books and other resources and Saint Mary's students can borrow from the collections (over two million items) of other universities in the region as well. The library also offers 24/7 access to more than 16,000 electronic scholarly journals and e-books in the arts, business and science disciplines, either on-campus or off, via its web site. To facilitate this access, the library makes 50 desktop computers and 20 laptops available for student use (the entire building is a wi-fi zone).

The library provides an informal and welcoming space where you can do your research in a variety of environments. Renovations to the main and upper floors, including new flooring and furniture, are in response to students' desire for both group work rooms and quiet, individual study space, a reflection of the ways they conduct research and communicate. Even food and drinks are permitted in the library.

Our service desks open onto the new Global Commons, a student-centred space in the adjacent Atrium which provides an additional 60 computers and collaborative work areas.

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 and 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. During the school year the library is open seven days a week, every night (except Saturdays) until 11pm.

The library is also home to the Ferguson Library for print-handicapped students and the University Archives, the official repository for documents related to the history of Saint Mary's.

For more information on everything the Library has to offer, just 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. The Student 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 a 9 member Board of Directors, elected by the student body. Also elected is our President and CEO who manages the Corporation. The President hires Vice Presidents such as the Vice President of University Affairs, the Vice President of Academic Affairs and the Vice President of Student Life. All students are encouraged to get involved by running for the Board of Directors, for President, 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 societies and organizations students can get involved with that are governed and funded by SMUSA.

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 Events and Promotions Department and we have a Volunteer Coordinator for anyone seeking volunteer opportunities as well. 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 also offers a U-Pass for the HRM transit system as well as the student Health Plan. Please contact SMUSA for further information at www.smusa.ca or call (902) 496-8700.

Medical Insurance (Student Health Plan)

The Saint Mary's University Students' Association coordinates and provides a Health Plan for all full time Canadian 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 529 – 5th floor Student Centre). This program is compulsory for all full time Canadian students and all International students. Students are assessed the medical fee upon registration, however students with comparable and alternative coverage may opt-out of the Health and Dental plan. Canadian students can opt out on-line at smuport.smu.ca/cp/home/loginf International students can opt out by visiting the Health Plan Office and signing a medical waiver form and also providing proof of their own comparable coverage. The opt out deadline for academic year 2013/2014 will be September 25, 2013 for first semester enrolments and January 25, 2014 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 waiving the Health and Dental Plan can be made by calling the Health Plan Office at (902) 496-8754.

1. Full-Time Canadian Students and International 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 International

students. Extended Health Care can be defined as medical coverage supplementary to any provincial or provincial equivalent medical coverage and includes 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.) International Students

The Student Health Plan coverage for International 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 international students have provincial health insurance (such as MSI) they may waive that portion of the Health Plan by September 30, 2013 for a full refund and after September 30, 2013 for a partial refund by completing a waiver form at the Health Plan Office (Room 529, Student Centre). International 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 eligibility for Nova Scotia Provincial Health Care (MSI) please call MSI at (902) 496-7008.

c.) Family Coverage (Canadian and International 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 <https://www.studentvip.ca/smusa/> or at the Student Health Plan Office (Room 529, 5th floor Student Centre) and must be completed by the September 25, 2013 for fall semester enrollment or by January 25, 2014 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 must complete a Opt-In application form for the Students' Association Health Plan coverage before September 25, 2013.

For additional information on medical premiums, benefits, waivers, claims processing, family coverage and general inquiries please contact the SMUSA Health Plan Office (5th floor Student Centre Room 529) 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 HRM's Metro Transit services. This service is provided from September through April. This is a mandatory program for all full-time students. Part-time students are not eligible. There is no opt-out or opt-in service for this program.

Student Services

At Saint Mary's University the Department of Student Services includes the Office of the Director, Athletics and Recreation, Chaplaincy, The Counselling Centre, Career Services, Atlantic Centre of Support for Students with Disabilities, Health Services, 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

Saint Mary's Chaplaincy offers some great pathways towards discovering the best of what faith and spirituality has to offer. To live life in 3D we help students, staff and faculty to 'discover, develop and discern' all God has for them.

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 Loyola Room 183 where weekday mass is offered. In addition, a special University Mass is held at 5 p.m. every Sunday at St. Mary's Cathedral Basilica located on the corner of Spring Garden and Barrington. A Multi-faith prayer room is also available in room 145 of the Loyola Residence. Faith services are available in nearby churches, synagogues, and mosques.

Pastoral guidance is available from the University Chaplain. Contact : chaplain@smu.ca ph 420 5502

The Counselling Centre

The Counselling Centre staff at Saint Mary's provide free, professional counselling to full and part time students using a short term therapy model. To make an appointment, students may drop by the Centre (4th floor, Student Centre) between 9:00 a.m. and 4:40 p.m., Monday to Friday, call 420-5615 or email counselling@smu.ca. Students may come to the Counselling Centre on their own, or they may be referred by a member of the University or outside community. The Counselling Centre is not an emergency walk in clinic and all emergencies will be referred to the local emergency department. Drop in appointments are available daily for students new to our service

A variety of services are offered through the Counselling Centre. While some students request counselling to deal with personal issues, others come to improve their learning

strategies and succeed academically. The following describes the various services available through counselling.

Personal Counselling

Students are seen individually for assistance with a range of personal issues, 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.

Academic Coaching

Academic coaching is useful for students on academic probation, for those who need advanced study skills education and for students wishing to improve their academic performance. Through individual sessions, students can learn new strategies to map out academic goals and work towards achieving these goals.

F.Y.I. (first year information) Boot Camp is overseen by the Intake and Programs Coordinator and is structured to help new students become familiar with the services and resources available to them and to develop University-level academic skills. This program provides an opportunity for new students to become comfortable on campus, confident in their academic abilities, learn a variety of success strategies, and meet other students and members of the campus community.

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.

Pride in Your Shared Neighbourhood

Pride in Your Shared Neighbourhood is a University Committee made up of students, staff, neighbours, and HRM representatives who care about the neighbourhood in which they live, work and study and want to add to the great community that already exists. The Committee works year round to educate students on the responsibilities of being a good neighbour and to make neighbours aware of the contributions students make to the community. Getting to know one another and working together to make the community the best it can be are main themes of the work of the Pride in Your Shared Neighbourhood Committee. The Committee uses educational material, awareness sessions, meetings and fun activities to create a sense of community, encouraging all to take "Pride in Your Shared Neighbourhood".

The Committee is receptive to hearing suggestions on ways to create partnerships and to resolve issues within the community. Neighbours are invited to campus throughout the academic year to share their experiences and meet students.

Orientation

The orientation of all new undergraduate students to the University is organized under the Department of Student Services. Various University departments come together as part of the Orientation Committee to coordinate educational and academic information sessions and social opportunities along within formal and informal meetings with staff and faculty. Along with these activities the Committee looks to assist local, Canadian and International students in their adjustment to University life and Halifax. For a full description of events go to www.smu.ca/orientation

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. Individual career counselling and various career assessment instruments are used to help students better understand themselves and determine their future academic and career related goals. We also assist students with resume and cover letter creation and critiques, volunteer and internship opportunities as well as help prepare students for the job market (mock interviews, job search, labour market information, networking, etc.). All full and part time students of Saint Mary's University, as well as Alumni, 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 5:00 p.m. (Monday – Friday). To schedule an appointment please contact us at 420-5761 or visit our website at www.smu.ca/career.ca

The Student Employment Centre

The Student Employment Centre serves both student and employer needs. It sources, builds, and maintains important relationships with employers throughout the region, across the country and around the globe so that students can access a myriad of job/career opportunities from casual and part time, summer and internships through to career opportunities. Students learn where the opportunities are and how to access Labour Market Information (LMI). The Student Employment Centre facilitates a major career fair each year (Halifax Career Fair), in early fall, aimed at current students and recent alumni. Reason for attending is to learn about the current job market, meet industry professionals and explore full-time, internship and Co-operative Education opportunities.

The Centre also offers an annual Summer Job Fair, and other important networking opportunities where students can expand their knowledge and confidence of how to prepare for a career, and where they can meet potential employers.

The staff is adept in addressing students' preparation needs and offer guidance about how to best prepare for entry into the workforce. Staff is also skilled in assisting students who face employment challenges.

The Student Employment Centre is located on the 4th floor of the Student Centre and is open year round, Monday to

Friday. Winter hours: 9am – 4:30 pm. Summer hours: 9am – 4 pm. Services are open to all students and to alumni. Inquiries via, sec@smu.ca or at 902 420-5499.

Atlantic Centre of Support for Students with Disabilities

Saint Mary's University is committed to providing reasonable academic accommodation to students with disabilities, enabling them to access university services, programs, and facilities in a supportive environment. To this end, the Atlantic Centre of Research, Access and Support was founded in 1985, and is housed on the 3rd floor of the O'Donnell-Hennessey Student Centre at Saint Mary's University.

Services provided by the Atlantic Centre include a variety of supports designed to enhance the educational experience for students with disabilities attending Saint Mary's. Reasonable academic accommodations appropriate to the individual student's disability-related needs are provided, while maintaining academic integrity and standards expected of all Saint Mary's students.

Atlantic Centre staff members provide services to student clients that include disability-specific and academic-related counselling, volunteer note taking services, assistive technology training and advising, ASL/English interpreting services, and test and examination accommodations. As well, the Centre can act as a resource for assisting students with securing disability-related grant and student funding. Atlantic Centre staff embrace a collaborative approach with Saint Mary's University's professors, administration and other Student Services divisions to help ensure that students are aware of the wide range of options and services available to them. Atlantic Centre counsellors act as a crucial liaison between students and faculty to promote best practices when planning for individual student needs and academic accommodations.

If you are a student with a disability and wish to access Atlantic Centre services while studying at Saint Mary's University, please visit us in person or on our website at: <http://www.smu.ca/campus-life/services-for-students-with-disabilities.html>

Student Health Services

Student Health Services is located on the 4th floor of the Student Centre and is a scent-free clinic. Students are provided with the same services they would receive from their family doctor. Blood work is done by the nurse by appointment. Confidentiality is guaranteed.

The staff consists of one RN/ Manager, four doctors, and two secretaries. Appointments are required and are available from 8:30 am – 12 noon and 1:00 to 4:30p.m., Monday to Friday. Please call 420-5611 to book an appointment. After hours, the nurse can be reached for medical advice or information at 471-8129. For a medical emergency only, please go directly to the Halifax Emergency Department at the QEII (new Halifax Infirmary), 1796 Summer Street. International students should call Jane at 471-8129 before they go to the Emergency Room if they are unsure that their condition requires emergency care.

International Centre

The International Centre provides support, assistance, advice, information and referral services in response to questions or problems international students may encounter during their adjustment to the university and Canada.

The Centre organizes orientations and social programs for our international students. Our weekly news "Fusion" provides information about events and activities at Saint Mary's and the community in general.

Our Students Acting for Global Awareness (SAGA) volunteers is a group of international and Canadian students who come together to create events and activities on and off-campus to promote awareness of the different cultures represented at University.

The Centre provides weekly immigration help sessions to assist our international students with their study permit, work permit and entry visa applications. International students with questions, concerns, or problems are encouraged to meet with the Centre's staff.

The International Centre is located in room 300 on the 3rd floor of the Student Centre and houses the office of the Manager of International Student Services, the International Student Advisor and the Office Coordinator.

The Centre is a comfortable and relaxing meeting place where everyone is WELCOME!!!

Ysaac Rodriguez, Manager of International Student Services
Tel: 902-491-8692
Shanshan Luo, International Student Advisor
Tel: 902-420-5436
Nicholas Reyes, Office Coordinator
Tel : 902-420-5525
Office Email: international.centre@smu.ca
Website: <http://internationalcentre.smu.ca>

University Housing & 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, and no monthly power, phone, cable, or internet charges. Residence students sign an 8-month residence agreement 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. Our 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, with two double bedrooms, kitchen, bathroom and living room. Some apartments have been recently renovated to include three single rooms with a shared bathroom and kitchen. Students in

Rice can either opt for a meal plan or cook for themselves. Ignatius Loyola Residence houses men and women on 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 on a 12-month residence agreement 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 Centre for Housing & Residence Life**

Application for Residence Accommodation

Further information about housing & residence options is available from The Centre for Housing & Residence Life (residence.life@smu.ca or 902.420.5598) or on the Residence Department website: www.smu.ca/campus-life/residences-and-housing.html

Fees for accommodation in each of these residences and for various food plans are specified in the Financial Information section of this Calendar.

Food Service

The University provides a complete food service program during the academic year. Food Service outlets include the Residence dining hall (Fresh Food Company), Loyola colonnade (C-Store & full service Tim Horton's), Student Centre Food Court (Extreme Pita, Pizza Pizza, Tim Horton's, etc.), The Apple Peel, Gorsebrook lounge and just us! cafe.

Meal Plans

Residents of Vanier House and Loyola Residence are required to purchase a meal plan, and there are also voluntary meal plans available for students who live in Rice, Loyola senior suites and off-campus.

All You Care To Eat

Students can choose three meal plan options. The Freedom Plan offers students unlimited access to the Residence Dining Hall from 7:30am to 8:30pm Monday to Thursday and 7:30-7:30pm on Friday. It opens 9:00am to 7:30pm on weekends and holidays and students can eat as much and as often as they like throughout these meal times.

Students may also choose a 14 Meal plan and 10 Meal plan allow 14 and 10 entries into the dining hall respectively.

Flex Dollars are included in all meal plans as well as 4 guest passes per term. These Flex Dollars can be spent at other food service locations on campus. Students can also purchase additional flex dollars from the Food Service Office.

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 Meal Plans is sent to Residence students during the summer. Inquiries may be directed to the Food Service Office at 420-5599 or 420-5602 or the Food Services web site: www.smu.ca/campusdish.com.

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 nonprofit organization. Information may be obtained by contacting the Executive Director at 422-2293 or by visiting the childcare centre's web site at www.ppecc.ca.

Teaching English as a Second Language (TESL) Centre

English as a Second Language Programs

Many 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 Languages Canada association and offers a range of full-time study options to meet individual needs such as English for Academic Purposes (EAP), English for Personal and Professional/Practical Communication (EPPC), a One-month Immersion program (IMM) and the University Bridging Program (UBP).

English Language Support Services for Undergraduate and Graduate Students

Through the office of the Coordinator of International Student Success ((902) 491-6472, email: kathi.thompson@smu.ca), the TESL Centre offers a variety

of EAP and study skills workshops, on-line resources, and drop-in clinics to Saint Mary's students who speak English as an additional language.

Corporate and Group Training

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 the official Halifax testing site for the Canadian Academic English Language Assessment (CAEL) which is offered every other month (6 times annually).

Conversation Partner/Language Exchange Program

Saint Mary's students who wish to learn more about and practice cross-cultural communication skills 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 960 Tower Road and can be reached at 902-420-5691; fax: 902-420-5122; and email: tesl@smu.ca. More information on TESL Centre programs can be found at www.smu.ca/academic/tesl.

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

Writing Centre

The Writing Centre provides free academic support for students, faculty, staff, and alumni.

- **What can I expect at the Writing Centre?**
Free, one-on-one tutoring at any phase of the writing process in every discipline to help you better understand how to strengthen your writing. Centre's tutors work with you to determine a direction for your academic work.
- **What I should not expect during a tutorial?**
The purpose of a tutoring session is to improve your writing skills. Therefore, the centre does not proofread or edit papers. In addition, we do not comment on the content. We do not offer suggested grades a paper may or may not receive. However, the more prepared you are for a tutorial, the more we can help you to convey your ideas clearly in your writing.
- **What should I bring with me to the tutorial?**
Bring your student card, the assignment instructions, and a hardcopy of the writing you want to examine. We *do not* work from electronic documents. In addition, think ahead to the appointment and determine questions you want to ask or specific areas that you feel need improvement. It is also very helpful if you bring a marked paper so we can better recognize issues and problems in your writing.
- **How long do tutorials last?**
A drop-in appointment is 20 minutes and a scheduled appointment 50 minutes.

- **How do I sign-up?**
Book online at to www.rich37.com/smu or call (491-6202) or email (writing@smu.ca). You can also drop by the office (Burke 115).
- **When can I come by?**
Sept-Apr: Mon to Fri, 10:00 am to 5:00 pm
Sat and Sun, 12:00 pm to 3:00 pm
Drop-in: Mon to Thurs
11:00 am to 4:00 pm in Burke 115
5:00 pm to 8:00 pm in the Atrium.
May-Aug: Monday to Friday, 10:00 am to 4:00 pm
- **What else does the Writing Centre offer?**
We have extensive online resources, workshops, guides, and handouts, as well as annual events, such as the Scrabble Smackdown tournament.

Writing Centre
115 Burke Building
writing@smu.ca
902-491-6202, 6203
smu.ca/academic/writingcentre/
Director: Brian Hotson, MTS

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 52 of the Student Centre.

Section

8

**Academic Officers and Faculty
Officers and Faculty Emeriti
Administrative Officers
Awards to Faculty and Staff**

Academic Officers and Faculty

Academic Officers

Vice-President, Academic and Research

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Naulls, Donald J., B.A. (Hons.), M.A. (Wilfrid Laurier), Ph.D. (York), Associate Dean and Associate Professor of Political Science

Sobey School of Business

Bradshaw, Patricia J., B.Comm. (Queen's), Ph.D. (York), Dean and Professor of Management

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Sarty, Adam J., B.Sc. (Eng.), Ph.D. (Saskatchewan), Professor of Astronomy and Physics and Associate Dean of Science – External & Student Affairs

Singfield, Kathy L., B.Sc. (St. Francis Xavier), M.Sc., Ph.D., (McGill), Associate Professor of Chemistry and Associate Dean of Science - Curriculum

Faculty of Education

Enns, Esther E., B.S.L. (Hons.) (Laurentian), M.A. (McMaster), M. Ed., Ph.D. (Toronto), Acting Dean and Professor of German and Linguistics

Faculty of Graduate Studies and Research

Vessey, J. Kevin, B.Sc. (Hons.), M.Sc. (Dalhousie), Ph.D. (Queens), Dean, Associate Vice President Research and Professor of Biology

Faculty

Abdul-Masih, Marguerite, B.A. (Bryn Mawr College), M.A., Ph.D. (Johns Hopkins University), M.Div. (Saint Michael's College, Toronto), S.T.L. (Regis College, Toronto), Ph.D. (Saint Michael's College/Regis College, Toronto), Associate Professor of Religious Studies

Aftenas, Marion S., B.A., M.A. (Manitoba), Ph.D. (Alberta), Adjunct Professor of Psychology

Agbeti, Michael, B.Sc. (Hons.) (Ghana), M.Sc. (Brock), Ph.D. (Queens), Adjunct Professor of Biology

Ahoja-Patel, Krishna, B.A. (Aligarh, India), LLB (London), Ph.D. (Geneva), Ph.D. (SMU), Adjunct Professor of International Development Studies

Akbari, Ather H., B.Sc., M.B.A. (Karachi), M.A., Ph.D. (Simon Fraser), Professor of Economics

Alfoldy, Sandra, B.F.A. (Victoria), M.A., Ph.D. (Concordia), Adjunct Professor of Women and Gender Studies

Al Zaman, Ashraf, B.S., B.A., M.A. (Ohio University), M.Sc., Ph.D. (KGSM, Purdue), Associate Professor of Finance

AmirKhalkhali, Saleh S., B.A. (Hons.) (Shiraz), M.A., Ph.D. (Dalhousie), Professor of Economics

Amirkhalkhali, S. Samad, B.Sc. (National University of Iran), M.A., Ph.D. (Dalhousie), Associate Professor of Management Science

Anderson, Bruce, B.Sc. (Hons.) (Dalhousie), B.A. (Distinction) (Mount Saint Vincent), B.F.A. (NSCAD), M.T.S. (Harvard), LL.B. (Dalhousie), Ph.D. (Edinburgh), Professor of Commercial Law

Ames, Doreen E., B.Sc.(Hons) (Waterloo), M.Sc., Ph.D. (Carleton), Adjunct Professor of Geology

Anis, Azza, B.A. (Khartoum), M.A. (University of Lyon), M.A. (Saint Mary's), D.E.A., Ph.D. (Sorbonne, Paris), Adjunct Professor of Women and Gender Studies

Ansell, Robert N., B.A. (Cambridge), Ph.D. (Glasgow), Assistant Professor of Philosophy

Ansong, Granville, B.A. (Hons.) (Ghana), M.A. (Queen's), M.Acc. (Waterloo), Ph.D. (Queen's), Assistant Professor of Accounting

Antwi, Phaniel, B.A. (Guelph), Dipl. TESL (George Brown), M.A., Ph.D. (McMaster), Assistant Professor of English

Arteaga, Andres, B.Sc. (Universidad de Antioquia), Master Intercultural Management (ICHEC Bruxellers, Belgium), D.E.A. (Psychoanalysis and Clinics) (University de Paris VIII Saint Denis), PhD (Ottawa), Assistant Professor of Spanish

Arya, Pyare L., B.A., M.A., Ph.D. (Delhi), Professor of Economics

Asp, Elissa, B.A., M.A., Ph.D. (York), Associate Professor of English and Coordinator of Linguistics Program

Attig, Najah, B.A. (I.H.E.C.), M.B.A., Ph.D. (Laval), Associate Professor of Finance and Canada Research Chair in Finance

Austin, Roby A. E., B.Sc., M.Sc., Ph.D. (McMaster), Associate Professor of Astronomy and Physics and Acting Chairperson of Astronomy and Physics

Avdulov, Alexandre, B.A., M.A. (Moscow State U), Ph.D. (Russian Academy of Sciences), Associate Professor of Japanese and Asian Studies.

Aydede, Yigit, BS (Istanbul U), MBA, Ph.D. (U of Delaware), Associate Professor of Economics

Bain, Keith, B.Ed (Alberta), MBA (Saint Mary's), Adjunct Professor of Information Systems

Bannerjee, Rohini, B.Sc., MA (Dalhousie), Ph.D. (Western), Assistant Professor of French

Barber, Colleen A., B.Sc. (Hons.) (Guelph), M.Sc. (Manitoba), Ph.D. (Queen's), Professor of Biology

Barbosa, Rosana, B.A. (Universidade Santa Ursula), M.A., Ph.D. (Toronto), Chairperson and Associate Professor of History

Barclay, Alison E., B.A. (Alberta), M.A., Ph.D. (Toronto), Assistant Professor of Classics

Barr, Mark, BA, LLB (U of Victoria), M.Phil (Oxford), Ph.D. (Vanderbilt U), Associate Professor of English

Barrett, L. Gene, B.A. (King's College), M.A. (Dalhousie), D.Phil. (Sussex), Professor of Sociology

Bartlett, Brian, B.A. (New Brunswick), M.A. (Concordia), Ph.D. (Montreal), Professor of English

Basquill, Sean P., B.A. (Concordia), M.Sc. (Acadia), Adjunct Professor of Biology

Bateman, David H., B.B.A. (New Brunswick), M.B.A. (Dalhousie), C.A.-I.T., Associate Professor of Accounting and Co-Chairperson of the Department of Accounting

Beaubien, Louis, BSc, BA (Dalhousie), M.B.A. (Saint Mary's), Ph.D. (Western Ontario), CMA, Associate Professor of Accounting

Beaulé, Sophie, B.A., M.A., Ph.D. (McGill), Associate Professor of French

Beaupré, Charles P., B.A., M.A., Ph.D. (McGill), Associate Professor of Japanese, Chinese and Asian Studies

Bell, Sandra J., B.A., M.A. (Western Ontario), Ph.D. (Toronto), Adjunct Professor of Criminology

Bello, Walden, B.A., (Ateneo de Manila), M.A., Ph.D. (Princeton), Adjunct Professor of International Development Studies

Bennett, Paul W., B. Ed. (Toronto), H.S.A. Type A Specialist Certificate, Ed.D. (OME), Adjunct Professor of Education

Bennett, Philip, B.Sc. (Simon Fraser), M.Sc., Ph.D. (British Columbia), Adjunct Professor of Astronomy and Physics

Bernard, Paul R., B.A. (Providence College), M.A.T. (Assumption College), Ph.D. (Pennsylvania State), Associate Professor of French

Bjornson, Susan, B.Sc. (Hons.) (Guelph), Ph.D. (Alberta), Chairperson and Associate Professor of Biology

Black, David, B.A. (Hons) (Trent), MA, Ph.D. (Dalhousie), Adjunct Professor of International Development Studies

Boabang, Francis, B.A., M.Sc. (Ghana), M.A. (Saskatchewan), Ph.D. (Simon Fraser), Professor of Finance; Coordinator of Master of Finance Program

Bourgeois, David, B.Ps., (Hons) (Moncton), M.A. (Psych) (Laval), Ph.D. (Maine), Assistant Professor of Psychology

Bowes, Matthew J., B.Sc. (High Dist) (Toronto), Ph.D. (Queen's), Adjunct Professor of Forensic Sciences

Bowron, Tony M., B.Sc., M.Sc. (Dalhousie), Adjunct Professor of Environmental Science

Bradler, Kamil, M.Sc and Ph.D. (Charles U, Prague), Adjunct Professor of Astronomy and Physics

Bradshaw, Patricia J., B.Comm. (Queen's), Ph.D. (York), Dean of Sobey School of Business and Professor of Management

Brodgers, Hugh, B.Sc. (Hons.) (Acadia), M.Sc. (Memorial University of Newfoundland), Ph.D. (New Brunswick), Professor of Biology

Brosseau, Christa L, B. Sc. (comb Hons) (Dalhousie), M.Sc. (Acadia), Ph.D. (Guelph), Assistant Professor of Chemistry

Brown, Alan, BA (U of New Orleans), MA (u of Amsterdam), Ph.D. (U of California). Adjunct Professor of Women's Studies

Brown, Blake, BA (Acadia), MA (Toronto), LLB (Toronto), M.A. (York), Ph.D. (Dalhousie), Associate Professor of History

Burke, Jason, B.Sc. (Hons) (Concordia), MA and Ph.D. (U of California), Adjunct Professor of Astronomy and Physics

Bush, Peter, B.A. (Hons) (Laurentian), M.Sc.F. (Lakehead U), Ph.D. (Western), Adjunct Professor of Geography

Byers, Michele, B.F.A. (Concordia), B.S.W., M.S.W. (McGill), Ph.D. (Toronto) Associate Professor of Sociology

Calder, Todd, B.A. (Dalhousie), M.A. (Calgary), Ph.D. (Western), Assistant Professor of Philosophy

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Cameron, James E., B.A. (Queens), M.A., Ph.D. (York), Associate Professor of Psychology

Cameron, John, B.A. (Hons) (Dalhousie), M.A. (Simon Fraser), Ph.D. (York), Adjunct Professor of International Development Studies

Campbell, Linda M., B.Sc (Hons), M.Sc. (Alberta), Ph.D. (Waterloo), Associate Professor of Environmental Science and Biology

Carroll, Steven R., B.A.H., M.A., Ph.D. (Carleton), Lecturer in Psychology

Carroll, Wendy, B.A. (St. Francis Xavier), MBA, PhD (Saint Mary's), Assistant Professor of Management

Carver, Ashley, B.A. (Regina), M.A. (Katholieke – Belgium), Ph.D. (Melbourne), Assistant Professor of Sociology & Criminology

Catano, Victor M., B.S. (Drexel), M.S., Ph.D. (Lehigh), Professor and Chairperson of the Department of Psychology

Cauville, Joelle, M.A. (Paris), M.A., Ph.D. (British Columbia), Professor of French

Chapman, Scott, B.Sc., M.Sc., Ph.D. (U of BC), Adjunct Professor of Astronomy and Physics

Chappells, Heather M., B.Sc., (Hull, UK), M.Sc. (Stirling), Ph.D. (Lancaster, UK), Adjunct Professor of Geography

Charles, Tony, B.Sc. (Hons.) (Carleton), Ph.D. (British Columbia), Professor of Management Science and Environmental Science and Director of the School of the Environment

Chen, Liqiang, B.Bus. (Sichuan), M.App.Econ. (Cincinnati), Ph.D. (in progress) (McMaster), Lecturer in Finance

Chung, Edward Y.J., B.A., M.A., Ph.D. (Toronto), Adjunct Professor of Religious Studies

Clarke, David, B.Sc., M.Sc. (Queen's), Ph.D. (New Mexico), Professor of Astronomy and Physics

Closson, Leanna M., B.A. (Hons.) (Saskatchewan), M.A. (Carleton), Ph.D. (UBC), Assistant Professor of Psychology

Clyburne, Jason A. C., B.Sc. (Hons.) (Acadia), Ph.D. (Dalhousie), Professor in Environmental Science and Chemistry, Canada Research Chair [Tier II] in Environmental Science & Materials

Codignola, Luca, Laurea (Modern History), Lettere e Filosofia (Università di Roma), Ph.D., Adjunct Professor of History

Cone, David, B.Sc., M.Sc. (Guelph), Ph.D. (New Brunswick), Professor of Biology

Conrad, Catherine T., B.A. (Hons.) (Saint Mary's), M.E.S., Ph.D. (Laurier), Professor of Geography

Conrad, Nicole, B.A. (Hons.) (Saint Mary's), M.A., Ph.D. (McMaster), Associate Professor of Psychology and Linguistics

Corrigan, Lawrence, Dip. P.A., B.Comm. (Dalhousie), M.B.A. (Saint Mary's), Dip. in App. Bus. (Ryerson), F.C.G.A., F.C.C.A., Ph.D. (Candidate – Saint Mary's), Assistant Professor of Accounting

Cosper, Ronald Lee, B.A. (Purdue), M.A. (Cornell), Ph.D. (Rutgers), Adjunct Professor of Linguistics

Cote, Daniel, B.Sc. (HEC Montreal), Master Agribusiness & Economics, Ph.D. (Louisiana State), Adjunct Professor of MMCCU Program

Cottreau-Robins, Catherine, BA (SMU), MA, Ph.D (Dalhousie), Adjunct Professor of Anthropology

Cottrell, Barbara, B.A. (Hons) (MSVU), B.Ed, M.A. (Dalhousie), Adjunct Professor of Sociology and Criminology

Creelman, Valerie, B.A. (Hons.) (Mount Saint Vincent University), M.A. (Dalhousie), Ph.D. (Waterloo), Associate Professor of Communications

Crocker, Diane, B.A. (Memorial), M.A., Ph.D. (York), Associate Professor of Criminology and Associate Dean of Graduate Studies

Crooks, Shelagh, B.A. (Saint Mary's), M.A. (Dalhousie), Ph.D. (Edinburgh), Professor of Philosophy and Education and Graduate Coordinator of Philosophy

Dai, Jie, B.Sc., M.A. (Nankai), MBA, Ph.D. (Laval), Assistant Professor of Finance

Dalton, Anne M., B.S., B.Ed. (Conjoint) (Memorial), M.A. (Fordham), Ph.D. (Catholic University of America), Professor of Religious Studies and International Development Studies and Coordinator, M.A. Theology & Religious Studies

Dansereau, David, B.Sc., PhD (Alberta), Lecturer in Biology

Dansereau, Suzanne, B.A., M.A. (McGill), Ph.D. (Québec), Associate Professor of International Development Studies

Dar, Atul A., B.A. (Hons.), M.A. (Delhi), M.A., Ph.D. (McMaster), Professor and Chairperson of Department of Economics

Dawson, Robert J. M., B.Sc. (Hons.) (Kings College, Dalhousie), Cert. of Advanced Study in Mathematics, Ph.D. (Cambridge), Professor of Mathematics and Computing Science

Day, Arla L., B.A. (Manitoba), M.A.Sc., Ph.D. (Waterloo), Professor of Psychology and Canada Research Chair in Industrial Organizational Psychology

De Fuentes, Claudia, B.Sc., M.Comm, Ph.D. (Universidad Autónoma Metropolitana-Xochimilco), Assistant Professor of Management

Dilmaghani, Maryam, L.L.B. (Tehran U), L.L.M., M.A. (Montpellier, France), M.Sc.(Montreal), L.L.D. (Montpellier, France), Ph.D. (McGill), Assistant Professor of Economics

Dixon, Paul S., B.A. (New Brunswick), M.Math., Ph.D. (Waterloo), Associate Vice President (Enrolment Management) & Registrar and Professor of Management Science

Dobrowolsky, Alexandra Z., B.A. (Hons.) (Toronto), M.A. (Dalhousie), Ph.D. (Carleton), Professor of Political Science

Dodds, J. Colin, B.A. (Open University), B.Sc. (Hull), M.A., Ph.D. (Sheffield), President and Professor of Finance

Dong, Zhongmin, B.Sc. (Shaanxi), M.Sc. (Peking), Ph.D. (Carleton), Professor of Biology

Doucet, Marc, B.A. (Moncton), M.A., Ph.D. (Ottawa), Associate Professor of Political Science

Driscoll, Catherine, B.A. (Hons.) (Toronto), M.B.A. (Dalhousie), Ph.D. (Queen's), Professor of Management

Dutcher, Stephen, B.A., M.A., Ph.D. (New Brunswick), Adjunct Professor of Master of Management – Cooperatives and Credit Unions

Edgar, Scott, B.A. (Hons.) (UBC), M.A. (Dalhousie), Ph.D. (U of Pennsylvania), Assistant Professor of Philosophy

Edwards, Louise O. V., B.Sc. (Victoria), M.Sc. (Saint Mary's), Ph.D. (Laval), Adjunct Professor of Astronomy and Physics

Enns, Esther E., B.S.L. (Hons.) (Laurentian), M.A. (McMaster), M. Ed., Ph.D. (Toronto), Dean of Arts, Acting Dean of Education and Professor German and Linguistics

Erickson, Paul A., B.A. (Michigan), M.A. (Indiana), M.A. (Wayne State), Ph.D. (Connecticut), Professor and Chairperson of the Department of Anthropology

Ervine, Kathryn, B.A. (Hons.) (Toronto), M.A. (Guelph), Ph.D. (Toronto), Assistant Professor of International Development Studies and Political Science

Fan, Hong, B.A. (U of International Business and Economics, Beijing), M.ACCT (Brock), Ph.D. (York), Assistant Professor in Accounting

Farrell, Ellen, B.P.R. (Mount Saint Vincent), M.B.A. (Saint Mary's), Ph.D. (Nottingham), Associate Professor of Management

Field, Richard, B.A. (Eastern), M.A. (Toronto), Ph.D. (Dalhousie), Adjunct Professor of Atlantic Canada Studies

Finbow, Arthur S., B.Sc., M.A. (Dalhousie), Ph.D. (Washington), FTICA, Professor of Mathematics and Computing Science

Finbow-Singh, Wendy, B.Sc. (Hons.) (Saint Mary's), M.Sc. (Dalhousie), Ph.D. (Calgary), Associate Professor of Mathematics and Computing Science

Findlay, Tammy, BA (Western U), MA, Ph.D (York), Adjunct Professor of Women's Studies

Fisher, Maryanne, B.A. (Hons.) (York), M.Sc. (McMaster), Ph.D. (York), Associate Professor of Psychology

Fitzgerald, Patricia A., B.B.A. (St. Francis Xavier), M.A. (North Dakota), Ph.D. (Northern Colorado), Professor of Management

Fleming, Mark, M.A., M.Sc. (Aberdeen), Ph.D. (The Robert-Gordon University, Aberdeen), Professor of Psychology

Flint, J. David, B.A. (Vermont), M.A. (Memorial), Ph.D. (Dalhousie), Adjunct Professor of Sociology and Criminology

Foladori, Guillermo R., B.A. (Escuela Nacional de Antropología e Historia), M.A., Ph.D. (Mexico), Adjunct Professor of International Development Studies

Fowler, Jonathan, B.A. (Hons.) (Saint Mary's), B.Ed. (Acadia), M.A. (Sheffield), Ph.D. (Oxford), Associate Professor of Anthropology

Fralich, Russell, B.Eng., MEng. (McMaster), Ph.D. (HEC Montreal), Assistant Professor of Management

Francis, Lori, B.Sc. (St. Francis Xavier), M.Sc. (McMaster), Ph.D. (Guelph), Associate Professor and Graduate Coordinator of Psychology

Franz-Odendaal, Tamara, B.Sc. (Hons.), M.Sc., Ph.D. (Cape Town), Adjunct Professor of Biology

Frasier, Timothy R., B.Sc. (North Dakota), Ph.D. (McMaster), Associate Professor of Biology and Forensic Science

Freeman, Kirrily, B.A. (Guelph), M.A. (Edinburgh), Ph.D. (Waterloo), Associate Professor of History

Fridell, Gavin, B.Sc., M.A. (Manitoba), Ph.D. (York), Associate Professor of and Political Science, International and Development Studies and Canada Research Chair in International Development Studies

Fullerton, Gordon L., B.Comm. (Mount Allison), M.B.A. (Dalhousie), Ph.D. (Queen's), Associate Professor and Chairperson of Marketing

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Gallo, Luigi, B.Sc., (U of Calgary), M.Sc. (San Diego State U), Ph.D. (Ludwig-Maximilians U), Associate Professor of Astronomy and Physics

Gamble, Donald S., B.Sc., M.Sc. (Dalhousie), Ph.D. (Buffalo), Adjunct Professor of Chemistry

Gannett, Lisa A., B.Sc., M.A., Ph.D. (Western Ontario), Associate Professor of Philosophy

Gaon, Stella, B.A., M.A. (Concordia), Ph.D. (Toronto), Associate Professor of Political Science

Garrido Varas, Claudia E., B.Sc. (U of Chile), M.Sc. (U of Dundee), Ph.D. (Teesside University), Adjunct Professor of Forensic Science

Giles, Philip T., B.Sc. (Hons.), M.Sc. (McMaster), Ph.D. (Calgary), Associate Professor of Geography

Gilin Oore, Debra A., B.A. (Northern Michigan), Ph.D. (Missouri), Associate Professor of Psychology

Girvan, Norman, Ph.D. (London School of Economics), Adjunct Professor of International Development Studies

Gleeson, Sarah A., B.A. (Trinity, Dublin), Ph.D. (Imperial College, London), Adjunct Professor of Geology

Gonick, Marnina, BA (U of M), MA (McGill), Ph.D. (Ontario Inst. for Studies in Education), Adjunct Professor in Women's Studies

Grandy, Karen, B.A. (Dalhousie), M.A., Ph.D. (Western Ontario), Associate Professor of Communications

Grek Martin, Jason, BA (Queens), MA (U of Wisconsin-Madison), Ph.D. (Queens), Assistant Professor in Geography

Grimes-MacLellan, Dawn, B.A., B.S., Journalism (Boston University), M.A. (Cornell), Ph.D. (University of Illinois), Adjunct Professor of Anthropology

Guenther, David, B.Sc., M.Sc. (Simon Fraser), Ph.D. (Yale), Professor of Astronomy and Physics

Haiven, Judith, M.A., Ph.D. (Warwick), Associate Professor of Management

Haiven, Larry, B.Sc. (Toronto), M.P.M. (Alberta), Ph.D. (Warwick), Professor of Management and Director of Master of Management – Cooperatives and Credit Unions

Hale, Mary I., B.A. (California), M.Div (Boston), Ph.D. (Concordia), Assistant Professor of Religious Studies

Hall, D.C., B.A.(Hons), M.A., Ph.D. (Toronto), Assistant Professor of English

Hanley, Jacob J., B.Eng. (Hons), M. Sc., Ph.D. (Toronto), Associate Professor and Chairperson of Department of Geology

Hare, Andrew F., B.Educ (U of Ontario), B.Sc., (Toronto), M.Sc. (UBC), Lecturer in Mathematics and Computing Science

Harper, Karen, B.A. (Middlebury College), M.Sc., Ph.D. (Alberta), Adjunct Professor of Biology

Hart, Randle, B.A., M.A. (Victoria), Ph.D. (UofT), Assistant Professor of Sociology and Criminology

Hartnell, Bert L., B.Math., M.Math., Ph.D. (Waterloo), Professor of Mathematics and Computing Science

Hassanali, Sherida S., B.A. (Mount Saint Vincent), M.A., Dipl. TESL (Saint Mary's), Adult Education (Henson College), Ph.D. (Toronto), Adjunct Professor of Education

Haynes, Ronald D., B.Sc. (Memorial), M.Sc., Ph.D. (Simon Fraser), Adjunct Professor of Mathematics and Computing Science

Heckerl, David, B.A. (Pitzer College), M.A. (New Brunswick), Ph.D. (McGill), Associate Professor of English

Heffernan, Teresa, B.A., M.A. (Ottawa), Ph.D. (Toronto), Professor of English

Helms Mills, Jean, B.A. (Hons.) (Saint Mary's), M.A., Ph.D. (Lancaster), Professor of Management

Henry, Eric S., B.A. (Wilfrid Laurier), M.Sc. (Oxford), Ph.D. (Cornell), Assistant Professor of Anthropology

Higgins, Rylan G., B.Sc. (Baker U), M.A. (Kansas), Ph.D. (Arizona), Assistant Professor of Anthropology

Hlongwane, Gugu, B.A. (Sarah Lawrence College), M.A. (Guelph), Ph.D. (York), Associate Professor of English

Holmvall, Camilla M., B.A. (Hons.) (Guelph), M.A., Ph.D. (Waterloo), Associate Professor of Management and Psychology

Hulan, Renee, B.A. (Acadia), M.A. (Guelph), Ph.D. (McGill), Professor of English and Chairperson of the Department of English

Hurrell, Joseph J., B.A. (Miami), M.A. (Xavier), Ph.D. (Miami), Adjunct Professor of Psychology

Hussain, Syed Adnan, B.A. (McGill), J.T.S. (Chanler School of Theology), J.D. (Emory University School of Law), Ph.D. Candidate (UofT), Lecturer in Religious Studies

Irving, John C., B.Math., M. Math., Ph.D. (Waterloo), Associate Professor of Mathematics and Computing Science

Ivanoff, Jason, B.Sc. (Hons), M.A. (Guelph), Ph.D. (Dalhousie), Associate Professor, Psychology

Johnson, Val M., B.A., M.A. (Toronto), Ph.D. (New School for Social Research), Associate Professor of Sociology and Criminology

Jones, Martha, B.Sc. (Hons) (Western), M.Sc. (Guelph), Ph.D. (Windsor), Adjunct Professor of Biology

Jones William, B.Sc., M.Sc. (Mount Alison), Ph.D. (McGill), Adjunct Professor of Chemistry

Jonsyn-Ellis, Felixina, B.Sc. (Nazareth College, Michigan), M.Sc. (Hons.) (Muenster), Ph.D. (Liverpool), Adjunct Professor of Biology

Jutla, Dawn, B.Sc. (West Indies), M.Comp.Sc., Ph.D. (Technical University of Nova Scotia), Professor of Information Systems

Jutras, Pierre, B.Sc. (Montréal), M.Sc. (Québec), Ph.D., (Université de Québec à Montréal), Professor of Geology

Kanungo, Rituparna, B.Sc. (Hons), M.Sc., Ph.D. (Calcutta), Associate Professor of Physics

Keeble, Edna, B.A. (Hons.) (DePaul), M.A., Ph.D. (Dalhousie), Professor and Chairperson of Political Science

Kelloway, Kevin, B.Sc. (Dalhousie), M.Sc. (Saint Mary's), Ph.D. (Queen's), Professor of Management and Psychology and Canada Research Chair in Occupational Health Psychology

Kennedy, Deborah, B.A., M.A. (Windsor), Ph.D. (Toronto), Professor of English

Kennedy, Seán, B.A. (Trinity Dublin), M.A., Ph.D. (National University of Ireland – Galway), Associate Professor of English and Coordinator of Irish Studies

Kernaghan, Gavin, B.Sc., M.Sc. (British Columbia), Ph.D. (Alberta), Adjunct Professor of Biology

Keys, Kevin, B.Sc.F. (UBC), M.Sc.F. (UNB), Ph.D. (Dalhousie), Adjunct Professor of Environmental Science

Khan, Bashir, M.S. in Statistics (University of Karachi), M.S. in Statistics (Rutgers), Ph.D. (Regina), Associate Professor of Mathematics and Computing Science

Kim, Chankon, B.Comm. (Calgary), M.B.A., Ph.D. (Indiana), Professor of Marketing

Kimery, Kathryn, B.A. (Tulsa), Ph.D. (Oklahoma), Associate Professor of Information Systems and Chairperson of Finance, Information Systems and Management Science

Kirk, John M., B.A. (Hons.) (Sheffield), M.A. (Queen's), Ph.D. (British Columbia), Adjunct Professor of International Development Studies

Kocum, Lucie, B.A. (Hons.) (Carleton), Ph.D. (Ottawa), Assistant Professor of Psychology

Konopasky, Robert J., M.A. (Western Ontario), B.A., Ph.D. (Windsor), Professor of Psychology

Konstantinidis, Stavros, B.Sc. (Athens), M.Sc., Ph.D. (Western Ontario), Professor of Mathematics and Computing Science

Kochetova- Kozloski, Natalia, B.Sc. (Hons.) (South Alabama), Ph.D. (Georgia State), CMA, Associate Professor of Accounting

Kozloski, Thomas M., BBA (Notre Dame), MBA (Pittsburgh), Ph.D. (Drexel), CPA, Associate Professor, Accounting and Associate Dean of Business

La Berge, Leigh C., B.A. (Hampshire College), M.A., Ph.D. (New York), Assistant Professor of English

Lamoureux, Marc M., B.Sc. (Hons.) (Ottawa), Ph.D. (Carleton), Associate Professor of Chemistry

Landes, Ronald G., B.Sc. (Oregon), M.A., Ph.D. (York), Professor of Political Science

Lee, Eric, B.A., M.A., Ph.D. (Victoria), Professor of Management Science

Leroux, Darryl R.J., B.A. (Hons.) (Trent), M.A. (Toronto), Ph.D. (Carleton), Assistant Professor of Sociology and Criminology

Liebenberg, Linda, B.A. (Hons.), M.A., Ph.D. (Stellenbosch), Adjunct Professor of Sociology & Criminology

Lightstone, Karen, B.A. (Queens), Ph.D. (Portsmouth), C.A., Associate Professor of Accounting

Lingras, Pawan, B.Tech. (Civil Engineering) (Indian Institute of Technology), M.Sc. (Civil Engineering), M.Sc., Ph.D. (Regina), Professor of Mathematics and Computing Science

Linney, Norma C., B.Sc. (Mount Allison), B.Eng., M.A.Sc. (T.U.N.S.), Ph.D. (DalTech), P.Eng., Associate Professor, Department of Mathematics and Computing Science

Livingston, James D., B.A. (UPEI), M.A., Ph.D. (Simon Fraser), Assistant Professor of Sociology and Criminology

Loughlin, Catherine, B.Sc. (Calgary), M.A., Ph.D. (Queens), Associate Professor of and Canada Research Chair in Management

Lundholm, Jeremy T., B.Sc. (Hons.) (Queens), MES (York), Ph.D. (Guelph), Associate Professor of Biology and Environmental Science and Coordinator of the Master in Applied Science Program

MacDonald, Martha, B.A. (Dalhousie), M.A., Ph.D., (Boston College), Professor of Economics

MacKinnon, John E., B.A. (Hons.) (McGill), M.A. (Toronto), M.Phil (Exeter), Ph.D. (Cambridge), Associate Professor of Philosophy and Acting Chairperson of Philosophy

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MacLeod, Alexander, B.A. (Windsor), M.A. (Notre Dame), Ph.D. (McGill), Associate Professor of English and Undergraduate Coordinator of Atlantic Canada Studies

MacLeod-Leslie, Heather, B.A. (Hons.) (Saint Mary's), M.A. (Carleton), Ph.D. Candidate (Memorial), Adjunct Professor of Anthropology

MacNeil, Donald, TOEFL Cert, Dipl Engineering (Saint Mary's), B. Eng (TUNS), M.Sc (Åbo Akademi University, Finland & Universidad Complutense de Madrid), Ph.D (Åbo Akademi University, Finland). Lecturer in Engineering

MacNeil, James D., B.A., M.Sc. (St. Francis Xavier), Ph.D. (Dalhousie), Adjunct Professor of Chemistry

MacNevin, Audrey, B.Sc., B.Ed. (Mount Saint Vincent), M.A. (Dalhousie), Ph.D. (Memorial), Associate Professor of Sociology and Program Coordinator of Women and Gender Studies

MacRae, R. Andrew, B.Sc. (Hons.) (Dalhousie), M.Sc., Ph.D. (Calgary), Assistant Professor of Geology

Malton, Sara, B.A. (Victoria), M.A. (Ottawa), Ph.D. (Toronto), Associate Professor of English

Mastnak, Mitja, Dip. (U. Ljubljana), M.Sc., Ph.D. (Dalhousie), Associate Professor of Mathematics and Computing Science

Masuda, Jason D., B.Sc., M.Sc. (Lethbridge), Ph.D. (Windsor), Associate Professor of Chemistry and acting Chairperson of Chemistry

Matta, Chérif F., Bachelor of Pharmaceutical Science (Hons.) (Alexandria), Ph.D. (McMaster), Adjunct Professor of Chemistry

McCallum, Myles, BA (Alberta), M.A., Ph.D. (SUNY, Buffalo), Associate Professor of Classics

McGowan, Mark G., BA (Hons) (Ottawa), MA., Ph.D. (Toronto), Adjunct Professor of History

McGuire, Shana, Certificat (Sorbonne), B.A. (Acadia), M.A., Ph.D. (Dalhousie), Lecturer in French

McKee, Margaret C., B.P.R. (Mount Saint Vincent), MBA (Toronto), Ph.D (Saint Mary's), Assistant Professor of Management

Merabet, Adel, Bachelor in Automation (annaba, Algeria), Master in Automation (Nantes, France), Ph.D. Engineering (Quebec), Assistant Professor and Director, Division of Engineering

Mercer, Mark D., B.A. (Hons.), M.A. (Carleton), Ph.D. (Toronto), Professor of Philosophy

Millar, Harvey H., B.Sc. (West Indies), M.A.Sc., Ph.D. (Technical University of Nova Scotia), Professor of Management Science

Miller, Paul, B.Sc. (St. Francis Xavier), D.D.S. (Dalhousie), Adjunct Professor of Forensic Science

Mills, Albert J., B.A. (Hons.) (Durham), M.A. (Sheffield), M.Sc. (Southern California), Ph.D. (Durham), Professor of Management and Director of the Ph. D. in Business Administration (Management) Program

Millward, Hugh A., B.A. (Lancaster Polytechnic), M.A., Ph.D. (Western Ontario), Professor of Geography

Mohd, Mahmoud A., B.A. (Yarmouk), M.B.A. (Wisconsin-Madison), Ph.D. (Arkansas), Associate Professor of Finance

Morales, Miguel, B.Eco., M.B.A. (Lima), M.Sc., Ph.D. (Laval), Associate Professor of Marketing

Moretti, Roberto, MA (cum laude) (U of Genova), Ph.D. (U of Pisa), Adjunct Professor of Geology

Morley, Stephanie, B.A. (McGill), M.A., Ph.D. (McMaster), Assistant Professor of English

Morrison, James H., B.A., B.Ed. (Acadia), Ph.D. (Ibadan), Professor of History

Muir, Paul, B.Sc. (Hons.) (Saint Mary's), M.Sc., Ph.D. (Toronto), Professor of Mathematics and Computing Science

Mulnix, Amy B., B.S.S. (Cornell), Ph.D. (Purdue), Adjunct Professor of Forensic Science

Munck, Ronaldo, BA (Hons) (U of Essex), Ph.D. (U of Essex), Adjunct Professor of International Development Studies

Munro, John, B.A., M.A., (Simon Fraser), Ph.D. (U of California), Assistant Professor of History

Nahrebecky, George, B.A. (Saint Mary's), M.A. (Dalhousie), Ph.D. (Queen's), Associate Professor of French

Naulls, Donald J., B.A. (Hons.), M.A. (Wilfrid Laurier), Ph.D. (York), Associate Dean of Arts and Associate Professor of Political Science; Chairperson, Academic Senate

Neatby, Nicole, B.A. (Ottawa), M.A. (Queens), Ph.D. (Montreal), Associate Professor of History, Graduate Coordinator of History

Neilsen, Lori, B.Ed. (U of Saskatchewan), MA (U of Minnesota), Ph.D. (U of New Hampshire), Adjunct Professor of Women's Studies

Novkovic, Sonja, B.A. (Novi Sad), M.A. (Guelph), Ph.D. (McGill), Professor of Economics

Ogden, Harold, Dip. in Bus. Ad., M.B.A. (Wilfrid Laurier), Ph.D. (Queen's), Associate Professor of Marketing

O'Brien, James P., B.A. (RMC), M.A. (Queens), MBA (Memorial), Ph.D. (Western), Assistant Professor of Management

O’Keefe, Damian, B.A. (Hons) (Royal Roads), M.Sc. (Saint Mary’s), Ph.D. (Guelph), Assistant Professor of Psychology

O’Malley, Anthony H., B.A. (Hons.) (New Hampshire), Ph.D. (Dalhousie), Associate Professor of International Development Studies, Education and Anthropology, and Coordinator of the International Development Studies Program

O’Neill, Timothy J., B.A. (St. Francis Xavier), M.A. (Columbia), Ph.D. (Duke), Adjunct Professor of Executive Master of Business Administration Program

Oore, Sageeve, B.Sc. (Hons.) (Dalhousie), M.Sc., Ph.D. (Toronto), Associate Professor and Department Chair of Mathematics and Computing Science

Ó Siadhail, Pádraig, B.A. (Hons.), Ph.D. (Trinity College, Dublin), Professor and The Thomas D’Arcy McGee Chair of Irish Studies

Owen, J. Victor, B.Sc. (Concordia), M. Applied Sc. (Québec), Ph.D. (Memorial), Professor of Geology

Panasian, Christine A., B.Comm., M.Sc.(Concordia), Ph.D. (Texas Tech), Assistant Professor of Finance

Pancer, Ethan, B.Comm., M.Sc., Ph.D. (Queens), Assistant Professor of Marketing

Pardy, A. Blair, B.Sc., M.Sc. (New Brunswick), Adjunct Professor of Biology

Patry, Marc, B.A.(Castleton), M.A., M.L.S., Ph.D.(Nebraska-Lincoln), Associate Professor of Psychology

Peckmann, Tanya R., B.Sc., B.A. (Hons.) (Winnipeg), M.A. (Manitoba), Ph.D. (University of Cape Town Medical School), Associate Professor of Anthropology and Coordinator of Forensic Sciences

Pe-Piper, Georgia, B.Sc. (Athens), Ph.D. (Cambridge), Professor of Geology

Perkin, J. Russell, B.A. (Hons.) (Acadia), M.A. (Oxford), Ph.D. (Toronto), Professor of English

Perrins, Robert J., B.A. (McMaster), M.A., Ph.D. (York), Adjunct Professor of History

Petras, James, M.A., Ph.D. (California), Adjunct Professor of International Development Studies

Petrinioti, Xanthi (Sandi), B.A. (Concordia), M.A. (Carleton), Ph.D. (Panteion U), Adjunct Professor of Sociology and Criminology

Piorko, Adam, B.Sc., M.Sc. (Silesian Technical), Ph.D. (Silesian, Poland), Associate Professor of Chemistry

Piper, David, B.A., Ph.D. (Cambridge), Adjunct Professor of Geology

Plews, John L., B.A. (Hons.) (Manchester), M.A., Ph.D. (Alberta), Associate Professor of German.

Pottie, Ian, B.Sc. (Hons.) (Saint Mary’s), Ph.D. (Memorial), Adjunct Professor of Chemistry

Power, Jeffrey, B.Comm. (Hons.), M.B.A. (Saint Mary’s), Ph.D. (Purdue), C.M.A., F.C.M.A., Assistant Professor and Co-Chairperson of the Department of Accounting

Pye, Cory C., B.Sc. (Hons.), Ph.D. (Memorial), Associate Professor of Chemistry

Qaderi, Mirwais W., B.Sc., M.Sc. (Kabul), M.Sc., Ph.D. (Western), Adjunct Professor of Biology

Rahaman, Mohammad M. BA (IIUM, Malaysia), M.A. (York), MPhil (Cambridge), Ph.D. (Toronto), Assistant Professor of Finance

Ralston, Meredith, BA (U of T), MA (U of Sussex), Ph.D. (Dalhousie), Adjunct Professor of Women’s Studies

Ramjii, Rubina, B.A., M.A. (Wilfrid Laurier), Ph.D. (Ottawa), Adjunct Professor of Religious Studies

Rankaduwa, Wimal, B.A., M.Sc. (U of Peradeniya), M.A., Ph.D. (Dalhousie), Adjunct Professor of Economics

Raymond, Mark, B.A., M.A. (Windsor), Ph.D. (Guelph), Assistant Professor of Economics

Read, Lorna M., B.Sc. (Dalhousie), M.A. (Saint Mary’s), Ph.D. (Columbia), Adjunct Professor of International Development Studies

Rehberg Sedo, Denel, BA (U of North Dakota), MA (Arizona State U), Ph.D. (Simon Fraser), Adjunct Professor of Women’s Studies

Reid, John G., F.R.S.C., B.A. (Hons.) (Oxford), M.A. (Memorial), Ph.D. (New Brunswick), Professor of History and Senior Fellow of the Gorsebrook Research Institute for Atlantic Canada Studies

Rixon, Daphne, B.A., B.Comm (Hons), M.B.A. (Memorial), Ph.D. (Warwick), C.M.A., F.C.M.A., Associate Professor of Accounting and Executive Director, Centre of Excellence in Accounting and Reporting for Co-operatives

Robb, Alan J., B.Comm., M. Comm. (Canterbury), A.C.A.N.Z. (Associate Chartered Accountant – New Zealand), C.M.A. (New Zealand), A.N.Z.I.M. (New Zealand Institute of Management), Adjunct Professor of Master of Management of Cooperatives and Credit Unions Program

Rothfuss, Melissa, B.A. (Macalester College), M.A. (U of Buffalo, SUNY), Ph.D. (U of Buffalo, SUNY), Adjunct Professor of Classics

Russell, Ronald W., B.Sc. (Hons.), M.Sc., B.Ed., Ph.D., Associate Professor of Biology

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Ryan, Cecil, BA (Hons), MA (York), Ph.D Candidate (U of T), Adjunct Professor of International Development Studies

Sable, Trudy, B.A., M.A. (Saint Mary's), Ph.D. (New Brunswick), Adjunct Professor of Anthropology

Sagebien, Julia A., BA (Hampshire College), MA (Naropa U), MBA (Simmons College), Ph.D (Dondon School of Economics and Political Science), Adjunct Professor of International Development Studies

Sandness, Adela, B.A. (Hons.) Cert. French as a Second Language (Laval), B.A. (Regina), D.E.A., Ph.D. (cum laude) (Sorbonne), Adjunct Professor of Religious Studies

Saney, Isaac, B.A., M.A. (Saint Mary's), LL.B. (Dalhousie), Ph.D. (candidate – London), Adjunct Professor of History

Sarty, Adam J., B.Sc. Eng., Ph.D. (Saskatchewan), Professor of Astronomy and Physics and Associate Dean of Science - External and Student Affairs

Sawicki, Marcin, B.Sc. (McMaster), M.Sc., Ph.D. (Toronto), Professor of Astronomy and Physics

Sceles, Heather, B.B.A. (Acadia), C.A., Lecturer in Accounting and Business Co-op Advisor

Schneider, Stephen, B.A. (Carleton), M.Sc. (Pennsylvania), Ph.D. (British Columbia), Associate Professor of Criminology

Schulte-Bockholt, Alfried, B.A. (Hons.), M.A. (Guelph), Ph.D. (Carleton), Associate Professor of Criminology

Scobey, Porter, B.Sc., M.A., Ph.D. (Dalhousie), Associate Professor of Mathematics and Computing Science

Secord, Peter C., B.Comm. (Hons.), M.B.A., M.P.A. (Dalhousie), Ph.D. (Reading), C.M.A., CGA, C.I.A., F.C.M.A., Associate Professor of Accounting

Sewell, Bill, B.Sc. (Wisconsin), M.A. (California), Ph.D. (British Columbia), Associate Professor History

Sharif, Najma, B.A. (Punjab), M.A. (Dacca), M.A., Ph.D. (McMaster), Associate Professor of Economics and International Development Studies

Sheppard, Mary, B.Sc. (Hons), M.Sc. (Alberta), Lecturer in Chemistry

Short, C. Ian, B.Sc. (Hons.) (New Brunswick), M.Sc., Ph.D. (Toronto), Associate Professor Astronomy and Physics

Singer, Robert D., B.Sc. (Saint Mary's), Ph.D. (Simon Fraser), Professor of Chemistry

Singfield, Kathy L., B.Sc. (St. Francis Xavier), M.Sc., Ph.D., (McGill), Associate Professor of Chemistry and Associate Dean of Science - Curriculum

Sivakumar, Shyamala C., B.Eng. (Bangalore), M.A.Sc., Ph.D. (Technical University of Nova Scotia), Professor of Information Systems

Smith, Steven, B.A. (Hons.) (Bishops), M.A., Ph.D. (Queen's), Professor of Psychology and Dean of Science

Smol, Anna, BA (Hons. mcl) (Concordia), MA and Ph.D. (Queen's), Adjunct Professor of Women's Studies

Song, Xiaofei, B.Sc. (Fudan), M.Sc. (Shanghai Jiao Tong), M.B.A. (Saint Mary's), Ph.D. (Baruch, CUNY), FCGA, Associate Professor of Accounting

Soucy, Alexander, B.A., M.A. (Concordia), Ph.D. (The Australian National University), Associate Professor of Religious Studies and Coordinator of Asian Studies

Spinney, Jamie E. I., B.A. (Saint Mary's), B. Ed., M. Urban/Rural Planning (Dalhousie), Ph.D. (McMaster), Adjunct Professor of Geography

Spires, Adam C., B.A.H. (Acadia), M.A., Ph.D. (Alberta), Associate Professor of Spanish

Stanivukovic, Goran V., B.A. (Novi Sad), M.A., Ph.D. (Belgrade), Professor of English

Stefanovic, Djordje, B.A. (Hons.) (Simon Fraser), M.A., Ph.D. (Toronto), Assistant Professor of Criminology and Sociology

Stienstra, Deborah, BA (Hons) (U of Alberta), MA, Ph.D. (York), Adjunct Professor of Women's Studies

Stinson, Veronica, B.A., M.S., Ph.D. (Florida International University), Professor of Psychology

Street, Philip A., B.A. (Windsor), M.A., Ph.D. (York), Associate Professor of Psychology

Stretton, Timothy, B.A. (Hon.), LL.B. (Adelaide), Ph.D. (Cambridge), Professor of History

Strongman, Douglas, B.Sc. (New Brunswick), M.Sc. (Victoria), Ph.D. (New Brunswick), Professor of Biology

Summers, Russel J., B.A. (British Columbia), M.A., Ph.D. (Waterloo), Associate Professor and Chairperson of the Department of Management

Sun, Genlou, B.Sc. (Anhui Laodong University), M.Sc., Ph.D. (Sichuan Agricultural University), Professor of Biology

Sun, Xiaoping, B.A. (Qiqihar Normal University), M.A. (Liaoning University), M.A., Ph.D. (U of California), Assistant Professor of History

Suteanu, A. Cristian, B.Eng. (Politehnica University, Bucharest), Ph.D. (Romanian Academy), M.A. (University of Bucharest), Associate Professor of Geography and Environmental Science and Chairperson of Environmental Science

Swatuk, Larry, B.A., M.A. (Windsor), Ph.D. (Dalhousie), Adjunct Professor of International Development Studies

Swingler, David N., B.Eng., Ph.D. (Sheffield), Professor of Engineering

Takseva, Tatjana, B.A. (Hons.) (York), M.A., Ph.D. (Toronto), Associate Professor of English

Talukdar, Bidyut K., B.S.S., M.S.S. (Shah Jalal University), M.A. (Manitoba), Ph.D. (McMaster), Assistant Professor of Economics

Tastsoglou, Evangelia, LL.B. (National University of Athens), Ph.D. (Boston University), Professor of Sociology

Teivainen, Teivo, MA, Ph.D. (Helsinki), Adjunct Professor of International Development Studies

Tetreault, Darcy V., B.Sc. (Sackatchewan), MA (SMU), Ph.D. (University of Guadalajara), Adjunct Professor of International Development Studies

Thacker, Robert J., B.Sc. (Nottingham), M.Sc. (London), Ph.D. (Alberta), Professor of Astronomy and Physics

Tharamangalam, Joseph, L.Ph (Sacred Heart Jesuit College, India), M.A. (Delhi), M.A., Ph.D. (York), Adjunct Professor of International Development Studies

Theunissen, Shane, B.A. (Western), B.Ed (Hons) (Lakehead), M. Ed (Queen's), Adjunct Professor of International Development Studies

Tingling, Peter M., MBA (Wilfrid Laurier), Ph.D. (Western), Adjunct Professor of Accounting

Tsedryk, Egor, BA (Universite Linguistique d'Etat de Mi), MA and Ph.D. (Western), Associate Professor of French and Linguistics and Chairperson of the Department of Modern Languages and Classics

Twohig, Peter L., B.A., M.A. (Saint Mary's), Ph.D. (Dalhousie), Associate Professor of Atlantic Canada Studies, Executive Director of the Gorsebrook Research Institute and Graduate Coordinator of Atlantic Canada Studies

Vance, Michael, B.A. (Hons.) (Simon Fraser), M.A. (York, U.K.), M.A. (McMaster), Ph.D. (Guelph), Professor of History

VanderBurgh, Jennifer A., BA (Hons) (Queen's), M.A., Ph.D. (York), Assistant Professor of English

VanderPlaat, Madine, B.A. (Hons.), M.A., Ph.D. (Dalhousie), Professor of Sociology

Van Gorp, Hendrika, B.A., B.Ed. M.Ed. (Mount Saint Vincent), Adjunct Professor of Education

van Proosdij, Danika, B.Sc. (Hons.), M.Sc., Ph.D. (Guelph), Professor of Geography

Vaughan, Keith, B.Sc. (Manchester), Ph.D. (St. Andrew's), C.Chem., F.R.S.C. (UK), Adjunct Professor of Chemistry

Veltmeyer, Henry, Licenciatura (linguistics), B.A. (Catholic University of Guayaquil), M.A. (Alabama), Ph.D. (McMaster), Professor of International Development Studies

Venkat, Ramesh, B.Comm., M.B.A. (Madurai-Kamaraj), M.B.A. (Simon Fraser), Ph.D. (British Columbia), Associate Professor of Marketing

Veres, Samuel P., B.Egne (Dalhousie), Ph.D. (U of Auckland), Assistant Professor of Engineering

Wagar, Terry H., B.A. (Queens), B.Comm. (Windsor), LL.B. (Ottawa), M.B.A. (Toronto), M.I.R. (Queen's), Ph.D. (Virginia Technic), Professor of Management

Walmsley, Daniel, B.Sc., B.Sc. (Hons), M.Sc. (University of Natal), Ph.D. (University of the Free State, South Africa), MAP (University of the Witwatersrand, South Africa), Adjunct Professor of Environmental Science

Walsh, Susan, B.Ed, M.Ed, Ph.D. (U of Alberta), Adjunct Professor of Women's Studies

Wan, Zeying, Dip. Comp. Eng., M.Phil.Sc. (Zhejiang), Ph.D. (Western Ontario), Assistant Professor of Information Systems

Wang, Hai, B. Comp. Sc. (Hons.) (New Brunswick), M.Sc., Ph.D. (Toronto), Associate Professor of Information Systems

Wang, Muhong, B.A.Sc. (Xian Jiaotong), M.A.Sc. (Xian Jiaotong), Ph.D. (Waterloo), Associate Professor of Management Science

Warne, Randi, BA (U of W), MA and Ph.D., (U of T), Adjunct Professor of Women's Studies

Warner, Lyndan, B.A. (Hons.) (McGill), Ph.D. (Cambridge), Associate Professor of History

Watson, Ariel, B.A. (Hons.) (N. Carolina), M.A., Ph.D. (Yale), Assistant Professor of English

Webb, J. Tom, B.A. (St. Francis Xavier), M.A. (Carleton), Adjunct Professor of Master of Management – Cooperatives and Credit Unions

Wei, Mei-Ling, B.Comm. (Hons.) (McMaster), MBA (Dalhousie), Ph.D. (York), Assistant Professor of Marketing

Wein, Sheldon, B.A., M.A., Ph.D. (Waterloo), Professor of Philosophy and International Development Studies

Westhaver, Russell, B.A. (Hons.), M.A. (Saskatchewan), Ph.D. (Simon Fraser), Associate Professor of Sociology and Chairperson of the Department of Sociology and Criminology

White, Jerry, BA (Oregon), MA & Ph.D. (Alberta), Adjunct Professor of Irish Studies

White, Peter, B.Sc. (Hons.) (Saint Mary's), M.Sc., Ph.D. (York), Adjunct Professor of Environmental Science

Wiacek, Aldona, B.Sc., M.Sc., Ph.D. (UofT), B.Ed. (MSVU), Assistant Professor of Environmental Science and of Astronomy and Physics

Wicks, David, B.Comm. (Carleton), M.B.A., Ph.D. (York), B.A. (Dalhousie), Professor of Management

Wise, Raul D., B.Sc. (U of Mexico), M.Sc., Ph.D. (U of Pennsylvania), Adjunct Professor of International Development Studies

Wood, Marnie Jane, B.Sc. (St. Francis Xavier), MD (Dalhousie), Adjunct Professor of Forensic Science

Ye, L. George, B.Sc. (Peking), M.Eng. (Beijing), M.A. (York), Ph.D. (Queen's), Associate Professor of Finance

Ylijoki, Kai, H.B.Sc., M.Sc., (Lakehead University), Ph.D. (U of Alberta), Assistant Professor of Chemistry

Young, Nicola, B.Comm., M.B.A. (Dalhousie), F.C.A., Professor of Accounting

Zayago Lau, Edgar, B.Sc. (Universidad Autónoma del Estado de Hidalgo), M.A. (Saint Mary's), Ph.D. (Universidad Autónoma de Zacatecas), Adjunct Professor of International Development Studies

Zelenietz, Martin C., B.A. (Northeastern Illinois), M.A. (Manitoba), Ph.D. (McMaster), Assistant Professor of Anthropology

Zhang, Michael, B.S. (Zhejiang), M.A. (Xiamen), Ph.D. (Western Ontario), Associate Professor of Management Science

Zhyznomirska, Lyubov, B.A. (Hons.) (University of Kyiv-Mohyla Academy), M.A., Ph.D. (U of Alberta), Assistant Professor of Political Science

Academic Officers and Professors Emeriti

Badawi, Jamal A., B.Comm. (Ain-Shams), M.B.A., Ph.D. (Indiana), Professor Emeritus of Management

Bowlby, Paul W. R., B.A., M.A., Ph.D. (McMaster), Professor Emeritus of Religious Studies

Carrigan, D. Owen, B.A. (St. Francis Xavier), M.A. (Boston), Ph.D. (Maine), Professor Emeritus of History

Chadwick-Jones, John, B.A., M.A. (Oxford), Ph.D., D.Sc. (Wales), F.A.P.A., F.B.P.S.S., Professor Emeritus of Psychology

Chesley, G. Richard, B.Comm. (Mount Allison), M.A., Ph.D. (Ohio State), Professor Emeritus of Accounting

Christiansen-Ruffman, Linda, B.A. (Hons.) (Smith College), Ph.D. (Columbia), Professor Emerita of Sociology

Connelly, Patricia, B.A. (Saint Mary's), Dip. Ed., M.A. (Dalhousie), Ph.D. (Toronto), Professor Emerita of Sociology

Davis, Stephen A., B.A. (New Brunswick), M.A. (Memorial), D.Phil. (Oxford), Professor Emeritus of Anthropology

Day, E. E. Douglas, B.A., Dip. Ed. (Leicester), Ph.D. (Sheffield), Professor Emeritus of Geography

Dostal, Jaroslav, Dip. Geol. (Prague), Ph.D. (McMaster), Professor Emeritus of Geology

Dougherty, Frank P., B.Comm. (Sir George Williams), M.Sc. (Clarkson College of Technology), Ph.D. (Pennsylvania State), C.A., Professor Emeritus of Accounting

Gorman, Barry F., B.Comm. (Saint Mary's), M.B.A. (Dalhousie), Ph.D. (Bath), C.A., T.E.P., Professor Emeritus of Accounting

Grennan, Wayne, B.Eng. (Nova Scotia Technical College), B.A., M.A. (Dalhousie), D.Phil. (Oxford), Professor Emeritus of Philosophy

Harvey, Andrew S., B.A. (Maine), M.A., Ph.D. (Clark), Professor Emeritus of Economics

Hayes, Archbishop Emeritus James M., B.A. (Saint Mary's), D.C.L., Hon.D.D., Hon.D.D., Hon.D.Hum.L., Hon.LL.D., Hon.D.Litt., Hon.D.Litt., Chancellor Emeritus

Haysom, John T., B.Sc. (London) Ph.D. (Cambridge) Professor Emeritus of Education

Hill, Janet, B.A. (Hons.) (Sheffield), M.A., Ph.D. (Dalhousie), Professor Emerita of English

Hill, Kenneth A., B.A. (California State College), M.A., Ph.D. (Alberta), Professor Emeritus of Psychology

Howell, Colin D., B.A., M.A. (Dalhousie), Ph.D. (Cincinnati), Professor Emeritus of History;

Katz, Wendy R., B.A. (Skidmore College), M.A., Ph.D. (Dalhousie), Professor Emerita of English

Larsen, Michael J., B.A. (Saint Mary's), M.A. (Dalhousie), Ph.D. (Toronto), Dean Emeritus of English

Lonc, William, S.J., B.Sc. (Sir George Williams), Ph.L., Ph.D. (St. Louis), Professor Emeritus of Astronomy and Physics

McCalla, Robert J., B.A. (Western Ontario), Ph.D. (Hull), Professor Emeritus of Geography

Mitchell, George F., B.Sc. (McMaster), M.A., Ph.D. (Toronto), Professor Emeritus of Astronomy and Physics

Murphy, James W., S.J., B.A. (St. Joseph's), M.A., Ph.D. (Toronto), Professor Emeritus of Chemistry

Murphy, Terrence, B.A. (Saint Mary's), M.A. (Fordham), Ph.D. (Newcastle-Upon-Tyne), Professor Emeritus of Religious Studies and History

Ozmon, Kenneth L., B.A. (St. Bernard College), M.A. (Catholic University of America), Ph.D. (Maine), Hon. LL.D. (Saint Thomas), President Emeritus

Richardson, David H. S., B.Sc., M.Sc. (Nottingham), M.A., Sc.D. (Trinity College, Dublin), D.Phil. (Oxford), Dean Emeritus

Rojo, Alfonso, B.Sc. (Valladolid), M.Sc., D.Sc. (Madrid), Professor Emeritus of Biology

Seaman, Andrew T., B.A. (Mount Allison), M.A. (Dalhousie), Ph.D. (Dublin), Professor Emeritus of English

Schwind, Hermann F., B.B.A., M.B.A. (Washington), Ph.D. (British Columbia), Professor Emeritus of Management

Stiegman, Emero S., B.A. (Don Bosco College), S.T.L. (Salesion Pontifical), Ph.D. (Fordham), Professor Emeritus of Religious Studies

Tarnawski, V., M.Sc., Ph.D. (University of Technology, Poland), P.G.S. (University of Technology, Finland), Professor Emeritus of Engineering

Thomas, Gillian M. V., B.A., M.A. (Sussex), Ph.D. (London), Professor Emerita of English

Tudor, Kathleen R., B.A. (Sir George Williams), M.A. (Montreal), Ph.D. (Toronto), Professor Emerita of English

Turner, David G., B.Sc. (Waterloo), M.Sc., Ph.D. (Western Ontario), Professor Emeritus of Astronomy and Physics

Welch, Gary A., B.S. (Harvey Mudd College), M.S., Ph.D. (Washington), Professor Emeritus of Astronomy and Physics

Young, George F. W., B.A. (Harvard), Ph.D. (Chicago), Professor Emeritus of History

Young, John C. O'C., B.Sc., Ph.D. (London), M.B.A. (New York), Professor Emeritus of Chemistry

Administrative Officers

President

Dodds, J. Colin, B.A. (Open University), B.Sc. (Hull), M.A., Ph.D. (Sheffield), President and Professor of Finance

Vice-President (Finance and Administration)

Morrison, Gabrielle, B.Sc. (Dalhousie), B.E. (Technical University of Nova Scotia), P.Eng.

Associate Vice President (External Affairs)

Margaret Murphy, B.A. (Dalhousie), M.A. (Western Ontario)

Associate Vice President (Enrolment Management) and Registrar

Dixon, Paul S., B.A. (New Brunswick), M.Math., Ph.D. (Waterloo), Professor of Management Science

Associate Vice President (Research)

Vessey, J. Kevin, B.Sc. (Hons.), M.Sc. (Dalhousie), Ph.D. (Queens), Dean, Dean of Graduate Studies and Research and Professor of Biology

Alumni Office

Daye, Mary Ann, B.Comm. (Saint Mary's), B.P.R. (Mount Saint Vincent), M.P.A. (Dalhousie), Director

Art Gallery

Metcalfe, Robin, B.A. (Hons.) (Dalhousie), Director/Curator

Athletics and Recreation

Murphy, David J., B.A. (Saint Mary's), D.D.S. (Dalhousie), Cert. in Oral Surgery (Bellevue Hospital, N.Y.), FRCD (c), F.I.C.O.I., Acting Director

Business Development Centre

Crowell, Eric, B.A. (Dalhousie), M.B.A. (Toronto), C.A., Director

Continuing Education

Michael, Gordon, B.Sc. (Prince Edward Island), B.Ed. (Acadia), M.A. (Dalhousie), Director

Development

Fitzpatrick, Heather M., B.P.R. (Mount Saint Vincent),
Director of Development

Facilities Management

Schmeisser, Gary H., B.Sc. (Dalhousie), B.Eng. (Technical
University of Nova Scotia), Senior Director

Financial Services

Rooney, Darrell, CA, Senior Director of Financial Services

Dubois, Valerie, B.Comm., M.B.A. (Saint Mary's), Project
Analyst

Harper, Donald, B.Sc. (Saint Mary's), Manager, Bookstore

Hayward, Maureen, B.Comm. (Saint Mary's), C.A.,
Manager, Treasury

Levangie, Gail, B.Comm. (Saint Mary's), C.P.P., Manager,
Procurement

Murtha, Cindy, B.A., B.B.A. (Mount Saint Vincent),
C.M.A., Manager, Reporting & Audit

Webb, Kevin, B.Comm. (Saint Mary's), C.M.A., Manager,
Financial Planning

Gorsebrook Research Institute

Twohig, Peter L., B.A., M.A. (Saint Mary's), Ph.D.
(Dalhousie), Associate of Atlantic Canada Studies,
Executive Director

Human Resources

Squires, Kim, B.A., B.Ed., M.B.A. (Saint Mary's),
C.H.R.P., Senior Director

Information Technology Systems and Support

Sisk, Perry, B.Sc. (Dalhousie), Senior Director

Instructional Development

Bennett, Margaret-Anne, B.A. (Saint Mary's), B.Ed.,
M.Ed. (Dalhousie), Director

International Activities

Maureen Woodhouse, B.A. (Carleton), M.B.A. (Saint
Mary's), Acting Director

Library

DeYoung, Marie, B.A. (St. Francis Xavier), Dip. L.T.
(Ryerson), M.L.S. (Dalhousie), University Librarian

Bentley, Brenda, Coordinator, Library Administration

Cannon, Susan, Head of Access Services

Cook, Hansel, B.A. (Dalhousie), M.L.I.S. (British
Columbia), Archives, Special Collections and Records
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

Sanderson, Heather, B.A. (Hons.) (King's), M.A.
(Queen's), Ph.D. (Queen's), M.L.I.S. (Dalhousie),
Information Literacy Librarian

Thomson, Joyce, B.A., M.L.S. (Dalhousie), Digital Services
Librarian

Vaisey, Douglas, B.A. (Trent), M.L.S. (Dalhousie),
Reference and Research Librarian

Webster, Peter, B.A. (Alberta), M.L.S. (Dalhousie),
Associate University Librarian, Information Systems

Winchcombe, Terri, Manager of Acquisition Services

Wood, Sally, B.A. (Saint Mary's), LL.B., M.L.I.S.
(Dalhousie), Collection Development Librarian

Enrolment Services

Braswell, Marie, B.A. (Thomson Rivers), M.A. (Royal
Roads), Associate Registrar – Admissions and Recruitment

Hallett, Leslie, C.G.A. Associate Registrar – Service Centre

Peters, David, B.Comm. (Saint Mary's), Associate
Registrar – Systems and Records

Sobey School of Business Advisory Council

Keith, John (Jack) R., Hon. D.Comm. (Saint Mary's), C.M.,
Chairperson

Security

Ratchford, Lonnie, Manager

Senate Office

Bell, Barb, Secretary to Senate

Conflict Resolution Advisor

Brownlow, Bridget, B.A. (Dalhousie), Con. Res-Cert.
(JIBC)

Student Services

Hotchkiss, Keith, B.A. (Saint Mary's), Senior Director

Morris, Sarah, B.Sc., M.Ed. (Dalhousie), Assistant 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

Zak McLaren, Director

The Writing Centre

Hotson, Brian, Director

Awards to Faculty and Staff

Annually there are four 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)
- 2007 Dr. Stephen Davis (Anthropology)
- 2008 Dr. Shelagh Crooks (Philosophy)
- 2009 Dr. Pawan Lingras (Mathematics and Computing Science)
- 2010 Dr. Barry Gorman (Accounting)
- 2011 Dr. Brian Bartlett (English)
- 2012 Dr. Coleen Barber (Biology)
- 2013 Dr. Gene Barrett (Sociology and Criminology)

b. The Dr. Geraldine Thomas Educational Leadership Award

In 2007, the Quality of Teaching Committee established an Educational Leadership Award to recognize the long-term commitment of faculty who develop, enhance and promote

the quality of teaching and learning at Saint Mary's, and beyond. The Committee gratefully acknowledges the support of the Saint Mary's University Faculty Union for this Award.

The Award is named for Dr. Geraldine Thomas, national teaching award winner, and founding member of the Quality of Teaching Committee. Dr. Thomas has spent the past twenty years of her academic career supporting efforts which improve teaching and learning within the University, the Atlantic region, and nationally.

- 2007 Dr. Shelagh Crooks (Philosophy)
- 2008 Dr. Adam Sarty (Astronomy and Physics)
- 2011 Dr. Howard Donohoe (Geology)
- 2013 Dr. Valerie Creelman (Communications)

c. President's Award for Excellence in Research

Established in 1989, this annual award honours 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 Dr. 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)

160 Awards to Faculty and Staff

2005 Dr. David Guenter (Astronomy and Physics)
2006 Dr. Kevin Kelloway (Management and Psychology)
2007 Dr. Hugh Millward (Geography)
2008 D. Albert Mills (Management)
2009 Dr. Robert McCalla (Geography)
2010 Dr. Goran Stanivukovic (English)
2011 Dr. Tony Charles (Management Science and Environmental Science)
2012 Dr. John McMullan (Sociology & Criminology)
2013 Dr. Jason Clyburne (Environmental Science)

d. 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

2005
Susan Doré (Office of the Dean of Science)
Ann MacDonald (Conference Services)
Malcolm Butler (Astronomy and Physics)
Kathy Mullane (Athletics) Honorable Mention

2006
Judy Grandy (Bookstore)
Bill Promaine (University Security)
Vic Catano (Psychology)

2007
Pat Bishara (External Affairs)
Carl Grandy (Facilities Management)
James Morrison (History)
Randolph Corney (Geology) Honorable Mention

2008
Margaret Anne Bennett (Centre for Academic and Instructional Development)
Margaret Harry (English)
David Lane (Astronomy and Physics)

2009
Rose Daurie (Math and Computing Science)
Donnie Jeffrey (Student Services)
Doug Vaisey (Patrick Power Library)
Honorable Mention
Dr. Robert McCalla (Geography)

2010
Dr. Robert Konopasky (Psychology)
Randy Corney (Geology)
Trevor Steinburg (Athletics and Recreation)

2011
Dr. Jeff Power (Accounting)
Mae Boettcher (Facilities Management)
Ronald Cochrane (Financial Services)
Margaret Schenk (Graduate Studies and Research))

2012
Francis Boabang (Finance)
Lois Larson (Sobey School of Business)
Shripad Pendse (Management)
Jennifer Stewart (Information Technology Systems and Support)

2013
Darlene McNeil (Facilities Management)
Rachelle Warner (Modern Languages and Classics)